



PARENT HANDBOOK

JULY 2017

DAY NURSERY OF ABILENE, INC.

Parent Policies

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DAY NURSERY OF ABILENE, INC.

Mission: Day Nursery of Abilene providing affordable quality child care for a diverse community.

Program Overview

Welcome to the Day Nursery of Abilene. While enrolled, children are provided with a quality child care experience. The Day Nursery has been providing quality child care in Abilene since August 30, 1973, when the first center opened for 25 children. Since then, the program has expanded to include three locations that are licensed to care for nearly 500 children. Its mission is to provide affordable quality child care for a diverse community and its underlying philosophy is “children first”. Day Nursery's tag-line is to Develop and Nurture All children.

In spite of the fact that Day Nursery was organized to assist low-income families and continues to address their needs, all children are welcome to attend. We are honored by the trust that so many parents have placed in the organization over the years. We want to help you provide your children with the experiences they need to grow — physically, intellectually, emotionally, and socially. We encourage parents to share in their child's day care experiences. Please feel free to visit our centers anytime!

All centers are licensed and inspected by the Texas Department of Family and Protective Services (TDFPS), Child Care Licensing (CCL) Division. Parents may review the center's most recent CCL inspection report posted on the parent information board. Parents may also view our copy of minimum standards any time upon request. For questions related to licensed child care programs you may call the local office for TDFPS Childcare Licensing at 325-691-8232 or go the TDFPS website www.txchildcaresearch.org. If you have concerns about this operation's compliance with minimum standards, you may contact your local licensing office or call the DFPS hotline at 1 (800)-252-5400. Falsely reporting complaints about an operation's non-compliance with minimum standards is a crime*.

In addition all centers meet the stringent criteria for the Texas Rising Star (TRS) program of Child Care Services (CCS) which ensures a higher standard of child care than required by minimum standards. Areas included in the assessment are curriculum activities, parental involvement, indoor and outdoor physical environment, group size, caregiver/child interaction, health and safety, and nutrition and mealtime.

*Human Resources Code; Chapter 42 Sec. 42.0447. FALSE REPORT; CRIMINAL PENALTY. (a) A person commits an offense if the person knowingly or intentionally files a complaint alleging that a child-care facility or registered family home failed to comply with the department's minimum standards and the person knows the allegation is false or lacks factual foundation. (b) An offense under this section is a Class A misdemeanor unless it is shown on the trial of the offense that the person has previously been convicted under this section, in which case the offense is a state jail felony.

I. Admission Policies for Children

A. Requirements for Admission

1. The Day Nursery provides child care for children from birth through 10 years of age (some exceptions may apply).
2. Children will be admitted without regard to race, creed, color, religious belief, gender, or national origin. Children with physical or mental challenges will be enrolled considering the accommodation requirement of each child's special needs.
3. If the Day Nursery has no immediate vacancies, a waiting list is maintained for future enrollment vacancies. Vacancies will be filled on a first come, first serve basis with consideration given for group size.
4. The Day Nursery will provide drop-in child care on a space available basis.
5. The Day Nursery may refuse admission of a child if the Day Nursery feels due cause exists or it cannot adequately provide for such child.

B. Enrollment Interview

1. Parents of children enrolling in our program must make an appointment with the Center Director for an interview before the children may begin participation in the program. This is in an effort to assure that the director knows each and every family.
2. During the enrollment interview, the parent and the Center Director will discuss Day Nursery policies, complete essential paperwork, discuss any special needs the child(ren) might have, tour the center and meet the staff.
3. The parent (or legal guardian) who enrolls the child (signs the enrollment forms) is the one authorized to make changes to the initial enrollment forms. A new enrollment form must be completed annually. Any changes to the information on the enrollment form must be reported as they occur in order to assure accurate information at all times.

C. Health Requirements

1. The parent must provide the center with a written statement from a licensed physician who has examined their child(ren) within the last year. This statement must state that the child(ren) is (are) physically able to take part in the program. This statement must be received within one week of admission.
2. If a physician's statement cannot be obtained, a parent may submit a signed, written statement indicating that the child has been examined within the last year and is able to participate in a child care program. However, this statement must be replaced by a physician's statement within 60 days, unless medical diagnosis and treatment are against the parent's religion.
3. The parent must also provide a current immunization record for each child enrolling at the center. Periodic updates are required according to the recommended immunization schedule in order for enrollment to be continued. Vision and hearing screenings will be conducted on children 4 years old or older by September 1st of each year as required by Texas Health and Safety Code.

