

Rising Starz Child Care Center

Parent Handbook

Early childhood development is our passion. Classroom environments are geared and designed to foster the five domains of learning. A blending of academic curriculum and play curriculum is the best way to prepare young scholars for the upcoming primary years of school. Practitioners and parents will partner together for the best interests of all students.

(Physical Health & well-being, Language & thinking skills, social competence, Emotional maturity, and Communication skills).



Rising Starz Child Care Center
1200 E. Jackson Rd BLDG 1, Carrollton, TX 75006
972-466-3800 Fax 972-695-6270
risingstarzccc@yahoo.com
Director Julie Martinez

Revised edition 2023-2024 Reviewed on 2/5/2024


Texas Rising Star program is “a voluntary, quality-based rating system of childcare providers participating in the Texas Workforce Commission’s subsidized childcare program.” TRS Certification is available to Licensed Centers and Licensed and Registered Child Care Home providers who meet the certification criteria. The TRS Provider certification system offers three levels of certification (Two-Star, Three-Star, and Four-Star) to encourage providers to attain progressively higher certification requirements leading to a Four-Star level.

No policy manual can ever cover all situations; the RSC staff will address any situation not covered on a case-by-case basis to the best of our ability.

Table of Contents

1. Enrollment Process / Waiting List / Annual Updates
2. Withdraw Process / Expulsion / Challenging behaviors.
3. Prices & basic tuition policy
4. Child Care Group – Parent responsibilities
5. Vacation Time
6. Supply fee
7. Parking Lot
8. Hours of operation & Holiday
9. Bad Weather Days / Emergency Closures
10. Late Pick Ups & School Age Communication
11. CACFP - Birthdays/Outside food
12. Arrival and drop off.
13. Release and Pick Up
14. Naps & Safe Sleep for Infants
15. Absent & Illness exclusion.
16. Special Care Instructions/**Special needs or disabilities**
17. Sanitation Cleaning List
18. Student / Parent Dress Code
19. Potty Training / Potty Training Agreement
20. Photo Release / Denial
21. Medications
22. Asthma, Allergy, and Preference
23. Medical Emergency
- 24. Emergency or Dangerous Situation Preparedness Plan (Pandemic Plan)**
25. Daily Physical Activity / Screen Time Policy
26. Development / Parent conferences / Reports to parents
27. Meals and food practices /Breastfeeding and resources.
28. Technology
29. Immunizations
30. TB Testing
31. Hearing and Vision Testing
32. Transportation
33. Water activities
34. Field Trip
35. Animals
36. Communication / Changes Updates
37. Visit or Visitors/ Therapy / Confidentiality
38. Curriculum and Diversity Participations /Ratios & Group Sizes/ Volunteer
39. Discipline and Guidance Policy
40. Minimum Standards
41. Child Abuse / Reporting Abuse
42. Infant Safety / Reporting Abuse /Filing a Complaint/Parent Feedback
43. Gang Free Zone Notice
44. Covid Q&A for parents
45. Parent Resources and support

If any falsified information or lack of information is discovered, it is grounds for immediate permanent expulsion from our center.

 All families must comply with state, county, or local enhanced health practices.

1) Enrollment Process / Annual Update / Updated Information

Enrollment Process

All information given to Rising Starz upon enrollment must be accurate. If any falsified information or lack of information is discovered, it is grounds for immediate permanent expulsion from our center. This includes any information given to our center on the annual or updated information forms. The parents are responsible for informing our center of any changes including, but not limited to, address, phone numbers, medication, illness, diseases, immunizations or updates, etc. If these changes occur at any point, and we cannot reach you for any reason, this could result in expulsion from our program. We must always be able to get a parent or guardian while the child is in our care.

All forms must be turned in five business days before the child begins care. We want the opportunity to have the child's cubby, chair, and family photo ready so the child is entirely a part of the classroom community on their first day.

1. Tour the center in person
2. Meet the teacher!
3. Watch Parent Orientation on the website.
4. Parents must review the most up-to-date parent handbook on our website.
5. Pre-register your family through our website (begin enrollment)
6. During pre-registration, you must add photos of your family and children to complete the profile
7. Complete enrollment forms are provided online and in person.
8. Supply UpToDate Shot records / Affidavit for exemption.
9. Supply Physician's statement of health.
10. Vision and Hearing Screen if applicable. Age 4 usually
11. All Allergy / Preference (Food, Milk, Diapering) / Asthma Action plans
12. Any IEP, 504, or other special needs documentation
13. Government ID of all Legal Guardians (Id's cannot be a prison ID or a Mental Health Card)
14. If the child is a foster care child, we must have the 2085 FC to complete enrollment.
15. Receive your welcome letter from the teacher.
16. Make your account for the use of the ProCare Solutions app to communicate with teachers and other staff.

Once all is complete, the child will be approved to begin care, and an RSC staff member will call you with your start date.

Student's Name: _____ Date of Birth _____ Age _____

Full tuition is due regardless of attendance. (with a 10-hour maximum per day the child may be in care)

Private Payers: For any reason, if the center must be closed (Loss of water, electricity, safety, or any other health concern) for five days or less, tuition will not be reduced or refunded. If the closure exceeds six days or more, Tuition will be half price to maintain staff and utilities until our center reopens. PH #3

Child Care Assistance Programs: parent shares are determined by the Child Care Assistance Program. Therefore, Parent share fees must be paid promptly, and **any adjustments to the parent share fee amount must be made by the Child Care Assistance Program** PH#3 and PH#4

1. Private Payer's tuition is due the Friday before the week of services. Late \$20 fees are added to the payer account on the first day of business following the due date at noon. We do not make payment arrangements.
2. Child Care Assistance parent share is Due in full on the first of the month - a \$20 late fee is added to your account at the close of the business on the 1st of the month. We do not make payment arrangements.
3. Students must be in class by 9 am daily to limit disruptions during our educational programming. Attendance is taken at 9:30 am, and drop-off is not allowed after that time without the director's approval. Late drop is limited to 1 time per week. (Drop-off end times do not pertain to school-age children five years and older during holidays or summer)
4. An approved party must pick up all students before 6 pm. Late pick-up is \$2 per minute/ child after 6 pm—no refunds. The pickup person must be on the list or added 24 hours before.
5. **The withdrawal process is a written 2-week notice before the end of care. (see parent handbook about withdrawal and re-enrollment)**
6. Introduction to the teachers/staff – show parents the teacher wall with teacher names.
7. Parents may visit/observe the classroom anytime from the cameras provided in the waiting area. Extended visits at the school may not exceed 20 minutes.
8. Parents will be notified of at least two community events each school year by email, notices, and the app.
9. Ensure the explanation of Texas Rising Star Quality Certification is provided to the responsible party.
10. Inform Parents of financial assistance through www.childcaregroup.org or www.dfwjob.com Denton TWC.
11. Our curriculum is written by the teacher and is based on child development and developmental milestones of the children in class.
12. Developmental Milestones/Evaluations for each student are completed and discussed at conferences twice per year
13. Overview of references, family support, resources, and activities in the community
14. Share **(Establishing positive relationships with families)** – found in the parent handbook with the responsible party reflecting the role and influence of families.

15. Parent/teacher communication, All Notices, and checking in / out daily can be done with ProCare Solutions App
16. **All parents must check their child in and out daily using the ProCare Solutions App. Children are not considered in care until they are checked in.**
17. Children with disruptive behavior that puts other children at emotional or physical risk will be placed on behavior management (please see the behavior MGMT process in the parent handbook). If the child improves, they will be cleared from BHMGT. If not, enrollment will end at any time.
18. If the child has an IEP, 504, or any other particular need, we must review the written diagnosis to ensure we are a good fit for the child and family. We aim to do what is best for the child, which may mean a specialized school environment.
19. If you suspect your child is ill for any reason, they must stay home (If you take your child to the doctor for any illness-related reason, they must also stay home).
20. If your child is diagnosed with a contagious illness, you must notify us that day so we may notify other parents.
21. Any updated information, making payments, or adding emergency contacts can be done through "MyProcure.com."
22. DISD or CFBISD determines Inclement Weather Days. If either one closes, then RSC will close.
23. Please do not allow your child to bring toys or any unnecessary items to school. This includes cell phones, iPods, iPads, cameras, and any electronic devices without prior approval from the office.
24. **All items should be labeled; we are not responsible for lost or damaged items.**
25. Screen time is prohibited for any child under 24 months of age. Screen time for all other ages must be approved by the curriculum coordinator & correlate with the curriculum plan and does not exceed 30 min per week.
26. All students must use a clear backpack to hold essential items only. No toys or tables in the backpack
27. The dress code policy is to wear comfortable clothing and tennis shoes daily.
28. **If your child will miss 2+ days or more, please notify the office; full tuition is due regardless of attendance.**
29. Explain to parents the process for Asthma, Allergies, or preferences outside our regular meals.
30. Inform parents about Nutritional guidance based on the CACFP Meal program guidelines.



Parents Check List for Enrollment

Please be aware that all the items listed below must be completed and paperwork returned one business day before care may begin. This allows us time to prepare your child's cubby and the family photo you provide to be placed in the classroom. Our goal is for all children to come to school feeling fully welcomed.

Enrollment Steps

- 1. The family must Preregister at <https://www.risingstarzchildcarecenter.net/forms-Art-Courses-Carrollton-TX.html>
- 2. Read and Sign the Orientation on our website under form #2
- 3. Complete Enrollment for #3
- 4. Fill out the medical form and obtain the Physician's statement of health #4
- 5. Read and Sign the Policy Agreement #5
- 6. You will be sent an invitation to My Food Cloud via text and email – Please complete
- 7. Please submit Responsible Parties Government ID (Cannot be a prison or mental health ID/Card)
- 8. Submit Birth certificate and shot records to us via email or in person
- 9. Provide the enrollment staff with any Food preferences, allergies, or Asthma Actions before enrollment is completed
- 10. If your child has an IEP, 504, or any other particular need – we will need a diagnosis in writing and a copy of instructional care for the child before enrollment can be approved.

I understand the most up-to-date Parents Handbook is available on RSC's website.

Safety for your child with Allergies or Asthma (MS 746.3817 / 746.3819)

If your child has any food allergies, we must be aware of the allergy before the child begins enrollment. For accuracy and proper notification to the staff, Food Allergy Action plans are completed by the doctor and given to us three days before the child begins enrollment. Once this item is filled out, the child may begin attending.

If your child is enrolled and develops a new allergy or is diagnosed with Asthma. The child can return to school once the doctor signs all forms; this is for the safety and well-being of the child.

If your child has Asthma, we must have the Asthma action plan filled out by the doctor before they may begin attendance; if your child develops Asthma, we will require the Asthma Action Plan to be completed before they return.

INHALERS WILL NOT BE GIVEN TO ANY CHILD WITHOUT THE ASTHMA ACTION PLAN ON FILE.

If your child is prescribed breathing treatments for asthma or illness, our center will only do one breathing treatment daily. If your child needs more than one per day, they must stay home for their safety and well-being. (MS 746.3803 / 746.3805)

Waiting List Process (RSC Policy)

1. Choose our school for your family.
2. Pay the first whole week of tuition.
3. We will call with your spot availability date.
4. Spots will be available for two weeks after the date of availability; after those two weeks, you may return to the waiting list.



Child's Name _____ DOB _____ Age _____

Classroom Needed _____ Date Needed _____

Preferred Phone number _____ Secondary Number _____

_____ I understand that this is a deposit for a childcare spot and is non-refundable for any reason.

_____ I understand that I must utilize my child's spot within two weeks from the notification date given to me by the RSC staff, or the spot will be forfeited. Enrollment forms must be completed five days before your availability date, or the spot is forfeited.

Annual Update / Continued Enrollment

Continued enrollment will require updated paperwork to be filled out each year on or before the enrollment anniversary date, and parents will be required to fully reenroll for the upcoming new year. All the necessary paperwork at enrollment will be due again for the annual update. The following is the same list for your first enrollment.

- Fill out all Paperwork provided in the enrollment packet.
- Obtain up-to-date shot records (Your child must be current for their age)
- Physician's Statement of Health

- If your child has an IEP, 504, or any other particular need – we will need a diagnosis in writing and a copy of instructional care for the child before enrollment can be approved.
- Obtain a copy of the birth certificate for the child.
- A photocopy of both Responsible Parties Government issued ID (Cannot be a prison or mental health ID/Card)
- If your child has a Food preference, allergies, or Asthma Action plan, the doctor must complete this before the child may start attending.
- I understand the most up-to-date Parents Handbook is available on RSCCC’s website.

2) Withdraw Procedure or Expulsion (RSC Policy)

Withdrawing

1. Parents must give a two-week written notice, listing the last day of care to leave the facility in good standing.

Behaviors deemed challenging are listed below but are not limited to this list.

1. **Screaming**
2. **Throwing objects**
3. **Scratching others**
4. **Biting (3 bites within 30 days or a bite that breaks skin will result in expulsion)**
5. **Hitting excessively**
6. **Verbal threats and vulgar language**
7. **Choking others**
8. **Tackling / Wrestling – roughhousing of any kind**
9. **Disruptions of classroom routine more than twice per week.**
10. **Having to leave the classroom more than twice per week for behavior to be addressed.**
11. **Temper tantrums that last more than 10 minutes or are more frequent than twice per week.**
 Tantrums happen most frequently between ages 1 and 4. They typically decrease when a child starts school. At this age, they talk more, so they can express their needs verbally. **Tantrums** usually last between two and 10 minutes.

