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Welcome to Greatest Gifts Daycare Center, LLC. We are happy that you selected our team of dedicated professionals who continually strive to offer an accelerated approach to education. The Daycare Center is committed to excellence and the development of Principles and values that lead and guide our children to be productive citizens.

In order for us to be true partners in your child's total development and education, we strive for parent involvement and strong communication. We have an "open door" policy and invite you to visit the classroom during core times of the day. Our staff welcomes any comments or suggestion and views the families are an integral part of our community.

Greatest Gifts Daycare Center, LLC offers services for children of the community without regard of sex, race, creed, religion, color, national origin, or handicap.

The Texas Department of Family and Protective service license the center. The center is licensed to provide care for Infants 6 weeks- 12 years of age

Program Philosophy

Mission Statement

Here at Greatest Gifts Daycare Care Center a child-centered environment we empower children to make choices according to their interest, thus engaging them in the learning process. It is our mission to provide a loving, safe, nurturing and enriched environment where children can learn through play. We provide opportunities for children to foster their independence and grow within their own individual abilities and skills. We offer many activities for children to explore their surroundings. We also strive to have a comforting home away from home.

Vision Statement

The Greatest Gift Daycare Center, LLC will provide age appropriate experiences for a child to develop cognitively, emotionally, physically, socially and creatively in a positive, safe and nurturing environment that fosters self esteem.

What does Greatest Gifts Daycare Center, LLC Offer?

- ❖ Safe and Loving professional environment.
- ❖ 2 nutritionally balanced meals and 1 snack served daily.
- ❖ Pre- kinder readiness skill to prepare children for Kindergarten.
- ❖ A Smoke free environment.
- ❖ Developmentally appropriate toys and equipment safe for your child.
- ❖ Pamphlets on continuous education and updated resources for parents.
- ❖ Monthly Newsletters sharing helpful information and special activities
- ❖ Infants & Toddlers get a " daily report" on their daily schedule
- ❖ Teachers with experience in early Daycare.
- ❖ Semiannual progress reports on your child's growth and development

Hours, days, and months of operation

Greatest Gifts Daycare Center, LLC is open 12 months out of a year, the hour of operation are from 6:00am -6:00pm Monday thru Friday. All children registered must be picked up on time.

There will be a \$20 dollar charge for the first minute and a \$1 thereafter per child. If your son or daughter is left with no one to pick up without notice Child Protective Service and the Police Station will be notified.

Breakfast is served at 8:00am; the infant/ toddlers lunch will be served at 11:30am and 3 and up served at 12:00pm. PM snack will be served at 2:00pm.

Holidays

The center will be closed on Thanksgiving Day and the day after Thanksgiving, day before Christmas, Christmas day, day after Christmas refer to calendar, ½ New Years Eve, New Year's Day, Martin Luther King's Birthday, Good Friday, Easter, Battle of Flowers, Memorial Day Independence Day (Fourth of July), Labor Day. Days may fluctuate, based on calendar year; Notification will be given out and posted 48 hours in advance.

Weather Related Closures

Our facility will follow the North side Independent School District for any closures due to inclement weather. Listen to local radio or television stations for school closures

Procedures for release of children

Children will only be release to a parent or designated adult 18 years or older, by the parent in writing. Persons authorized to pick up the child (ren) must provide a valid Driver's License or a valid Identification Card at the time of drop off and release. A child will not be released into the custody of an unauthorized adult, unless consent forms have been signed by the parent(s).



Illness and exclusion criteria

If your child is sent home with an elevated temperature, diarrhea, vomiting or other communicable disease the child will not be re- admitted into learning center for 24-48 hours. Children on restricted diets of Pedialite or similar treatments like rice water will not be admitted until they are on a regular diet and symptom free. According to the TDPFS, a child must be well enough to participate in all daily activities and are not required more care than the center can provide to be admitted each day. Children must be kept home if not well enough to play outdoors or to participate in the daily activities.



Procedures for dispensing medication

The Center prefers that all medication is administered to your child before coming to Daycare. However, program staff will administer medications such as inhaler medications the parent/

guardians statement authorizing the center staff to administer the medication must be signed by the parent/guardian.

