

*Grace*

## Lutheran School

*A ministry of Grace Lutheran Church EIN#74-2050231*

# PARENT HANDBOOK

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[www.glsconroe.org](http://www.glsconroe.org)



*Revised 2016*

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## *Welcome to our center!*

We are excited to have you as part of our family. At Grace Lutheran School, every child is important. Our program designed to promote your child's growth and development physically, emotionally, intellectually, creatively and spiritually in a safe, nurturing, Christ filled environment. Our desire is to partner with you, the parent, by providing support and resources through these early childhood years. Thank you for choosing Grace Lutheran School.

**A transition** into any new environment can be challenging and anxiety producing for any child or adult. Our staff is trained to be alert and aware of your child's reaction to their new environment and to be sensitive and responsive to their feelings. Prior to enrolling your child at Grace Lutheran, your child may visit and be introduced to his/her new teachers and fellow classmates. This will also give you an opportunity to get to know the teachers and staff involved in the care of your child prior to the first day, and to ask questions that may arise.

**Separation anxiety** is common and your child may resist being left, however, after several days, drop-off should become easier. We suggest that after walking your child into class, simply give your child a hug and assure them that you will return in the afternoon to pick them up – Then leave. Prolonging your departure could cause more anxiety for your child and increase the probability that they will continue to be anxious at drop-off. We encourage parents to call any time to see how their child is adjusting. If needed, the director will be happy to provide additional suggestions for a smooth and enjoyable transition into the school environment for both you and your child.

**This handbook** will help you understand our center goals and policies. Our guidelines are all designed to make sure that each child receives the best education possible in a safe and loving environment and also in compliance with the many state regulations that govern all day-cares. Reading through this handbook will make your entry into our center less overwhelming and keep potential problems from arising out of misinformation. Please keep this as a reference for future questions that will arise. It is essential that all paperwork, in the remaining packet, be completed, returned and maintained with current information throughout your child's enrollment with us.

We look forward to working (and playing!) with your child and to forming a partnership with you. We welcome your comments, questions and suggestions and are grateful to you for entrusting us with this privilege.

In His and Your Service,

Joleen Howard-Browne, Director



## LUTHERAN CHURCH AND SCHOOL

Grace Lutheran School (GLS) is a non-profit children's ministry of Grace Lutheran Church in Conroe, Texas serving preschool children from the ages of six weeks through first grade.

**PHILOSOPHY:** We believe that each child is a gift from God endowed with unique qualities. These gifts, we believe, are best developed within a Christ-centered community that partners with the parent as the most significant influence in their child's life, to lay a Biblical foundation to know, experience and express God's love.

**MISSION & PURPOSE:** "Living the Grace of God" is the mission of Grace Lutheran Church (GLC) and ultimately the mission and purpose of the school ministry. We provide a Christ-centered program with the goal of stimulating and nurturing the cognitive, physical, social, emotional, and spiritual development of the child in a safe and loving environment.

### GOALS FOR EACH CHILD

- To lead, educate and encourage each child to know and accept the love of God and His forgiveness through Jesus Christ
- To provide learning experiences based on the child's individual needs, interests, and abilities
- To build important foundations for formal learning in the elementary years, through play, experimentation, exploration and investigation in their preschool years.
- To provide opportunities to interact with other children that are conducive to the development of wholesome social relationships and the foundation for establishing a responsible and caring personal character.

### GOALS FOR PARENTS

- To provide a safe environment for their child while the parent pursues their own work or other interests
- To provide opportunities to meet with and work with childcare professionals and other parents on issues related to their child's development
- To support family-centered values through Biblical instruction
- To serve as a family resource in times of celebration, transition or crisis

## OUR STAFF

**Joleen Howard-Browne** has held the position of **Center Director** since 2004. She has a Master's of Science degree in Counseling Psychology, a Director's License issued by the Texas Dept. of Child and Family Services, and maintains a minimal of 30 hours of annual professional training.