D. Attendance

1. Upon enrollment, the parent will sign a contract indicating the days and times their child(ren) will be attending the center. This enables us to correctly plan activities, meals and staff hours. Contracts must be updated periodically.
2. If a child must be absent from the center for any reason, the parent must notify the center as soon as possible.
3. If a parent wishes to use the Day Nursery during hours their child is not normally enrolled, s/he may do so on a space available basis. Additional charges will apply for those hours which are outside of the fee contract.

E. Release of Children

1. Those authorized to pick up the child(ren) must be designated by the parent at the time of enrollment. In case of an emergency, it is important that more than one adult be authorized so that there is always an assurance that the child(ren) will be picked up as scheduled.
2. If a person is authorized to pick up a child, they must check in at the front desk with the Center Director, or person in charge to obtain required verification.
3. In the event that someone not authorized on the child's enrollment form is designated to pick up the child, the parent must personally phone the center to make arrangements. A designated employee at each of the Day Nursery of Abilene centers verifies all such calls. Identification will be required, verified, photocopied and kept on file.
4. Changes in pick up authorization must be made timely and in writing by completing new enrollment information for the continued safety of your child(ren) and to ensure compliance for the operation of the center.
5. Anyone who is under the age of 18 years of age and/or under the influence of drugs or alcohol will not be considered as authorized to pick up children.
6. Law enforcement officers and Child Protective Services staff have the authority by law to remove a child without the parent's permission. In the event that this occurs, identification of the officer will be verified.

II. Security

- A. Day Nursery of Abilene implemented an Access Control system to gain entrance into all center buildings in order to assure children and staff are well protected.
- B. All outside doors will be locked at all times with limited access through the front doors only.
- C. Anyone other than authorized employees will gain access only when buzzed by authorized front desk staff. These changes affect parents and others authorized to bring and pick up children.
- D. Visitors and all others will not be able to gain access to the centers without proper authorization including proof of identity.

III. Fees and Payment Policies

A. Fees

1. A fee schedule will be provided to the parent at the time of enrollment at which time the first week's child care payment is due. The Day Nursery does not charge for registration, activities, or meals and snacks. All services are included in regular care rates. Parents of preschool and school age children are required to purchase Day Nursery of Abilene tee-shirts for the children to wear on all field trips.
2. Any parent in need of assistance with child care fees will be referred for Child Care Services (CCS) assistance, the program authorized to distribute state funds available for subsidized child care. Applicants qualifying for this assistance will be notified of their eligibility directly by the contacting agency. Clients receiving CCS assistance will have their fees established by the agency and must follow this program's requirements. The Day Nursery has no influence over this process.
3. Other financial assistance may be available on a sliding scale basis. Verification of income and financial need are required through a separate application process.
4. Fees are outlined on a fee contract and are subject to change. Advance notice will be given before any changes are made to the fee contract.
5. Children receiving any subsidized or reduced child care fees are only accepted on a full-time basis according to the outlined fee contract or other authorization.

B. Fee Payment Schedule

1. All fees are due in advance and must be paid according to the fee contract in order to continue child care services.
2. Forms of payment allowed included checks, money orders and credit cards. Cash payments are no longer accepted.
3. Late fees accumulate, and are charged, if fees are not paid by the first day of care in any week.
4. Day Nursery of Abilene charges the maximum amount allowable by law for returned checks. Fees not paid according to the fee contract will be turned over to a collection agency and all associated collection fees will become the responsibility of the debtor.

C. Late Fees

1. Arrangements must be made to pick up children on time. There will be an additional charge for every fifteen minutes (or part of fifteen minutes) that a child is left at the center past his/her scheduled pick-up time. Late fees must be paid upon arrival. Consistent tardiness may result in the loss of child care space in the program.
2. Clients receiving state funds (CCS) assistance will be charged Day Nursery's regular drop-in rate for any hours the child attends the center outside of those authorized by the funding agency. CCS clients will also be charged full rate for any authorized days not swiped on their required attendance system.

