



Parent Handbook

Policies, Procedures, & Responsibilities

2022-2023

Little Buccaneers GISD Staff Childcare Center
3000 Acton School Road
Granbury, TX 76049
(817) 408-4421

Table of Contents

Mission	4
Philosophy	4
Program Goals	4
Staff	4
Operational Guidelines	5
Non-Discrimination Policy	5
Hours of Operation	5
Enrollment	5
Registration	6
Tuition and Fees	6
Texas Workforce Solutions Child Care Services	7
Maintaining Child Care Services	7
Voluntary Withdrawal from Child Care	8
Suspension and Expulsion of Children	8
Ratios	8
Release of Children for Pickup	9
Late Pick Up	9
Attendance	10
Supply Fee	10
Supply List	10
Additional Items	12
Clothing	13
Guidance Policy	14
Health and Safety	15
Health Check	15
Hearing and Vision Screening	15
Illness	15
Communicable Diseases	17
Medication	17
Non-Prescription Medication	18
Infants and Safe Sleeping	18
Accidents and Medical Emergencies	19
Emergency Preparedness	20
Emergency and Unexpected Closures	22
Arrival	22
Separation Anxiety	22
Daily Schedule	23

Physical Activity and Outdoor Play	23
Parent Involvement	24
Communication	24
Curriculum	25
Milestones.....	26
Food Service	26
Birthday Guidelines	27
Infant Feeding	27
Breastfeeding	28
Diapering	28
Hand Washing	28
Toilet Training	28
Family Connection.....	29
Community Resources.....	29
Feedback.....	30
Plants and Animals	30
Screen Time.....	30
Volunteers	30
Licensing	30
Complaints	31
Child Abuse Reporting	31
Gang Free Zone	33
Liability Insurance.....	33
Pandemic.....	33
Enrolling Families Orientation.....	34
Little Buccaneers GISD Staff Childcare Center Policy Acknowledgement Page	35

(Sign and return the last page)

Mission

The mission of the Granbury Independent School District Staff Childcare Center is to provide a high-quality childcare program for the employees of the Granbury Independent School District. By providing a childcare program for employees, Granbury Independent School District demonstrates genuine interest and concern for employees and will further establish a solid, stable workforce.

Philosophy

The Little Buccaneers GISD Staff Childcare Center combines high-quality child-development programming with a nurturing and warm environment for young children. We believe that children grow best with nurturing support and positive guidance in a safe environment. We believe children learn when they know they are valued and are provided stimulating experiences for exploration and discovery.

Program Curriculum Goals

The goals for each child enrolled are:

- **Social-** Experience positive relationships with peers and adults
- **Language-** Develop language and appropriate communication skills
- **Emotional-** Accept and express feelings in a positive manner
- **Physical-** Develop fine and gross motor skills
- **Creative-** Receive respect for individual expression
- **Cognitive-** Discover the learning process is meaningful and exciting

Staff

Our learning environment is built by gifted caregivers selected for their educational background in child development and/or education, their abilities and experience. The staff at the GISD Staff Childcare Center are committed to serving families and children. We choose people who are warm and nurturing, who understand child development, respect children and can apply their knowledge in all of their interactions with children and families. Our staff values working as a team with each other, parents, and students.

Operational Guidelines

The operational guidelines are in conjunction with the Health and Human Services division of Child Care Licensing Minimum Standards requirements, GISD policy, and the Little Buccaneers GISD Staff Childcare Center Policies and Procedures. Any updates or changes made to our Policies and Procedures will be messaged on Brightwheel and updated on our website.

Non-Discrimination Policy

The Little Buccaneers GISD Staff Childcare Center program and services reflect diversity. The Center does not discriminate on the basis of religion, race, color, gender, national origin, sexual orientation, age, or disability. We support families and children who may need additional accommodations, to include home language, special needs/ differing abilities, and/or cultural backgrounds.

Hours of Operation

Little Buccaneers GISD Staff Childcare Center hours of operation will be from 6:30 a.m. to 5:30 p.m. Monday through Friday and will follow the Granbury ISD 187 day work calendar schedule. There will be staggered drop off and pick up times which are as follows:

Elementary 6:30-5:00

Middle School/STARS 6:45-5:15

High School/Administration 7:00-5:30

The Program will be open for Staff Days and Teacher Comp Days and will be closed on all holidays listed on the GISD Calendar. The Program will follow all GISD declarations of severe weather and emergency closings.

Staff Comp days will have adjusted hours. Please give notice ahead of time if your child will be attending.

Enrollment

The Little Buccaneers GISD Staff Childcare Center provides services for Granbury ISD employees children and grandchildren, as well as teen parents who are enrolled students of Granbury ISD that are ages six weeks to 4 years old, provided that space is

available. If your child turns 4 years old on or before September 1st, they will attend full day pre-kindergarten..

All eligible interested families are encouraged to register for childcare services immediately. The center operates on a first come first serve basis. An application fee must be paid to ensure your child's spot on the waitlist is saved.

Registration

A completed registration form and payment of the non-refundable enrollment fee and supply fee are required to secure a spot for your child.

Pre-registration will take place in the Spring each year and will open to currently enrolled families and families on the waiting list first, as long as there is an opening in the age-appropriate classroom based on the child's date of birth.

If you are expecting, you may register your child by completing the enrollment form and paying the non-refundable enrollment and supply fee. Tuition will not be due until your child starts care.

Tuition and Fees

Tuition will be payroll deducted for all employees, whether your child or grandchild is enrolled. You will have the option to deduct the tuition from 20 pay periods, September to June, or 24 pay periods, September to August.

The enrollment fee will be due by check each spring upon re-enrollment and the supply fee will be due by check the first of September.

Employees will not receive refunds for days absent due to illness, personal days, vacation or other reasons for absence, other than FMLA.

Part time care is not available.

The age of your child on the first day of care will determine the tuition rate for the entire year.

Childcare staff will receive a 15% discount for childcare.

Families with multiple children will receive a 15% discount for the second and subsequent children. The discounted price will apply to the oldest child's tuition rate.

Teen parents enrolled in Granbury ISD can enroll their child at no cost.