**Vicky Rooney, Director**, is responsible for budget, tuition and HR concerns as well as organizing our Grace School Festival each year.

**Mitzy Barrera, Evening Director**, is responsible for student records, staff schedule and afternoon program.

Our **staff** is highly competent, well trained and devoted to the care and education of your child. Many of our employees have been with GLS for five or more years and have raised their own children here. Some have Certified Teaching Credentials, several have met the requirements for the Child Development Associate Credential (CDA) awarded by the Council for Professional Recognition, located in Washington, DC. All of our staff meet or exceed the training and hiring requirements outlined in our Minimum Standards for Child Care:

- Be at least 18 years of age
- High school diploma or equivalent
- First Aid and CPR certified
- 24 hours of pre-service training
- 24 hours of annual training

Most significantly, our center philosophy and culture is intentional in the desire to be a community of grace and spiritual growth for everyone involved. First and foremost GLS is a ministry to families in the Montgomery/Conroe area, those who work here and those who allow us the privilege to care for their children.

## OUR CURRICULUM

**Current research indicates that 90% of a child's brain growth occurs from zero to 5 years of age and during this time children learn best through direct interactive experiences. Children learn by doing – through play, experimentation, exploration and open ended, trial and error. More formal learning and structured experiences are built on top of this important foundation that takes place in the preschool years. Our daily activities and program consist of a flexible schedule that has been created to provide diversity and challenge for children in all age groups while keeping this underlying principle in mind: What looks like "play" to adults is the "work" of the preschooler and our job is to facilitate that learning. Each new age group will introduce increased structure to help develop self-control, extended attention span, small muscle development, coordination and social skills. In our four-year-old and Pre-K classes we utilize a variety of curriculum to teach beginning reading, math and science skills with a continued emphasis on hands-on, experiential learning.**

**Our K-4, K-5 and first grade classes, utilize ABeka curriculum with a number of additional resources for history, math and science. In addition, we offer four afternoon "specials" for this age group: Music, Art, PE and Spanish.**

### **TELEVISION**

Media time is utilized to manage mixed groups of children at drop-off and pick-up times, when weather does not permit outside time and during holiday camps. Films are screened for appropriate content. Film is also used as part of a specific lesson plans and sometimes as a supplement to our chapel lesson. No television is used in the under two age groups per our licensing standards.

### **PRESCHOOL SAMPLE DAILY SCHEDULE**

*Class schedules are available and posted in each room*

Below is a general schedule of a typical day which will vary slightly due to development and age group. Schedules may change due to weather, special events or teacher absence.

7:00-8:00	Breakfast
8:00-9:00	Greet the Day, Calendar
9:00	Chapel
9:30	Snack
9:45-11	Teacher Directed Activities
11:00	Outside Time/Gym Play
11:30	Lunch
12:00-2:00	Rest/Nap
2:30	Snack
3:30-4:40	Teacher Directed Activities
4:30-5:30	Center Play/Gym Play
5:30-6:30	Pick Up Time – Group Play

### **OUTDOOR PLAY**

Children are required by our minimum standards to be allowed 60 to 90 minutes of outside time per day. Weather permitting, (temp. above 32 degrees or below 100 degrees, with wind chill and heat index considered,) we will be out twice a day. Please dress your child appropriately. On days that do not allow this we utilize our gym area for big play and energy to be expressed.

### **NAP TIME**

Preschool children are required by our minimum standards to rest for 45 minutes each day. After this time, if a child is not napping, a quiet table or mat activity will be offered.

### **MEALS AND SNACKS**

Our center participates and is monitored by the USDA's Child Care Food Program. Tuition includes a nutritional breakfast and lunch and a morning and afternoon snack. **Special dietary needs must be prescribed by a physician or dietitian and have written documentation on file with a treatment plan explained in case contact occurs.** Special foods must be provided by the parent. In order to post your child's allergy for class and kitchen staff, you will be asked to sign a parental release statement. Please alert the staff of any food allergies or restrictions. We are a peanut free environment.

