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www.centralfaithcdc.com

Info@centralfaithcdc.com

Licensed by Texas Department of Family & Protective Services
<http://www.dfps.state.tx.us>
(512)834-3181 Office (512)339-5911 Fax

Member of the Texas Licensed Child Care Association

Member of the National Child Care Association

Parent's Resource Book



Mission Statement

Our mission is to provide a child centered educational program, at a reasonable tuition, that will honor God in a high quality Christian based environment benefiting both our children and our parents.

Children's Behavior Philosophy

I will respect myself as well as others. I will respect their bodies, their minds, their works, and their personal goods.



Dear Parent,

We welcome you and your child to Central Faith Child Development Center. We look forward to developing a strong and positive relationship with you. We believe that communication between parents and our staff is essential to fully meeting your child's needs. Central Faith Child Development Center is proud to provide a nurturing, Christian environment filled with warmth and encouragement. Our developmentally appropriate programs support imagination and a natural love of learning. Our programs combined with our skilled, trained staff allow your child's physical, social, emotional, and mental development to progress smoothly and naturally.

Central Faith Child Development Center offers care for Infants, Toddlers, Pre School and School Age children. In February of 2007, the center opened the state of the art 21,000 square foot preschool building.

Central Faith Child Development Center is a local ministry of Central United Methodist Church. However, the center is owned and operated by Central Faith Child Development Center Incorporated, a non-profit Texas Corporation.

Please review the following information and keep this handbook for future reference. We look forward to a long relationship with you and your child.

Parent involvement, comments, suggestions, and questions are welcomed & encouraged. Please call or email anyone of the management team!

Thank you for allowing us to care for your child!

Linda Taft

Executive Director

ltaft@centralfaithcdc.com

Jackie Bohn

Office Manager

accounting@centralfaithcdc.com

Meagan Hughes

Child Care Administrator

childcare@centralfaithcdc.com

Shelley McCurdy

Master Teacher

smccurdy@centralfaithcdc.com

Lajuan Douglas

Master Teacher

ldouglas@centralfaithcdc.com



EDUCATION:

A POSITIVE LEARNING EXPERIENCE:

Children from newborn to 12 years of age are accepted for enrollment. When Central Faith Child Development Center has no vacancies, families may join a waiting list for future enrollment of their children. No child at Central Faith Child Development Center shall be denied benefits or discriminated against because of religious belief, color, nationality or gender. However, we do reserve the right to refuse service to anyone. Our goal is that each family that enters our school will leave feeling that their child has personally benefited by attending and that our childcare center has been a positive and rewarding experience.

CURRICULUM:

Central Faith uses the Christian Based Pinnacle Curriculum. Additional resources are used to enhance the program. The entire school follows the same schedule which is on the website. All classes have a special time for Math, Science, Language Arts, & Social Studies teaching. Children are also taught sign language & Spanish, as well as music & physical education. Central Faith is a certified Baby Signs education provider.

CLASSROOMS AND ATTENDANCE:

Children are assigned to classrooms based on their age. Each class has a primary teacher. Our program is based on each child's social, emotional, and physical developmental needs. We believe that children are happy and secure when they have plenty of opportunities to succeed each day. This promotes self-confidence and as a result they develop into well-rounded adults. Children are transitioned into new classrooms throughout their time with Central Faith. Parents are given a written letter informing them if their child is chosen to transition to another class. During transition time, the child will visit the new class for a few hours each day over a period of about two weeks or until they are comfortable in the new room. Central Faith has an open door policy, which means a child may be brought to school and picked up at any time of day. It is best if a child does not arrive or depart during nap time (between 12:00 & 2:30), except in the event of a family emergency or doctor's appointment. This can be disruptive to children that are resting. We value and respect the child's time with you and will make every effort to work within your families' unique needs.

CLASSROOM ENVIRONMENT:

When it comes to the basics, don't worry. We put an emphasis on cleanliness. As you'd expect, any spaces or toys that children come in contact with are thoroughly cleaned and sanitized. We have a cleaning company that comes in every night to clean and sanitize our entire facility. They use the same cleaning process that is used in most hospitals. We like everything to be cleaned and sanitized to prevent the spread of germs. Our child sized restroom facilities, sinks and equipment help promote self reliance and confidence. Your child will be enriched with age appropriate toys, art, books, and computers.



POSITIVE GUIDANCE/DISCIPLINE:

Our program is designed to encourage independence and self-control. We focus on positive reinforcement. If minor behavior problems occur the child will be redirected. We will help each child to understand what they feel and use appropriate methods to handle those feelings. When necessary, parent conferences may be requested. Discipline at our center is aimed on teaching the child self-control. If a child refuses to cooperate that child will be removed from the group to think about their behavior where they can be observed but not participate with the group. The child will be allowed to return to the group when they are willing to cooperate. Central Faith Child Development Center staff will work with parents in solving behavioral problems. If a child persists in behavior which is detrimental to other children, that child may be dismissed from enrollment. We follow the state guidelines as well, which are:

Discipline must be:

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

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which 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; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

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

OUR STAFF:

Caring for your children is a privilege for us; however a love of children is not enough to ensure that we are able to provide the best quality care for our students. Members of our staff are carefully selected, trained, and evaluated to ensure that they conform to Central Faith Child Development Center philosophy of childcare. Each teacher must have the skills to meet the early education needs of children. Our staff goes through an extensive training before teaching in a class room. Each teacher receives orientation as well as first aid, CPR, & AED training. Next they are trained on Minimum Standards, Supervision, Shaken Baby Syndrome, Sudden Infant Death Syndrome, Abuse & Neglect, Child Development, Vehicle, Safety & Emergencies, Discipline & Guidance, Lesson Plans, Class Management, & Professional Development. Along with this, we have teachers train in the classrooms with a mentor teacher. All of our staff participates in monthly training events held at Central Faith and various other workshops and conferences. Our staff works very hard to bring a higher degree of learning to our school.



OUTDOOR PLAY:

Each room's daily schedule includes outdoor play time. We have three age appropriate playgrounds as well as land in front & back of our center for special activities. We have a large gym, concrete areas, lots of sidewalks and other play areas in the back of our facility.