Expulsion

Behavior Notifications / Reports will be filled out and signed by the parent. If the behavior gets out of hand, a parent-teacher conference/phone call to the parents will be necessary.

Expulsion Policy

Rising Starz Child Care Center reserves the right to expel a child for any reason, including but not limited to parent behavior, child’s behavior, lack of attendance, safety concerns, learning environment, failure to follow/respect our policy- procedures, or payments.

(Our role is to teach behavior, not stop the behavior)

1. Any behavior deemed a risk to the school, students, or staff will end care due to Licensing 746.305. This includes verbal threats involving guns, shootings, or dangerous weapons of any kind. (Licensing & Regulation must be notified)
2. Any physical action that is a risk to the school, students, or staff (such as throwing chairs, kicking objects or people, pinching, or biting (3 bites within 30 days or a bite that breaks skin will result in expulsion), etc.) This is not limited to the actions listed but any actions that could cause risk in any way. (Licensing & Regulation must be notified)

3. If a child is being sent home due to behavior, the child must be suspended until the parents can attend a conference to discuss behavior management plans.
4. A behavior management plan must be agreed upon and signed during parent conferences. If the parents disagree, enrollment is discontinued.
5. During the parent's conference, enrollment will be discontinued if therapy is recommended and the parents refuse therapy.
6. At the close of the conference, all parties must have a clear plan for improvements, and the subsequent follow-up conference must be scheduled.
7. Continue giving behavior notifications and the weekly behavior management forms.
8. If any falsified information or lack of information is discovered, it is grounds for immediate permanent expulsion from our center.
9. If we have requested additional help with your child, such as behavioral therapy, speech therapy, occupational therapy, physical therapy, or family-related counseling, and you do not obtain this in the manner RSC has set, you will be asked to leave our school.
10. Unable to contact the parent continuously about any behaviors or issues regarding their child, enrollment will be discontinued.
11. Rising Starz Child Care Center will not issue a refund for tuition paid if your child is expelled.

Below is an example of the behavior management orientation for parents.

Dear Parent,

Name _____

Our center has recommended that your child be placed on behavior management. The following are the guidelines and criteria for behavior management. Please read and initial the dashes below. If you have any questions, please ask as you sign.

- Reading and signing the behavior management daily will be required.
- Parents must always be available to speak with or pick up their child anytime.
- If the behavior continues, Rising Starz may ask you to begin picking up your child daily at noon.
- Expulsion could happen at any time – Expulsion would take place in the event your child is verbally threatening anyone. (We have a no-tolerance policy for language, guns, violence, ending a life, or any other situation that puts others at risk.)
- Tuition is nonrefundable.

- Your child is not eligible to go on field trips & will need to stay home on the field trip day.
- You understand that your child must begin therapy/counseling within 30 days with limited exceptions. Date ____/____/_____
- Behavior Management will continue for twenty school days / four weeks; at the end of the 20 days, you must attend a parent conference.
- You may request further services for assistance in the classroom.

3) Tuition Agreements (RSC Policy)

Please be aware that tuition increases are essential for our program to continue offering the quality of care we expect from our early education center. All parents or families will be informed of any tuition increase 30 days in advance in writing. Thank you for understanding.

This price is per week regardless of attendance

Weekly

Infant 6 weeks	\$325	_____
Toddler Class 12 m to 18/24m	\$285	_____
Two years old full day Preschool	\$275	_____
3-5Year-old Pre-K Full day	\$270	_____
5-12 year-old holiday/summer	\$255	_____
After School care and full day on holidays	\$130	_____

Drop-in care is for children three years old and older. Programs must be preplanned (2 or 3 days per week)
The drop in care is (\$65 per day)

1. Full tuition is due regardless of attendance. (**All** students have a 10-hour maximum per day that the child can be in care) PH #3
2. Tuition may be subject to an annual price increase; parents are notified 30 days in advance if applicable. PH#3
3. Tuition is due the Friday before Services are rendered and is considered late the following Monday @12. PH#3
4. Sibling Discounts are only eligible if multiple children are continuously enrolled. If, for any reason, one child is withdrawn, leaving only a single child enrolled, full tuition for that child will be due per the tuition agreement. Parents on childcare assistance are not eligible for sibling discounts.
5. School-age children only – Parents must notify Rising Starz by telephone within 30 minutes of school release that their child will not be there for pick up; failure to communicate will result in a \$5 charge per incident.
6. The past-due payment fee of \$20 per child will be added to your tuition account on Monday at noon. When tuition is still unpaid by Monday at 6 pm, disruption in care will occur until it is paid in full. PH#3
7. Childcare assistance – Childcare assistance – total parent share is due on or before the 1st of the month, with a \$20 late fee per child added to your account at the close of business on the 3rd. All past due payments are

reported to the childcare group on the 3rd of the month. Tuition must be paid in full, including the late fee, to avoid disruption of care by the 10th. For late fees, see #4 and #6.

8. Late pick up after 6 pm - \$2 per minute (per child) that you are late will be added to your tuition account, due Friday with your tuition payment. **Per minute continues until your child/children have left the building. PH#10**
9. Returned/declined payments are subject to a \$35 return fee for bank accounts and \$15 for credit cards. Any unpaid tuition will be subject to penalties or legal actions. PH #3
10. We must have each parent's email address and phone number on file. This email address will be used for billing and communication regarding the child/children enrolled. PH#36
11. Children attending field trips - must be present within 30 minutes before the scheduled leave. Any child can be excluded from a field trip for any reason, such as behavior, delinquency, payments, or at the parent's request; this may mean the child cannot attend for the day. Discretion is up to RSCCC Director Julie Martinez. **No refunds.** PH#34
12. Teachers are prohibited from babysitting for any parent on the weekend or any other time. It will cost the teacher their job and your child's spot at our center.
13. Vacation time is earned after one year of full-time enrollment. During any Vacation time, the child cannot be in attendance, and the time must be used consecutively. Vacation time must be submitted in writing, and your account must be in good standing to be approved by the office staff. Guidelines for any vacation time are in PH #5
14. Suspend care pay is for Private payers with **prior** knowledge of their child's extended absences. Suspended care pay is at least ten days of 50% of regular tuition to hold the child's spot to return to care at a predetermined date. Suspended care must be pre-planned, and the office must be notified at least two weeks in advance. PH#15
15. A two-week written notice is required if you are withdrawing your child to stay in good standing. If you leave without giving a two-week notice, unpaid tuition must be paid within ten business days of leaving to stay in good standing. Good Standing means your family will be eligible to return to our center. This determination is made by Ms. Julie Martinez only. PH#2
16. Rising Starz Child Care Center reserves the right to expel a child for any reason. (Including parent behavior, child behavior, lack of attendance, or payment.) (See Expulsion policy) PH#2
17. Any payment error must be addressed with Center management within 30 days, or the error is forfeited. PH#3
18. Severe weather / Emergency Closure means PH#9, PH #24 - **For any reason if the center must be closed (Loss of water, electricity, safety, or any other health concern) for five days or less, tuition will not be reduced or refunded. If the closure exceeds six days or more, Tuition will be priced for self-paying parents until our center reopens.**

CCS parent must still pay full tuition copay and should contact their caseworkers for more information.

🚩 Pandemic Tuition Policy Options for Private Payers

1. **as stated in our average tuition agreement, the parent may give a two-week notice to withdraw from care and stay in good standing to return at an unknown time. Withdrawing from care does not save your child's spot at our school.**
2. **The parent may choose to suspend care pay as described in the above policy; however, during a pandemic, the parent may return to care at any time without a minimum absence.**

4) Child Care Assistance Parent Responsibilities (RSC Policy)

Enrollment for any child in a childcare assistance program is defined as follows.

- ✚ Full-time enrollment is at least 3 hours per day and at least three times a week.
- ✚ Part-time enrollment - this would be for school-age children only. The child must attend one full hour per week or 15 minutes per day, and the parent cannot remain on the premises.

The Child Care Group/Workforce may terminate childcare services before the eligibility end date due to:

- ✚ Permanent loss of work or training
- ✚ Family income too high,
- ✚ Determination of fraud
- ✚ Failure to pay parent share of cost (co-pay)
- ✚ Accumulating too many absences and not reporting attendance

Rising Starz Child Care Center must follow specific regulations to accept childcare assistance. The following items must be reported to the Child Care Group/Workforce and may/will result in the family's financial aid loss.

- ✚ The child is absent for five consecutive days without notice.
- ✚ Parent has not paid parent share by the 5th of the month.
- ✚ Child is being expelled or withdrawn.
- ✚ The parent is not reporting attendance.

Suppose a parent has care discontinued or is in the appeal process for childcare group/workforce solution childcare assistance. In that case, full tuition will be due as a private payer until financial aid is restored or concluded in our written policy, as seen in section 1.

“My ProCare” is an online portal where families can make payments, print statements, update their addresses, phone numbers, and email addresses, report attendance, and other details. (Please make sure to sign up for text alerts)

Any family having difficulty paying their parent's share of tuition should contact the case worker via the parent portal, discuss any adjustments, and ask for a 2450 form to validate the change. **Please remember that we do not make the rules for the Child Care Assistance Programs, but we must follow the rules they set out for us in our provider manual. Child Care Assistance programs set the family share cost, and we must collect the amount they set unless we are directed differently from the case worker. Any adjustments made to parent shares must be made by the caseworker only.**

Texas Rising Star program is “a voluntary, quality-based rating system of childcare providers participating in the Texas Workforce Commission’s subsidized childcare program.” TRS Certification is available to Licensed Centers and Licensed and Registered Child Care Home providers who meet the certification criteria. The TRS Provider certification system offers three levels of certification (Two-Star, Three-Star, and Four-Star) to encourage providers to attain progressively higher certification requirements leading to a Four-Star level.

5) Vacation Time (RSC Policy)

Vacation time is earned after one year of full-time enrollment. During any Vacation time, the child cannot be in attendance, and the time must be used consecutively. Vacation time must be submitted in writing, and your account must be in good standing to be approved by the office staff.

Children enrolled for 90 days or less are not eligible for partial or complete vacation time.

Students enrolled for over 90 days but less than one annual year can request a partial vacation. Partial vacation is once per enrollment year, where tuition is half price for one week, the 50% discount is for vacation, and the 50% tuition is to hold your child's spot.

Students enrolled for one full annual year are eligible for one partial and one complete vacation per enrollment year.

Vacation time is not eligible for any financial childcare assistance accounts. To receive discounts or changes in your parent share – you must contact your case worker and request that change with them. The request is only valid if your case worker issues a 2450 form, making those changes effective. Please see the above #4 childcare assistance parent responsibilities.

6) Supplies (RSC Policy)

Annually, all responsible parties will be given a supply list of items for our school due August 31st. All responsible parties will be given the option to bring supplies, or they can opt to be charged \$35 with September tuition for convenience. Parents who are not able to obtain supplies can contact (Metrocrest Family Services for assistance with supplies)

Backpacks are no longer provided for students as of 1/1/2024; all students will need a clear backpack.

7) Parking Lot (RSC Policy)

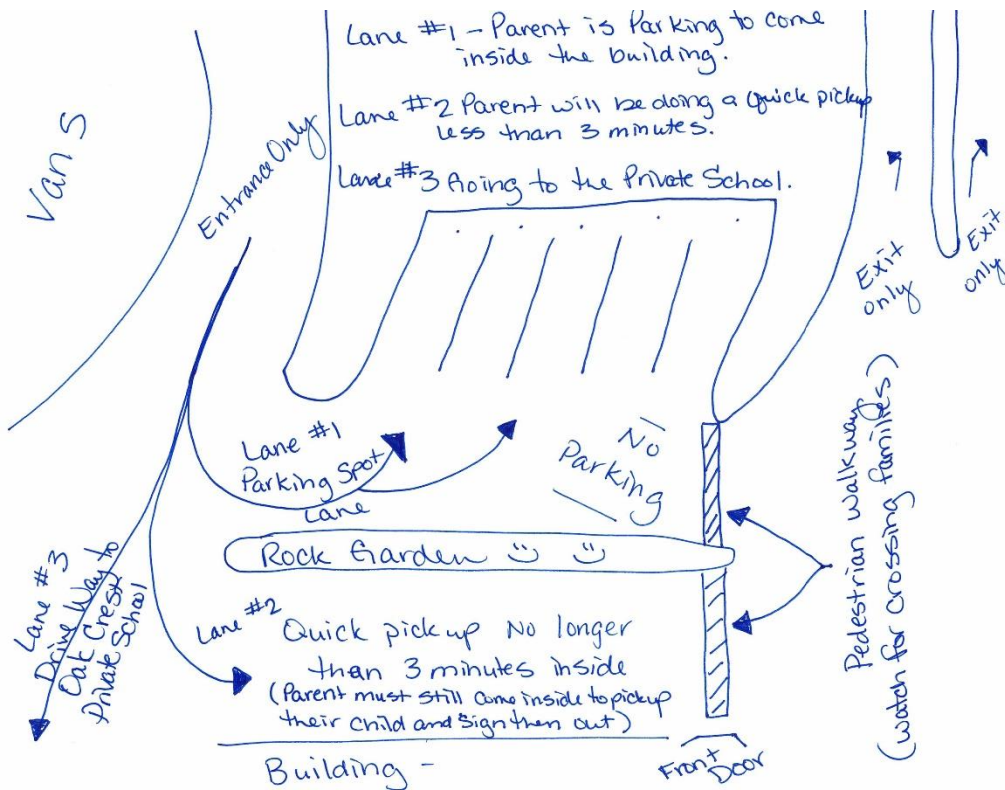
Do not leave your children unattended in your car for any reason.