### **INFANT PROGRAM MEALS**

Formula, cereal and baby food are provided by the center (special formula must be provided by parents). Table food will be introduced at parent's instruction and food updates are required monthly in these rooms regardless of changes.

### **BREASTFEEDING**

GLS will provide a comfortable place for mothers to breastfeed. Parents may also provide breast milk for their child to be fed in our care.

### **NO OUTSIDE FOOD POLICY**

Due to the alarming number of children with serious food allergies, and the guidelines provided by the Texas Food Program, have adopted a strict "No Outside Food" policy for our center. Exceptions to this policy will only be considered with a doctor's note and on a case by case basis. If your child has food allergies be sure to speak with the kitchen manager and the child's teachers as well as the office personnel to insure we comply with any restrictions.

### **~GLS IS A PEANUT FREE ZONE~**

### **BIRTHDAY AND PARTY POLICY**

GLS WILL PROVIDE ALL FOOD FOR CELEBRATIONS. We encourage the donation of a book from the Birthday child to the classroom which they will get to share on their day. Goodie bags, games, or movies to share are also allowed.

### **CLASS DIVISIONS AND CLASS SIZE**

Class enrollment is determined by: the individual development and needs of each child, state set student to teacher ratios, and the overall enrollment management plan of the center. We endeavor to place children in the most challenging and appropriate environment possible while maintaining their sense of security. Classrooms continue to evolve throughout the year when space permits and transitions from one to the next are made in consultation with the parent, teachers and director.

### **STUDENT TO TEACHER RATIOS**

Student to teacher ratios are based on tables set by Minimum Standards. The following chart indicates the maximum ratios that we observe, however we exceed the number of staff per child in most cases and whenever possible.

<b>Age of Children</b>	<b>Number of Children</b>	<b>per Teacher</b>	<b>Group Max w/2</b>
Infants	4	1	8
12-18 months	6	1	13
18-23 months	9	1	18
2 years	11	1	22
3 years	15	1	30
4 years	18	1	35
5 years & up	22	1	35

### **PROGRAM EXTRAS**

Children will participate in chapel one to three times a week depending on age. Chapel is led by the pastor, director or a lead teacher and consists of Bible stories and praise and worship songs.

Children will participate in our P.E. program two to three times a week in our gym area.

Along with P.E., children in the K4, K5 and first grade programs will take part in Art, Music and Spanish “specials” weekly.

Special events – such as Magic Show, Reptile demonstration, Snow Day, Community Helpers, etc. will be posted each month and described in center newsletters. Participation in these activities vary based on age and class schedule.

GLS has two large events each year that children prepare and perform for: Christmas Program (December) and the Grace School Festival (April). You will receive advance notice on all events and specific information regarding your child’s participation from their teachers.

### **CONTRACT PROGRAMS**

GLS offers extra curriculum activities available at additional cost that are paid to and managed by an outside contractor who has been interviewed and background checked by the director. Information about these programs is included in your packet or available at the front office. Arrangements may be made for these payments to be charged through your school Tuition Express.

### **PARENTAL INVOLVMENT**

We encourage parents and or guardians to be involved in school activities and offer many opportunities to be part of your child's program. At the same time, we recognize the demands of the double working household and the single parent and know that attendance to events is not always possible. For this reason we design programs that will not disrupt your child's routine and in no way will they feel "left out" if a family member is not present. Our calendar of events is included in each packet and is planned a year in advance. In addition we have a great **PTO (Parent Teacher Organization)** which helps to plan special events throughout the year for our students and our teachers and is a great way to be involved in a variety of ways.

### **FUNDRAISING**

GLS is financed entirely by tuition, fees, and donation. Fundraising provides many of the "extras" that make you child's program exceptional as well as helping fund center projects such as playground improvements or security cameras. There are two opportunities each year that we ask for your assistance.