Tuition and Fees

Age	Daily Rate	Biweekly Deduction (20 pay periods)	Biweekly Deduction (24 pay periods)	Annual Rate
6 weeks-17 months	\$29.95	\$280	\$233.34	\$5,600
18 months-3 year old	\$24.60	\$230	\$191.67	\$4,600
\$60 Enrollment fee due in the Spring upon enrollment each year \$40 Supply fee due in September each year				

Texas Workforce Solutions Child Care Services

Little Buccaneers GISD Staff Childcare Center is part of the Texas Workforce Solutions Child Care Services. Child Care Services offers assistance for childcare to those who may qualify. To find out if you qualify, go to <https://www.dfwjobs.com/child-care/parents> for more information. The contact information is at the bottom of the screen. Please let us know if you have any questions.

Maintaining Child Care Services

Once a child is enrolled in Little Buccaneers GISD Staff Childcare Center they are guaranteed a spot the following school year provided at least one parent or grandparent is still employed by Granbury Independent School District and completes the Intent to Maintain Child Care form. The employee must complete and submit the form by the posted deadline. Verbal communication with a teacher or other staff is not sufficient. If a parent is no longer employed by Granbury Independent School District their child will no longer be eligible for childcare services.

- If an employee resigns or is terminated from the district, their child’s care ends on the same day of their final duty day. The final payroll deduction will be calculated based upon the number of days in attendance, along with the prorated amount paid to date.
- If the final payroll check does not cover the cost of tuition owed, the employee will be responsible for paying the remaining amount prior to their last day of care.

Voluntary Withdrawal from Child Care

Parents may withdraw a child from Little Buccaneers GISD Staff Childcare Center with at least a 30 days' notice. A Notice of Withdrawal form must be completed as documentation of the parent's intent to withdraw. This form will notify Payroll of your intent to end childcare, so that the final child care fee can be calculated. The final payroll deduction will be calculated based upon the number of days in attendance, along with the prorated amount paid to date.

Suspension and Expulsion of Children

Little Buccaneers GISD Staff Childcare Center's policies and procedures are designed to comply with accepted administrative procedures for implementation of a developmentally appropriate children's program. Policies are also planned to meet the guidelines of Child Care Licensing Minimum Standards and GISD policy. Any parental action that would jeopardize Little Buccaneers GISD Staff Childcare Center's standing (revoking a license, revoking contract, disciplinary action, etc.) can result in termination of a family's enrollment.

The GISD Staff Childcare Center reserves the right to suspend or terminate the enrollment of a child for the following reasons:

- Behavioral problems of children, parents or guardians, which the Director determines to be a continuing physical or emotional hazard to other children and/or staff.
- Parent or guardian not observing or repeatedly violating the rules, policies and procedures of the Center as outlined in the Parent Handbook agreement.
- Physical and/or verbal abuse of staff or children by parent/guardian or child.

Ratios

Little Buccaneers GISD Staff Childcare Center will adhere to the Texas Department of Minimum Standards when enrolling children and establishing classrooms. All classrooms will adhere to the ratio grid below to ensure we meet or exceed minimum standards.

Age	Little Buccaneers Ratio	Minimum Standards
Parrots (6 weeks-11 mos)	3:10	2:10
Adventures(12 mos-17 mos)	2:10	2:13
Mateys (18 mos-23 mos)	2:16	2:18
Explorers (Two)	2:19	2:22

Pirates (Three)	2:23	2:30
-----------------	------	------

Release of Children for Pick Up

All GISD Staff Childcare Center employees will follow a plan to ensure children are released to authorized pickups. All children are required to be picked up by 5:30 Monday-Friday. Children will only be released from the GISD Staff Childcare Center to authorized persons whose names appear on the registration form or on a written note from the parent. A note must be given to the Director or designee in advance. A parent can send a message through Brightwheel as long as the message comes from the parent/guardian. We will not accept a note given to the pickup person. A telephone call will suffice only in case of an emergency.

All authorized pickups, including parents, will have their identity verified before a child is released to their care. Upon pick up, staff will secure a copy of the parent’s photo identification and place it in the child’s record. Once the staff becomes familiar with the parent’s identity, you will not be asked for your ID. Anyone who is picking up a child and is unfamiliar to a staff member must show a photo ID before the child can be released. Anyone who does not provide a photo ID will not be allowed to take the child.

If any individual (including parents/guardians) attempts to pick up a child and appears to be under the influence of alcohol, drugs or impaired (as determined by the appropriate staff person), we will contact another person on the list to pick up the child. If this individual insists the child be released to his/her custody, staff will contact the appropriate law enforcement officials to determine if the child may travel with the pickup person.

Late Pick Up

Please honor the hours of operation for Little Buccaneers GISD Staff Childcare Center. We are licensed for care Monday-Friday 6:30 a.m. to 5:30 p.m. Caring for children outside of these hours jeopardizes our license and insurance coverage. All parents and children must exit the GISD Staff Childcare Center by closing. All staff must clock out for work no later than their schedule indicates, as required by Human Resources.

Any parent that picks up their child after closing will get one written notice and will be asked to comply with the appropriate pick up procedures. A second violation will result in a late fee. Habitual late pickups may result in termination of care.

A late fee will be assessed for any child that is picked up after their designated pick up time, 5:00 p.m. for Elementary, 5:15 p.m. for Middle/STARS, and 5:30 p.m. for High

School/Administration. The fee is \$1 per minute late per child and will be collected at the end of each month. You will receive a Brightwheel message with the amount owed for the month which will be due as a cash or check payment made out to Little Buccaneers.

We understand that emergencies happen and are the exception to this rule. Emergencies and extenuating circumstances will be taken into consideration for exemption to the late fee policy at the discretion of the GISD Staff Childcare Center Director or designee.

Attendance

Parents are asked to notify the GISD Staff Childcare Center of late arrivals and of absences due to illness or vacation. When possible, please notify the staff in advance. This helps the administration schedule staff appropriately and helps teachers to plan activities. We are concerned when a child does not arrive, until we are informed of their status.

Drop offs are not permitted between 11:00 a.m. and 2:00 p.m. (unless prior arrangements have been made). This is the lunch and rest period and a change in schedule can be disruptive to the children.

Supply Fee

The GISD Staff Childcare Center assesses an annual supply fee. This fee covers most classroom furnishings and supplies. You are welcome to donate items that may be of use in any of our classrooms.

Supply List

Please label all items with your child's first name and last initial. First name last initial labeling is required by Child Care Licensing. Your child will need to have the following items in their cubby box at all times and will be required to replenish personal supplies throughout the year, especially diapers and wipes.