- 1 Childs name
- 2 Date
- 3 Name of Medication
- 4 Amount of Medication
- 5 How often it is given
- 6 Length of time to be given

All medication must be in the original container, labeled with the child's name, date, direction, and physician's name (If prescribed medication). The center staff will administer the medication as stated on the label direction only. If the medication is required to take twice a day, parent will be responsible for giving the medication to the child at home, unless there is a designated time prescribed by the physician during the time the child is in care. **No un-prescribed medication will be administered unless the physician writes a note on letter head stating the purpose, amount and duration of medication to be given(ie Tylenol for teething).** All out dated medication will automatically be discarded by the Director or Assistant Director. Medication will be stored in locked cabinet or containers in the office/ classrooms and community refrigerator. It is the parents responsibility to retrieve the medication at the end of the day.

Procedures for handling medical emergencies

- 1) Each child must have an annual physical examination prior to admission and after reaching their fourth birthday.
- 2) Each child is given a daily health check upon arrival at the center, and personnel will document or notify TDFPS immediately in the event a serious injury is detected.
- 3) If symptoms of a fever, infection, or illness develop while the child is in the center's care, parents will be notified immediately, and the child will be sent home for 24 hours, to be taken to a physician, based on parent discretion. In cases of a serious injury, accident or serious illness the center will seek immediate medical attention for the child if unable to contact a parent.
- 4) Children with an oral temperature of 100.4 degrees or greater, rectal temperature of 101.4 or greater, arm pit temperature of 99.4 or greater, will not be admitted until a doctor's excuse is provided.
- 5) Only medication prescribed by a licensed doctor, in its original container will be administered to the child.
- 6) The parent must sign a medical authorization form, with the name, dosage, and time the medication is to be given. A form will be required for each medication, and no over the counter medication is to be given.
- 7) All out dated medication will automatically be discarded by Director or Assistant Director.

Procedures for parental notification

Every month an informative newsletter will go out to keep the parents abreast of what's going on at the center. The calendar of events, parent meetings, and updates will also be posted in the newsletter. The teachers will use this as a form of communication for field trips, class activities and

highlight the children's progress. Notices will be placed in the parent's mail box.

Any and all update, changes or amendments will be given to parents and posted on the parent bulletin between 48-72 hours before the changes take place. Furthermore, each parent will be responsible to sign a receipt of acknowledgement which will be placed on file for 3-5 years.

Emergency contact Log

An emergency contact log is located in the application package upon admission. This form must be completed in its entirety a copy will be given to your son or daughters teacher as well as placed on file. All authorized individuals must present proper identification for the release of a child. It may be an immediate parent, sibling over 18 years old, relative, guardian or friend. Safety of your child(ren) is our first priority.

Each parent will be issued a security code, it is important to keep this code confidential. This code will be presented to center personal when and if you make inquiries about your son or daughter by phone. This procedure is an additional safe guard to protect your child from harm. It is imperative that you contact the Director or Assistant Director when there is a change in your living arrangement, phone number, work status or authorize personal. This form will be used in the event of accidents, emergencies, and to release your child.

Discipline and guidance practices

S746.2801

To what extent may caregivers discipline the children in their care?

Subchapter L. Discipline and Guidance

09/01/03

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.*

S 746.2803

What methods of discipline and guidance may a caregiver use?

Subchapter L. Discipline and Guidance

09/01/03

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 development, which is limited to no more than one minute per year of the child's age.*

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. The aim is to develop personal standards in self discipline,

not to enforce a set of inflexible rules. Giving children understandable guidance's and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior.

S746.2805

What types of discipline and guidance or punishment are prohibited?

Subchapter L. Discipline and Guidance

09/01/03

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.*

Child development research supports that physical punishment such as pinching, shaking, or hitting children teaches them that hitting or hurting others is an acceptable way to control unwanted behavior or get what they want. Children will also mimic adults who demonstrate loud or violent behavior.

Rapping, thumping, popping, and flicking are only examples of various terms used for inflicting corporal punishment on a child.

Texas Administrative Code. Title 40, Chapter 746 and 747, Subchapter L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

Parent / Guardian Signature

Date

Check one please:

☐ *Parent* ☐ *employee/caregiver* ☐ *household member of child-care home*

-

GUIDELINES FOR PERSISTENT INAPPROPRIATE BEHAVIOR

Greatest Gifts Daycare Center, LLC believes that all children differ in attitudes, and behavioral patterns. All are taught to work diligently, and are guided toward a successful interaction process. We at the center strive to build a comfortable and educational setting, with special emphasis on behavior and socialism. We recognize that occasionally, behavior issues occur, and have outlined some rules and guidelines which are crucial to the structure of our center, and the guidance of the child (ren).