We are not responsible for lost or stolen items.

Lane #1 is for parents who are parking to come inside the school to pick up their child(ren).

Lane #2 is a quick pick-up line where the parent still comes inside to pick up the child(ren) and sign them out, but it will take less than 3 minutes.

Lane #3 is going to the private school behind our school.



Patience is necessary while children are loading and unloading from cars. For safety reasons, do not drive over our rock garden or back up while another vehicle is behind you.

All parents must come inside to drop off or pick up their child. Carpool lanes are no longer available.

8) Hours of Operation (RSC Policy)

Monday through Friday 7 am to 6 pm.

The following is our list of holidays. However, our website and Facebook page are the most up-to-date places to find information.

2023 Holidays

Full Days- closed all-day

January 2nd

New Year

January 16 th , Martin Luther King Day	
May 29 th	Memorial Day
July 4 th	Independence Day
September 4 th	, Labor Day
October 5	Staff Development Days
October 6	Staff Development Days
October 9	Staff Development Days
November 23 rd & 24 th	Thanksgiving (Thursday and Friday)
December 25 th & December 26 th	Christmas

Half Days- Close At 12:30 Pm

February 20 th	Presidents Day
April 7 th	Good Friday
June 19 th	Juneteenth
October 4 th	Beginning Staff Development Training
December 29 th	New Year's Prep

9) Bad Weather / Emergency Closures (RSC Policy)

If CFBISD closes for inclement weather, RSC will also be closed for the safety of all students and staff.

If CFBISD has a delayed opening or closing early, RSC will also wait/dismiss at the same time as the school.

If CFBISD is not in session, any closures or delays will be put on our Facebook page and notified through ProCare.

If the school needs to close in the middle of the day, we will inform parents by phone: Facebook, ProCare, Email, or phone calls. If we cannot contact the parent, we will contact the first emergency contact.

Illness Closures

- ✚ If a parent tells us their child is cheerful about any infectious disease such as COVID-19, we will report that to the health department and follow their instructions.**
- ✚ If any child comes up positive for any infectious disease such as COVID-19, we will report this to the health department and follow their instructions.**

Please refer to the Dallas Health Department at 214-819-2115

For any reason, tuition will not be reduced or refunded if the center must be closed (Water loss, electricity, safety, or any other health concern) for five days or less.

If the closure exceeds six days or more, Tuition will be half-price to self-paying parents until our center reopens.

CCS parents must still pay full tuition copay and should contact their case workers for more information.

The above is outlined in the tuition agreement.

- + If, for any reason, the school district or another facility your child attends closes due to any emergency closure, your child may not come to our center in place of their facility or immediately after. This policy is in place to prevent the spread of any infectious diseases.**
- + If, for any reason, you, the parent/guardian, attend a facility that has emergency closure due to any infectious disease, your child may not participate in our facility for at least 14 days of consecutive good health for the entire household.**

10) Late Pick Up & Afterschool Communication

Most students are picked up by 5:30 to avoid late fees; however, if the student is not picked up by 5:45 pm, the RSC staff will begin to contact parents. If the parent is 30 minutes late without any contact with the Rising Starz Child Care Center staff, the local police department will be notified following code Tex. Penal Code § 22.041 (2006) § 22.041. Abandoning or Endangering Child: If you know you are running late, please inform the center. RSC must also make a neglect report to child protective services.

Late Pick after 6 pm or designated early release day of 12:30 pm is a penalty of \$2 per minute per child until you have left the building. Penalties fees must be paid in full within five working days to continue enrollment at our center. Your enrollment may be terminated if your late fee is not fully paid within five working days. Furthermore, if you withdraw from our center and leave owing a balance of a late fee or any other fee, you will not be allowed to reenroll at our center for violating our policies.

Late pick is limited to no more than three late pickups per year. If you exceed three late pickups, your enrollment will end that day.

School-age children only – Parents must notify Rising Starz by telephone within 30 minutes of school release that their child will not be there for pick up; failure to communicate will result in a \$5 charge per incident.

Children are eligible for attendance that exceeds 10 hours per day. This is in the best interest of the child.

11) Birthdays / Outside Food (RSC Policy)

Birthday parties are at snack time only at 3 pm; **NO PHOTOS ARE ALLOWED.** Parties may not exceed 30 minutes and will follow the typical day's timeline. You are welcome to bring blueberry muffins or cupcakes.

An excellent idea for your child's birthday is to purchase a book for donation to the class that can be read on your child's birthday.

Please be aware that birthday party invitations will not be handed out unless there is one for every child in the class. There are no exceptions to this rule, as it can be hurtful to those not invited.

Outside food is allowed if it is never shared with other children, falls in the guidelines of www.squaremeals.org and is not considered a dessert such as (Fast Food, Donuts, Candy, Cupcakes, Gummies, Soda, Cookies, Juices, Ice Cream, Shakes, Sugary drinks such as mixed coffee, fruit by the foot, fruit roll-ups, any other item we deem a desert item, etc... will be denied at the door. If your child's meal does not fall in this category, please allow your child time to eat before they are dropped off for the day. Substitutions are only allowed if your child has a PST allergy test on file that is signed by a doctor or has a written religious preference.

Items approved to come to school must be sealed in a closed container and in a lunch box or bag to be served at mealtimes. All containers, bags, or lunchboxes must be labeled with the child's name and the date the lunch was prepared. Approved items are as follows (muffins, fresh veggies, fresh fruit, whole grain items with less than 5 gm of sugar per serving, animal or plant protein, beans, peas, dairy products with less than 8gm of sugar per 2 oz, or pasta.)

Early signs of Diabetes in young children are

1. Frequent Urination
2. Excessive Thirst
3. Weight Loss
4. Impaired Vision
5. Moodiness
6. Weakness
7. Extreme Hunger
8. Slow-Healing Sores
9. Fatigue
10. Strange Smelling Breath
11. Darkened Skin

Food Allergies

If your child has had a PST allergy test, we must have it on file; the result will be enforced per the doctor's orders whenever the child is in care.

- ✚ **During Covid, if your child has allergies, it would be best to keep them at home.**
- ✚ **You will need to elect us to provide meals for your child, or you will provide all meals. If you provide all meals, you must meet the complete component according to CACFP guidelines. All meal components must be assembled, or you will be called to promptly give the other meal components no more than 30 minutes, or the child will need to be picked up for the day.**
- ✚ **If the parent/guardian is providing meals, we are not responsible for the nutritional outcome of the child.**

CACFP – Village Table curriculum <https://villagetable.com/curriculum/>

Once per month, the person in the cook position will take a class at the gym and conduct a nutrition enrichment program. This program will be a curriculum by the village table curriculum listed above. A lesson plan that is age-appropriate for each age group will be written and planned for a 30-minute activity one time per month per age group. The activity will consist of 20 minutes of nutrition and 10 minutes of structured physical activity.

CACFP – Curriculum

Good nutrition today means a stronger tomorrow!

Building for the Future with CACFP

This day care receives support from the Child and Adult Care Food Program to serve healthy meals to your children.



Meals served here must meet USDA's nutrition standards.

Questions? Concerns?

[Here is space for the State agency and sponsoring organization to add contact information]

Learn more about CACFP at USDA's website:

<https://www.fns.usda.gov/>

USDA is an equal opportunity provider, employer and lender.

United States Department of Agriculture
Food and Nutrition Service FNS-317
November 2019

¡Buena nutrición hoy significa un mañana más saludable!

Construyendo para el Futuro con CACFP

Esta guardería infantil recibe ayuda del Child and Adult Care Food Program para servir comidas nutritivas a sus niños.



Comidas servidas aquí deben de seguir los requisitos nutricionales establecidos por USDA.

¿Preguntas? ¿Inquietudes?

[Here is space for the State agency and sponsoring organization to add contact information]

Aprenda más información sobre CACFP en el sitio web del USDA: <https://www.fns.usda.gov/>

USDA es un proveedor, empleador y prestamista que ofrece igualdad de oportunidades.

United States Department of Agriculture
Food and Nutrition Service FNS-317
Noviembre 2019

12) Arrival and drop off (RSC Policy)

- 1) Make sure you do not leave your child unattended at any time; you must leave them with an adult in charge; do not push them in the door and go.
- 2) Children are not considered in care until the parent checks in the child through ProCare Solutions.
- 3) If your child is upset during the drop-off, we will not take your child from you. Dropping off is supposed to be a positive experience. If we remove the child from a guardian, the drop-off experience becomes negative, furthering their abandoning feeling.
- 4) Please bring everything your child will need for the day. These items may include but are not limited to Diapers, Wipes, Change of Clothes, and Pillow & Blanket.
- 5) **Late drop-off: We ask that all children be in attendance by 9 am unless you call and notify us of their late attendance, at which time RSC will allow an extra 30 minutes.** Any delay of more than 30 minutes will need a director's approval. (This does not pertain to children age five and older who are school-age for holidays or summer break)
- 6) The latest a child can be dropped off for the day is 11 am with a physician's note. If the child goes to the doctor due to illness, the child cannot attend for the day. Stable routines begin early.
- 7) Children may only stay in childcare for 10 hours per day maximum. If you need more than 10 hours of care daily, you must find a new center to attend.

Tips to help with drop-off at preschool.

1. Arrive Well-Rested and Well-Fed

Ample sleep and a full belly make for happier kids at drop-off. Set your child up for success by ensuring they get at least 10-12 hours of sleep daily (including naps). Naps at school are 2.5 hours. This may mean adjusting their bedtime so that they can log enough hours before waking up for breakfast. Serve complex grains like old-fashioned oatmeal or whole wheat toast and a source of protein (think eggs or yogurt) to give your child lasting energy. However, the best breakfast in the world will not help much if your child doesn't have enough time to eat it before heading out the door. Plan accordingly if you have a slower eater. (Breakfast at preschool is from 7:45 am to 8:45 am) If your child comes to preschool at 9, they arrive when all their friends are done eating; please have them at preschool by 8:45 or have family breakfast at home with them.

2. Predictable Goodbye Routines

A predictable goodbye routine is crucial. It could be as simple as something you say every time, giving them a hug and a kiss, then waving at the window when you leave. The key is consistency so your child knows what to expect.

Preschool teachers will not take your child from your arms kicking and screaming. That will only cause your child emotional distress and could potentially cause injury to the child or teacher.

Keep your goodbye routine short and sweet.

<https://www.youtube.com/watch?v=C3PtrInUm4U>

This is a video about a song we sing at preschool before children go home. You can try to sing this song in the car before dropping off to help your child be ready.

- 1) **Stay positive.** Your child needs to see that you have confidence and trust in their caregiver. As much as it breaks your heart to see them upset (*believe me, I get it!*), the last thing they need to see is you get upset, too.
- 2) **Try to drop off around the same time every day.** My kids are usually among the first to be dropped off at daycare and are used to walking into a relatively empty classroom. I notice a significant difference when we arrive later in the day to a full and busy classroom.
- 3) **If your child has a special toy, pacifier, sippy, or blanket, try to leave the object at home; taking it from the child at the preschool door will only upset the child, leaving them crying when they enter their classroom.**

3. Don't sneak Out

As tempting as it can be, **don't sneak out.** Although it might make goodbye easier today, it will make it much stricter tomorrow. Sneaking away undermines your child's trust in you, is anything but predictable, and doesn't give your child a chance to say goodbye. Stick to your goodbye routine, even when your child cries through the whole thing.

4. Keep their day shorter if possible

Avoid consistently leaving your child in care for more than 9 hours daily.

Free resources about child behavior and social-emotional learning.

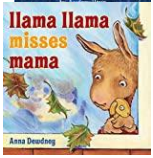
<https://consciousdiscipline.com/about/parents/>

Ten children's books about separation anxiety. Primarily, these books are aimed at children separating from their parents to attend school or daycare and are appropriate for toddlers and young children.



1. THE KISSING HAND, BY AUDREY PENN

When Chester Raccoon is nervous about starting school, his mother lets him in on a family secret – the kissing hand. This beautiful classic is a teacher's favorite and will reassure your little ones that their mother's love will be with them wherever they go.



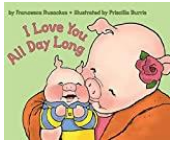
2. LLAMA LLAMA MISSES MAMA, BY ANNA DEWDNEY

A rhyming book that will help quell first-day fears and teach children that there's lots of love about school. "Don't be sad, new little llama! It's OK to miss your mama. But don't forget – she will return right back to you when the day is through!"