NUTRITION:

Breakfast is served each day from 7:00 AM to 8:00 AM. Breakfast, lunch and snacks are provided to each child enrolled at no additional cost. Menus for breakfast, lunch, and snacks are posted on the bulletin board and on the internet at www.centralfaithcdc.com for your convenience. You may also pick up a copy at the front desk. Lunch is served between 11 and 12. Snack is served after 2:00. An alternative menu can be provided to children with a medical allergy or for religious reasons providing we have a doctor's prescription or clergy statement on file. We will not save a meal for your child. It is the parent's responsibility to feed the child if arriving after breakfast, lunch, or snack has been served. Central Faith receives federal cash assistance to serve healthy meals to your children from the Texas Department of Agriculture. Meals served here must meet nutrition requirements established by USDA's child care food program. Because the school is enrolled in the program there is no outside food allowed at the center.

PROGRAMS:

Open House is held twice a year. We have a parent meeting and a children's musical performance in the church sanctuary. Then we dismiss to the center. At this time the children present their academic and art work. Time is made available for parents and family to visit with all staff members. We usually have guest services available, such as speech and physical therapists, representatives from Upward Basketball, Cheer, & Soccer, our enrichment activities instructors, various other organizations for boys and girls, etc. Open house provides a great opportunity for parents to meet everyone & become acquainted with the numerous activities available for children. School parties and other events are scheduled throughout the year. The schedule is posted on our website. Parents are encouraged to participate by attending or helping with the party menu. Enrichment programs are offered for an additional tuition, such as French, gymnastics, dance, and Teams of Tomorrow.

CHAPEL:

Our programs have been developed around nurturing and enriching of Christian values and love. To further enhance a loving, Christian environment, there is a Chapel service which is led by the reverend of Central United Methodist Church and the Music Teacher. The entire school attends the service one day a week. The preschool children attend three times a week. The school age children attend everyday. During chapel time the older children are taught to be the leaders. The children take turns holding the flags & Bible. They act as ushers and pass the offering plates. Some children help with the sermon and some are music leaders. Children with upcoming birthdays are recognized during the chapel service that includes the entire school. Parents are welcome to attend the chapel services.

MEDIA CENTER:

The media center is available for classes to use each day if they choose. The media center serves as our library. Teacher and children can come for a special story time or they may choose to borrow some new books for their classroom. They can also come once a week for puppet shows. The media center also has a TV that can be used for special music time or to present a movie that is relevant to the lessons that are being taught in class. Use of the TV for viewing a movie is limited to only once a week and for not longer than 30 minutes.



GYM:

Central Faith is very blessed to have a full size gymnasium that has air conditioning and heat. Classes may use the gym when there is a heat advisory, bad weather, or it is raining. The gym is also used for special physical education at least once a week. The gym is not used in place of the playground time. Central Faith is very fortunate to have wonderful sidewalks and cement play areas that may be used for exercise, chalk, painting, etc. Parents will often see our children outside for many special activities.

COMPUTER CENTER:

The computer center is available to use early in the morning or late in the afternoon. Teachers are encouraged to bring their class to the computer center at least once a week.

SPANISH:

All of the teachers incorporate basic Spanish into their daily routine.

SIGN LANGUAGE:

Central Faith is a certified Baby Signs Center. All teachers receive the training to teach the signs. A monthly sign language letter is sent home to help parents. A sign language class for parents is held at Central Faith when at least five parents request a class. Teaching sign language to children before they learn to speak helps reduce frustration between the child and the caregiver or parent.

SUNDAY SCHOOL:

Children and their families are cordially invited to attend the services at Central United Methodist Church. Worship and Sunday school times are usually listed on the parent newsletter or you can visit the church website at www.cumcwaco.com

TRANSPORTATION:

The Central Faith Child Development Center transports children from selected local public schools. When children are picked up from the public school they are marked on the roll sheet. When the van arrives at the Central Faith Child Development Center the children are unloaded and again marked on the roll sheet. All van drivers and the transportation manager check all vans to be sure they are empty and cleaned out after the last van is unloaded. We do offer special field trips during the year. The details of each trip are made available well in advance. Field trip calendars are on the website and posted on the parent information board near the front office.

CHILDREN WITH SPECIAL NEEDS:

Parents and teachers meet together to develop an Individual Education Plan for children with special care needs. Special Care needs might include: allergies, disabilities, discipline emotional issues, existing or previous illnesses, hearing, language or speech, medication, motor development, social development, separation issues, serious injuries, toilet training, or vision. If a parent feels their child may have a special need, please let us know so we can make a plan that works best for the child. If you are unsure of special needs, ask someone to get you a screening. There are several local agencies that come to Central Faith and will usually provide a screening free of charge. Our goal is provide the best care for each child.



GENERAL POLICIES:

ENROLLMENT FORMS:

Enrollment is accepted any time of year depending on space availability. Enrollment forms are on our website and available in the office of our school. Parents must supply Central Faith Child Development Center with the following completed forms: Admission Information and Child Assessment Form from the Texas Department of Family & Protective Services, CACFP Meal Benefit Income Eligibility Form from the Texas Department of Agriculture, a current immunization record, & Central Faith Enrollment Agreement, which is the last page of this book. It is the parent's responsibility to supply Central Faith with a health care professional's statement that allows the child to participate in the program within one year of admission to the center. Parents are required to provide Central Faith with a copy of all immunizations received after enrollment. Parents must also inform the school of changes in employment, address, and phone numbers.

VISION AND HEARING SCREENING:

A parent must supply a statement that their school-aged child has been screened for vision and hearing by the public school. Our center conducts screening for four year old children each year. The law requires that all children in any private or public facility must be screen or have a professional examination for possible vision or hearing problems.

POLICY, PROCEDURES AND CHANGES:

If, at any time, you have any questions or concerns regarding the classroom or our policies, please contact one of the managers. We are happy to sit down and discuss any problems you may have and solve them to the best of our ability. Each parent will receive a copy of the Central Faith Child Development Center Parent's Handbook. (It is also available on our website.) Upon signing you will agree that you will adhere to the policies set forth. The child care business is a complex and ever changing industry. In the event of any changes, a notice will be given to parents in writing, your child's attendance on or after that date will constitute your acceptance of any change to the policies or procedures. Notices and information may be mailed, placed in the child's cubby, or posted on the web site. Nothing contained with herein shall be construed as a contract between Central Faith Child Development Center and any one or all of customers or students.