Our Teachers will manage individual classrooms by:

- ❖ Modeling and reinforcing appropriate behavior

- ❖ Shadowing and closely supervising the child
- ❖ Set age appropriate guidelines
- ❖ Redirect and challenge the student to be responsible for his or her actions.
- ❖ Use positive reinforcement verses negative reinforcement
- ❖ Continued support

II Ignoring

Certain behaviors are patterns developed by the child to receive a certain result, usually, it is a negative response directed towards attaining the desired reaction. Usually, the behavior will be ignored, unless a safety issue to the child involved.

III. Shadowing/Re- Direction

Greatest Gifts Daycare Center, LLC offers alternatives to children engaged in undesirable behavior by offering a different toy, or suggesting a new activity. It attempts to gently guide the child through an uneasy transition. During this transition the teacher models appropriate behavior and closely works with the child to learn positive choices.

IV. Verbal Intervention

The teacher gently explains to the child the inappropriate behavior, and shows him/her the appropriate way to handle the situation. For example, a teacher might say, "hitting is never O.K., and instead of hitting, John, maybe you should just tell, him no, walk away and tell an adult."

V. Consequences

The teacher will explain the consequences by removing the toy, object, or removing the child from a certain play area.

VI. Take a Break

The child is separated from the group to allow him or her relaxes and calm down moment, and will remove any peer influence. The process used is . "TAKE A BREAK", and is outlined below:

- The child is assisted to an area where he/she can be supervised at all times. The child will have access to activities and materials while in TAKE A BREAK.
- If TAKE A BREAK occurs two or more times in one day, parents will be notified when the child is picked up at the end of the day.
- The child may return to the group as soon as the negative behavior stops or is reduced.
- TAKE A BREAK will not be used for children under the age of 18 months, instead we will utilize the shadowing or redirection technique.
- If TAKE A BREAK is not working effectively, the parent is phoned in for a conference with the director. It will then be at the director's discretion to remove the child if deemed necessary.

GUIDANCE BEHAVIOR FOR WITHDRAWAL

A two-week trial period will be given, if a child who continues to misbehave. If at any time during the two weeks the arrangement has not proven workable, then the parent or provider will have the right to terminate, with a 24-hour notice.

Transfers or Parent withdrawal

When you decide to depart from Greatest Gifts Daycare Center, LLC, a two-week written notice will be required and payment for two weeks will be required up front in lieu of notice. In case of non-payment, legal action will be taken and the parent/guardian will be held responsible for all legal fees to recover the debt. In the event that the responsible party fails to pay for Daycare services, that party will be turned over to a collection agency. If the responsible party is turned over for collection due to non-payment of services, or other contract violations, late payment fees will continue to accrue at the daily rate until the balance is paid in full. If for any reason we must terminate your contract, we will in return give you a two- week written notice.

BEHAVIORAL GUIDANCE PLAN FOR PARENTS

Occasionally a child may become anxious or irritable, and parents are asked to give full co-operation to the caregiver in helping the child adjust to his/her surroundings.

1. Children are discouraged from bringing toys to the center, unless asked to do so for show and tell.
2. Parents are asked to support the Parent Advisory Group, and attend parent meetings, when scheduled.
3. Contact our office in the event the child is out due to illness, or doctor's appointment.
4. All children must be signed in and out by the parent or guardian daily, and must be accompanied to his / her classroom, into the release of the teacher. No child will be left at the door unattended.
5. Each room has a designated area where all daily activities, schedules, and menus are visibly posted, and a copy will be made available to the parent upon request. All parents are invited to visit the facility on any given day during the regular hours of operation. We ask that anyone picking up a child, stop by the front office to sign in and out and pick up a visitor's pass.

TOUCH POLICY

This policy is to inform parents of the nature and type of routine physical contacts their children will experience while in care. Physical punishment is prohibited, instead the child will receive positive guidance, love and appropriate reinforcement. All children strive when they receive the proper discipline from their caregiver. This contact can be described in three ways:

Nurturing: This includes hugs and non-intimate kisses, hand holding, gentle tickling, caring and cuddling. This type of contact is never made against the expressed wishes of the children.