Infants (0-11 Months):

- ★ Diapers
- ★ Baby Wipes
- ★ Diaper cream (we will need a permission form signed before we can apply)
- ★ Sunscreen (we will need a permission form signed before we can apply)

- ★ A picture of your child's family (however you define it)
- ★ Jacket or sweater for outdoor play (as needed)
- ★ 2-3 full changes of weather appropriate clothes; shirt, pants, socks, & shoes
- ★ 2 sleep sacks with no swaddling attachment and with no restriction of arms and hands
- ★ Blanket to be used only during feeding (TDHHS does not allow use of blankets in beds)
- ★ 1 fitted mini crib sheet (can be purchased on Amazon for around \$5.00)
- ★ 4-5 burp clothes
- ★ 2-3 bibs
- ★ Pacifiers to be left in the classroom (cannot be attached to a stuffed animal)
- ★ Current feeding schedule, updated monthly
- ★ At least 4-6 pre-filled bottles with water or breastmilk, formula can be in a pre-measured container or large container with measuring scoop
- ★ Extra formula or frozen breastmilk for emergency preparation, as needed
- ★ Training cup for children 6 months of age and older
- ★ When ready-infant cereal, first fruits and vegetables
- ★ When ready-age appropriate finger foods and snacks (prior to eating table food)
- ★ Kleenex

Infants (12 -17 months) and Toddlers (18 months to 23 months):

- ★ Diapers
- ★ Baby Wipes
- ★ Diaper cream (we will need a permission form signed before we can apply)
- ★ Sunscreen (we will need a permission form signed before we can apply)
- ★ A picture of your child's family (however you define it)
- ★ Jacket or sweater for outdoor play (as needed)
- ★ 2-3 full changes of weather appropriate clothes; shirt, pants, socks, & shoes.
- ★ Small blanket and pillow that can fit within the cubby.
- ★ 2 Sippy Cups (for water, juice, or milk only)
- ★ 1 water bottle/cup (for water only)
- ★ 2-3 bibs
- ★ Pacifiers to be left in the classroom for naptime only (cannot be attached to a stuffed animal)
- ★ Lunch Daily
- ★ Paint shirts (old oversized shirts for craft time)
- ★ Kleenex

Toddler (2 year olds):

- ★ Diapers or pull-ups
- ★ Baby wipes

- ★ Diaper Cream (we will need a permission form signed before we can apply)
- ★ Sunscreen (we will need a permission form signed before we can apply)
- ★ A picture of your child's family (however you define it)
- ★ Jacket or sweater for outdoor play (as needed)
- ★ 2-3 full changes of weather appropriate clothes; shirt, pants, socks, & shoes.
- ★ Small blanket and pillow that can fit within the cubby
- ★ 1 water bottle or cup (for water only)
- ★ Lunch Daily
- ★ Paint shirts (old oversized shirts for craft time)
- ★ Kleenex

Preschool (3 year olds):

- ★ Pull ups as necessary
- ★ Cloth training pants and/or rubber pants as necessary during toilet training
- ★ Baby wipes
- ★ Sunscreen (we will need a permission form signed before we can apply)
- ★ A picture of your child's family (however you define it)
- ★ Jacket or sweater for outdoor play (as needed)
- ★ Two full changes of weather appropriate clothes; shirt, pants, underwear, socks, & shoes
- ★ Small blanket and pillow that can fit within the cubby
- ★ Water bottle (water only)
- ★ Lunch Daily
- ★ Oversized Shirt (old shirt for craft time)
- ★ Kleenex

Additional Items

GISD Staff Childcare Center provides a rich assortment of toys and learning materials. Children 12 months and older may bring a small security object for naptime, such as a favorite stuffed animal. No other toys should be brought to school, where they can get lost, broken, carried home by another child, or become a source of conflict in play. There will be special occasions, such as show and tell, where children can share treasures from home. Books and items related to the current units of study are welcome at any time.

Carriers, car seats, and booster seats may be left in the hallway, by the front door. There will not be space for stroller storage.

Please do not bring the following items into the center for any reason:

- ★ Candy

- ★ Gum
- ★ Money-specifically coins
- ★ Toys from home
- ★ Teething necklaces of any kind
- ★ Dangly earrings
- ★ **Cups with liquids other than milk, water, or juice**

Clothing

Manageable clothing for children is encouraged. Clothing that is appropriate for the weather and type of play in which children engage is preferred. Our environment includes water, markers, playdough, and paint. Your child's clothes will show evidence of your child's learning and experimentation. Comfortable play clothes that you don't care about getting dirty or stained by paint and can be easily laundered are the best choices.

Consider ease of diapering for younger children, as caregivers are changing multiple children and diapers, as well as clothing that allows independent toileting in older children (e.g. pants are easy to pull up and down). If your child wears a dress, please have them wear shorts underneath.

All children must wear shoes. Sturdy and safe shoes (flat rubber soles are the best) are important for children who are spending their day climbing, balancing, running and riding trikes for both indoor and outdoor physical activities. **Party shoes, flimsy sandals, flips flops, or boots with heels that may cause slipping, tripping, or pinched fingers for children who are sitting on the floor are prohibited.** Sandals must have closed toes and a strap on the heels.

During cooler weather, it is necessary for each child to dress appropriately. Children will go outdoors daily unless there is precipitation or it's below freezing. Appropriate shoes, socks, mittens or gloves, a heavy coat, and a hat will be necessary for winter play outdoors.

Guidance Policy

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

Guidance (discipline) strategies will be within the parameters below as per Texas Administrative code minimum standards by Texas Health and Human Services:

- ★ Individualized and consistent for each child

- ★ Appropriate to the child's level of understanding
- ★ Directed toward teaching the child acceptable behavior and self-control
- ★ Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- ★ Reminding a child of behavior expectations daily by using clear, positive statements
- ★ Redirecting behavior using positive statements
- ★ Using brief supervised separation in order for the child to take a break from the others, when appropriate for the child's age and development. This method is limited to no more than one minute per year of the child's age.

The following types of discipline and guidance are prohibited:

- ★ Corporal punishment or threats of corporal punishment
- ★ Punishment associated with food, naps, or toilet training
- ★ Pinching, shaking, or biting a child
- ★ Hitting a child with a hand or instrument
- ★ Putting anything in or on a child's mouth
- ★ Humiliating, ridiculing, rejecting, or yelling at a child
- ★ Subjecting a child to harsh, abusive, or profane language
- ★ Placing a child in a locked or dark room, bathroom, or closet with the door closed
- ★ Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out
- ★ Requiring the child to remain silent or inactive for inappropriately long periods of time for the child's age

As always, we strive to keep open communication about child behavior and any issues that may arise while your child is in our care. We will communicate and work through these issues via Brightwheel, phone conversations, and parent conferences. Progress on these issues will be monitored closely, and communicated frequently.