- Fall Product Sale – a minimum dollar amount per family is suggested
- Spring – Grace Lutheran School Festival – donate one item for action, sell 2 books of raffle tickets, attend dinner with child and have a GREAT time.

### **SPECIAL PROGRAMS**

GLS offers several family programs throughout the year that are very well attended. Grandparents Tea, The Christmas Program, The Grace School Festival and Graduation, are all very popular with families. Due to space and parking we recommend carpooling and early arrival for these events. Parking attendance will be on duty and must be strictly obeyed, as we take care not to damage our neighbor's property next door. We cannot guarantee seating for these events and are on a first come, first serve basis.

## COMMUNICATION

The success of our program is based on establishing a partnership between our parents and our staff. We will endeavor to keep you informed concerning your child's day and overall development through several means:

### Communication from GLS to Parents

- All center, community and classroom information is sent home in a Monday folder to be examined and returned on Tuesday.
- Upcoming events will be promoted by postings throughout the center; on the Parent Bulletin Board by the check-in, on the Tree Board in the hall, on the chalkboard in the middle of the entry way.
- The **Grace Lutheran School Face Book** page provides updates and regular photographs of activities as well as upcoming events.
- Our email, [joleen@glskonroe.org](mailto:joleen@glskonroe.org) enables us to reach parents with immediate news and individual information.
- Upon admission, you will be added to our group txt system, which has proved an excellent way to alert and remind parents to emergency closings or special events. Simply respond to the initial txt message you receive and you will be on the feed.
- Daily classroom information will be in the form of a Daily sheet, Incident Report, and Behavior report that will be in your child's cubby at pick-up time.
- Phone calls from the classroom to the office to the parent are common concerning illness or accidents that occur through the day.

### Communication from Parents to GLS

- Specific instruction concerning medication, pick-up, food etc. should be written and signed in on the communication log available in each classroom and also verbally communicated to the front office.
- Questions regarding classroom schedules, behaviors or projects can be addressed at drop-off or pick up, with a phone call to the lead teacher during naptime (12:30 to 2), or via email using the classroom name@glskonroe.org.
- Utilize [joleen@glskonroe.org](mailto:joleen@glskonroe.org) to direct questions to director or
- Grievances, suggestions, and concerns are welcome and can be brought to the director at anytime. **NEVER leave the building with a concern for your child's care. Stop in the office, call or email right as soon as possible.**
- GLS emergency number is **936-203-1477**, for weekends and evenings.

## OUTSIDE SERVICES BY SCHOOL STAFF

Occasionally, school employees, are asked to provide tutoring or childcare for children after school hours. These services are not encouraged or sponsored by GLS and must not take place on school premises.

### **ADMISSION POLICIES**

Enrollment in the GLS program will be open to any child, provided the school can meet the need of that child. GLS does not discriminate with regard to sex, race, color, national or ethnic origin, religious or political belief.

- A \$150 non-refundable registration fee is required at the time of initial registration.
- A \$75 supply fee is due each September and January.
- Child's immunization record and doctor's health statement is due at the time of enrollment, prior to the first day of attendance and must be kept current through the year.
- An updated registration form is required at the beginning of each new enrollment period and must be accompanied by a re-registration fee of \$100 each year. Re-enrollment begins in February for our current students and guarantees uninterrupted care. Re-enrollment received after that time is subject to a fee of \$150 and space availability. A child's tuition must be current before a space can be guaranteed.