VISITING POLICY:

The Central Faith Child Development Center has an open door policy and a parent may visit at anytime. We encourage each parent to get involved with his or her child's classroom. School parties are scheduled and parents are encouraged to participate. We also hold Open House twice a year so that children can show their work. Teachers are available upon request for any parent-teacher conferences. Central Faith has a volunteer group of parents and staff that plan events for the center. All parents are encouraged to join this organization.

MINIMUM STANDARDS:

We are licensed by Texas Department of Family & Protective Services. A copy of the current licensing review is posted at the school. We abide by the minimum standards set by the state. The regulations and our inspections can be found on the web at www.dfps.state.tx.us. We understand that from time to time a parent feels the need to contact licensing; however, keeping the children safe and happy and the parents satisfied is very important to us. Please try to resolve your problem with the schools' director first. You may contact us at 254-420-2931 or 420-4644. Our fax number is (254)420-4903. Our address is 5720 Bagby Avenue, Waco, Texas 76712. Our Licensing Inspector is Sonia Reed. Her phone number is (254) 750-9365. The address is 801 Austin Avenue, Waco, TX 76701.

**CHILD ABUSE:**

It is the responsibility of the staff and parents at Central Faith Child Development Center to report any sign of child abuse to the proper authorities. In some instances the state may direct us not to inform the parents of the report. Please understand we are legally obligated to comply with these guidelines.

ANIMALS:

The Central Faith Child Development Center has a pet guinea pig named Reese. She visits Dr. Emerson for her annual check up. Children are welcome to bring her treats. She likes to eat fresh fruits and vegetables. Several class rooms have fish. We have several bunnies that live on the grounds. We hatch butterflies every spring. We sometimes bring in lady bugs and other insects for science projects. The children love to watch the animals!

WATER ACTIVITIES:

We use sand and water tables in the classrooms throughout the year for science activities. We have splash days in the warm months with sprinklers and wading pools. We take field trips to the pools and water parks in the summer.



TUITION AND FEES:

REGISTRATION:

A non-refundable registration fee is due at the time of enrollment. The fee is per family charge, not per child. Each family is also assessed a non refundable supply fee in the fall and spring of each year. This helps with the cost of craft items, new toys, and supplies for the classrooms from which each child benefits.

TUITION:

All tuition is due on Friday, in advance, for the next week. Weekly, Bi-Weekly, or Monthly payments can be made by cash, ACH, online bill pay, check, or debit/credit card. If tuition is not paid in full by 9:00 a.m. Monday, a late charge of twenty-five dollars will be added to the account. If the tuition and late fee are not paid, in full, by Wednesday close of business, the child will not be allowed to return until the account is paid in full. Central Faith reserves the right to discontinue a child's enrollment if the tuition is not kept up to date. If a Credit Card payment or ACH payment is denied it is the same as a NSF check and there will be a twenty-five dollar NSF fee. If a credit card is denied twice in one month only cash will be accepted in the future. All tuition, once paid, is considered earned when paid and is non-refundable. See the tuition schedule for the actual tuition in each classroom. Increases in tuition or other fees will be announced at least one month in advance. No refunds or credits for sickness or other absences will be given. Tuition reserves a place for your child at the center and is not prorated for absences. Full tuition is charged regardless of attendance due to illness, holidays, bad weather days or emergencies. Tuition is charged in advance of services rendered.

All CCS parent fees and the Central Faith fee are due each week just as everyone else. Central Faith is obligated to report any past due accounts to CCS. Services can be discontinued from CCS for non payment or incomplete paperwork.

MEALS:

Breakfast will be served each day between 7:00am and 8:00am. Lunch is served between 11:00 and 12:00. Snack is served between 2:00 and 4:00. Infants are fed according to their individual schedules. We do not save meals for students. If your child arrives after 8 a.m. they will not be fed breakfast. The same is for lunch, if your child is not here when the class has lunch, we will not have a meal for the child. Meals are included in the weekly tuition.

LATE PICK UP:

Hours of operation are 6:30am - 6:15pm. Parents are responsible for having their child picked up no later than 6:30pm. After 6:30pm the late charge is \$1.00 per minute, per child, and must be paid when you pick up.

HOLIDAYS:

The school is closed for the following holidays: New Years Day, Good Friday, Memorial Day, July Fourth, Labor Day, Thanksgiving Day and the Day after Thanksgiving, Christmas Eve & Christmas Day. All holidays are observed according to the Federal Holidays Act. For purposes of tuition and vacation all Holidays count as a full day of attendance.



LEAVING THE PROGRAM:

To allow the center to have a smooth transition of classes and to notify parents on the waiting list a two-week written notice or two weeks tuition with written notice is required for a child to withdraw. Tuition will continue to be charged until written notice is received. There are no exceptions to this policy. If a family withdraws a child and wishes to return, there is a registration fee. If returning in less than 90 days, the fee is half price. At any time, Central Faith may suspend a child without notice. A child may be suspended due to violation of tuition payment or consistent delinquent accounts, failure to provide required documents, consistently late pick up of a child, a child unwilling to follow the procedures and rules of the center, or is a child's need cannot be met by our program.

MULTIPLE CHILD DISCOUNTS:

If you enroll more than one child, you receive a discount on each additional child for the weekly tuition.

HIRING STAFF:

If you hire a Central Faith Child Development Center staff member for purposes of private baby-sitting Central Faith Child Development Center accepts no responsibility for that employee while they are under your supervision. As a parent you also agree not to hire Central Faith Child Development Center staff away from the center. Both, you and the staff member, will be held liable for actual damages including loss of tuitions.

FUNDRAISING EVENTS:

Central Faith will participate in fundraising events throughout the year. Some of the events will be to benefit the school directly. Some events will be for other charities. Parents and children are encouraged to participate if possible. Central Faith is proud to teach children about helping others and tries to be involved in at least one community event each month. Not all events are geared towards fundraising, some events are just community awareness or for fun. The yearly activity schedule is posted on our website. If you have an organization you would like us to consider, please let us know. Our staff is dedicated to teaching children and raising awareness. If you or your child would like to help in the events, we would love to have you!