Health and Safety

Health regulations are determined by the Health and Human Services and the State Department of Health. We ask for your cooperation in meeting the following requirements, for the protection of everyone:

- ★ Updated immunization records must be submitted when new immunizations are given. A state approved exemption form is the only alternative form of documentation GISD Staff Childcare Center can accept if you choose to not have

your child vaccinated. **Immunization records MUST have a stamp or signature from the child's doctor or doctor's office.**

- ★ A written statement of health, from a health care professional who has examined the child within the past year, indicating the child is able to take part in the childcare program.

Health Check

Caregivers are required to make an informal health check as each child arrives at the center. Children should be well enough to engage in all activities, including outdoor play. If your child is not feeling well or is too lethargic, uncomfortable, or irritable to be here, you may be asked to give him or her special attention and care needed at home.

The center does not allow for a child to be kept inside when weather conditions permit outdoor play. If a child is not well enough for outdoor play, the child should take more time to recuperate at home.

Hearing and Vision Screening

All children 4 years of age and older are required to have a vision and hearing screening. This screening should take place at your child's 4 year well check. Please provide us with a copy of the results from your child's pediatrician.

Illness

Sick children should not be brought to the GISD Staff Childcare Center. If the child's caregiver feels that the child is not healthy enough to stay in care, the parent will be asked to take the child home. If you feel that you need to give your child Tylenol or pain reliever before they come to school, then your child should remain home. If a child becomes ill at the center, the parent will be notified immediately that the child must be picked up immediately in order to reduce the risk to other children and staff.

A child will be excluded from care if an illness prevents the child from participating comfortably in activities or creates a greater need for care than staff can provide without compromising the health and safety of other children.

Children will be excluded from care for the following symptoms, unless medical evaluation by a healthcare professional indicates that the child may be included in center activities:

Fever	Fever of 100 degrees or higher accompanied with another symptom including fatigue
Vomiting	If vomiting occurs only once, a child might not be sent home. However, if vomiting occurs 2 or more times in a 24 hour period, the child will be sent home
Diarrhea	If a child has 2 to 3 loose, watery stools within a few hours, he/she will be sent home. It is recommended to take the child to the doctor if this condition continues at home.
Sores/Rash	The child will be sent home if we notice a fine red or blister type rash on the scalp, abdomen, hands, feet or genital area or blisters with crusting that is suspicious of being contagious.
Red, watery eyes	This could be conjunctivitis and should be checked by a doctor. A doctor's release to return to child care is required.
Persistent Cough	A child with a persistent cough will be sent home.
Head Lice	If a child has head lice, he/she will be sent home for the day. The child may return after the condition has been appropriately treated. Consult a physician before using lice shampoo on a young child.
Thrush/Yeast Diaper Rash	White patches in the mouth may indicate thrush. Red bumps in the diaper area may indicate a yeast infection. Your child will not be sent home for thrush or a yeast rash. You will need to consult a health care provider for medication.

After an illness, a child may return to the center:

- ★ 24 hours after antibiotic treatment has begun
- ★ 48 hours symptom free without medication or when indicated by a note from a physician but not sooner than 24 hours symptom free without medication.
- ★ When the child feels well enough to participate comfortably in usual activities of the center; children may seem okay at home but may have difficulty coping in group care.

Communicable Diseases

The GISD Staff Childcare Center administration will provide parents with information in writing regarding communicable diseases to which your child has been exposed. The notification will include signs and symptoms of the disease, mode of transmission,

period of communicability, and control measures we are implementing at the center and suggestions on how you can implement the measure at home.

It is vital that GISD Staff Childcare Center staff are notified when your child has developed a contagious illness so that we can notify other parents and watch the rest of the children for symptoms. If your child is ill during hours not in attendance, please let us know so we can be aware of the types of illnesses being spread within a group.

Medication

- ★ Medication, prescribed or approved over the counter, must be in the original container, initial medication doses must be made by the family first, and the medication must not be expired.
- ★ Instructions for all medication are to be signed in daily on the Medication Log in the Director's office. The log must list the child's name, parent signature, medication name, dosage, time, and date to be given.
- ★ Medication is given by a trained, designated staff who will follow the exact medication label instructions and sign off to validate the instructions were followed on the medication log.
- ★ All medications are stored in the refrigerator, cabinet or container, inaccessible to children.
- ★ A physician statement is required for on-going medication and documentation is required to validate the receipt of training on how to use a device to administer medication.
- ★ **No medication should be sent to school in a child's personal bag that may be accessible to children.**
- ★ Medication ointment or cream will not be administered for more than three (3) consecutive days without a physician's note stating the child may be in group care and is not contagious.
- ★ If your child has been given fever reducers, your child should stay home. Fever reducers can mask symptoms of illness, interfere with the body's ability to fight off an infection and limit the ability to monitor the health status of your child. If it is suspected that your child has been given a fever reducer, administering medication will be suspended until an accurate temperature reading can be obtained.

Non-Prescription Medication

If your child will need diaper ointment, baby powder, sunscreen, insect repellent, or any other non-prescription item applied, you will need to complete a Non-Prescription

Medication Application form. These items can be left at the center and will be sent home if they expire or at the end of the year.

Infants and Safe Sleeping

The GISD Staff Childcare Center follows the following Operational Policy on Infant Safe Sleep by the Texas Health and Human Services.

Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death (SIDS/SUIDS) at <https://www.cdc.gov/sids/index.htm>:

Safe Sleep Policy

All staff, substitute staff, and volunteers at Little Buccaneers GISD Staff Childcare Center will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional.
- Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non-full-size cribs.
- For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation.
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.
- If an infant needs extra warmth, use sleep sacks with no swaddling attachment and with no restrictions of arms and hands as an alternative to blankets.
- Place only one infant in a crib to sleep.
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk.

- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health-care professional.
- Our childcare program is smoke-free. Smoking is not allowed in Texas childcare operations (this includes e-cigarettes and any type of vaporizers).
- Actively observe sleeping infants by sight and sound.
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position.
- Awake infants will have supervised “tummy time” several times daily. This will help them strengthen their muscles and develop normally.
- Do not swaddle an infant for sleep or rest unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant’s health care professional.