### **PRESCHOOL PROGRAM**

- GLS is a year round center providing care for children 6 weeks through first grade. Children are placed in developmentally appropriate classrooms and moved through the program as they show readiness and when space allows.
- GLS is a year round learning center providing care throughout the year with our year running from June to through May 31st of the following year.
- GLS offers the following options during the 10 weeks of summer program:
  - a) Maintain your child's regular schedule
  - b) To reduce care during the summer to a minimum of two days a week (\*this option is not available in the Infant Program)
  - c) Pay a \$600 fee to remain enrolled for the fall with no summer attendance*Children entering Grace kindergarten or first grade programs are exempt from this Summer commitment and may take summers and school holidays off with no fee.*
- GLS will be closed the first Friday in August for teacher training and work day. There is no tuition adjustment for this closure.
- Our center is open between the hours of 6 A.M. and 6:30 P.M.
- Tuitions are based on five, three (MWF) or two (TTH) day programs that are pre-set with the center Director.
- Care is provided year round, however, our academic instruction (Pre-K, TK, and Kindergarten) begin at 8:30 and end at 3:00 through the fall and spring semesters and follow the MISD calendar.

### SCHOOL CLOSURES

No tuition adjustments are made for the following closings:

- Thanksgiving and the day after
- Christmas Eve and Christmas Day
- New Year's Eve and New Year's Day
- Good Friday
- Memorial Day
- 4<sup>th</sup> of July
- First Friday in August - teacher training and work day
- Labor Day
- Emergency closings for weather or emergency

### DROP-IN CARE

Drop-in care is available on a limited basis when space permits at a daily rate of \$60 a day.

### PAYMENT

- GLS offers convenient automatic tuition payments through **Tuition Express**. Payments will be processed each Monday, prior to services rendered. Monthly payments will be processed on the 1<sup>st</sup> of each month or first business day after. Weekly tuition will be processed the on Monday or the first business day of the week.
- A \$35 fee will be applied for returned checks or failed automatic transactions.
- A \$15 late payment fee will be posted Wednesday for tuition not received by Monday afternoon.
- A late fee of \$15 beginning at 6:31 p.m. will be assessed and paid directly to the caregiver when a child is left past operation hours. The fee then becomes \$30 beginning at 6:46 p.m. You will be asked to sign a tuition express withdrawal form which will be applied to the following tuition withdrawal.
- A two week notice or two week tuition payment is required for withdrawal from the program. **A TUITION ADJUSTMENT FORM** must be submitted.
- All additional child care related fees (registration, supply fee, extra hours, school age drop-in, PTO), may be withdrawn from your Tuition Express account with your approval.
- All program adjustments must be communicated with a **TUITION ADJUSTMENT FORM**, located by the time clock and turned into the office. This must be turned prior to the week of change or may be applied as a credit to the following week's tuition.
- **GLS offers two tuition free weeks each year for our preschool program.** Your child must be absent the entire week to utilize this benefit. A **TUITION ADJUSTMENT FORM** must be submitted to receive this credit.  
**\*This benefit is not offered to our kindergarten and first grade students, as they may take all school vacations off tuition free.**
- In the case of prolonged illness or emergency, the free tuition week may be applied to the next tuition payment with the submission of a **TUITION ADJUSTMENT FORM**.

- During the summer semester (approximately ten weeks), full-time students may reduce to a minimum of two days a week or pay a \$600.00 fee if the child does not attend. A **TUITION ADJUSTMENT FORM** must be submitted.
- The start of the fall semester (3<sup>rd</sup> week in August), regular tuition will be withdrawn for your child's schedule regardless of attendance.
- Students graduating in May, may attend our summer program for June and July on a pre-set schedule. A \$50 summer registration fee is required.

**PARENTS ARE ASKED TO PROVIDE THE FOLLOWING**

Due to limited space in each child's cubby we ask that only the following items are brought to school on a regular basis.

- Diapers, pull-ups or wipes for non-potty trained children. **\*A \$5 per diaper charge will be added to your account if your child is out of diapers following notification.**
- Nap Mat – Blue and Red -Tri-Fold (24" x48") available at center for \$10
- A travel size blanket and pillow, that fit completely in the cubby
- **A complete and labeled change of clothing: bottom, shirt, socks, underwear in a labeled gallon zip lock bag to be replenished on and on-going basis.**
- Due to storage space, anything other than the above listed items will be sent home. Specifically do NOT bring: candy, gum, lunch boxes, backpacks (except on dance day, or sleep over nights), expensive or sentimental bedding or clothing.
- Nap items are to be brought home to be laundered each Friday.
- We cannot be responsible for lost or stolen valuables.
- **LABEL EVERYTHING** that comes into the center.