TAX STATEMENTS:

Central Faith will provide tax statements to children currently enrolled. If your child is not currently in our program, you may call our office and request a statement to be emailed or faxed to you. All tuition and fees must be paid current to receive a tax statement.

DAILY OPERATIONS:



Central Faith Child Development Center is open year round Monday through Friday, from 6:30 AM to 6:15 PM. The school is actually open until 6:30 but the last 15 minutes are used for cleaning and preparing for the next day. All children must be checked in and out on the computer monitors by the front offices and signed in and out with a teacher.

SCHEDULE CHANGE:

Changes in the schedule of any child in the after school program should be reported to the staff immediately. Please notify us at least two hours in advance of changes regarding your child's pick up from another facility. This will prevent any misunderstandings regarding your child's transportation. Failure to notify the school of a change in pick up status will result in a \$15 charge.

VIDEO & PHOTOGRAPHS:

Our center has video cameras in each class room. These are available for viewing at the front desk. The video can not be accessed. It is meant for viewing purposes only.

We do take pictures of the children on occasions and for special events. By signing receipt of the handbook, you are granting us permission to photograph and film your child. The pictures are sometimes posted on Face Book, Central Faith website and in other promotional materials. Pictures may be used in materials for informational purposes within the school and also be used in public displays, newspaper other print media, television, etc. Occasionally the television reporters will use our school in their broadcasts. If you do not want your child to be photographed or filmed, you must have a letter on file with the office stating that you do not allow pictures of your child to be taken.

We do have professional photographers come to the school. All children will be photographed, unless you instruct us not to take your child's picture. Purchasing these pictures is optional.

SUNSCREEN, INSECT REPELLENT, AND DIAPER CREAM:

Central Faith encourages the use of sunscreen to protect children from the sun's harmful rays and insect repellent during the summer months when mosquitoes are most likely to bite. Parents are asked to apply sun block and bug spray in the morning when dressing the child. The center will apply sun block and bug spray in the afternoon after naptime. All items must be supplied by the parent. By sending these items, you give the center authorization to apply them to your child. Central Faith Child Development Center does not provide any type of diaper cream, sunscreen, or insect repellent.

NURSING MOTHERS:

If you choose to nurse your child at our center, you may use the nursing center. Just ask the office staff, we will be happy to assist you.

LOST & FOUND:

We have a table near the front desk for lost & found items. If items are labeled with your child's name they will be returned to the classroom. If unlabeled, check the table or ask if you are missing clothing or jackets. After 1 week all items will be donated to a charity.

COMMUNICATION:

A parent board with general information is in the Media Center and Computer Center. A bulletin board with the current licensing inspection and required postings is behind the receptionist at the front desk. Toddler & Preschool rooms have a file folder for each child in the class that is placed just outside the door of each classroom. Each child receives a daily report that includes meal information, naps, etc. Infant daily reports are sent home in the diaper bags. Current events are posted on the website and on Face book. A monthly parent newsletter is printed and available at the front desk. The newsletter is also on the website.



HEALTH AND SAFETY:

HAND WASHING:

Staff is required to wash their hands upon arrival to work. Children and staff are required to wash their hands before eating, using the water table, after toileting, after outdoor activities, after using the sand tables, after feeding, or touching the animals.

STUDENT BEHAVIOR:

Central Faith Child Development Center uses positive discipline and guidance. Sometimes a child may have behavior that has hurt another child. When this happens, the parents of both children will be given a report to sign. If there is persistent behavior that cannot be resolved, the parents will be called in for a conference. At Central Faith, we will work with families that are enrolled in a behavior modification program for their child if at all possible. We will not allow another child to be put at risk of danger due to a behavior problem. If your child is causing harm to another child at Central Faith, you may be asked to withdraw your child from our care. If your child is going through a temporary behavior issue, your child may be suspended from school for 1 to 3 days depending on the seriousness of the behavior.

BITING:

Biting is a natural developmental behavior especially during the second and third year of life. We recognize that biting is a distressing activity for parents, staff and the child who is bitten. Because biting is so distressing, everyone would like to eliminate it quickly. Unfortunately, it is not so easily corrected. Biting does require immediate action by the staff to comfort the child who was bitten, express disapproval to the biter, and to find the cause for biting. When biting changes from a relatively unusual occurrence (a couple times a week) to a frequent and expected occurrence, it will be addressed with added precautions. Teachers keep track of every bite, including attempted bites, and note location, time, participants, and circumstances. Sometimes a teacher will be placed in the class room to "shadow" the child. Teachers may consider changes to the room arrangement and adding or removing toys or materials that may be causing a child to bite. When a child is bitten, the wound is washed with soap & water, ice pack applied, the master teacher is notified, and an accident report is completed for the parents to sign.

BAD WEATHER DAYS:

We will not be open for business on bad weather days. Please check our Face Book page, website, or the local TV stations for more information should bad weather arise. We do not want to put our staff or your children at any risks.

FIRE AND TORNADO DRILLS:

Fire evacuation is practiced every month with the children so they are less likely to be frightened and the teachers are prepared. Special evacuation cribs are in the infant room so that the babies can be removed quickly. Preparations for threatening weather have been made. Quarterly the teachers and children practice going to safe places on the inside of the building. Procedures for the drills are explained to the children by their teachers.



ACCIDENTS / FIRST AID:

All of our teachers are CPR, First Aid, and AED trained. In an emergency situation appropriate action will be taken and parents will be notified.

If your child is injured at the center first aid will be administered. For minor bumps or scrapes an accident form will be filled out and signed by the teacher. This will include the nature of the injury and treatment. The form will be presented to you upon pick up. If further treatment is needed the parent and/or doctor specified by the parent will be contacted immediately. In an emergency situation your child will receive the necessary treatment until you can be contacted. Parents must sign the *Authorization for Emergency Treatment* when enrolling their children.