Accidents and Medical Emergencies

All staff members will maintain current certifications for Pediatric First Aid and CPR with Rescue Breathing. Staff members will administer appropriate first aid for minor injuries. An incident report must be filled out and signed by the person picking up the child on the day of the incident. The staff member will discuss the injury with the parent to ensure the parent understands the details of the incident. Caregivers will communicate this information with each other when they are sharing responsibility for the child. If an injury is more severe than a cut, scrape, or minor bug bite but not a medical emergency, the parent must be contacted immediately. If the parent cannot be reached the designated emergency contact must be contacted. If the emergency contact cannot be reached, the child’s physician will be contacted to determine what action should be taken. Should immediate medical attention be needed, staff members should call EMS at 911 to evaluate and/or transport the child to a medical facility.

If a child is taken to a medical facility for treatment as a result of an accident or injury that took place at the center, Child Care Licensing must be notified at 1-800-252-5400. Employee CDC admins and caregivers are legally required to make this report.

First Aid Supplies are located in purple go bags at the front desk, in each classroom, and in the front room. Caregivers are responsible for monthly inventory checks of the first aid kits.

A fire extinguisher is located on site. To operate the fire extinguisher, pull the pin, point the nozzle at the base of the fire and squeeze the handle. Flashlights are located in each classroom, front desk and offices.

Emergency Preparedness

In the event of an emergency, it is the responsibility of the caregivers to move all children to the designated safe place. To ensure all children are safe and accounted for during evacuations, each classroom caregiver must bring their roll sheet and Brightwheel tracking device for their class. Each classroom will have an emergency backpack that contains:

- ★ Parent and emergency contact for each child
- ★ Authorization for emergency care
- ★ Books/Activities for children

Fire Drills are performed monthly. Staff will exit the childcare center per the evacuation map posted in each classroom. Infants and children that are not mobile will be evacuated via emergency evacuation cribs. Children that are younger than 24 months will be evacuated under the care of two staff and will be assisted with a walking rope or buggy. Each child will hold a ring on the rope that will help them stay in line and move towards safety with their caregiver. The premises should be evacuated within three minutes.

Severe Weather Drills are performed every three months. Children and staff will shelter in place in their classroom on the opposite side of the room away from the window in case of a tornado. The area will be marked on the severe weather map in each room. Infants and children that are not mobile, will be placed in an evacuation crib for the duration of the drill.

If there is a Tornado Warning in effect (meaning funnel clouds in the area), we strongly suggest that you not come pick up your child until the warning is lifted. It is not safe to drive under these conditions.

Shelter in Place Drill performed every three months. During a shelter in place drill, staff and children will remain in classrooms with all doors locked. Windows and blinds should be closed and lights out. If we are sheltering in place due to an intruder, we will practice being as quiet as possible. Staff can whisper read books to children during this time. If we are sheltering in place due to a gas leak or chemical spill outside of the facility, we will follow the same procedure but continue with quiet activities.

Evacuation. If the facility needs to be evacuated due to an emergency, we will relocate to Acton Elementary School at 3200 Acton School Road, directly across the street. Staff will exit the childcare center per evacuation maps posted in each classroom. Infants and children that are not mobile will be evacuated via emergency evacuation cribs. Children that are younger than 24 months will be evacuated under the care of two staff and will be assisted with a walking rope or buggy. Each child will hold a ring on the rope that will help them stay in line and move towards safety with their caregiver.

In the event of an emergency that requires the GISD Staff Childcare Center to be evacuated, the Director or designee will use their cell phone to communicate with emergency officials. Parents will be able to reach us through Brightwheel.

Once emergency officials have determined that area is safe, all children and staff will return to the GISD Staff Childcare Center. If children need to be picked up from the emergency location, the parents will receive a Brightwheel message or text from the Director or designee with instructions for pick up.

Indoor Safety-The GISD Staff Childcare Center will have safety measures in place to ensure the safety of the children in care. We will have a closed circuit security system. The front entrance, hallway, and playground will be monitored via electronic surveillance. The system will be monitored by the Director and GISD Administrative office. At this time, surveillance is not accessible to parents. Parents and visitors will have to press a buzzer that will alert the front desk that a person is present and needs to enter. The staff will be able to communicate with the visitors before allowing them access to the building through the intercom system.

Utility Failures: If the water or electricity is cut during school hours, the director or person in charge will report the issue to the administration and Building Operator. The Building Operator will investigate the situation in a timely manner. If the Building Operator indicates that the utility will be off for a prolonged period of time, then the center will close. Parents will be called to pick up their children immediately. It is unsafe and unsanitary to care for children under conditions without either electricity or water.

Emergency and Unexpected Closures

In case of an emergency situation (power outage, weather, flooding, chemical spill, inoperable phone lines, etc.) the GISD Staff Childcare Center will close and parents must immediately pick up their child/ren from the center.

If Granbury ISD closes early because of inclement weather, the GISD Staff Childcare Center will remain open one hour past the official closing to allow parents time to pick up their child/ren. If you are unable to pick up your child within the allotted hour, you must contact the GISD Staff Childcare Center immediately to make alternate arrangements for pick-up.

If Granbury ISD is on a delayed start or closed for the entire school day due to inclement weather or other safety related reasons, the GISD Staff Childcare Center will also be delayed or closed. If there is a delay, we will open one hour earlier to allow for drop-off. For example, if Granbury ISD opens at 10:00 a.m., the GISD Staff Childcare Center will open at 9:00 a.m.

Arrival

Morning drop off sets the tone of the day for you and your child. We want you to leave the GISD Staff Childcare Center comforted by the idea that your child is going to be well cared for. We ask that you terminate cell phone calls before dropping off your child, so that we can speak with you, gather information about your child's morning and help with the transition. We also ask that your child arrives daily by 9:00 a.m. Please notify us if there will be a change in your child's drop off time. Parents must walk their child/ren to and from the classroom. Children may not be left alone at any time. Children may not be left unsupervised in the hallway, while you sign in or sign out. **For security and licensing purposes, parents must sign in their child when dropping off and picking up in the classroom through the Brightwheel App. .**

Separation Anxiety

We know that for many of you, separating may be a new experience. It is very common for young children to be anxious when separated from parents. A staff member will greet you and help you with this transition and separation when you are first getting started. Children need to be assured that separation will result in reunion. Always say goodbye when you leave, so that your child can trust that you won't just disappear. Be assured that if your child cries or is unhappy, one of the staff will stay with your child until he or she is busy and involved. Going back into the class shortly after drop off may lead the child to believe that you are there to take them home. We ask that you help us make drop off routine; smooth, quick, and consistent, to help your child learn what to expect each day.