D. Drop-In Fees

1. Day Nursery may provide drop-in care on a space available basis at the daily drop in rate. There are no discounts for drop in care.
2. Drop in fees must be paid daily at the time of arrival when the child is signed in.

IV. Termination of Attendance Policies

- a. If, for any reason, the Day Nursery staff feels it to be in the best interest of the child and Day Nursery to terminate the child's attendance at any of Day Nursery's facilities, Day Nursery may do so upon 24 hours' notice to the parent/guardian of such child.
- b. If a child's attendance is terminated, Day Nursery will refund to the parent/guardian all remaining fees not currently owed to Day Nursery.

V. Absences and Vacation Policy

A. Absences

1. Fees must be paid in full without deduction for absences. Operating costs of the facility do not change when a particular child is absent.
2. Refunds will be issued for days paid for and not used, and only to families paying the full rate (unsubsidized), when a two-week notice of withdrawal is given to the center.

B. Vacations

1. Vacation time from the center, if authorized, will be honored as outlined in the fee contract for unsubsidized children only.
2. There will be no reduction in fees for days that the center is closed due to a holiday or bad weather.

VI. Calendar of Openings and Closings

- A. The Day Nursery has three licensed facilities whose operating hours are as follows:
 - Sherry Lane - Monday thru Friday, 6:30 a.m. - 6:00 p.m.
 - Vine Street - Monday thru Friday, 7:00 a.m. - 6:00 p.m.
 - Cedar Street - Monday thru Friday, 6:30 a.m. - 6:30 p.m.
- B. Weather or other delayed openings or closings will occur only if extreme conditions warrant. Please stay tuned to local radio and television stations as they will be notified. Day Nursery vans will not provide any transportation when weather conditions are hazardous.
- C. Day Nursery requests that all parents sign up for and participate in the “REMIND” platform. This is encouraged at the time of enrollment. Notifications and reminders related to activities, events, etc. will be sent to parents using this application. . Information and happenings are also posted regularly on Day Nursery’s Facebook page. Day Nursery welcomes positive engagement with these postings.
- D. The Day Nursery centers are normally closed in observance of the following holidays: New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, two days at Thanksgiving, and two days at Christmas. Holiday closure notices are posted at each center in advance of the holiday.

VII. Policies Governing Ill/Sick Children

These, and other Child Care Licensing guidelines, are not designed as an inconvenience, but in effort to protect your child as well as the other children enrolled in the centers.

- A. According to licensing regulations, any child who is ill must not be admitted to the center. Parents must make arrangements for ill children to be cared for outside the center.
- B. Sometimes it is difficult to decide whether a child is truly ill, or if he/she may come to day care. Day Nursery follows the guidelines established by Minimum Standards which are available on their website and in the centers. Below are some guidelines to follow:
 - 1. Your child should be free of fever for 24 hours before returning to school. **.NOTE: if your child has been given Tylenol or other fever reducers, HE/SHE is not fever free.**
 - 2. If your child has been given antibiotics, he/she needs to wait 24 hours after the first dose has been administered before returning to childcare
 - 3. If your child has been vomiting and/or has been having diarrhea he/she needs to stay home for 24 hours after the last episode
- C. If your child exhibits signs and symptoms of illness, he/she cannot participate in a child care program. Parents of any child showing symptoms of being contagious will be notified immediately and will be expected to pick up their child as soon as possible.
- D. When contagious illnesses are identified among children who attend Day Nursery, a notice will be posted in the affected classes indicating the type of illness, symptoms to look for and other information that may be of interest to parents, like the incubation period for various diseases. Names of ill children will not be made public.
- E. Administration of Medication
 - 1. Following the first dose of medication, which must be administered by the child’s parent, the prescription medication may be administered in the center. The medication must be brought to the center in its original container labeled with the child’s name, date prescribed, directions, and the physician’s name. The parent must complete and sign an authorization form to allow us to dispense any medication. The center must administer the medication as stated on the label directions. Day Nursery cannot administer medication after the expiration date or outside of these guidelines and those in Minimum Standards.