EMERGENCY EVACUATION:



In the event that our center has to be evacuated, we have a plan in place. We will load as many children as possible into our school vans and the remaining children will be placed in employees personal vehicles. We will transport the teachers and children to Robinson Elementary School, located at 151 Peplow Drive in Robinson. The school will allow us to use the entire left hand side of the building and the left parking lot. We would not be comingled with the elementary children that are attending school there. There is a grocery store across the street in case we need miscellaneous items. The total travel estimate is 4.10 miles, about 6 minutes. Please see the attached map and the Robinson Elementary Map for more information. In case of emergency, the mobile phone number for Linda Taft is 979 219 0924.



mapquest m™

Trip to:
 Robinson Elementary School
 151 Peplow Dr
 Robinson, TX 76706
 (254) 662-5000
4.09 miles
6 minutes



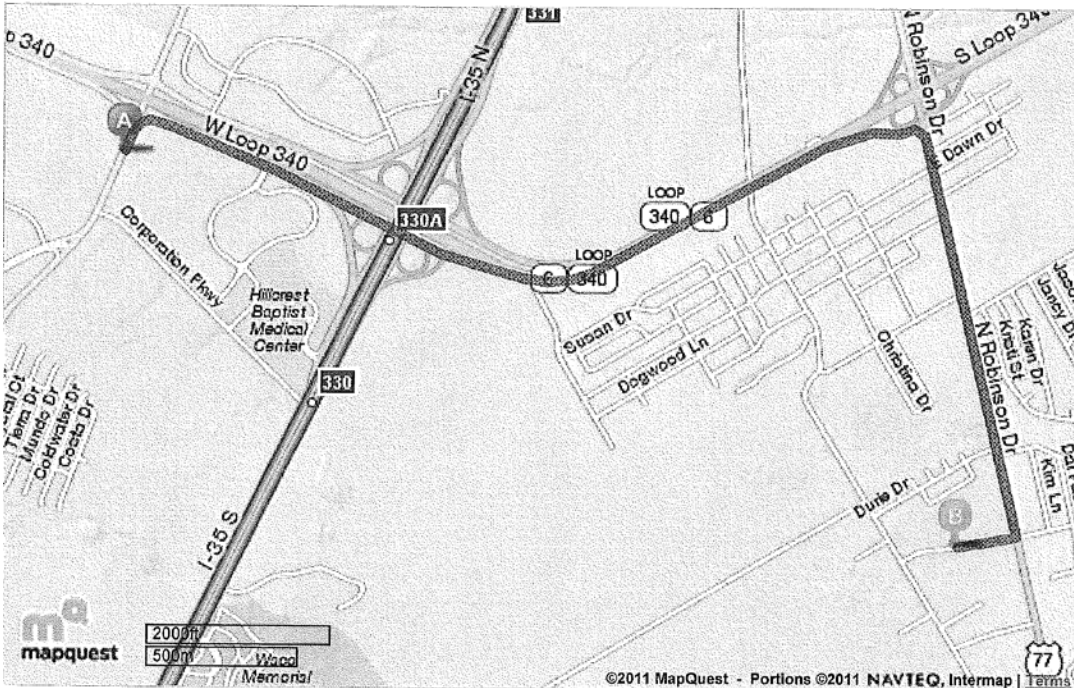
A	5720 Bagby Ave Waco, TX 76712-6930	Miles Per Section	Miles Driven
●	1. Start out going northeast on Bagby Ave / FM-3476 .	Go 0.07 Mi	0.07 mi
↘	2. Turn slight right onto W Loop 340 .	Go 0.6 Mi	0.7 mi
↙	3. Keep left at the fork to continue on W Loop 340 .	Go 0.6 Mi	1.3 mi
↘	 4. Turn slight right onto TX-6 S / TX-340-LOOP S .	Go 1.1 Mi	2.4 mi
↗	 5. Merge onto N Robinson Dr / US-77 S toward Cameron .	Go 1.6 Mi	3.9 mi
↘	6. Turn right onto W Peplow St . <i>W Peplow St is 0.2 miles past Baker Ln Brookshire's is on the corner If you reach Deana Dr you've gone about 0.2 miles too far</i>	Go 0.2 Mi	4.1 mi
■	7. 151 PELOW DR . <i>If you reach N Old Robinson Rd you've gone about 0.1 miles too far</i>		4.1 mi
B	Robinson Elementary School 151 Peplow Dr, Robinson, TX 76706 (254) 662-5000	4.1 mi	4.1 mi

<http://www.mapquest.com/print?a=app.core.c99a71f811b95fof43c2...> 11/29/2011



Driving Directions from 5720 Bagby Ave, Waco, Texas 76712 to ... Page 2 of 2

Total Travel Estimate: 4.09 miles - about 6 minutes



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ILLNESS & MEDICATION:

Please notify the staff when your child will be absent. If the child is ill, please notify the staff of the nature of the illness, especially if the disease is contagious. Central Faith cannot accept your child if they have an illness that prevents them for participating comfortably in child care center activities including outdoor play.

To protect all children from illness we will not accept children in the morning if they appear ill or have a temperature. If your child becomes ill you will be notified immediately so that he/she can be picked up within the hour. Your child must be free of fever, diarrhea, or vomiting for 24 hours and not contagious before we accept the child in the program.

We will administer medication, once a day, between 12:00 and 1:00 p.m. Most medications are given every 4 hours. Medications prescribed to be given three times a day or less will not be given at school unless a specific time during the school hours is prescribed by the physician, or the school nurse determines that a special need exists for an individual child. Parents should give the medication before & after school. Medications given at school may be administered by the school nurse or a medically untrained designee of the school. Parents must sign and date an authorization form upon arrival in the morning. This form must be signed each day that medication is to be administered. Medications must be in the original container and must be taken home each day. Please label all medications clearly with the child's name. All prescription and/or non prescription medications that need to be given at school for 10 consecutive days requires a physicians' signature. If questions arise concerning the medication, the nurse may contact the physician, pharmacist, or the parent. In accordance with the Nurse Practice Act, Texas Administrative Code 217.11, the school nurse has the responsibility and authority to refuse to administer medications that in the nurse's judgment are not in the best interest of the child. Some children have special circumstances such as asthma and severe allergic reactions. These cases will be review case by case with a director, our school nurse, and the parents for the purpose of administering medications. All medications are stored in the nurse's office. Herbal medications will not be given. Medications from other countries will not be administered by Central Faith personnel. A change in the dosage of medication requires new forms and physician's note.

When contagious diseases are recognized at Central Faith Child Development Center, staff will post a notice to parents describing the type of illness and symptoms to look for. This information will give parents advance notice to plan alternate care arrangements for sick children. Names of sick children are not public information and will be kept confidential. Children with head or body lice will be isolated until the parent can pick the child up. The child may return after treatment has been administered.