Daily Schedule

Each classroom is staffed with caregivers that have experience creating and implementing lesson plans for their assigned age group. The caregivers will follow the same daily routine to provide consistency and predictability. Each classroom's daily schedule and weekly lesson plans are posted in each classroom. The schedule for each group is planned to meet the physical, social, emotional, and cognitive needs of the children. The schedule is arranged into blocks of activity throughout the day.

Physical Activity and Outdoor Play

Physical activities promote healthy growth and development. It helps build a healthier body composition, stronger bones and muscles. It also improves the child's cardiovascular fitness. Physical activities help in the development of better motor skills and in concentration and thinking skills.

Outdoor play is a great way to model the joy of physical activity. When children run, jump, climb, throw and kick balls, and ride toys that require balance, they also build gross motor skills and start developing a habit of being active.

Young children need regular opportunities for physical activities and outdoor play. We schedule outdoor play two times each day on the playground. Children must come to school healthy enough to be able to participate in outside play. We are unable to provide separate supervision arrangements for children who are unable to play outside due to temperature, wind, etc.

Non-walking and mobile infants will go outside daily for a stroller ride and for playtime on the playground as long as they can tolerate it. Teachers put out a mat on the playground for non-walking children. Children 13 months to 2 years of age will go outside daily for 60 minutes. Children 3-4 years of age will go outside and have physical activity for 90 minutes.

All children will participate in child initiated and teacher initiated physical activities both indoor and outdoor daily. This could include running, jumping, climbing, relays, kicking or throwing a ball, riding tricycles, chasing bubbles, dance parties, etc.

Weather permitting, children will go outside for physical activity daily. If the weather does not allow for outside time we will still have the same amount of physical activity inside, either in the classroom or in the front activity room.

During the colder months, children will go outside if the temperature is warm enough for children to be comfortable, even if only for a few minutes. Dress your child according to the weather. Layers of clothing that can be removed or added as necessary are helpful.

In the warmer months, teachers may need to limit outside play to 30 minutes or less. Teachers provide guidance for children to play in shaded areas and drink adequate supplies of water.

Parent Involvement

As a parent, you are your child's first caregiver and the bond developed cannot be replaced. Our role is to help support your work day by providing quality care and a nurturing environment for your child to grow and learn.

Research has shown that parental involvement is one of the key factors in how satisfied parents are with their child's care arrangements. The greater their involvement, the more satisfied they are with their child's care. Parents are more likely to become involved when there is an environment created that makes them feel comfortable and welcome and when their involvement in their child's education is expected. Parent involvement may be as simple as a parent providing classroom extras for a special activity or participating in activities in class. Regardless of the type of involvement, the relationship between parents and teachers should be one of mutual support and learning.

Communication

Various means of communication are used to convey information to families. In person communication is always best, but availability may not always be timely. Our number one form of communication is Brightwheel. You will receive updates, messages, pictures, and important information through Brightwheel. Within the app you are able to update contact information at all times. We will also communicate through emails, phone calls, and door postings. Feel free to follow us on Twitter @GISDbuccaneers or like our Little Buccaneers GISD Staff Childcare Center Facebook page.

Personal cell phones are not to be used by the GISD Staff Childcare Center staff as a means of communicating to parents, whether by voice or text communication. Using cell phones while staff are responsible for the supervision of a group of children is a violation of HHSC Minimum Standard 746.1203. **Parents are requested to use Brightwheel or the office phone to contact staff and not contact them using their personal cell phones or social media during work hours.** All Brightwheel

communication can be seen by your child's teacher, as well as office administration and any additional staff that may be in your child's classroom.

Curriculum

Granbury ISD's Little Buccaneers Staff Childcare Center uses the Frog Street Curriculum on a daily basis. This comprehensive curriculum meets the unique needs of the children through developmentally appropriate lessons, activities, and experiences. We utilize the Three-Year-Old, Toddler, and Infant curriculum. Little Buccaneers teachers are provided with a weekly planning period to create exciting, engaging, and developmentally appropriate ways to implement the curriculum. Informal and formal assessments are completed regularly, and parents will be provided assessment results twice a year with student progress.

Each classroom follows a lesson plan posted inside the classroom. The teachers incorporate daily learning centers, small and large group activities, and independent activities. Each day includes developmentally appropriate care, comprehensive educational preparation, and helps to reflect the diversity of our world and families served.

Classroom learning is based on play-what each child chooses to do in the carefully planned classroom environment. Children are encouraged to engage in a variety of different activities that foster learning. Social interaction, independent thinking, responsibility, and a desire and interest to learn emerges from such an environment. The learning process is also fostered through spontaneous teachable moments. The GISD Staff Childcare Center staff foster language acquisition during play.

Classroom learning starts as early as the infant classroom where basic sign language is introduced. The process of language begins before words are even spoken. Music, songs, and fingerplays also play a valuable part in the foundation of early learning. Learning basics- letters, colors, numbers and shapes -through a variety of age-appropriate daily activities will stimulate academic growth.

Milestones

At Little Buccaneers our caregivers strive to ensure that we meet each child's individual growth and developmental needs.

Just like tracking a child's physical growth, such as height and weight, tracking developmental milestones help caregivers see how each child's skills compare to typical

growth and development. Developmental milestones range from 0-48 months of age and are individualized based on age. Milestones are skills most children are able to do by a certain age. They are divided into six different areas of development: Language, Social-Emotional, Cognitive, Early Literacy, Physical Health, and Motor Development. These developmental checklists help us keep track of individual growth. Caregivers will send a Developmental Checklist home at the middle and end of the year. We will use the checklists as a communication and assessment tool to relay what we are seeing here in the classroom. Please keep in mind these are observations made only while your child is in our care, and your child may be accomplishing other milestones while at home.

Food Service

Food service is provided to children 12 months of age and older. An AM snack is provided at 8:30 a.m. and a PM snack is provided at 2:30 p.m. Whole or 1% milk will be served according to age guidelines. Water is available at all times. Fresh fruit and vegetables will be served, as well as packaged fruit cups. Every effort is made to offer a variety of menu options. Menus will be posted in each classroom and will be provided to parents upon request. The nutritional value of food choices served at Little Buccaneers meets the daily state requirements of age-appropriate servings of milk, vegetables, fruits and grains.