2. Non-prescription medication can be administered at the center only with written approval by health personnel or the parent. The medication must be in its original container labeled with the child's name and the date the medication was brought to the center. The center will only administer the medication as stated on the label directions or according to the physician's instructions.
3. During the summer months when it is hot outside children are required to use sunscreen and if necessary, mosquito spray. The parent(s)/guardian(s) are advised to bring sunscreen with their child's name clearly marked on the product. In order for the child to go outside if the parent does not provide the sunscreen; Day Nursery of Abilene must have written permission from the parent(s)/guardian(s) to apply the sunscreen the center has on hand in effort to keep your child protected.

F. Emergency Notification Information

1. The center will make every effort to notify the parent in the event of illness or injury. In order to make this possible, the parent must provide the center with at least three telephone numbers other than his/her own.
2. The parent must notify the center immediately if any contact or emergency information concerning his/her child(ren) changes.

VIII. Accident Policies

A. Accident Response/Reporting Procedures

1. At least one staff person trained in Infant/Child CPR will be on duty at all times and one trained in emergency First Aid with rescue breathing and choking with each group of children. In the case of an injury at Day Nursery, any necessary first aid will be administered by the staff or parent authorized medical personnel.
2. All accidents, major and minor, must be reported to the Center Director.
3. The staff person in charge at the time of the incident will prepare an incident report. A copy of this report will be available for review and signature of the parent.
4. Parents will be notified immediately if warranted by the seriousness of the incident.

B. Emergency Notification of Parents

1. In the event of a medical emergency, the parent or authorized adult will be notified as soon as possible.
2. Every effort will be made to contact the child's own physician. If immediate medical attention is required the child will be transported to the local hospital.

C. Treatment of Injuries

1. Parents of children who receive minor first aid treatment during the day will be notified at the time they pick up the children. Day Nursery will notify parents immediately if significant first aid treatment must be administered to their child.
2. Day Nursery carries children's risk (accident) insurance on children enrolled in the center in the event that a child receives medical care due to an accident that occurred while s/he was in our care. Day Nursery's insurance policy provides supplemental or secondary coverage only and pays only in accordance to the policy guidelines.

IX. Child Abuse and Neglect Policies

- A. By law, Day Nursery is required to report any instances of suspected child abuse or neglect to the Texas Department of Family and Protective Services or the Child's Protective Service (CPS). If you suspect child abuse or neglect, you may use the toll-free Child Abuse Hotline number (1-800-252-5400) available 24 hours a day.
- B. Day Nursery staff are required to attend annual training on recognizing and reporting child abuse. Day Nursery of Abilene coordinates and works with agencies through the 211 "Call for Help" program. The local 211 office is

located in the United Way of Abilene building on Cypress Street. 211 operators are able to connect parents with the community resources of benefit to the parent/family during times of need.

- C. Prevention of Child Abuse and Neglect Strategies:
 - 1. Learn what is and is not age appropriate.
 - 2. Have realistic expectations of what children can handle at certain ages.
 - 3. Develop positive parenting skills and appropriate discipline techniques
 - 4. Set clear boundaries for your children.

- D. The Day Nursery is not responsible for the investigation of any cases reported to CPS.