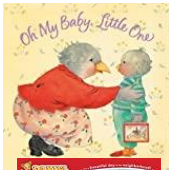
3. BYE-BYE TIME, BY ELIZABETH VERDICK

This simple book is aimed at toddlers and helps establish a brief goodbye routine.



4. I LOVE YOU ALL DAY LONG, BY FRANCESCA RUSACKAS

Owen's mom reassures him that no matter what he's doing while they're apart, she loves him all day long.



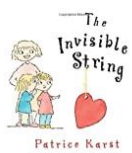
5. OH MY BABY, LITTLE ONE, BY KATHI APPELT

I love this one! This book takes the reader through the child's day – and the mother's – while explaining that their love is with them even when apart.



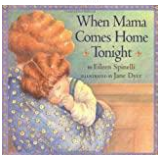
6. DANIEL GOES TO SCHOOL, BY BECKY FRIEDMAN

This is an excellent book if your child is a Daniel Tiger fan (or even if they're not!). There's also an episode of the show on the same topic, and – as always with Daniel Tiger – a catchy "Grown-Ups Come Back" song (watch it [here](#)).



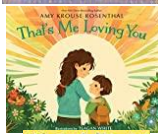
7. THE INVISIBLE STRING, BY PATRICE KARST

This book isn't focused on school but deals with the many situations where we find ourselves apart from those we love. It reminds us that even when we're apart, we're connected to our loved ones by an invisible string made of love.



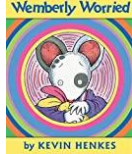
8. WHEN MAMA COMES HOME TONIGHT, BY EILEEN SPINELLI

This sweet rhyming book doesn't focus on the separation but on everything to look forward to when Mama comes home tonight. My two-year-old daughter is currently obsessed with this book.



9. THAT'S ME LOVING YOU, BY AMY KROUSE ROSENTHAL

This simple and sweet rhyming book reminds children that their parents' love is with them even when they're apart ("That pouring rain? That's me missing you. That soft breeze? That's me kissing you.").



10. WEMBERLY WORRIED, BY KEVIN HENKES

This book is suitable if your child is a worrier – it will help reassure them that they are not alone with their worries. My only caution (as somebody who was an anxiety-prone child myself) is that it may give them more things to worry about.

<https://chaosandquiet.com/daycare-drop-off-tips/>

<https://www.thegardnerschool.com/blog/5-tips-for-a-smooth-preschool-drop-off/>

Entrance to the building for drop off and pick up.

All parents will need to sign a parent agreement regarding parent codes. These codes are used to unlock the front door; each family will have two access codes of their choosing. Family members who do not regularly pick up will need to ring the bell to be allowed inside the building.

Dear Parents,

Our front door has a secured entry system that is unique to everyone entering our building. The following information concerns how to drop off and pick up at our school.

Parents must agree to the following safety rules.

- ✚ **Do not share your code with anyone else** that is not yourself. This is to provide the highest level of security possible for all our staff and students.
- ✚ Codes will be kept confidential and not shared with anyone else.
- ✚ **I understand that I am not allowed to open the door for unknown people to enter the building – this is imperative to the safety of the school.**
- ✚ **If someone is coming to pick up your child that is not a part of the child’s routine, they should ring the bell.**
- ✚ If, for any reason, the parties share codes with someone other than yourself, the parents’ codes will be removed, and that family will need to ring the bell at all drop-offs and pick up.



Instructions – Press Start, enter the 4-digit pin, and press open.

Responsible Party #1 Name _____ 4 digit Pin ____ _

Responsible Party #2 Name _____ 4 digit Pin ____ _

I _____ Party #1 and _____ Party #2, the parents of _____ (child’s name), understand the above safety rules and agree to follow them.

Party #1 signature _____ Date _____

Party #2 Signature _____ Date _____

13) Release / Pick up (MS746.4101)

1. Children will be released to the responsible parties that enrolled the child or a person that either responsible party designates unless a court order is supplied.
2. All other designated persons must be at least 18 years old, added to the list 24 hours in advance, and have a valid State Issued ID. Some exclusion may apply, such as (Prison ID, Mental Health ID, etc...) and their name must be listed in writing on the authorized pick-up list. If this person will be picking up regularly, they must check your child in/out for the day using My ProCare.
3. Children will not be released to anyone not listed in writing unless the person has a court order documentation. Only court-ordered documentation, child protective services, or the police department can override the information our center has on file for the child’s release.

4. Authorization to release a child must be in writing only. In cases of emergency, the responsible party may authorize a 1-time use pick by email, and it must be from the email used to communicate with the responsible party person.
5. Legal supervision of your child/children begins the moment you enter the child's classroom or when the child is called to the front by the person in charge of the center.
6. At the discretion of an RSC staff/employee, if the person designated to pick up any child exhibits any impaired behaviors due to drugs, alcohol, or any other reason, the child will not be released until the police are contacted and Carrollton Police Department allow the child to go with that person.
7. Children cannot bring toys from home to school due to the risk of damage, sharing, or lost items. If the parent fails repeatedly to enforce this policy, the staff will call the parent to remove the toy from school.

14) Naps



Based on these recommendations, nap times for each age will vary and are listed below.

The infant room has two naps per day, a total of 3 hours
(If your infant needs more than two naps per day, we recommend you pick up your child

early to meet the needs of your child)

Toddler and two-year-old class will nap once per day, totaling 2.5 to 3 hours while in care
Three-to-Five-year-old will sleep once per day, totaling 2.5 to 3 hours while in care
Six- to twelve-year-olds will be allowed rest periods on full days that will be 1 hour per day.

What if My Child Won't Nap?

Don't let naptime become a battle — you can't force your child to sleep. If your child won't nap, set aside some quiet time.

Let your child read books or play quietly in their room during quiet time. Parents are often surprised by how quickly quiet time can lead to sleep time. Even if kids don't sleep, they still get some much-needed rest.

Safe Sleep for Your Baby

Each year in the United States, thousands of babies die suddenly and unexpectedly. Some of these deaths result from Sudden Infant Death Syndrome (SIDS) and other sleep-related causes of infant death, such as suffocation.

Safe Sleep Environment
To reduce the risk of SIDS and other sleep-related causes of infant death:

- Always place baby on his or her back to sleep, for naps and at night.
- Share your room with baby. Keep baby close to your bed, on a separate surface designed for infants.
- Use a firm and flat sleep surface, such as a mattress in a safety-approved crib*, covered by a fitted sheet with no other bedding or soft items in the sleep area.

Breastfeeding reduces the risk of SIDS

Babies who are breastfed or are fed expressed breastmilk are at lower risk for SIDS compared with babies who were never fed breastmilk. According to research, the longer you exclusively breastfeed your baby (including supplementing with formula), the lower his or her risk of SIDS.

*A crib, bassinet, portable crib, or play yard that follows the safety standards of the Consumer Product Safety Commission (CPSC) is recommended. For information on crib safety, contact the CPSC at 1-800-455-7273 or www.cpsc.gov.

Learn more about SIDS and safe infant sleep: <http://safetosleep.nichd.nih.gov>

It can take time to find a sleep routine that works. Talk to your doctor if you have questions or concerns about your child's sleep.

If children do not sleep at nap time, teachers will give them a book or coloring opportunities for quiet time so they can rest. **Safe Sleep for**

Infants (MS 746.2426-746.2431)



Operational Policy on Infant Safe Sleep

This form provides the required information per minimum standards §746.501(9) and §747.501(6) for the safe sleep policy.

Directions: Parents will review this policy upon enrolling their infant at Rising Starz Child Care Center Inc. and a copy of the policy is provided in the parent handbook. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death (SIDS/SUIDS) at: <http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

Safe Sleep Policy

All staff, substitute staff, and volunteers at Rising Starz Child Care Center Inc. 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 [§746.2427 and §747.2327].
- 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 [§746.2409 and §747.2309].
- 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 [§746.2415(b) and §747.2315(b)]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- 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 [§746.2415(b) and §747.2315(b)].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing None - This is not applicable (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [§746.2415(b) and §747.2315(b)].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal [§746.2415(b) and §747.2315(b)] or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2401(6) and §747.2315(b)].
- 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 [§746.2426 and §747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- 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 [§746.2427 and §747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- 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 [§746.2428 and §747.2328].

Privacy Statement

HHSC values your privacy. For more information, read our privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>.

Signatures

This policy is effective on: _____ Child's name: _____

Signature — Director/Owner

Date Signed

Signature — Staff member

Date Signed

Signature — Parent

Date Signed



Normas operativas sobre el sueño seguro del bebé

Esta forma ofrece la información necesaria según los estándares mínimos de las secciones 746.501(9) y 747.501(6) de las normas sobre el sueño seguro.

Instrucciones: Los padres deben revisar estas normas al inscribir a su bebé en Rising Starz Child Care Center Inc.

En la guía para padres se incluye una copia de las normas. Los padres pueden repasar la información sobre el sueño seguro y cómo reducir el riesgo del síndrome de muerte súbita del lactante o síndrome de muerte súbita inesperada del lactante (SIDS/SUIDS) en: <http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

Normas Para el Sueño Seguro

Todos los empleados, empleados suplentes y voluntarios de Rising Starz Child Care Center Inc. seguirán estas recomendaciones para el sueño seguro de los bebés que hacen la Academia Americana de Pediatría (AAP) y la Comisión de Seguridad de Productos del Consumidor (CPSC), a fin de reducir el riesgo del síndrome de muerte súbita del lactante o síndrome de muerte súbita inesperada del lactante (SIDS/SUIDS):

- A la hora de dormir, coloque siempre a los bebés boca arriba, a menos que haya recibido el formulario 3019-S, Excepción a las indicaciones para el sueño del bebé / Recomendación del profesional medico, que atiende al bebé [§§746.2427 y 747.2327].
- Coloque a los bebés sobre un colchón firme, cubierto con una sábana ajustada, en una cuna que cumpla con los requisitos federales de la CPSC para las cunas de tamaño convencional y las cunas más pequeñas [§§746.2409 y 747.2309].
- Para los bebés menores de 12 meses: las cunas no deben tener nada en ellas salvo una sábana ajustada y una cubierta o un protector de colchón. Entre los artículos prohibidos en las cunas se encuentran la ropa de cama suave o sin ajustar, como cobijas, colchas o edredones; almohadas; juguetes o animales de peluche; objetos suaves; almohadillas protectoras; forros, o aparatos para posicionar al bebé durante el sueño [§§746.2415(b) y 747.2315(b)]. Tampoco debe haber nada cubriendo la cuna o la cabeza o cara del bebé en ningún momento, como cobijas, sábanas o ropa [§§746.2429 y 747.2329].
- No use aparatos para posicionar al bebé durante el sueño, como cuñas o posicionadores de bebés. La AAP no ha podido comprobar si estos aparatos son seguros. Su uso podría aumentar el riesgo de asfixia [§§746.2415(b) y 747.2315(b)].
- Asegúrese de que las áreas para dormir estén ventiladas y a una temperatura agradable para un adulto con ropa ligera [§§746.3407(10) y 747.3203(10)].
- Si un bebé necesita calor adicional, use ropa de dormir no aplicable o sin opcion _____ (inserte aquí el tipo de ropa de dormir que se usará, como) como alternativa a las cobijas [§§746.2415(b) y 747.2315(b)].
- Acueste solamente a un bebé por cuna a la hora de dormir [§§746.2405 y 747.2305].
- Los bebés pueden usar un chupón (chupete) mientras duermen. Pero el chupón no debe estar sujeto a un animal de peluche [§746.2415(b) y §747.2315(b)] o a la ropa del bebé por medio de una cuerda, cordón u otro mecanismo que presente un riesgo de asfixia o estrangulamiento [§§746.2401(6) y 747.2315(b)].
- Si el bebé se queda dormido en un aparato que no sea una cuna (como una sillita que rebota o se mece, o si se duerme en el asiento del carro de camino a la guardería), coloque al bebé de inmediato en una cuna, a menos que se haya recibido formulario 3019-S, Excepción a las indicaciones para el sueño del bebé / Recomendación del profesional medico, que atiende al bebé [§§746.2426 y 747.2326].
- En nuestro programa de cuidado de niños está prohibido fumar. No se permite fumar en las guarderías de Texas (esto incluye cigarrillos electrónicos y cualquier tipo de vapeador) [§§746.3703(d) y 747.3503(d)].
- Vigile activamente a los bebés que duermen, observándolos y escuchándolos [§§746.2403 y 747.2303].
- Si un bebé es capaz de voltearse boca abajo y boca arriba, póngalo a dormir boca arriba y deje que el bebé se coloque en la posición que prefiera para dormir [§§746.2427 y 747.2327].
- Cuando estén despiertos, los bebés pasarán un tiempo boca abajo, supervisados, varias veces al día. Esto les ayudará a fortalecer los músculos y a desarrollarse con normalidad [§§746.2427 y 747.2327].
- No envuelva al bebé en cobijas antes de ponerlo a dormir a menos que haya recibido formulario 3019-S, Excepción a las indicaciones para el sueño del bebé / Recomendación del profesional medico, que atiende al bebé [§§746.2428 y 747.2328].