Tissues will be provided for children with runny noses. Children will be reminded to wash their hands after wiping their noses. In cases of mild coughs without other symptoms children will be given more fluids to help alleviate symptoms.

PEST CONTROL:

The school building and playground are treated with pesticides by a professional pest control company on the second Saturday of every month.



PARENTAL RESPONSIBILITIES:

ARRIVALS AND DEPARTURES:

Every child in attendance must be signed in every morning and out in the afternoon and checked in and out on the computer monitors near the front office. Do not give your computer code to anyone. Please be sure that anyone authorized to pick up your child is listed in your child's file. No child will be released to anyone not on the list. Persons authorized to pick up your child will be required to show identification before a child is released to them. When you authorize another adult to pick up your child from Central Faith Child Development Center you must include their name, phone number, and address. You must be the parent or over the age of 18 to pick up a child. If a parent wants to delete a legal parent or guardian, the parent/guardian must provide legal documentation of child custody or restraining order.

PARKING:

Parents may use the loop to drop off and pick up children. The loading and unloading is limited to 15 minutes. Drivers are encouraged to park closest to the curb as to allow other cars to go around them to exit the school. If you anticipate your time will be longer than 15 minutes, park in the parking lot & use the sidewalk to bring your child to school. No one is allowed to park in the fire lanes that are painted red. Vehicles can receive a traffic violation or be towed at the owner's expense.

COMMUNICATION:

Monthly curriculum, parent newsletter, menu, and field trip calendars are posted on the website. Some activities require additional fees and those fees are due before the field trip. Parental notices will be posted on the classroom door, bulletin board, or personally distributed. Sign-in sheets for authorization to give medication are located at the front desk. An authorization list to have your child picked up by someone other than yourself or those already listed on the child's enrollment form is located at the front desk.

Above all we hope that you, as a parent, will feel free to openly discuss and allow us the opportunity to work through any problems that may arise concerning your child and the center.

PARENT GRIEVANCE PROCEDURE:

We encourage you to discuss any classroom issue with your child's teacher. We welcome parent input and will make every effort to resolve concerns. However, we ask that concerns always be communicated in a professional and courteous manner, and that all our staff be treated with the respect they deserve as partners with you in caring for your children. For concerns that require lengthy conversations, please schedule a conference with the teacher and a Supervising Teacher. If at any time you feel that issues are not being resolved, please feel free to talk to any Director.

CHANGES IN A CHILD'S LIFE:

It is important that you keep the staff of Central Faith informed about any situation that becomes stressful or causes stress for your child. Stressful situations may include death of a family member or pet, divorce or loss of a job. Most children will feel your stress and emotions when you are discussing these issues with others, it is important to watch for signs of stress. Your child may vent frustrations by exhibiting behavior problems with teachers or other children in school or at home. Your child may also become quiet or withdraw from activities. If you will let Central Faith know in advance, we can work together to help the child. Any information that is shared with the staff will be kept confidential.



VOLUNTEERS:

Central Faith Child Development Center invites parents to volunteer their time to help oversee students during special events, parties, and programs. Sign-up forms are available at the front office. Those parents who wish to share special talents and cultural heritage with students are welcome. Parents are also welcome in the classroom at any time, just follow the rules that the children are expected to follow. If you have a special interest, occupation, or hobby that you would like to share with the class or the whole school, we would love to have you set something up with the office staff.

CELL PHONES:

Cell phones are not permitted in the classroom. We ask that you refrain from using your cell phone in the classroom in order to maximize parent child and staff parent communication during drop off and pick up times. These are important times to exchange information.

CHANGE OF ADDRESS / INFORMATION:

Please notify us immediately if you move or change your phone numbers, including work and emergency numbers.

WHAT TO BRING FOR YOUR CHILD:

Children should wear clothing that is comfortable and that they can manage without help. Please avoid items with belts, suspenders, overalls, jumpsuits and complicated fasteners. Items such as jackets, backpacks, and sweaters should be marked with the child's name. Avoid draw string hoods as these have been known to catch on toys and equipment. Students should be dressed accordingly to modesty, cleanliness, neatness, and the weather. A child must wear appropriate clothing with no offensive slogans or writing. Shoes should be comfortable and suitable for any situation. Tennis shoes or dress shoes are the best. For safety reasons flip flops and sandals are not allowed.

Even older children may have spills or accidents and soil their clothes. Please furnish your child with an extra complete set of clothing. Please label each article of clothing with a permanent marker.

Diapers and wet wipes must be supplied by the parent or guardian. The teacher will notify you when your child is running low. We cannot accept a child for care without these required necessities.

WHAT NOT TO BRING:

Outside toys and food are not allowed in the center. Many times the outside toys create a situation of conflict between two children and there is always the chance that the toy or item will come up missing. The center is not responsible for lost or missing articles. There is a no food policy because the center is responsible to the Texas Department of Agriculture Federal Food Program for the nutritional value of the food that is served to the children.

BIRTHDAY PARTIES:

Your child's birthday is a special day! Parents are welcome to celebrate with the class. Please notify the teacher or director in advance before planning any celebration for your child. Central Faith Child Development Center will furnish guidelines for parties in your child's classroom. If you will be inviting children, from your child's classroom, party invitations may only be passed out at school if every child in the class is invited. If you will not be inviting all of the children, please mail the invitations to the children that are invited.



SMOKING:

Smoking is not permitted in the building or on the grounds of Central Faith Child Development Center.

CUSTODY ISSUES:

If the parents are going through any kind of a family dispute it will often have a profound effect on a child's behavior. Please inform management and your child's teacher if this happens to your family. Please understand we do not have the authority to withhold a child from any parent having custody or joint custody. To deny a parent from picking up a child, we must have a current court order signed by a judge that specifically addresses that issue. During these times it is important that the child's childcare center environment is as stable and as consistent as possible for the sake of the child. Unless there is proof of physical, emotional, or sexual abuse we cannot become involved in custody disputes; we cannot mediate or keep track of which parent can pick up on which days.

GANG FREE ZONE:

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 penalty.