Safety and Guidance: This includes restraining children from harmful situations, separating physically conflicting children, directing children by gently leading or guiding them and administering 1st aid to injuries.

Hygiene: This includes face and hand washing, assisting with bathroom duties (appropriate to the age of the child), diaper changes, examining rashes, cuts and unusual marks, nose blowing

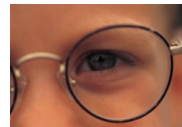
and bleeds, assisting with or conducting necessary clothing changes.

It is also my belief that it is normal and healthy for children to express affection with their peers. This includes hugs and non-intimate kisses and handholding. Again, this type of contact is never made against the expressed wishes of the child.



Meals and food service practices

We at GREATEST GIFTS DAYCARE CENTER, LLC provide nutritional meals which include Breakfast, Lunch, and P.M. Snack, . Breakfast begin at 8:00 a.m. ,Lunch at 11:30 -12:30p.m., and snacks at 2:00 p.m. Outside foods will be allowed into the center if the student has a restricted diet, or for religious purposes all which must be approved by the Director/ Asst. Director. All meals served are nutritionally balanced according to TDPFS &CACFP guidelines. Only 100% fruit juices are served, with whole milk. Children are encouraged to taste a variety of foods but are never forced to eat. GREATEST GIFTS DAYCARE CENTER, LLC asks that if a special diet is necessary, the parent must submit written documentation by his/ her physician which will be place on file and submitted to the teacher, and posted in the child's room and given to the cook to ensure it is adhered to. GREATEST GIFTS DAYCARE CENTER, LLC does not discriminate against race, age, national origin, gender, creed, or religious beliefs.



Hearing & Vision screening requirements

S746.629

***Subchapter C, Record Keeping
Division 1, Records of
09/01/03***

Children

- (a) *The special Senses and communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for the following children who are enrolled in a child care center.*
- (1) *First-time enrollees who are four years of age or older and all children enrolled in programs who are four years of age by September 1 of each year will be screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest, or present evidence of screening conducted one year prior to enrollment; and*
 - (2) *Each child who is in the first, third, fifth, or seventh-grade must complete a screening or examination within the school year.*

(b) *A licensed or certified screener or a health-care professional must conduct the screening. Refer to Texas Health and Safety Code, S36.11, for specifics on vision and hearing screening. This information may be accessed on the internet at : www.tdhs.state.tx.us/vhs.*

(c) *You must keep one of the following at the learning- center for each child required to be screened:*

(1) *The individual hearing and vision screening : or*

(2) *A signed statement for the child's parent that the child's screening records are current and on file at the pre-kindergarten program or school.*



ENROLLMENT FORMS AND PROCEDURES:

The enrollment process is required before any child is enrolled in Greatest Gifts Daycare Center, LLC. They are as followed:

- The parent or guardian shall have a personal interview, tour the facility with the child before admission and complete an application with registration fee.
- Complete an Enrollment Application
- Current copy of Shot Record
- Negative TB skin test
- Birth certificate
- Social Security card of child / parent
- Child Assessment form
- Receive a Parent Handbook/ Sign a Receipt of Policy & Procedures
- Copy of Annual Physical Exam
- Authorization Emergency Medical Form (if needed)
- Emergency Contact Form
- Proof of Income (ie. Copy of Paycheck stub, TANF or Food Stamps case number)

Any other forms required by Texas Department of Public Family Service (TDPFS)

*Note: All forms will be updated in January of each year. **A slot will not be held open if the above requirements are not met. In case of changes in the policy an amendment will occur. Each parent will be given 48 hours notice of any changes and a receipt of change will be signed and filed.**

Tuberculosis and Current Shot record

Tuberculin testing is required before your son or daughter can enroll the reading must be negative. It is required by the State to have a current immunization record on file for each child prior to enrollment. These records need to be updated according to the State recommendations. You can access information at: www.tdh.state.tx.us/immunize or contact your physician or health department.

Personnel working with children

Each personal employed at Greatest Gifts Daycare Center, LLC are in good health and physically able to care for children. They are free from infectious or contagious disease and have no evidence of tuberculosis.

All center staff are qualified according to the Texas Department of Family and Protective Services minimum standards for Daycare Centers. Each staff member is required to participate in at least 20 clock hours of training per year.