Declaración Sobre la Confidencialidad

HHSC valora su privacidad. Para obtener más información, lea nuestra política de confidencialidad y seguridad en: <https://hhs.texas.gov/policies-practices-privacy#security>.

Firmas

Estas normas entran en vigor el: _____ Nombre del menor: _____

Firma — Director o propietario

Fecha de la firma

Firma — Empleado

Fecha de la firma

Firma — Madre o padre

Fecha de la firma

15) Absents and Illness exclusion (MS746.3601-746.3607

✚ Absentee

1. Parents must notify Rising Starz Child Care Center if their child has an illness that requires medical attention.
2. Parents must notify Rising Starz Child Care Center if the child is contagious to the other children so that we may inform the other parents and teachers of the illness.
3. All parents must notify the front office by phone before 9 am if their child will be absent for the day and why the child is missing.
4. If your child has been absent for one day without notification, a staff member may contact the parent to inquire about the child's absences.
5. Once your child has been absent for ten days without notification or contact, they will automatically be withdrawn, and their spot will become available. To avoid this, please communicate with the office or teacher to ensure you retain your child's spot.
6. All parents on Child Care Assistance must be aware that our facility must report their child absent from our program after five consecutive days of absence with or without notification.

✚ Illnesses

We understand that the exclusion policy may be difficult for families to abide by. However, all policies have been implemented to enhance the health and safety of ALL the children and staff at our school. The Illness policies and understanding of these policies will be necessary for attendance at our school to continue.

DFPS 746.3601 – Licensing Law

If your child is ill or needs any exclusion from our daily activity plan, the child will be considered too ill to be in care for the day and will be sent home. Preventing the child from participating comfortably in the childcare daily activity plan is prohibited.

DFPS 746-3605 – Licensing Law

(a) If a child becomes ill while in your care but does not require immediate treatment by a healthcare professional or hospitalization, you must:

- (1) Contact the parent to pick up the child.
- (2) Care for the child apart from other children.
- (3) Give appropriate attention and supervision until the parent picks the child up; and
- (4) Give extra attention to hand washing and sanitation if the child has diarrhea or vomiting.

(b) If a child becomes ill while in your care and requires immediate treatment by a healthcare professional or hospitalization, you must:

- (1) Contact emergency medical services (or take the child to the nearest emergency room after you have ensured the supervision of other children in the group).
- (2) Give the child first-aid treatment or CPR when needed.
- (3) Contact the child's parent.
- (4) Contact the physician or other health-care professional identified in the child's record; and
- (5) Ensure the supervision of other children in the group.

26 Tex. Admin. Code § 746.3605

Notice of Covid 19 Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever of 100.0 degrees or higher or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all symptoms. CDC will continue to update this list as we learn more about COVID-19.

The following form is a part of our enrolment.

Rising Starz Child Care Center Illness Agreement

Maintaining the Dallas County health code and Texas State Licensing Regulations at our center is in the best interest of the children, parents, and staff. Thus, it may result in your child being refused at drop off or required to be picked up earlier than anticipated if they are too ill to attend. This refusal or pick-up will be deemed necessary by the staff for the safety of all.

1. ___ I understand that if my child is to attend Rising Starz Child Care Center for the day, my child must meet **DFPS 746.3601 – Licensing Law** - If your child is ill or needs to be excluded from our daily activity plan, they are considered too ill for care that day and will be sent home. Preventing the child from participating comfortably in the childcare daily activity plan is prohibited. We are **NOT** a licensed get-well Center.
2. ___ Throughout the day, if my child becomes ill, they will be separated from the rest of the students in the center, and I understand my child **MUST** be picked up from the facility within 30 minutes of being notified.

While we understand that several of these symptoms can also be related to allergies or non-threatening common conditions, we must proceed with abundant caution in group care. In most cases, your child must be symptom-free without any medications for 48 hours before returning to the facility.

3. ___ I understand that some illnesses may require a longer exclusion time

This is an example of a common illness that may require a longer exclusion time than 48 hours without medication.

- ✚ Hand-foot Mouth Disease (Coxsackie virus disease) - 7
- ✚ Flu (Influenza) -7
- ✚ Strep Throat -2-3
- ✚ COVID-19 (Under three years of age, ten days – Over three years, five days, but with a mask for five more or ten days.)
- ✚ RSV (Respiratory Syncytial Virus) -7
- ✚ Pneumonia – 7-10

- ✚ Ringworm -
- ✚ Scabies – 4/20, depending on treatment and open sores
- ✚ Bronchitis 7-10
- ✚ Croup / Whooping cough 7-14

If your child has another type of illness or exclusion time is in question, please call the office staff at 972-466-3800.

4. ___ I understand that my child may still be excluded from care for the period that RSCCC has pre-determined to be in the best interest of all children in the school, even with a doctor's note to return to care.
5. ___ I will immediately notify Rising Starz Child Care Center Inc. management if I become aware that my child is ill.
6. ___ I understand that while in the facility each day, my child will be in contact with other children, families, and employees. No list of restrictions, guidelines, or practices will remove 100% of the illness risk. Many viruses can be transmitted from person to person before some people show signs of illness. I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.
 1. If your child will be absent, please notify us in the morning so we can let the teacher know.
 2. If your child is diagnosed with a contagious illness, you must report that to our office immediately so we may notify other parents to watch for symptoms in their children. Our staff will inform the entire classroom of any confirmed contagious illness cases.
 3. **If your child needs Tylenol or Motrin to avoid running a fever, they cannot be in attendance for 48-72 hours without medication.**
 4. **As a privately owned facility, we reserve the right to dismiss any child at any time for any reason without notice or refund.**

Illness Policy (MS746.3601): We are not an illness clinic or center.

1. **Children experiencing any symptoms that require us by law to exclude them from care must be picked up within 30 minutes from the first contact.**
2. **If the parents are unable to be reached, our center staff will begin calling emergency contacts until someone is on their way.**
3. **If the parent indicated an illness is due to recent vaccines or allergies, the child must be sent home and follow the exclusion/illness policy. All children who receive vaccinations should stay home for at least 24-48 hours after receiving the shots for their safety.**
4. **If the Parent/Guardian refuses to pick up the child, report to Child Protective Services as neglect will be necessary, and the family will be expelled from our program.**
5. **If the parent or emergency contact cannot pick up the child within 45 minutes, please be aware that depending on the severity of the child's illness, it will be necessary to contact an ambulance, CPS, or police department.**

When children are home ill or sent ill, all parties will follow the exclusion and illness procedure, even with a doctor's note to return to care. Our facilities require sick students or staff to refrain from attending for 24-48 hours.

(MS746.3605)

*****Students receiving vaccinations should stay home for the remainder of the day after receiving shots, and staying home for 24-48 hours is recommended. This ensures that the child has had time to rest and recover enough to participate in daily activities. It is also best practice to monitor the child for any allergic reaction from the shot*****

SURGERY: Please alert your campus administrator if your student requires surgery. A physician's release is necessary to return to school after surgery.

If, at any time, a student's illness results in a greater need for care than a caregiver can provide, the child must

- **Not feeling well / uncomfortable at school**
- **Diarrhea – one or more / cannot be contained by diaper/clothing has been soiled**
- **Fever.** A warning that all is not right with the body. If your child has a fever of 100 degrees or higher, then you must keep your child at home and follow the instructions below
- **Sinus Infection.** Greenish discharge from the nose might be a sign of infection. The child needs to stay home until gone or return with approval from your doctor.
- **Coughing.** If the cough is chronic, deep, or hacking, it might mean an infection. The child needs to stay home until gone or return with approval from your doctor.
- **Sore Throat.** The child may appear to have one of the following: Swollen tonsils or glands, white spots in the throat, pains when swallowing, and complaints of not feeling well. The child needs to stay home or be sent home and follow the instructions listed below
- **Rash.** We are unable to determine what it is. The child needs to stay home until gone or return with approval from your doctor.
- **Stomachache.** Vomiting, severe cramping. Follow the instructions listed below
- **Flu** If your child is diagnosed with the Flu, your child may not return unless you have a doctor's note of wellness and have been absent for a minimum of 5 days.
- **Covid 19 / Any symptoms**
- **Conjunctivitis (Pink Eye).** Suspected redness or discharge from one or both eyes. Very contagious. Your child must be on medication for 48 hours and have a doctor's release before returning to school.
- **Ear Infection.** Suspected, complains of ear hurting. He needs to be on medication, have an average temperature, and follow the instructions below.
- **Head Lice.** You must pick up your child if we detect the nits or lice. The child may return after they have been treated with a medicated shampoo and **ALL THE NITS ARE REMOVED.** A vinegar and water rinse will soften the nits so you can comb them out.
- **Allergies.** Runny nose and slight congestion. Your child must have a seasonal allergy doctor's note describing the allergy symptoms.
- **Vomiting:** Your child vomited one time or more today. You must keep your child at home until 24-48 hours after they vomit and follow the instructions below.
- **Medications: WE DO NOT GIVE MEDICATION TO CHILDREN WITHOUT A WRITEN DOCTORS NOTE AND INSTRUCTIONS.** (We will only administer medication once per day)

stay home. The child may return when caregivers can provide care without compromising the health, safety, or supervision of other children in care.

Rising Starz Child Care Center

1200 E. Jackson Rd BLDG 1 Carrollton, TX 75006

972-466-3800 Fax 972-695-6270

risingstarzccc@yahoo.com www.risingstarzchildcarecenter.com

Child's Name: _____

Today's Date: _____

- May return after 24-48 hours with a doctor's note that states why the child may return.
(Example: The child no longer has a contagious condition or disease)
- May Return 48 hours after being symptom-free without any medications.

Parent Signature: _____

Director's Signature: _____

If your child experiences an illness that meets any of the criteria listed above under law, 746.3601 they must not be allowed to attend care. When the child returns to care, Rising Starz must, by law, have a doctor's note stating the diagnosis, treatment plan, and what to do if the child continues to have symptoms.

Return to care notes must be signed by a licensed physician, a licensed advanced practice registered nurse (APRN), a licensed vocational nurse, a licensed registered nurse (RN), or licensed medical personnel providing health care to the child. This does not include authorized personnel not permitted in the United States or the country where the person practices. 746.123 (28,29)

Please review our health policy; it is enforced to prevent the spread of illness.

If your child needs Tylenol or Motrin to avoid running a fever, they cannot be in attendance.

During health crises such as COVID-19, there will be a no-tolerance policy; any child sent home must follow the CDC-recommended information to stay out of care for 14 days, and the parent may be requested to fill out a health questionnaire upon returning.

If your child is excluded from care and you are a private payer for 13 days or less, there will be no discount for tuition. If your child must be excluded from care for 14 days or more, suspended care may be requested in writing to the office. Broken care for illness is not guaranteed or automatically given.

Illness Return to Care Policy

Regulations Handbook illness law states the following:

Section 746.3601 - What type of illness would prohibit a child from attending the child-care center?

Unless you are licensed to provide get-well care, you must not allow an ill child to attend your child-care center if one or more of the following exists:

- (1) The illness prevents the child from participating comfortably in child-care center activities, including outdoor play.
- (2) The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
- (3) The child has one of the following (unless a medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities):
 - (A) An oral temperature above 101 degrees accompanied by behavior changes or other signs or symptoms of illness.
 - (B) A tympanic (ear) temperature above 100 degrees accompanied by behavior changes or other signs or symptoms of illness. Tympanic thermometers are not recommended for children under six months old.
 - (C) An axillary (armpit) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness; or
 - (D) Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
- (4) A healthcare professional has diagnosed the child with an infectious disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

26 Tex. Admin. Code § 746.3601

Child's Name: _____ DOB: _____

Clinic Name _____

Clinic Address _____

Doctor's Name: _____

Doctor Phone number _____

Date and time of visit with patient listed above ____/____/____ - ____: ____ am / pm

Diagnosis: _____

Treatment Plan: _____

Date the child will be free from contagion, illness, or disease ____/____/____

Doctors' instructions if the child continues to have symptoms:

16) Specialty Care Instructions /Special needs or disabilities

Special needs or disabilities

Children with special needs or disabilities of any kind may enroll at our school with a current IEP (Individual Education Plan) or 504 for our staff to review before enrollment so we can ensure the needs of the child can be met. All needs must be disclosed before enrollment so our staff can determine if we can meet the child's needs on a case-by-case basis.



How to make a special care request?

Special Care Instructions – Any specialty care instruction in addition to our daily procedures.

Special Care Instructions could be (more than normal diaper changes, special creams, extra snacks, give other liquids other than milk or water, play instruction or exclusion from play.)

All request to start/change/stop special instructions must be in writing with the date and time.

1. Written instructions must have Start/End dates, and dates not to exceed 10 consecutive days.
2. Special Instructions will automatically end after 10 consecutive days if no end date is given
3. If special instructions are needed longer than 10 days, the child will require a doctor note with instructions for specialty care to be continued.
4. Specialty care instructions may be denied if we are not able to achieve the specialty care in our group setting and maintain quality care for all students.