X. Discipline/Conduct Policies

- A. The Day Nursery operates on the premise that discipline is used to teach and guide rather than punish. This policy **does not** mean that the staff permits inappropriate behavior. Instead, staff wish to mold or change behavior by using positive guidance techniques and re-directing inappropriate behavior. **Physical discipline of any type will never be used.**
- B. Day Nursery of Abilene staff are all trained in a positive classroom management program called Conscious Discipline. Through this program staff provide positive guidance and teach the children empathy and self-regulation skills. The concepts of Conscious Discipline provide that relationships are built through positive connections with adults and peers, providing an environment that is a safe place where they can learn. Adults model and coach children through emotional states they experience giving children the words they need to problem solve and communicate needs and feelings.
- C. Parents are invited to share positive experiences for what works in their home environment to promote positive discipline in the centers. They are also encouraged to take advantage of training on the concepts of Conscious Discipline.
- D. Positive discipline techniques include:
 - 1. Developing consistent rules that are stated at the children's developmental level.
 - 2. Clarifying the consequences of disobeying rules before disobedience occurs.
 - 3. Having age-appropriate expectations for children.
 - 4. Allowing children time to practice obeying new rules and practices of conscious discipline before exercising the consequences for disobeying.
 - 5. Ignoring some kinds of inappropriate behavior. Some misbehavior is an attempt to get attention. The more attention the child gets, the more likely it is that the behavior will be repeated.
 - 6. Positive reinforcement of acceptable and appropriate behavior.
 - 7. Careful explanation of unacceptable behavior.
- E. **Conduct.** It is our desire that each child enjoy his/her experience at Day Nursery. For this reason we have initiated policies that are fair, consistent, easily complied with by each child, and benefit everyone involved.
 - 1. Children enrolled in a Day Nursery center are required to follow basic safety and conduct guidelines at all times, whether in the classroom, on the playground, in the van, on field trips, etc.
 - 2. These guidelines are enforced with each age group on an age-appropriate level and apply at all times. Depending on the severity of the infraction, failing to follow conduct guidelines can result in:
 - a) losing the privilege of participating in a specific activity:
 - b) losing field trip privileges (if appropriate):

- c) suspension from the program: and/or
 - d) termination from the program.
3. Conduct violations include but not limited to the following:
- a) Disrespecting caregivers and other center staff:
 - b) Intentionally and repeatedly leaving the classroom, playground, and/or facility:
 - c) Using foul/threatening language:
 - d) Damaging Day Nursery property, property of facilities visited on field trips, or property of another child:
 - e) Engaging in fighting:
 - f) Not following rules of safety at the center and/or while being transported:
 - g) Stealing: and/or
 - h) Bringing inappropriate items to the center.
4. Conduct Correction Process
- a) Classroom child care staff and/or Center Director document behavior information to determine and evaluate patterns and recommended changes including changes in teaching strategy, schedule, room environment, etc.
 - b) Realizing that there is a necessary commitment from the Center as well as from home, and to assist the child in both places, if and when inappropriate behavior continues and becomes repetitious, harmful to self, other children in care, child care staff or Center Directors, a Plan of Action conference will be called by the Center Director.
 - c) The Plan of Action conference will involve the parent, child care staff and the Center Director to review and discuss the documented behavior. A “specific plan of action” will be determined to correct this behavior and will include a reasonable time frame for correction as well as other resource and referral information from other community agencies if applicable.
 - d) If there is evident improvement the parent, child care staff and Center Director will discuss next steps to continue progress. If there is no improvement within the agreed time frame set at the Plan of Action conference and the parent has not sought help from referral agencies, child care may be suspended or terminated depending on the severity of the behavior.

XI. Meals and Snacks

- A. A nutritionally balanced food service program is provided at no additional cost. Day Nursery’s menus meet nutritional guidelines and are posted.
- B. Generic brand infant formula and baby food are provided. A list of these is on file in the centers.
- C. Special diets require written orders from your child's physician.
 - 1. Children are not allowed to bring any food items, candy or snacks of any kind to the center. With the exception of birthday cakes or other treats celebrating a special occasion which may be brought to the center with the Center Director's prior approval. Please be sure to bring enough for everyone in your child's class to be able to join in the celebration!
 - 2. Day Nursery provides breakfast (between 8:00am and 9:00 a.m.), lunch (between 11:00 a.m. – 12:30pm), and an afternoon snack following rest/naptime or afterschool pick up. If your child arrives at the center outside of these mealtimes, they must be fed prior to arrival.
- D. Supplemental Food Program information related to Women, Infants, and Children (WIC) Program is provided upon enrollment. For additional information refer to the WIC website (www.fns.usda.gov/wic)

- E. **Civil Rights.** The Day Nursery of Abilene is a participant in the Special Nutrition Program, Child Care Food Program through the Texas Department of Agriculture. Certain documentation and eligibility information is required upon enrollment as well as the following non-discrimination statement and complaint filing procedures.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