TEXAS DEPARTMENT OF AGRICULTURE:

Central Faith offers healthy meals to all enrolled children as part of our participation in the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). The CACFP provides reimbursements for healthy meals and snacks served to children enrolled in child care. Please help us comply with the requirements of the CACFP by completing the Meal Benefit Income Eligibility Form.

1. Am I required to complete a Meal Benefit Income Eligibility Form in order for my child to receive CACFP Benefits? No, but if you choose to do so, your provider may receive a higher reimbursement for the meals served to your child.

2. Do I need to fill out a Meal Benefit Form for each of my children in day care? You may complete and submit one CACFP Meal Benefit Income Eligibility Form for all children enrolled in child care in your household **only** if the children in child care are enrolled in the same home. We cannot approve a form that is not complete, so be sure to read the instructions carefully and fill out all required information.

3. Who qualifies for the higher reimbursement without providing income information? Your provider will receive a higher reimbursement for meals served to foster children and children in households getting Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamps), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR), or any of the programs listed on the enclosed Form H1660, *List of Eligible Federal/State Funded Programs*. Children in households participating in WIC also may qualify for the higher reimbursement.

4. Who qualifies for the higher reimbursement based on income? Your provider may receive a higher reimbursement for the meals served to your children if your household income is equal to or less than the amount indicated for your household size listed on the Income Chart, sent with this application. Children in households participating in WIC may be eligible for the higher reimbursement.

5. May I fill out a form if someone in my household is not a U.S. citizen? Yes. You or your children do not have to be U.S. citizens to qualify for meal benefits offered at the day care home.



6. Who should I include as members of my household? You must include everyone in your household (such as grandparents, other relatives, or friends who live with you) who shares income and expenses. You must include yourself and all children who live with you. You also may include any foster children living with you.

7. How do I report income information and changes in employment status? The income you report must be the total gross income listed by source for each household member received last month. If last month's income does not accurately reflect your circumstances, you may provide a projection of your monthly income. If no significant change has occurred, you may use last month's income as a basis to make this projection. If your household's income is equal to or less than the amounts indicated for your household's size on the attached Income Chart, the family day care home will receive a higher level of reimbursement. Once properly approved for the higher reimbursement rate, whether through income or by providing a current SNAP, TANF, or FDPIR case number, you will remain eligible for those benefits for 12 months. You should, however, notify us if you or someone in your household becomes unemployed and the loss of income during the period of unemployment causes your household income to be within the eligibility standards.

8. What if my income is not always the same? List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you only get it sometimes.

9. What if I have foster children? Foster children that are under the legal responsibility of a foster care agency or court automatically qualify for the higher reimbursement. Any foster child in the household qualifies regardless of income. Households may include foster children on the Meal Benefit Form, but are not required to include payments received for the foster child as income. Households wishing to apply for such benefits for foster children can provide the Texas Department of Family and Protective Services Form 2085FC, *Placement Authorization Foster Care/ Residential Care*, to their child's caregiver or sponsor and do not need to complete the CACFP Meal Benefit Income Eligibility Form.

10. We are in the military, do we include our housing and supplemental allowances as income? If your housing is part of the Military Housing Privatization Initiative and you receive the Family Subsistence Supplemental Allowance, do not include these allowances as income. Also, in regard to deployed service members, only that portion of a deployed service member's income made available by them or on their behalf to the household will be counted as income to the household. Combat Pay, including Deployment Extension Incentive Pay (DEIP) is also excluded and will not be counted as income to the household. All other allowances must be included in your gross income.

In the operation of child feeding programs, no person will be discriminated against because of race, color, national origin, sex, age, or disability. If you have other questions or need help, call **254 420-2931**.

Building for the Future

This child care center/facility receives Federal cash assistance to serve healthy meals to your children. Good Nutrition today means a stronger tomorrow! Meals served here must meet nutrition requirements established by USDA's Child and Adult Care Food Program. If you have questions or concerns, call USDA at **1-800-795-3272** or Food and Nutrition Division at **1-800-TELL-TDA (835-5832)** or **(254) 420-2931**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication and Compliance, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 866-632-9992 (toll free), 202-260-1026, or 202-401-0216 (TDD). USDA is an equal opportunity provider and employer.



Nutrition Program Facts

Food and Nutrition Service

WIC

The Special Supplemental Nutrition Program for Women, Infants, and Children

1. What is WIC?

WIC provides nutritious foods, nutrition education (including breastfeeding promotion and support), and referrals to health and other social services to participants at no charge. WIC serves low-income pregnant, postpartum and breastfeeding women, and infants and children up to age 5 who are at nutrition risk. WIC is not an entitlement program; i.e., Congress does not set aside funds to allow every eligible individual to participate in the program. Instead, WIC is a Federal grant program for which Congress authorizes a specific amount of funding each year for program operations. The Food and Nutrition Service, which administers the program at the Federal level, provides these funds to WIC State agencies (State health departments or comparable agencies) to pay for WIC foods, nutrition education, breastfeeding promotion and support, and administrative costs.

2. Where is WIC available?

The program is available in all 50 States, 34 Indian Tribal Organizations, American Samoa, District of Columbia, Guam, Commonwealth Islands of the Northern Marianas, Puerto Rico, and the Virgin Islands. These 90 WIC State agencies administer the program through approximately 1890 local agencies and 9,000 clinic sites.

3. Who is eligible?

Pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 are eligible. They must meet income guidelines, a State residency requirement, and be individually determined to be at “nutrition risk” by a health professional. To be eligible on the basis of income, applicants’ income must fall at or below 185 percent of the U.S. Poverty Income Guidelines (currently \$41,348 for a family of four). A person who participates or has family members who participate in certain other benefit programs, such as the Supplemental Nutrition Assistance Program, Medicaid, or Temporary Assistance for Needy Families, automatically meets the income eligibility requirement.

4. What is “nutrition risk?”

Two major types of nutrition risk are recognized for WIC eligibility:

Medically-based risks such as anemia, underweight, overweight, history of pregnancy complications, or poor pregnancy outcomes.

Dietary risks, such as failure to meet the dietary guidelines or inappropriate nutrition practices.

Nutrition risk is determined by a health professional such as a physician, nutritionist, or nurse, and is based on Federal guidelines. This nutrition assessment is free to program applicants.