Any parent requesting special discipline at our school will be denied.

Julie Martinez, Jennifer Harper, or Kelsey Leniger can approve or deny this determination.

Upon approval for enrollment, the enrollment will be on a trial basis of 60 days or less. Our school does this trial to ensure that RSC is the best environment for your child.

(Please remember that we are not medical professionals and cannot assist children with medical or nonmedical equipment such as feeding tubes, etc.)

Children with physical impairment and mental impairment/delays that are diagnosed

will need to provide written documentation from the doctor or neurologist clearly stating the delay or diagnosis so that we may determine if we can meet the child's needs daily. If any diagnosis is not disclosed, this will result in the family being expelled from our program permanently.

- ❖ A *physical* impairment includes many conditions, such as Physiological conditions, cosmetic disfigurement, or anatomical loss affecting one or more body systems. Examples of body systems are neurological, musculoskeletal (system of muscles and bones), unique sense organs, respiratory, cardiovascular, reproductive, digestive, genitourinary, hemic, lymphatic, skin, and endocrine.
- ❖ A *mental* impairment is a mental or psychological illness or disorder. Examples of cognitive impairments include Intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
- ❖ Other specific impairments listed in federal regulations are certain contagious and noncontagious diseases; conditions such as orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, specific learning disabilities, HIV/AIDS, tuberculosis, drug addiction, and alcoholism.

In practical terms, what is reasonable will vary. The accommodations must be based on an individualized assessment of the child's needs and the program's ability to make the necessary modifications. Generally, the three most important variables are

- (1) the needs of the person with a disability
- (2) the accommodations requested
- (3) the resources available to the program.

- If the above accommodations change any policies, practices, or procedures, or if the accommodation fundamentally alters the nature of the program or services offered, our school will not be able to meet the child's daily needs.

- In the case of auxiliary aids and services, the accommodation **would fundamentally alter the nature of the program or pose an undue burden** (i.e., pose a significant difficulty or expense); <https://www.childcarelaw.org/resource/know-the-law-about-the-americans-with-disabilities-act-ada-and-child-care-in-california/> - [edn2](#) our school will not be able to meet the child's needs daily.
- In removing physical or structural communication barriers, the accommodation is **not readily achievable**, meaning implementing it would be too difficult or expensive. If removing such a barrier is not readily achievable, the ADA requires providers to make services available through alternative methods if such methods are readily possible.

Childcare providers should identify reasonable accommodations by talking with the parent(s) or legal guardian(s) about the child's needs and the accommodations sought. Suppose the child has an individualized family services plan (IFSP) or an individualized education plan (IEP) under the Individuals with Disabilities Education Act. In that case, the provider can look to the IFSP or IEP for information about the school's services and accommodations to help the child attain their educational goals.

- ✚ If a child enrolled at our center is suspected to be mentally or physically impaired but undiagnosed, our school will not be able to accommodate the particular need until the child is fully diagnosed. During the evaluation process, if the child changes any policies, practices, or procedures, or if the accommodations would fundamentally alter the nature of the program or services offered, our school cannot meet the child's needs daily.
- ✚ If a child enrolled at our center is suspected to be mentally or physically impaired and we are already meeting the needs of the child without changing any policies, practices, or procedures, or if the accommodations **would fundamentally alter the nature of the program or services offered**; our school will continue to meet the children needs daily and if for any reason those needs change or we are unable to continue to provide services for the child or family, our school will have a parent conference and work with the parent to help them find alternative care.
- ✚ If a child is enrolled at our center and is found to be or suspected to be mentally or physically impaired and the parent knowingly did not inform our staff, the family will be expelled.
- ✚ If a child is enrolled at our center and is found to be or suspected to be mentally or physically impaired and the parent refuses to see therapy or diagnosis of any kind, the family will be expelled.

Special Needs (Aide)

Suppose the child is approved to have additional funds to provide aid via childcare group or personal pay. The child must be absent if the aide is absent for any reason. The whole purpose of the aide is to help the child in class. Therefore, our daily staff cannot meet the child's needs without an aide.

17) Sanitation Cleaning List

_____ Class Check List

Date ___/___/_____

All children wash their hands upon entering class

Hand should be a routine every hour

After Breakfast Cleaning List

- Disinfect highchairs, tables, and chairs
- Countertops, sinks and faucet handles
- Bathroom sanitation (Toilet, floor, walls, light switch, and doorknob)
- Toys sanitized after each child's use (No Shared Toys)

Time & Teacher

After Lunch and During Nap Cleaning List

- Disinfect highchairs, tables, and chairs
- Countertops, sinks and faucet handles
- Bathroom sanitation (Toilet, floor, walls, light switch, and doorknob)
- Toys sanitized after each child's use (No Shared Toys)
- Wipe and disinfect walls, shelves, and doors
- Clean windows, door frames, mirrors, and entrance of room

Ending the day Cleaning

- Disinfect highchairs, tables, and chairs
- Countertops, sinks and faucet handles
- Bathroom sanitation (Toilet, floor, walls, light switch, and doorknob)
- Toys sanitized after each child's use (No Shared Toys)
- Clean Light switches, cubbies, and any other items
- Trash can clean (Outside and behind the trash can)
- Sweep and Mop
- Shelves and frequently touched items

Disinfectant Fogging every 30 days

- Fogging the classroom
- Fogging the classroom at illness notice
- Bomb classroom with disinfecting bomb

Reducing Infection in the Classroom

DSD

DSD is your no rinse sanitizer for toys, eating tables and dishes. If possible please spray down your eating tables, chairs and the backs of the chairs 3 to 4 times a day and allow to air dry. Suggested times would be:

- Morning Break
- Lunch
- Afternoon Break
- Close of Business

NU-QUAT

Nu-Quat is your hospital grade disinfectant for floor to ceiling cleaning. This product will disinfect sinks, countertops, toilets, faucets. If possible please spray down your sinks, countertops, and faucets 3 to 4 times a day and allow to air dry.


- Morning Break
- Lunch
- Afternoon Break
- Close of Business

ORACLE 1


It would also be advisable to spray down your diaper changing stations 3 times a day with your Oracle 1 and allow to air dry. Please spray top and bottom of diaper changing mat/pad and the entire diaper changing surface once the mat/pad is removed and allow to air dry. Suggested times would be:

- Morning Break
- Nap Time
- Afternoon Break

Please feel free to call me with any questions or concerns you might have. Thank you again for your loyal business.



214.906.5476
 E-Mail: greg@gregthechemicalguy.com
greg.watkins@sharecorp.com
 Website: www.gregthechemicalguy.com



18) Student Dress Code / Child Items (RSC Policy)

Please be aware some small accessories may be deemed unsafe and will be placed in the office.

We are not responsible for broken, lost, or stolen items. Students are prohibited from wearing jewelry or clothing deemed unsafe (necklaces on children under five years old, earrings more significant than a pencil eraser). At our center, we learn through play, which can get messy sometimes, so please do not wear expensive clothing, or you will not want to get ruined.

- Hair accessories are not age-appropriate for children two and younger. Children 3 years old and older who choose to wear hair accessories that may fall out and be swallowed by your child or another child should not be worn to school for safety. If your child's hair access could be caught on something and cause injury, it should not be worn to school.
- Footwear should ensure the safety of students during regular school activities. Closed-toe shoes are to be worn on campus.
- Being shoeless or wearing flip-flops on campus (by students) is prohibited.
- Platform shoes should not increase a student's height by more than .5 inches.
- Heelys, rollerblades, bicycles, or skateboards are prohibited.
- Pants will not be worn in a fashion that prevents students from full and active participation in physical education and other regular school activities.
- No Belts of any kind.
- The hem of shorts (no less than a 4" inseam) and skirts must be long enough to touch the end of the middle finger when arms are resting at the body's side.
- Length and size of pants cannot compromise safety. No oversized, baggy, or saggy pants are allowed.
- "Short shorts," miniskirts, and spandex are prohibited.
- Clothing that displays obscene language or symbols is prohibited.
- Tobacco, alcohol, and drugs will not be displayed. Messages or pictures depicting vulgar or discriminatory inferences or messages (implied or stated) unacceptable to the general school population will not be acceptable.
- Shirts that show the chest area are not acceptable. The midriff of students will always be covered. Halters are unacceptable. "Immodest" will be determined by the administration and the teachers.
- Tube tops and spaghetti straps must-have T-shirts underneath.
- Any attire related to negative group behavior (gangs, etc.) will not be permitted.
- Earrings and other jewelry, such as lip rings, eyebrow rings, nose rings, and hoop or dangling earrings, are permitted unless deemed unsafe.
- Spikes, chains, and wallet chains are prohibited.
- Hats should not be exchanged with other students for health and safety.
- Makeup is not appropriate for children. No makeup/cosmetics may be brought to school.
- No telephones, laser pens, or electronic devices, such as iPads/iPods/Kindles or Nooks, are allowed.
- Other fashion items or trends, which might create disruptions, may also be limited at the school's discretion.
- *Pungent Smell*: Pungent smells of any kind could cause a hazardous situation for small children's breathing environment. Employees who come to work with any solid or overpowering smell could be sent home to change or shower.

Parent Dress Code- Parents must dress in appropriate clothes. Inappropriate dress would be considered; revealing clothing ripped/torn in the wrong places, see-through, suggestive or illegal substance advertisements, vulgar language, etc., will be prohibited on premises for pick up.

19) Potty Training (RSC Policy)

No matter your child's age or stage of potty training, if the child is not 100% potty trained, they must be in our two-year-old room for sanitation reasons; you will also be responsible for the two-year-old tuition until your child is fully potty trained and allowed to move up to the next class.

We will coordinate with you when your child is ready. An appropriate age of 24-30 months is average; however, this individual varies from child to child. Cooperation is essential for toilet training to be practical. It must be a joint team effort between all parties involved and the staff of Rising Starz Child Care. If the collective effort is not reached, the childcare center will postpone training until all efforts are combined.

Potty Training Agreement

We will follow through and encourage your child while in our care. Toilet training will be done in a relaxed manner. We require the child to be at least 24 months old and show signs of readiness. Please remember that the activity level here can distract your child from responding to an urge to use the potty, so make sure you bring pull-ups. If Potty Training is going well, please bring your child in panties or underwear. Please don't ask us to begin potty training for your child if you haven't successfully committed to training at home. We will gladly follow your potty training means if you let us know what it is. During potty training, you are asked to supply us with at least three extra complete clothing changes, including socks and training & plastic pants or pull-ups. These are to be left in the daycare and replaced as needed. Soiled clothes will be returned in a plastic bag at the end of the day.

20) Photos / Release

If the responsible party agrees for photos to be taken and posted, please sign the photo release below, and upon preregistration, select the images allowed.

Suppose the responsible party does not allow photos for any reason. Please do not sign the photo release; select Photos do not qualify upon preregistration.

Rising Starz Child Care Center Inc.

PHOTO RELEASE FORM

I, _____, the responsible party of a child/children at Rising Starz Child Care Center, agree to the following photo release:

I understand that my child(ren), whose name(s) are listed below, may be photographed at Rising Starz Child Care Center during regular school hours, on field trips, special event activities, or daily activities. I understand these photographs may be used to promote childcare services in print or on the Internet (social media platforms, ProCare apps, or 3rd party printing).



If, for any reason, your family attends a special event at Rising Starz Child Care Center, the entire family may be subject to photos being posted on the internet. Special events are attended voluntarily.

The child(ren) are known as:

Name _____ DOB : _____

Name _____ DOB : _____

Name _____ DOB : _____

Name _____ DOB : _____

With my signature below, I grant permission for my child(ren) to be photographed or their images recorded for print or electronic use in promoting childcare services. I understand that I am responsible for updating this form if I no longer wish to authorize the above uses. I agree that this form will remain in effect during my child's enrollment term. I understand there will be no payment for my or my child's participation in this release.

Parent/Guardian Signature _____ Date _____

Parent signing must be listed on a child(ren) birth certificate.

Relationship To Child(ren) _____

21) Medications (746.3801-746.3807)

Medications will not be given to your child unless prescribed thrice daily and meet the following guidelines.

1. Prescription medication can be given to the child only once daily.
A properly labeled prescription bottle is a bottle with a pharmacy label that includes the following:
 - a) Student's name
 - b) Medication
 - c) Dosage
 - d) Doctor's name
 - e) The date the prescription filled must be current (within the last 12 calendar months)
2. Consent must be written on a Rising Starz medication form signed by the parent and doctor.
3. Medication must be in its original container, prescription visible, administrative tool, and be unopened.
4. Staff will document on the medication form when medication is administered

Over-the-counter medication will not be given to any child. No medication is to be taken into the classroom or be in your child's backpack, even cough drops or medication-induced lip balm. Children like to share their things; however, medicated items should never be transferred from child to child.

We will not force a child to take medication; if the child refuses or vomits with medication, RSC Staff will contact you to get the child.

Insect Repellent / Sunscreen needs to be applied to the child before they come to school; if necessary, we will not use chemicals on any child while in care. Note: Insect repellent/sunscreen is considered a nonprescription medication, and we are not responsible for the outcome of your child's skin condition.