A criminal background check, and FBI finger printing is required of all employee's. All job applicants are considered without regard to race color, religion, sex life style preference, national origin, and or martial or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

Fees for Service

All fees are due before services are provided, fees can be paid on a weekly, bi-weekly or monthly basis. Fees are due by Monday of each week. Children will not be allowed to attend if fees have not been paid or payment arrangements have not been made.



FEES COST FOR CARE UNIT RATE EFFECTIVE ____2011____				
AGE GROUP	DAILY	WEEKLY	MONTHLY	PART TIME/ AFTER SCHOOL 3 days
Infant(0-17 months)	\$30.00	\$150.00	\$649.50	\$90.00
Toddler (18-35 months)	\$28.00	\$140.00	\$606.20	\$84.00
Preschool (3-5 years)	\$26.00	\$130.00	\$562.90	\$78.00
School Age (6-12)	\$22.00	\$110.00 Full time	\$476.30	\$66.00/3 days \$75.00/ 5 days

On the first day of enrollment, parents are required to pay at least one week in advance. Parents may select to pay weekly, bi-weekly or monthly. In all instances, fees must be paid in advance

to Greatest Gifts Daycare Center, LLC for each day a child is enrolled. A receipt will be issued immediately upon paying any and all fees.

LATE FEES

Late fees for parents who arrive after 6:00 pm. are as follows:

- At 6:01p.m a \$20 fee will be charge and a \$1 each minute thereafter per child and must be paid upon parent arrival.
- All children will be held through 7:00 p.m., at which time the San Antonio Police Department will be notified and the child will be reported as abandoned.
- An abandoned child will be transported by police to an area shelter. All efforts will be made to contact an authorized adult.
- As for late payment fees you will receive a notice informing you of past due account. There will be a \$5.00 fee added per day the account is past due.
- Proper arrangements must be made with the director if you fall into this category.

All adults picking up a child must be authorized, and must present proper identification, and must be on our Greatest Gifts Daycare Center, LLC Emergency contact log. No exceptions!

RETURNED CHECKS

The Greatest Gifts Daycare Center, LLC accepts cash, checks, credit cards, or money orders. All payments must be paid at the office. A service of \$25.00, plus the amount of the check will be assessed to the parents account in the event of a returned check and must be paid in cash to continue services.

TAX RECEIPTS

Any parent requesting a copy of their Daycare expenses for the year must sign up in the office/ or write a letter requesting a copy of your end of the year statement. All statements will be given out by the end of January. The centers tax ID will be enclosed for your Daycare tax credit. If there have been any changes to your address, please make the necessary arrangements to update your file.



Transportation

The parents are responsible for transporting their child (ren) to the center. Greatest Gifts Daycare Center, LLC will offer afterschool pick up from designated schools. Staff members are not required to transport children in their own vehicle due to unforeseen liabilities. All drivers will have a current Drivers License and will follow all policies and procedures in regards of transporting children from school or on field trips.

Parents will be notified at least 48-72 hours in advance for field trips. Only children 3 and up will be able to take fieldtrips. Our Insurance provider is Insurance One.

Field trips

Field Trips are learning experiences for all children, however; we limit them to age 3 years of age and older. Parents will be required to sign a permission slip for a child (ren) to participate. No child will be allowed to attend a field trip without a permission slip. All fees will be separate from your tuition fees, and parents will be notified 48 hours in advance, through verbal and written communication. A notice will be posted 48-72 hours in advance for any and all field trips.

Liability Insurance for Center

Greatest Gifts Daycare Center, LLC has liability coverage through Insurance 1 for unforeseen incidents.

Water activities

No water activities are prohibited at Greatest Gifts Daycare Center, LLC.

FIREDRILLS/ CARBON MONOXIDE INSPECTIONS

Fire drills/carbon monoxide checks are conducted and documented once a month. All postings are located by fire extinguishers throughout the center, and in the front office.

SEVERE WEATHER

A severe weather drill is conducted every 6 months In the event of severe weather –alerts such as floods, ice, thunderstorms, tornadoes, etc. it is recommended that you tune into the local news stations to determine if the center will continue to operate as scheduled or will close.



ANIMALS

We limit the pets to goldfish in the classroom. No other pet or animals will be allowed at the center. This is in compliance with the rules and regulations of TDPFS.

The procedures for parent to review and discuss with the child-care center director.

The parent and or guardian are expected to give full cooperation to the center staff in helping the child adjusts to his or her surroundings. During the first week of time arrangements should be made (if at all possible) to spend some time with the child at the center, so he or she can make a gradual adjustment

to program.