XII. Curriculum and Activities

A. Curriculum

1. Day Nursery of Abilene provides curriculum that is age appropriate for each age group. A hands-on learning style in all stages of development is emphasized. Lesson plans are posted each week and cover cognitive, language, social, emotional and motor development. Intellectual creative expression, cultural diversity and health and safety for all children are promoted in the curriculum and during activities.
2. **Developmental Checklist.** A developmental checklist is kept for each child at Day Nursery and is updated periodically (at least two times a year), depending on the age of the child. The checklist is used to provide a developmental assessment and for promoting to the next age group. This information will be reviewed with parents at the time the child is being promoted to the next class and more often as requested. Please ask your child's caregiver or center director if you have any questions regarding your child's development.
3. Day Nursery works very closely with local early childhood intervention programs including Care Options, West Texas Rehab Center, Steps to Stride, etc. and the early childhood intervention programs at the school districts. If a developmental issue is noted, a referral may be given to these with the permission of the parent.

B. Field Trips

1. The Day Nursery organizes field trips as enrichment activities for older preschool and school age children enrolled. Parents will be notified in advance of any planned trip for their child's class. Children will not be allowed to participate without parental authorization.
2. Preschool and school age children are required to wear Day Nursery tee-shirts on all field trips. Tee-shirts must be purchased from the center and worn on all field trips.
3. Parents are encouraged to participate as volunteers on field trips as their schedules allow.

C. Other Activities

1. **Physical Activity**
 - i. Outside time is planned at least twice a day, weather permitting, to provide outdoor physical activity.

- ii. Indoor physical activity is embedded into daily routines and schedules, including Circle Time, Center Play, and Music and Movement.
2. Screen Time which includes watching DVDs, television and using the classroom computers is limited to two hours a day in accordance with Minimum Standards for Child Care Center and as recommended by the American Academy of Pediatrics (AAP).

XIII. Parent Involvement

- A. A variety of parent involvement opportunities and activities are provided to benefit the parent as well as their children in care.
 1. Parent involvement opportunities are scheduled at least on a quarterly basis and include parent meetings, fundraisers benefitting the program, staff appreciation activities, parent surveys and parent conferences to review child assessments/promotions to the next class.

Please attend as many as possible and feel free to suggest parent education topics to your center director.

2. Parent conferences are offered at least two times per year and parent feedback surveys are provided periodically.
 3. Regular communication with parents about their child's care is welcomed and encouraged.
- B. Parents are welcome and encouraged to participate in their child's program through various volunteer opportunities including:

1. Assisting in the classroom for special parties and/or activities
2. Going on field trips
3. Helping with fundraising efforts which benefit Day Nursery, and
4. Assisting with community awareness events.
5. Attending quarterly parent meetings

XIV. Other Responsibilities of Parents

- A. Children's Clothing:

Children are encouraged to wear play clothes and tennis shoes or other closed toe appropriate play shoes. Flip flops and open toed shoes are hazardous and discouraged. Children should come to the center ready for hands on learning that can at times be messy.

Child Care Licensing Minimum Standards requires that all children must have time outdoors each day that weather permits. Please assure that your child has a jacket, appropriate closed-toed shoes, and socks or other suitable clothing to keep your child comfortable while on the playground or participating in other outdoor activities. A doctor's note is required if you do not wish your child to go outside.

1. The child's name should be placed on all outdoor clothing and other belongings to help ensure the return of all proper possessions and clothing.
2. For your child's comfort, we ask that all parents bring a complete change of clothing for your children. This extra set of clothing will be used in cases of excessive soiling of clothes.
3. Disposable diapers and training pants are to be provided by the parents of children who use them. Children who are potty training need several pairs of training pants at the center at all times. A parent may choose to provide "Pull-Ups" as an alternative to training pants. These items should also be clearly labeled with your child's name.
4. Avoid infants wearing small bows, jewelry or clips which could become choking or other hazard. Children must not bring cell phones, toys, money, balloons, etc., to the center. **The Day Nursery is not responsible**

for any items lost as a result of bringing them to the center.