5. How many people does WIC serve?

During Fiscal Year (FY) 2010, the number of women, infants, and children receiving WIC benefits each month reached approximately 9.17 million. For the first 8 months of FY 2011, States reported average monthly participation just below 9 million participants per month. In 1974, the first year WIC was permanently authorized, 88,000 people participated. By 1980, participation was at 1.9 million; by 1985, 3.1 million; by 1990, 4.5 million; and by 2000, 7.2 million. Average monthly participation for FY 2008 was approximately 8.7 million.

Children have always been the largest category of WIC participants. Of the 9.17 million people who received WIC benefits each month in FY 2010, approximately 4.86 million were children, 2.17 million were infants, and 2.14 million were women.



6. What food benefits do WIC participants receive?

In most WIC State agencies, WIC participants receive checks or vouchers to purchase specific foods each month that are designed to supplement their diets with specific nutrients that benefit WIC's target population. In addition, some States issue an electronic benefit card to participants instead of paper checks or vouchers. The use of electronic cards is growing and all WIC State agencies are required to implement WIC electronic benefit transfer (EBT) statewide by October 1, 2020. A few State agencies distribute the WIC foods through warehouses or deliver the foods to participants' homes. Different food packages are provided for different categories of participants.

WIC foods include infant cereal, iron-fortified adult cereal, vitamin C-rich fruit or vegetable juice, eggs, milk, cheese, peanut butter, dried and canned beans/peas, and canned fish. Soy-based beverages, tofu, fruits and vegetables, baby foods, whole wheat bread, and other whole-grain options were recently added to better meet the nutritional needs of WIC participants. WIC recognizes and promotes breastfeeding as the optimal source of nutrition for infants. For women who do not fully breastfeed, WIC provides iron-fortified infant formula. Special infant formulas and medical foods may be provided when prescribed by a physician for a specified medical condition.

7. Who gets first priority for participation?

If WIC cannot serve all the eligible people who apply for benefits, a system of priorities has been established for filling program openings. Once a local WIC agency has reached its maximum caseload, vacancies are filled in the order of the following priority levels:

- Pregnant women, breastfeeding women, and infants determined to be at nutrition risk because of a nutrition-related medical condition.
- Infants up to 6 months of age whose mothers participated in WIC or could have participated and had a medical problem.
- Children at nutrition risk because of a nutrition-related medical problem.
- Pregnant or breastfeeding women and infants at nutrition risk because of an inadequate dietary pattern.
- Children at nutrition risk because of an inadequate dietary pattern.
- Non-breastfeeding, postpartum women with any nutrition risk.
- Individuals at nutrition risk only because they are homeless or migrants, and current participants who, without WIC foods, could continue to have medical and/or dietary problems.

8. How does WIC support breastfeeding?

Since a major goal of the WIC Program is to improve the nutritional status of infants, WIC mothers are encouraged to breastfeed their infants, unless medically contraindicated.

- WIC mothers who breastfeed their infants are provided information and support through counseling and breastfeeding educational materials.
- Breastfeeding mothers receive a greater quantity and variety of foods than mothers who fully formula feed their infants, with mothers fully breastfeeding their infants receiving the most substantial food package.
- Breastfeeding mothers are eligible to participate in WIC longer than non breastfeeding mothers.
- Breastfeeding mothers may receive follow-up support through peer counselors.
- Breastfeeding mothers may receive breast pumps and other aides to help support the initiation and continuation of breastfeeding.

9. What is the WIC infant formula rebate system?

Mothers participating in WIC are encouraged to breastfeed their infants if possible, but WIC State agencies provide infant formula for mothers who choose to use this feeding method. WIC State agencies are required by law to have competitively bid infant formula rebate contracts with infant formula manufacturers. This means WIC State agencies agree to provide one brand of infant formula and in return the manufacturer gives the State agency a rebate for each can of infant formula purchased by WIC participants. The brand of infant formula provided by WIC varies by State agency depending on which company has the rebate contract in a particular State. By negotiating rebates with formula manufacturers, States are able to serve more people. For FY 2010, rebate savings were \$1.7 billion, supporting an average of 1.9 million participants each month, or 20.5 percent of the estimated average monthly caseload.

10. What is WIC's current funding level?

Congress appropriated \$6.734 billion for WIC in FY 2011. By comparison, the WIC Program appropriation was \$20.6 million in 1974; \$750 million in 1980; \$1.5 billion in 1985; \$2.1 billion in 1990, and \$4.0 billion in 2000.

For more information:

Information on FNS programs is available at www.fns.usda.gov/fns/



We look forward to a long relationship with you and we are always interested in learning about better ways to serve your and the children you have entrusted to our care. If you have any concerns, no matter how large or small please let us know. We cannot solve a problem if we are not made aware of it. Feel free to visit with any of the management team or office staff any time you have a question or suggestion. We enjoy making changes for the better. Our goal is to educate each child to the best of our ability so they have a faith in God, a love for learning and respect for others.

AGREEMENT:

I understand, and agree to abide by all policies and procedures set by Central Faith and as stated in the Parent's Resource Book. I agree to pay Central Faith Child Development Center any and all fees and tuitions due. I am paying my registration fee and first week's tuition in advance. Both the registration fee and first week's tuition are non-refundable. I authorized Central Faith to take pictures of my child for use in the classroom, on the website, on Face Book, media publications, other promotional materials. Pictures may be used in materials for informational purposes within the school and also be used in public displays, newspaper or other print media, television, etc. Occasionally the television reporters will use our school in their broadcasts. I understand that sunscreen, diaper cream, and insect repellent will be applied if I provide it. Central Faith Child Development Center reserves the right to modify or change policies and tuitions, as well as the policies and procedures in the "Parent Resource Book", with a written notice. Your child's attendance after the change will be considered your acceptance of the new policies, procedures, and or tuitions.

I further understand that this resource is to be used as a guide and is not all policies are contained in it. I understand that it does include the information required by the Texas Department of Agriculture and it includes the emergency evacuation plan required by the Texas Department of Family & Protective Services.

Parent's Name: _____ Child's Name: _____

Signature: _____ Date: _____

Please check one:

I will access the handbook via the website. _____

Email me a copy at: _____

I received a hard copy. _____

THE STATE OF TEXAS
COUNTY OF McLennan

Subscribed and sworn (or affirmed) before me this date the _____ day of _____ 20____.

Notary Public