The parent only provides Herbal or dietary supplements if required by the student's individualized education program (IEP) or Section 504 plan with a physician's order.

If your child is diagnosed with Asthma, we must have an Asthma Action Plan by the American Lung Association on file. It must be signed by you, the parent, and the doctor your child is currently under care with. This information must be on file before your child can begin attending.

22) Allergy, Asthma & Preferences (MS746.3311-746.3801-746.3817-746.3819)

(Rising Starz Does not have unassigned EpiPens on site or in the classrooms)

If your child has any food allergies, we must be aware of them before enrollment and have the Food Allergy Action plan filled out by the doctor before your child can begin attendance for their safety and wellbeing.

Suppose your child is enrolled and develops allergies that may have been previously unknown. In that case, we must get a Food Allergy Action Plan filled out by the doctor before they can return to school for the safety and well-being of the child.

If your child has Asthma, we must have the Asthma action plan filled out by the doctor before they may begin attendance. If your child develops Asthma, we will require the Asthma Action Plan before the child may return. **NO INHALERS WILL BE GIVEN TO ANY CHILD WITHOUT THE ASTHMA ACTION PLAN ON FILE.**

If your child is prescribed to have breathing treatments for asthma or illness, our center will only do one breathing treatment per day. If your child needs more than 1 per day, the child needs to stay home for the safety and wellbeing of the child.

Preferences – If your child has a food or liquid preference, the parent must write a letter for the preference and provide an item equal to the item being replaced. It's of preference must be similar in nutritional value. For example, you cannot substitute milk for rice milk because it does not have the same nutritional value. However, Milk can be substituted with another type of milk, such as organic milk that is still from a cow.

Nondairy preferences or allergies must have a doctor's note listing the substitute with an item of equal nutritional value.

23) Medical emergencies (MS746.3607)

If critical illness or injury requires the immediate attention of a physician, Rising Starz will do the following

- 1) Contact emergency medical services or take the child to the nearest emergency room.
2. Give the child first-aid treatment or CPR when needed.
3. Contact the child's parent and write an incident report

4. Contact the physician identified in the child's record; contact the child's parent and state licensing if the child needs to be hospitalized for any reason at 1-800-582-6036

The medical facility is available if my child needs medical treatment. Typically, this location will be Baylor Medical Center is located at 4343 N. Josey Ln.
Carrollton, TX 75010 Ph: 972-492-1010 Fax: 972-394-4783 Unless we are on a field trip and another location is closer.

Procedures for parental notification. After the child's safety is ensured, Rising Starz will notify the parent immediately and file any reports afterward. Parents will be notified of less severe injuries when the parent picks the child up from the child-care center in writing. Less severe injuries include but are not limited to, minor cuts, scratches, and bites from other children requiring first-aid treatment by employees. Parents will be asked to initiate all reports placed in the child's file.

24) Emergency or Dangerous Situation Preparedness Plan (MS 746.5202-746.5207)

**** If we need to utilize any of these emergency measures, Rising Starz reserves the right to lock down the building to prevent anyone from exiting or entering the building at any time. ****
Rising Starz Child Care Center Inc.

Emergency or Dangerous Situation Preparedness Plan

1200 E. Jackson RD BLDG 1, Carrollton, TX 75006 972-466-3800 Fax 972-695-6270

All teachers communicate about any emergency or dangerous situation in the building via walkie-talkies, and all teachers have always turned with them.

The first responsibility of Rising Starz Staff is to ensure the safety of all the children to the best of our ability; this will be done by keeping contact with the office via walkie-talkie so that the office can instruct each staff member on the appropriate emergency plan that may be necessary. 746-5202 (1 – A, F)

- 1) **Lockdown Procedures** for any reason: If you hear “Rabbit in the hole” over the walkie-talkies or the administrator announces it in person, all teachers or staff should do the following.
 - a) Administrators should
 1. Assess the need/situation
 2. Announce on the walkie-talkie “Rabbit in the hole”
 3. Contact 911 and stay on the phone with them until police are in the building; do not hang up with 911 until the police officer says it's ok. If the police need access to the building, please give them the code.
 4. Stay in the gym area near Freeze so you can access a phone, or join a single-teacher classroom to help that class.
 5. Administrators should not worry about leaving the front unattended if all children are in their safe corners. If no one is upfront, please give the police the door code so they may access the building for safety.
 - b) Classroom teachers should
 1. Quickly glance outside the room and immediately direct any students or staff member in the hall/gym into your room.
 2. Lock your door.
 3. Lower or close blinds if available
 4. Place all students in your rabbit-hole procedure, which will be your Safe Corner.
 5. Turn the lights out.
 6. Do your best to keep children quiet

- 7. All staff members should locate and hold their rosters before turning the light out in the room; this will aid in accounting for all the students should an evacuation be necessary.
- c) Bus Route Lockdown
 - 1. If the safety shade is pulled down, please continue driving past the center.
 - 2. Rendezvous with other RSC Employees at the City of Carrollton Police Department further down Jackson Rd. and continue to follow the emergency plan.
- d) Physical education classes in the gym should be evacuated to the closest room as a group.
- e) Students in classes in the library need to open the emergency door to the office and crawl to the Orange Classroom.
- f) Kitchen staff should stay in the kitchen and close and lock the door.
- g) Students or teachers outside the school building should stop, drop, and remain still until further instructions are given.
- h) Any students in the cafeteria should drop and crawl to the green or blue room. The teacher should direct them accordingly.
- i) Nap time procedures – Lock the classroom down and await further instructions from the Administrator/Police Officers
- j) All staff should stay in the safe corner until the administrator and law enforcement release you from lockdown to continue the day or begin evacuation.

2) Fire or Gas leak

- a) Children will need to relocate to Oak Crest Private School's main auditorium located behind our building to the south playground. (746.5201) (1) 746.5202 (E)
- b) Children will need to evacuate by age group, beginning with infants 746.5202 (1-B)
 - (1) Infants need to be put in cribs and taken down the emergency exit route that is posted in each classroom
 - (2) Toddlers and all other preschool-aged children need to evacuate according to their emergency plan posted in each classroom.
 - (3) School-age children must evacuate by exiting their room via the stairs and meeting on the south playground.
- c) A copy of the emergency exits is found in each classroom by the door. Each room has two exits available for use.
- d) The alternative shelter for Rising Starz is Oak Crest Private School. If Oak Crest is unavailable, the Central Baptist Church is at 1005 E. Jackson RD, Carrollton, TX 75006. 746.5202 (E)
- e) All teachers will bring their clipboards with them that contain their attendance sheets for each age group to maintain the integrity of our program. 746.5202(F)

3) Communication

- a) All emergency (Fire, Police, or Medical) contacts will be contacted upon exit of the building or in case of fire with the use of personal cell phones by the Director. All emergency phone numbers are posted near the closest phone. These numbers are not limited to only the ones listed but also, of course, 911. 746.5202.2 (A, B)
- b) We will contact licensing at 940-367-9881 or the intake line at 800-582-6036.
- c) Parents will be contacted by cell phones available for use.

4) Documentation

- a) Each teacher has a list of contact information attached to our daily attendance sheets / Clipboards, and the person in charge upfront will also get the portable laptop upon exiting the center. 746.5202.3(a)

- b) The center Director will be responsible for getting the flash drive with all parents' information out of the building. All files have also been moved over to our ProCare Cloud, making it accessible from any computer that has ProCare installed on it. 746.5202.3 (B)
- c) Also, as a secondary method of documentation, it is accessible at Julie Martinez's home on her laptop with a copy of all financial records. 746.5202.3(C)

5) Tornado / Hurricane 746.5201 (2,3)

- a) Infants and Toddler will relocate to the designated area listed on the emergency map (Library)
 - b) Two- and Three-year-olds will relocate to the designated area listed on the emergency map (Director's office).
 - c) Four and Five years olds will relocate to the designated area listed on the emergency map (Kitchen)
 - d) School-age children will be relocated to the designated area on the emergency map (Kitchen or any other open space available in the safety zones.
- 6) **Flood** – All children will be relocated to the second floor for safety in a dangerous flood. The second floor has roof access for emergency flight removal if necessary. 746.5201 (2)
- 7) **Release and reunification of children and parents** 746.5202 (5)
- a) All staff will wait patiently for parents to arrive
 - b) Staff will ensure that all children are safe while waiting for parents to arrive.
 - c) Release children to only parents or guardians that we recognize and no one else.

8) Medical

- a) The Teacher will tend to the child, assess the situation, and determine if 911 is needed or if the situation will only need the first aid kit.
- b) Once determined, the teacher will begin to act.
- c) Tend to the child, contact medical personnel, contact parents, and maintain order in the center. Chaos helps no one stay calm.

Alternative evacuation sites depend on the radius necessary.

Building Evacuation – Oak Crest Private School

Property Evacuation – Central Baptist Church down the street at 1005 E. Jackson RD, Carrollton, TX 75006.
746.5202

1 Mile Radius – Polk Middle School 2001 Kelly Blvd, Carrollton, TX 75006

3 Mile Radius – Mall located at 2401 S Stemmons Fwy, Lewisville, TX 75067

5 Mile Radius – Main Event 2070 S Stemmons Fwy, Lewisville, TX 75067

If the radius is more than 5 miles, the person in charge of the center will lead all vehicles to a safe meeting point.

Pandemic Plan

Rising Starz Child Care Center

1200 E. Jackson Rd BLDG 1, Carrollton, TX 75006
972-466-3800 fax 972-695-6270
risingstarzccc@gmail.com

This pandemic plan is based on the childcare guidelines of the Center for Disease Control, Governor Abbot's Minimum Standard Health Protocols for the reopening of Texas Childcare given on May 18, 2020, and guidance from the Department of Health and Human Services. We are thankful for the many community resources that have assisted us in maintaining a quality environment for young children through the essential phase. Our experience has helped our team develop a solid foundation for our children to return.

This plan may be adjusted at any time as the knowledge of COVID-19 grows, as state and federal requirements change, or as our experience deems change is necessary. Families will receive updates to this plan by letter.

Because of the easy manner of transmission within a community, the sustainability of our program relies on staff and families making wise decisions about limiting risks, including those that depend on decisions made outside the center. Please stay informed about all recommendations and requirements for the areas where you live and work.

Families and staff must be aware of the facts regarding COVID-19 transmission (through respiratory droplets) and be willing to comply with infection control measures in our setting. These measures are based on the following three strategies:

- Limiting person-to-person contact
- Limiting contamination brought into the center
- Effectively handling contamination throughout the day

Young children are not able to follow the same strategies as adults. Therefore, these infection control measures may differ from those suitable for other settings. Many of these measures are amplified measures we already do to reduce the transmission of contagious diseases. Other measures, like physical distancing, are done in such a way as to keep our typical loving, friendly learning environment that supports relationships between children and staff.

We have formulated a pandemic team of administrators and teachers who monitor, guide, and support this plan. We know that teamwork and commitment- including parents- are vital to protecting our community during this time.

ILLNESS Rising Starz Child Care Center Inc.

1. Any employee or child who has any of the following new or worsening signs or symptoms of possible COVID-19 will be sent home or not admitted for the day:
 - cough
 - shortness of breath or difficulty breathing
 - chills
 - repeated shaking with chills
 - muscle pain
 - headache
 - sore throat
 - loss of taste or smell
 - diarrhea
 - feeling feverish or measured temperature greater than or equal to 100 degrees F
 - known close contact with a person who is lab confirmed to have COVID-19

Employees and children may not return to the center until the following criteria are met:

- 72 hours have passed since recovery (without the use of fever-reducing medications)
- The individual has improvement in respiratory symptoms
- And at least ten days have passed since symptoms have appeared.

Employees and children may return to the center without completing the isolation period if they obtain a medical professional's note clearing the individual for return based on the alternative diagnosis.

2. Staff and children who become sick during the day will be sent home as soon as possible. Children will be isolated until they are picked up.
3. If staff members or families believe they have had close contact with someone with COVID-19 but are not currently sick, they should monitor their health for the above symptoms during the 14 days after the last day they were in close contact (Close contact is defined as being within 6 feet of the person 15 minutes or more) with the individual with COVID-19.
4. If a child, person living in a child's home, staff member, or person living in a staff member's home tests positive for COVID-19, the school must be contacted immediately. Administrative staff will contact the health department and childcare licensing for guidance. Please understand that a positive case within the school community may result in full or partial temporary school closure.

DROP OFF and PICK UP Rising Starz Child Care Center Inc.

1. Morning drops off from 7-9 am is currently at the front of the building. Any drop-off after 9 am and pick-up by 6 pm is at our regular school entrance. Please follow all school communication. As the number of children

attending school rises, there may be adjustments to drop-off and pickup locations for families to maintain physical distancing.