A parent provided lunch will be the responsibility of all families to provide daily. Lunch time is daily at 11:00 a.m. Parents are requested to have lunch foods cut up and ready to serve. **Meals will not be microwaved, so please provide food in containers for hot/cold use, if not providing a traditional sack lunch that is ready to serve. For safety reasons, the use of a microwave is limited to our 0-12 month room ONLY.** Due to the fact that you, the parent, will be providing your child's lunch from home, the GISD Staff Childcare Center is not required to be responsible for the nutritional value or for meeting the child's daily food needs, but strongly recommends referring to the recommendations found at the My Plate nutrition page- www.fns.usda.gov/tn/myplate

The GISD Staff Childcare Center recommends that children are provided the opportunity to be served in a traditional manner promoting the use of a spoon, which is provided by the Center. Using the spoon develops self-help skills, eye-hand coordination and good table manners. The GISD Staff Childcare Center staff will encourage children to first try to open any packaging or containers of food in their lunch to help promote self-help skills. The staff will also encourage children to eat their main course servings first before eating any special treats that may be sent from home.

Children are encouraged to help pass out napkins, open their own lunch items, use appropriate utensils, help pour their own milk, and use good manners to promote “family style” meals. The GISD Staff Childcare Center staff encourage these practices by eating with the children.

To help pest control and spoilage, any opened food not eaten during any meal setting will be thrown away if not able to be stored in a sealed container. If you would like for your child to keep all storage container bags in the lunch box, please let your child’s classroom teachers know.

Birthday Guidelines

Parents may choose to provide cupcakes or cookies during the afternoon snack time provided they are commercially purchased and not homemade. Special cups, napkins, plates, hats, horns and party favors are welcomed if a child’s birthday will be celebrated. Balloons are not allowed at any time.

Infant Feeding

Parents will provide all formula, cereal, and baby food. Formula bottles must be prepared with only water upon arrival. Breast milk in labeled, dated packages may be stored frozen. Bottles containing cereal or medication will not be given unless a written physician directive is provided in advance. Bring all bottles and food labeled daily with your child’s first name and last initial. We do have access to bottle warmers if your child prefers a warm bottle.

All infants, 0-11 months of age, will be fed on an individual feeding schedule. An infant feeding schedule is required to be completed and updated monthly by the parent. Infants, 12-17 months of age, who are typically beginning to eat table food, will begin to follow a more routine classroom feeding schedule.

Breastfeeding

The GISD Staff Childcare Center supports infant breastfeeding families by welcoming parent feeding visits any time their work schedule allows and will provide. Rocking chairs are available in the infant room and front office area.

Diapering

Each child will be changed as needed and checked at least every hour. Diapers and wipes should be provided daily. Notification will be provided when more diapers or wipes are needed. If special ointments, creams or lotions are needed, the parent must complete the Medication Administration Form giving permission to the GISD Staff Childcare Center staff to apply.

Hand Washing

All staff and children are required to wash their hands after each diapering procedure. Infants must also have their hands cleaned by a wipe until they are capable of being safely held at the handwashing sink to get their hands washed.

Parents who change a diaper in the classroom are required to follow this procedure and are encouraged to continue this practice at home.

Frequent hand washing is the number one preventative against the spread of germs.

Toilet Training

Beginning: In our 2-year-old classroom each child will be introduced to toilet training. Beginning is talking about the potty and sitting on the potty with or without a diaper to become comfortable with the process and associate the language.

Practicing: Associating a wet diaper with the need to be changed increases while practicing.

Finishing: Cloth training pants and/or rubber pants are recommended in the Finishing stage. Each child will be encouraged to “use the restroom to put their peepee in the toilet (not potty)”. The language change and stating, “It is time to go to the restroom.”, and not asking is an essential part of the step.

When children begin to use the toilet, the elimination process will be referred to as “using the restroom”, not the “potty”. Frequent restroom breaks will be encouraged. The GISD Staff Childcare Center staff will provide assistance as needed. A weather-appropriate change of clothes, including socks and shoes, should be provided daily.

Soiled clothing and training supplies will be sent home in a plastic bag. Check your child’s personal belongings daily for soiled personal items that need to be washed.

All staff and children, including parents, are required to wash their hands after each diapering, toilet training or restroom procedure.

It is essential that parents and the GISD Staff Childcare Center staff follow the same procedures. Toileting consistency in group care, along with parental support and cooperation at home, leads to toilet training success.

Family Connection

We LOVE to host events that allow our family members to come into our facility and connect with us outside of day-to-day activities. This includes celebrating special occasions, as well as our end of year party! Mark your calendars for the following events:

Grandparents Day- September 12, 2022
Parent Day- November 4th, 2022
Parent/ Teacher Conferences- December 12-16, 2022 & May 15-19th, 2023
Sweetheart Dance- February 17, 2023
End of Year Party- June 2, 2023.

Parent Teacher conferences will be offered twice annually and scheduled through Brightwheel with staggered time slots. Time and details will be sent out on Brightwheel closer to the occasion's date.

Community Resources

Information about our facility, local community resources, upcoming event details, as well as other information will be posted and updated on our parent board in the front office! As a district, we are a family and are always willing to help in any way we can. We have several wonderful local resources available including Paluxy River, Early Childhood Intervention, and our Granbury ISD SpEd. Department. We also have access to Rancho Brazos Community Center and United Way, who previously donated toiletry items, diapers, wipes, formula, and so much more. If you need help- please ask!

Feedback

At GISD Little Buccaneers Staff Childcare Center we strive to provide our families with the best experience possible. Parents and guardians will be given the opportunity to provide feedback to our program through our annual Parent Satisfaction Survey. This survey will be sent out in May, however feedback is always valued and appreciated.

Plants and Animals

Staff members must notify the director before introducing a plant into the classroom environment. The director will consult with the staff member to decide if the plant is safe

and appropriate for children. The GISD Staff Childcare Center will not have animals or expose children to animals, unless permission is obtained from parents.

Screen time

Screen time is only allowable for children two years and older. Screen time must be related to curriculum goals as a supplement and cannot replace activities. It must be age appropriate and not exceed 1 hour.

Volunteers

All persons volunteering to participate in any form of classroom sharing will be required to complete a reservation form stating the date, time and reason for classroom visit.