## DRESS CODE

Your child's dress is left to parental discretion with the following considerations

- Our program is based on play and exploration – **YOUR CHILD WILL GET DIRTY** and...we call that a good day! Expensive or fussy clothing may be stained or ruined.
- Children will be involved in outside play in a mulch covered area which may cause problems with open shoes.
- During unpredictable Texas seasons, please send a jacket or sweater **with your child's full name in the label** to be left in the cubby or classroom.
- During summer months, classes will facilitate "splash days" that are difficult to schedule. Leaving a set of water friendly clothes is recommended.
- We are required by our licensing agency to facilitate outside play for 15 min. in the morning and 15 min. in the afternoon. Unless a doctor's note is on file, your child will be asked to participate.

## DROP OFF AND PICK UP PROCEDURES

- No child will be released to a person not authorized by the parent/custodian. Written or verbal authorization for changes must be provided. Authorized persons will be listed on the enrollment form.
- Until the staff is familiar with those individuals authorized to pick up your child, they will be asked to show a picture identification.
- Person's listed on your child's pickup list will be asked to buzz into the center, stop at the front office, show a picture id and be issued a visitors pass. On an emergency basis, you may call permission in for approved pickup with appropriate identification.
- A parent code is issued each semester for entry into the front lobby.
- Each primary person dropping off or picking will be registered with a fingerprint on our keypad check-in system. The child is to be punched in and out each day as well as logged in and out by the teacher in the classroom. This step is essential to insure your child's safety in the center.
- **Do not drop off your child between 12p.m. and 2p.m. (naptime)** unless you have made prior arrangements with the center director or your child's teacher. This is extremely disruptive to a napping classroom and no fun for your child either.
- Do not allow your child, or older siblings, to walk through the building unattended before drop off or after pick up. Children must be under ADULT (over 18 years) supervision at all times.
- Please turn off and lock your vehicle before entering the building. Be aware of children exiting the building unattended. **Drive slowly, attentively and exit counter clockwise out of our driveway.**

## **DISCIPLINE AND GUIDANCE POLICY FOR GRACE LUTHERAN SCHOOL**

Please read carefully the following Discipline Policy for GLS and sign the acknowledgement on the Parent Agreement section of your enrollment packet.

### **Discipline must be:**

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

### **A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction which include at least one of 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 using clear, positive statements
3. Redirecting behavior using positive statements
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, napes 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
9. Requiring a child to remain silent or inactive for inappropriately long period of time for the child's age.

### **The following is considered unacceptable behavior:**

- Throwing toys, rocks, sand
- Aggressive behavior towards others (hitting, biting, spitting, kicking)
- Inappropriate language
- Running out of classroom or away from teacher
- Disruptive, uncooperative attitude that does not respond to correction
- Need for on-going individual care from a staff

**If attempts to manage a child's behavior within the classroom is ineffective a child may be sent home and a conference arranged with the parents to decide the best course of action. When the severity of a problem is such that it endangers the safety of the staff, other children or the child him/herself, termination of services may be effective immediately.**

## HEALTH AND SAFETY POLICIES

### IMMUNIZATIONS

Each child enrolled must meet applicable immunization requirements according to their age as specified by the Texas Department of State Health Services. You can access the requirements via <http://www.dshs.state.tx.us/immunize/>

### ILLNESS

- **If your child does not feel well and requires extensive individualized care they must not be sent to school.**
- If your child becomes ill, including but not limited to, server cough or sore throat; undetermined rash or spots; temperature over 101 degrees, severe headaches, upset stomach or diarrhea, he or she may not return to the center until symptom free for 24 yours or with a doctor's note.
- In the event you are called to pick up an ill child, you must pick your child up within 1 hour or overtime rates will apply (due to the one on one care required).
- If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the enrollment information. **If no one is available by phone, after an hour overtime rates will apply (due to one on one care required).**
- In the event your child has a communicable disease, a release form from a medical source may be required before your child may re-enter the center.