B. Delivery and Pick Up of Children

1. Children must not be brought before the center opens or before their scheduled/authorized time.
2. Children must be picked up at the center at your scheduled pick-up time. Late fees will be assessed when a child is picked up late. These fees must be paid before the child can return to the center. Child Protective Services (CPS) and the police department will be notified immediately if a child is not picked up by the time the center closes.
3. Each parent must designate alternate persons to pick up their child in the event that he/she cannot pick up the child. If the person a parent authorizes to pick up a child is not listed on the enrollment form, the center must verify that the person is authorized before releasing the child. No child will be released to a person who has not been previously authorized by the parent.
4. Parents or other authorized adults are not to pick up children from the center when intoxicated or under the influence of alcohol or drugs. Another designee is to be contacted in such circumstances.

C. School transportation policy

1. All children under 4' 9" tall or less than 8 years of age must be in a child booster seat and must have a harness safety belt. Day Nursery's "Dora Bus" is exempt from this rule by state law.
2. Children must remain seated and their safety belt latched while the van is in motion.
3. Parents must notify their center by noon each day if their child will not be riding the van that afternoon.
4. If a child breaks transportation rules or their behavior otherwise places another child or the Day Nursery driver at risk of harm, the child will be suspended or terminated. .

XV. Grievance Policies

- A. It is our number one priority to provide quality child care for your children. If you have any concerns or suggestions please talk to the Center Director.
- B. If a concern or suggestion has not been appropriately acted upon in the center, a parent may request a conference by contacting the administration office.

XVI. Staff Health requirements

- A. It is Day Nursery's recommendation that although staff are not required to maintain adult vaccinations that they consult their physician regarding their own health and recommended adult vaccinations. A flu vaccine is one that is recommended.
- B. Testing is not required by CCL in our area.

XVII. Emergency Preparedness Plan:

In accordance with Child Care Licensing standards for child care centers, the Day Nursery is communicating its adopted Emergency Preparedness Plan to parents in order for them to be aware of Day Nursery's effort to ensure the safety of every child attending the Day Nursery of Abilene child care centers. In the event of an emergency such as tornadoes, floods or hurricanes, medical emergencies, communicable disease outbreak, and human-caused events such as intruder with weapon, explosion, or chemical spill the following plans will be executed.

Evacuation from child care center building:

Staff Responsibilities: To move children to a safe place in an orderly manner. Have child records with parent and emergency phone numbers, doctor's names, and hospital preferences. Accurate Transition Sheet is used to account for every child at all times.

All staff and children will meet in the prearranged location.

Day Nursery has a floor plan posted in each classroom at the entrance or exit which shows the following:

- Two exit paths from each room, unless a room opens directly to the outdoors at ground level;
- The designated location outside the child-care operation where all caregivers and children meet to ensure everyone has exited the operation safely; and
- The designated location in the operation where all caregivers and children take shelter from threatening weather;

XVIII. Gang Free Zone

The purpose of the gang-free zones is to deter certain types of criminal activity in area where children gather by enforcing tougher penalties.

House Bill 2086 that passed during the 81st Legislature, which became effective September 2009, requires that Licensed Child Care Centers are now in "**GANG FREE ZONES**".

A gang-free zone is a designed area around a specific location where prohibited gang related activity is subject to increased penalty under Texas Law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. More information can be found in sections 71.28 and 71.029 of the Texas Penal Code.

XIX. Breastfeeding

Day Nursery of Abilene supports breastfeeding and provides a private comfortable area at each center for mothers to breastfeed their infants. In addition, nursing mothers may also bring pumped breast milk for staff to give to the infant during the required feeding times. Staff members are trained to handle the storage and administration of breast milk according to the mother's instructions.

XX. Pest Extermination Policies

Day Nursery of Abilene uses the services of an exterminating company on a monthly basis to control unwanted pests. The proper and required notification is posted in each center indicating the designated day for these services should there be any changes or revisions in these policies, parents will be notified in writing immediately.

**DAY NURSERY OF ABILENE, INC.
PARENT HANDBOOK**

LOCATIONS:

SHERRY LANE CENTER

3434 Sherry Lane
Abilene, Texas 79603
325-673-1781

VINE STREET CENTER

1442 Vine Street
Abilene, Texas 79602
325-672-7351

CEDAR STREET CENTER

650 Cedar Street
Abilene, Texas 79601
670-0002

ADMINISTRATION OFFICE

702 Cedar Street
Abilene, Texas 79601
325-673-1110

www.daynurseryabilene.org