OPEN DOOR POLICY/COMMUNICATION

When we accept a new family in our child care family, I like to be sure that we can share any questions or concerns that may arise. It is important that there is a similar Daycare philosophy between the parents and provider. We welcome questions, feedback, or suggestions of any kind that are oriented towards a positive outcome for the children. Sensitive issues will be discussed in private outside of regular Daycare hours either by phone or conference. An open line of communication is very important when or where your child is concerned.

Please feel free to drop in at anytime or call to see how your child is doing. If we don't answer the phone immediately, it is because we are attending to your child. You may leave a message, which will be returned.

CONFERENCES

We always want to provide our parents with undivided attention when we talk to them about their child, so we suggest setting up a scheduled time to allow an in-depth conference. Please talk with the Director or inform the teacher requesting a time to meet. This courtesy enables us to arrange for appropriate staffing during our discussion and allows for us to have focused attention.

It is important to inform the Director and teacher of any significant changes in your child's life. Events such as a move, the loss of a family member, or change in the family structure can significantly affect your child. We can work together to help ease the stress of any life event and work together as a team to help create security and support.

CONFIDENTIALITY POLICY:

Anything that is discussed about a child among the parent and provider will not be discussed with any other parent. Any arrangements that the provider has made with one parent (for personal reasons or situations) may not be discussed with other parents. If you have a problem with a parent or another child please do not discuss this with any other parent in the presents of that parent, child or staff. All conflicts, problems or concerns must be addressed to the Director or the Assistant Director in the absence of the Director. To receive the prompt attention required. This will also elevate any conflict between parties.

GRIEVANCE PROCEDURES

Parents are encouraged to talk with the Director with any concerns or issues. The Director is generally available during the day; however, parents are encouraged to set up an appointment.

NON-CUSTODIAL PARENT:

Non-custodial parents must call and make an appointment to visit the daycare. The custodial parent must provide the legal documentation and state in writing the terms of the visit and allowable times. The above policy also applies to phone calls. Non-custodial parents will not receive a security code. It is at the discretion of the custodial parent to share this information with

the other parent.

If any problems should occur with non-custodial parent he/or she will be barred from the premises. Charges will be filed if necessary to keep the safety and well being of each child at Greatest Gifts Daycare Center, LLC . All custodial issues must be resolved outside of center.

Problems between the custodial and non-custodial parents will be a immediate cause for termination. Additionally, the two-week non-notice fee will apply.

The procedures for parent to participate in the child-care center's operation and activities.

All parents are encouraged to participate in centers activities on and off campus. The requirements are as followed: to ensure the parent undergo a criminal background check, TB screening, finger printing, affidavit on file, and pre-orientation on file. This requirement is for all parent(s) who are counted in the child/caregiver ratio and are participating on a regular/ frequent basis. This mandate is according to the minimum standards guidelines 746.1401 pg. 48.

PARENT INVOLVEMENT

All parents are encouraged to attend the Parent Orientation and Open House in August for children and parent to visit the classroom and meet the teachers prior to the start of school year. Parents entering the program for the first time are required to attend a parent orientation. Families who enroll mid-year or those unable to attend the parent orientation at the beginning of the year must make an appointment to meet the Director to discuss the philosophy, policies and other highlights of the program.

For our nursing parents: There is a designated location with a comfortable seating area where you can nurse and or provide breast milk for their child while in care. All Breast milk as well as formula will be stored and labeled accordingly.

CALLING ALL ROOM PARENTS!

Greatest Gifts Daycare Center, LLC encourages all parent's to be involved in their child's classroom. We would like a dedicated parent to volunteer as the Room Parent. The Room Parent would assist supporting the teacher in the classroom, for field trips and during naptime staff meetings. These parents's will be required to have a background check. Please let your child's teacher or the Center Director know if you would be interest in this voluntary position.

JOIN THE PARENT ORGANIZATION

This is the group that is in the know! We encourage all parents to join our Parent Organization. These parents will help us to organize and manage Fund Raising for the year, Special Events, and act as a community liaison for the school. They will have meetings and vote upon their own governing board. This Board of Parent's will meet with the Director and teachers to host and plan school wide events like the Parent appreciation dinner in May. Board members also will be required to have a background check. The parent meetings will include topics in child rearing and may include guest speakers. Please let us know what topics you would like to have covered. Informed parents are good parents and we want to give you the tools you need to feel confident in parenting your child, after all YOU are their first teacher!