### ACCIDENT OR INJURY

- While your child is in our care, we will make an immediate attempt to contact a parent. If we cannot reach you, we will call the child's physician. If necessary, and in a life-threatening incident, we will also call an ambulance or paramedic.
- It is essential that you keep the center informed of phone numbers, emergency contacts and other pertinent information. At least one back up emergency reference must be supplied.
- An incident report will be made by the caregiver who witnessed the accident and must be signed by a responsible party at pick up. A copy will be placed in your child's file and one will be sent home.
- If an injury is the result of another child's behavior we are not able to name that child in our report and ask you to respect that child's privacy.
- Concerns regarding on-going incidents should be addressed immediately with the center director.

### MEDICATIONS

- Over-the-counter medications that are not age and/or weight appropriate must be accompanied by a doctor's note.
- Parents must complete a medical authorization form according to label instructions daily in order for medication to be dispensed to their child.
- We dispense medication at 11a.m. and 3p.m. daily.
- Medications must be in the original container, labeled with the child's full name and the date brought to the child care center.
- Medications are administered only to the child for whom it is intended.
- Medications may not be administered after the expiration date.

### **WATER ACTIVITIES**

- An increased number of staff is required for splashing and wading pool (two feet of water or less) based on the age of the children.
- Sprinkler play may take place without more staff, however our policy is to add helpers to this activity.

### **TRANSPORTATION POLICY**

GLS does not transport children as part of the program.

### **HEARING AND VISION SCREENING**

- All children enrolled in programs who are four years of age by September 1<sup>st</sup> of each year will be provided a FREE vision and hearing screening prior to the completion of the first semester of enrollment or within 120 calendar days of enrollment.
- If your child does not receive this screening or make-up screen, it will become your responsibility to provide the center with a copy of your child's vision and hearing screening conducted by a licensed or certified screener or health-care professional.
- A copy of this screening, whether done at GLS or done individually, will be kept on file at the center according to the Texas Dept. of Protective & Regulatory Services.

### **REPORTING ABUSE OF NEGLECT**

Texas law says anyone who thinks a child is being abused, neglected, or exploited must report it to DFPS. A person who reports abuse in good faith is immune from civil or criminal liability. DFPS keeps the name of the person making the report confidential. Anyone who does not report suspected abuse can be held liable for a misdemeanor or felony. Time frames for investigating reports are based on the severity of the allegations. Reporting suspected abuse makes it possible for a family to get help.

#### **Abuse Hotline APS Facility Investigations**

**800-647-7418**

### **PARENT'S RIGHTS TO INFORMATION**

- Parents can review a copy of the Minimum Standards in the GLS office at any time.
- A copy of GLS most recent Licensing Inspection Report can be found on the bulletin board in the school hallway. Past licensing reports can be reviewed in the office.
- Parents can contact the local licensing office by calling 936-756-1551 or by mail at 2017 N. Frazier, Suite C-1, Conroe, TX 77301
- Parents can contact the Protective and Regulatory Services (PRS) Child Abuse Hotline by calling 1-800-252-5400
- Parents can obtain more information about this and other centers at the PRS website [www.txchildcaresearch.org](http://www.txchildcaresearch.org)
- GLS maintains an open door policy which welcomes parents to visit and observe at any time during our operation hours. Visitors must check in at the center office prior to entering the classroom. Parents who wish to discuss questions or concerns about policies and procedures with the director should call or drop by the center office to schedule a mutually convenient time to meet.
- Parents will be notified in writing of any changes to the GLS policies