The GISD Staff Childcare Center will partner with our CTE Education classes. Students that participate at the center must submit a Criminal History Background Check and cannot be left alone with any childcare classroom or individual child for any reason.

Licensing

The GISD Staff Childcare Center is licensed by the State of Texas and Health and Human Services (HHS). The DFPS website is http://www.dfps.state.tx.us/Child_Care/Licensing . Inspection reports are posted near the front entrance until a new report is received. If you would like to view past inspection reports, please speak to the Center Director.

Local Licensing Office Contact Information

1501 Circle Drive, Suite 310

Fort Worth, TX 76119

(800) 582-8286

(817) 321-8604

Complaints

At the GISD Staff Childcare Center, we value your feedback. We encourage you to come and talk with our caregivers and administrators anytime. Bring all matters regarding policies, program, staff, physical environment, health and safety of your child or any other aspect of the GISD Staff Childcare Center. The Director of the GISD Staff Childcare Center can be reached at 817-408-4423. Sometimes it may be necessary to make an appointment to speak with the Director. Efforts will be made to solve problems in the framework of existing regulatory guidelines, policies and Granbury ISD approved procedures essential to the continued operation of the GISD Staff Childcare Center.

If your problem cannot be resolved with the GISD Staff Childcare Center staff, you may contact Tiffany Rodriguez, Child Care Coordinator. She can be reached at tiffany.rodriquez@granburyisd.org or via phone at 817-408-4141.

Child Abuse Reporting

The Texas Family Code, chapter 261, mandates that any person “having cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall immediately make a report”. In the State of Texas, reports are made immediately to the Texas Department of Family and Protective Services and the local police depending on the urgency of the report. It is not the responsibility of the GISD Staff Childcare Center to investigate the report. Once the Center makes a report, Child Protective Services handles the report and investigation if warranted. If a GISD Staff Childcare Center employee is accused of abuse or neglect towards an enrolled child, the staff person will be reassigned to a different work area during the course of the investigation. The GISD Staff Childcare Center is required by law to abide by policies and procedures of CPS and must allow an investigator to interview children at the Center. To report suspected child abuse or neglect call 1-800-252-5400.

All GISD Staff Childcare Center employees are required to have training over Child Abuse each year. This annual training allows staff to stay current on reporting procedures and children abuse resources. To increase employee and parent awareness, the GISD Staff Childcare Center will have a print-out with reporting information and signs and symptoms of abuse and neglect. We encourage staff and parents to visit <http://www.allianceforchildren.org/> to learn ways to increase awareness.

Child abuse isn’t always obvious. By becoming familiar with the most common signs of physical abuse, emotional abuse and neglect, you can catch the issues as early as possible to get the child the appropriate treatment they need. It’s important to keep in mind that just because a child displays one of these warning signs doesn’t necessarily mean that the child is being abused or neglected. However, if you notice a pattern of warning signs for child abuse, it’s likely that they are in need of help.

Warning signs for physical abuse:

- ★ Recurrent unexplained injuries such as bruises or cuts, often appearing in patterns
- ★ Alert behavior; child seems to always be expecting something bad to happen
- ★ Often wears clothing that covers up their skin, even in warm weather
- ★ Child seems afraid to go home
- ★ Child startles easily; shies away from touch or shows other skittish behavior

Warnings signs of emotional abuse:

- ★ Constantly seems fearful or anxious about doing something wrong
- ★ Withdrawn from peers or adults
- ★ Behavior fluctuates between extremes (i.e. extremely cooperative or extremely demanding)
- ★ Acting either inappropriately beyond their age (like an adult; taking care of other children) or inappropriately younger than their age (like an infant; throwing tantrums)

Warning signs of neglect:

- ★ Dirty, ill-fitting clothes
- ★ Illnesses and injuries often go untreated
- ★ Child is often late or missing from school
- ★ Frequently left alone or unsupervised at home
- ★ Child constantly has bad hygiene (unbathed, dirty hair, body odor)
- ★ Allowed to play in dangerous environments, doesn't have curfew or bedtime

If you suspect that a child has been abused in any of the ways discussed above, there are several ways you can help. Although child abuse and neglect may be a particularly overwhelming subject to talk about, your help can make a huge difference in the life of an abused child. Whether you notice the warning signs for child abuse on your own or a child comes to you for help, it's important to be calm, reassuring and supportive. As difficult as it may be for you to talk about, remember that it is also very difficult for the child.

Always report suspicions of child abuse or neglect to 1-800-252-5400.

Gang Free Zone

Under the Texas Penal code any area within 1,000 feet of a child-care center is considered a gang-free zone. Please inform the administration if you know of gang related activity near our center.

Liability Insurance

Little Buccaneers Granbury ISD Staff Childcare center has liability insurance in the amount of at least \$300,000 for each occurrence of negligence covering injury to a child. Proof of insurance is on file at the center and may be obtained by contacting the Child Care Coordinator or Director.

Pandemic

In the event of a Pandemic we will follow Child Care Licensing guidelines, CDC guidelines and District Guidelines.

Enrolling Families Orientation

Prior to the first day enrollment, I certify that our family has completed the following:

- A tour of the facility
- An introduction to the teaching staff
- A parent visit with the classroom teacher
- An overview of the Parent Handbook
- The policy for arrival and late arrival
- An opportunity for an extended visit in the classroom by both parent and child for a period of time to allow both to feel comfortable
- An explanation of the Texas Rising Star quality certification

- A statement encouraging parents to inform the facility of any elements related to their CCS enrollment that the program may be able to help with
- An overview of family support resources and activities in the community
- Informed of the significance of consistent arrival time, including the points that children should arrive before the educational portion of the program begins, to limit disruption, and the consistent routines prepare children for the transition to kindergarten

Parent/ Guardian Name (Print)

Parent/ Guardian Signature

Date



Little Buccaneers GISD Staff Childcare Center Policy Acknowledgement Page

After you have read the Little Buccaneers GISD Staff Childcare Center Policies, Procedures, and Responsibilities Parent Handbook, please sign and return this page to the Director along with your enrollment form.

Name of Child/Children: _____

Parent's Name: _____

I hereby acknowledge that I have received a copy of the Policies, Procedures, and Responsibilities Parent Handbook for the Little Buccaneers GISD Staff Childcare Center. I understand and agree to abide by all of the mentioned policies, procedures, and responsibilities.

Parent/Guardian Signature

Date