SURVEYS

Surveys will be sent out three times a year, one at the beginning of the year, again in January, and at the end of the school year. We want to make sure that we are meeting the needs of the children and their families. We appreciate your comments and concerns. Please feel free to make an appointment to talk to teachers or the Director so we can make this “our” school. It is our desire to create an environment where children and their families can grow.

A TYPICAL DAY AT “Greatest Gifts Daycare Center, LLC” Center

6:00-8:00am	Arrival Activities (Table Toys, Art, Library, music), Transition clean up/ toileting potty-training prepare for breakfast
8:00-8:30am	Breakfast (Family Style conversation)
8:30- 11:30am	Dental Hygiene, Character Education, Circle time, Learning/ Center Time. Transition/ Clean up/ Toileting preparing for outdoors, Outdoors, Transition / hand washing / toileting/ prepare for lunch
11:30- 12:30 pm	Lunch (Family Style conversation)
12:30- 2:00 pm	Toileting/ hand washing/ transition/ prepare for nap, Dental Hygiene, Nap (preparation time/ cleaning/ sanitizing)
2:00- 6:00pm	Snack/ transitioning / toileting/hand washing/clean up, Circle time, Learning Center time, story, Finger play, songs, Outdoor play (weather permitting) Transition Clean up/ indoor center time/ Toileting, Art Activities (group Project) Transition /cleaning/ prepare for departure, departure

**The procedures for parents Copy of Minimum Standards
How to contact Licensing office, PRS child abuse hotline, and PRS website.****A Copy of Minimum Standards**

A copy of the minimum standards for child care and our most recent licensing, inspections and reports are available for review and are posted in the front entrance of the center.

CHILD CARE LICENSING

If you need to contact child care licensing, the local child care licensing office, is located at 3635

S.E. Military Drive, San Antonio Texas 78223, telephone number is (210)337-3399.
Web site address, http://www.dfps.state.tx.us/Child_Care/About_Child_Care_Licensing _

Child Abuse Hotline information

State law requires suspected abuse or neglect be reported. Parents are encouraged to discuss child abuse and neglect with the center director's or the child's teacher. The phone number for the Child Abuse Hotline is 1-800- 252-5400. Anyone suspecting child abuse or neglect is expected to report this under Texas Law.

Web site: txabusehotline.org

Gang Free Zone

Parents please be aware that according to Texas Penal Code, any area within 1000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

EMERGENCY PREPARATION PLAN

Greatest Gifts Daycare Center, LLC has an emergency preparation plan in case of a tornadoes, floods or hurricanes, health events such as medical emergencies, communicable disease outbreak, and human caused events such as intruder with weapons, explosion, or chemical spills. We will evacuate to our nearest _____.

The children will be transported in our van(s) the staff will move them to a designated safe area until we transport them to an alternate shelter. An emergency evacuation and relocation diagram is posted in each classroom. As the caregiver evacuate to the designated area he/she will be responsible to have the sign in sheet, attendance sheet, emergency contact information for each child, and a list of emergency numbers in their possession. We will use cellular phones, or two-way radios to communicate and alert for help. We will have an emergency kit prepared with the necessities to feed, care a keep the children comfortable until help arrives.

Receipt of Acknowledgement

PLEASE READ, INITIAL, SIGN AND DATE THE LAST PAGE OF THIS HANDBOOK AND RETURN IT TO THE DIRECTOR.

1. I have read and understand this handbook of the policies & procedures. I also understand that this is a legally-binding contract. _____
2. I agree to abide by all policies and procedures listed _____.
3. I understand that changes can and will be made at anytime with notice.
_____.
4. I will report any and all changes in writing to the Director.
_____.
5. If I agree to follow all stipulation outline in this handbook. Failure to follow procedures could jeopardize my child's enrollment.
_____.
6. I agree to pay the contracted amount explained by the Director and signed by me
_____.
7. I agree to the scheduled pick up times explained by the Director and signed by me
_____.
8. I understand that this is a legal contract and can be used against me in a court of law ____.

Child's Name in care

Date of Birth

Sibling's Name in care

Date of Birth

Parent's Signature

Date

Greatest Gifts Daycare Center, LLC Personnel Signature

Date

Director's Signature

Date