2. Any adult picking up a child should wear a mask. If you have forgotten to wear a mask, you will be asked to step aside so the screening table will not be contaminated during the drop-off process.
3. If possible, children's drop off and pick up should only be accomplished by adults already in regular contact with children. This will limit the number of people our screener is exposed to.
4. We limit staff in the screening area to reduce the overall contact between people.
5. Please use hand sanitizer before using any pens at the screening station or touching doorbells.
6. Parents may not enter the building except for emergencies.
7. All staff, children, and necessary guests are screened, and temperatures are recorded before entering the building following DHHS standards.
8. If your child can stand independently, please avoid the screener while temperatures are taken.
9. We will apply hand sanitizer to your child's hands upon entrance. Children under two may use wipes.
10. Children who cannot walk will be carried by a screener who has previously sanitized hands before touching the child.
11. If you need extra assistance at drop-off, please pull into a parking spot so the carpool lane is not stalled. Please leave any written notes for your child's teacher in your child's Rising Starz Bag that was provided to you, including written requests for your child's teacher to call you.
12. Children- infants, toddlers, twos, and preschool- are escorted to and from classrooms by staff who work in their bubbles.
13. Since administrators will be occupied from 7-9 am and 4-6 pm during general drop off and pick up hours, please expect that you will need to leave a message if you call by phone.
14. Please understand that we are trying to do this quickly so everyone can get to work on time. Please allow yourself ample time for the drop-off and pickup process.
15. At pickup time, we ask that you take the children to your vehicle rather than lingering on the school property. We make significant efforts during the school day to reduce contact between groups of children and want those efforts to continue throughout the pickup process.
16. In the screening area is a list of the daily expected number of children in attendance for each classroom.

PERSONAL PROTECTIVE EQUIPMENT Rising Starz Child Care Center Inc.

1. To reduce respiratory contact between children and adults, all children two years and above and all adults must wear masks in the building, except when napping and eating or drinking. Masks may be taken off for outdoor play. However, children are not allowed in the gym or library now. Those are shared spaces that are closed.
2. Adults who drop off children must wear a mask to protect the families and staff in the area and limit the virus's possible spread at the screening station (front door).
3. All children two years old and older must come to school with a mask
4. Children who drool should be sent to school with multiple masks.
5. All masks need to be washed daily at home.
6. When masks are not worn, they are carefully folded and stored to prevent cross-contamination or hung in the classroom from a line where they cannot touch any other mask.
7. We understand that learning to wear a mask is a transition, and staff are prepared to work with children lovingly and kindly through gentle reminders and modeling. We have had immense success with masks not inhibiting children's communication or play.
8. Staff switch out of street clothing into clothing washed on-site for wear around children until we no longer have staff available for laundering duties due to overall child attendance.
9. Staff who work directly with children wear oversized button-up shirts or smocks that are changed throughout the day as secretions or excretions contaminate their clothing. Infant and toddler teachers switch protective clothing a minimum of twice a day.
10. Staff wears protective eyewear in the screening station when diapering children or assisting with toileting when holding babies for feeding time and when they will be in close contact with children.
11. When bottle-feeding babies, teachers lay a receiving blanket across their chest as a barrier.
12. All staff wear hair off their shoulders and do not wear jewelry, so the disease cannot be transmitted this way.
13. Teachers are responsive to children's questions regarding protective equipment using simple, developmentally appropriate language.

**** As of June 24, 2020, all staff wear shields over masks except outside or when eating, drinking, or answering the phone.**

PERSONAL BELONGINGS Rising Starz Child Care Center Inc.

1. Children and staff should limit personal belongings brought into the school to only what is necessary.
2. we will not have weekly sharing time during the pandemic. Please do not bring toys or stuffed animals.
3. Each child needs two pairs of clothes sent in large, labeled gallon Ziploc bags – one for each set. The bags will be sanitized before being stored in the classroom or cubbies.
4. Diapers must be sent in full sealed packs or boxes labeled with the child's name. We will sanitize the outside before storing it in the classroom.
5. Artwork will be sent home as available daily.
6. Children who use pacifiers may be sent in a small, labeled Ziploc bag for use at school.
7. Infant carriers will not be taken into the building now. They will be allowed back into the building when their parents are allowed back in.

MEAL SERVICE Rising Starz Child Care Center Inc.

1. Meals are no longer served family style. The teacher will serve each child's food individually to prevent contamination between children.
2. Foods from home, including bottles, should be sent in a lunch bag that will be sanitized before it is brought into the classroom.
3. All food containers from home will be sanitized before being placed in the refrigerator.
4. Teachers will wash hands before and after handling infant bottles.
5. Teachers will wash hands and wear gloves before serving food.
6. Teachers and children will wash hands before eating.
7. Infant feeding schedule forms are available through Kids Reports. Kids Report drop off should be filled out before drop off.
8. Our chef follows all employee pandemic protocols and regular health and safety protocols for food preparation.

PHYSICAL DISTANCING STRATEGIES Rising Starz Child Care Center Inc.

1. Children will remain with the same group all day. Groups will not combine for activities or dedicated events. Teachers will continue to provide engaging and thoughtful curriculum for children.
2. Contact with children is limited as much as possible to staff in their classroom bubble and the daily screener.
3. Regular employee absences and breaks are covered first by the regular classroom staff, next by teachers within the same bubble (such as infants, toddlers, twos, and preschool), and finally by another teacher in the building as a last resort.
4. The bathrooms, hallways, and playgrounds are the only areas multiple groups use daily. These will only be used by one group at a time.
5. To balance class size, your child may move to an upcoming class earlier or later than usual.
6. Teachers are encouraged to avoid children standing in line as much as possible. This is a good teaching strategy, as children have difficulty waiting and transitioning between activities.
7. While numbers are low, there will be adaptations to the number of children in learning centers. Children will be spaced as much as possible at tables for distance.
8. Nap mats and cribs will be placed as possible 6 feet apart. If mats and cribs cannot be distanced 6 feet, children will sleep head to toe with space to walk in between.
9. As possible, infants will be carried with their backs to the caregiver's chest to avoid face-to-face contact.
10. Children will continue to be loved and comforted. Teachers will progress through the following stages of comfort depending on the child's need or situation:
 - Eye contact and warm, soothing voice
 - Light touch to the arm
 - Side hug or sitting on the lap of the child's back to front
 - Holding

11. Staff will break physical distancing to care for hurt or sick children.
12. Staff will use the entrances and exits designated by church facilities to limit contact with other people in the building.
13. Staff will use physical distancing while accomplishing tasks outside the building, including breaks.

DIAPERING AND TOILETING Rising Starz Child Care Center Inc.

1. When diapering children or assisting with toileting, teachers will wash the child’s hands and their own hands before putting on gloves. They will follow all other regular, safe diaper-changing procedures.
2. Per our standard procedures, soiled clothing will not be washed or rinsed on-site. It will be sent home in a sealed bag.

ENHANCED CLEANING AND DISINFECTING MEASURES Rising Starz Childcare Center Inc.

1. All classrooms and school areas have daily sanitization schedules. High-contact items are cleaned and sanitized or disinfected frequently throughout the day.
2. Other areas and equipment are cleaned a minimum of twice a day.
3. Cleaning products are EPA-registered and used carefully to avoid encountering children. All products are used according to the directions on the label.
4. Bathrooms are cleaned and disinfected three times a day.
5. Some classroom materials are rotated in and out of classrooms to assist with effective reasonable sanitization that does not interfere with classroom learning. Any other group does not use books and supplies for at least 36 hours.

HAND HYGIENE: Rising Starz Childcare Center Inc.

1. All children and staff will wash hands at the following times:
 After arriving at the facility
 Before and after preparing food or drinks
 Before and after eating or handling food or feeding children.
 Before and after administering medication or medical ointment
 Before and after diapering
 Before and after outdoor activities
 After using the toilet or helping a child use the bathroom
 After encountering bodily fluid
 After handling garbage
2. Staff will wash hands these additional times:
 After assisting children with handwashing
 After handling or cleaning bodily fluids – such as wiping noses, mouths, or bottoms, and tending sores.
 After removing gloves
3. Children and staff are asked to wash hands every hour in addition to the above times.
4. Children and staff will wash hands for 20 seconds. Children will be supervised.
5. Handwashing posters with proper protocols are posted by every handwashing sink.



This plan is incomplete without a final word about your child’s experience. While safety is our highest priority during this public health crisis, we are also committed to a joyous learning environment for your child. Children will continue to play, laugh, explore, and create as a testament to our human resiliency. Our entire team is grateful for the trust and support you have given our school during this time.

Emergency Changes to pick up and drop off during Out break

Effective immediately, the following rules will apply. If you have a question, please call us; we will assist you as best we can.

- New hours of operation will be 7 am – 6 pm
- Parents are not allowed in the building per the CDC and HHSC.
- Drop off carpool lane will be open from 7 am to 9 am with no drop-offs after 9 am
Pick-up will also be in the carpool lane from 4 pm to 6 pm; if you pick up earlier than 4 pm, you must call the center and request that we bring the kids out to you.

During any health crisis, we will follow all recommendations from the CDC and HHSC.

9) **Human Caused Event** 746-5201 (3)

- a) All teachers will be informed to turn off lights and hide children against the interior walls of the building where they can't easily be seen from the roof or door.
- b) Call 911
- c) Lockdown school unless the children can evacuate safely.

10) **Chemical**

- a) Call 911
- b) Lock Down school
- c) Get help to contain the situation in one area to prevent spread.
- d) Place towels or stuffed animals in any area that could leak a spill into a new area.

In the event of any of these circumstances, all staff members will take roll using their clipboards and should have accurate attendance notes to ensure that we have all the children in the new safety zone. Once attendance is verified, the person in charge will begin to contact parents or any other authority that may be necessary, including but not limited to Licensing, to make everyone aware of the situation. 746-5202 (C)
746.5202 (D)

Take the following actions in case of fire.

- 1) a) Classroom teachers should
 1. Quickly glance outside the room and immediately direct any students or staff member in the hall/gym into your room.
 2. Line Up and prepare to exit the building using the safest route possible designated on your evacuation map
 3. Infants may be placed in one or two cribs and pushed out of the direct exit in their class and report to the far south end of the playground. If needed, use the alternate exits as identified in the Escape Plan.
 4. All staff members should locate and hold their rosters prior. This will aid in accounting for all the students after evacuation.
 5. **Teachers will close all doors as they leave the building.**
 6. **Teachers will account for all children by checking the attendance log and reporting to the Director or designee as soon as possible**
 - 7.
 8. Meet other staff at the rendezvous spot on the South Playground Area

9. Begin contacting Parents from emergency rosters
- b) Administrators should
1. Contact 911 to report the fire
 2. Call over Walkie Talkies that there is a fire and exit the building
 3. Use a portable fire extinguisher if it is safe.
 4. Evacuate ALL children and ALL adults through the nearest exit from the fire to the south playground area away from the building.
 5. Children in the infant, toddler, and five-year-old rooms will go out the direct exit in their class and report to the far end of the playground. Children in the two, three, and four-year-old rooms will go out the immediate exit in their classes and report to the far south side of the playground. Children in the after-school room will leave their direct exit and report to the south side of the playground.
 6. The director or designee (if absent) will check all bathrooms and any other room areas where someone may be.
 7. **Assistant Director or designee will provide first aid as needed.**

Do not reenter the building until permission is given by the Fire Officials. Notify parents to pick up children as soon as safety permits.

This Plan was last reviewed/updated on 3/23/2020 by Mrs. Julie Martinez.

In the event of any of these circumstances, all staff members will take roll using their clipboards and should have accurate attendance notes to ensure that we have all the children in the new safety zone. Once attendance is verified, the person in charge will begin to contact parents or any other authority that may be necessary, including but not limited to Licensing, to make everyone aware of the situation. 746-5202 (C)

During these events, all staff will continue to care for children by keeping them calm and keeping each class in their group. All staff will continue to care for the children in their class the best way possible, depending on circumstances, until parents are contacted and have picked up the children. 746.5202 (4)

25) Physical activity / Outdoor play (MS746-2205) - Screen Time

Promotion of Indoor and Outdoor Physical Activity

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk of developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also benefit academic performance. In addition, cognitive skills and motor skills appear to develop through dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Infants will be given opportunities for physical activity, including supervised tummy time starting with 3-5 minutes when they are very young, and the time will increase as the child gets older or can tolerate long tummy times.

Toddler-age children will participate in at least 60 minutes of moderate to vigorous, active play daily.

Preschool and Pre-Kindergarten children will participate in at least 90 minutes of moderate to vigorous, active play daily.

School-age children in attendance for a full day will participate in at least 90 minutes or more of moderate to vigorous, active play each day. School-age children only in attendance after school participate in at least 30 minutes of moderate to strong, active play daily.

Opportunities for active play may overlap with outdoor play when the weather permits.

Rising Starz will promote all children’s active play every day. To the extent of their abilities, children will have many opportunities to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping.

All children will participate each day in:

- Two occasions of active play outdoors when weather permits.
- Two or more structured or teacher-led activities or games that promote movement over the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may occur in the classroom or playground when the weather permits.

When participating in physical activity, children’s clothing should protect them from sun exposure and permit easy movement (not too loose or tight) to enable full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
 - Clothing for the weather includes a lightweight, breathable jacket without a hood and neck strings.
- Examples of inappropriate clothing/footwear include:
- Footwear that can come off while running or provide insufficient climbing support.
 - Clothing that can catch on playground equipment, such as those with drawstrings or loops.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have advanced activities planned for “rainy days.”

DFPS 746.3601 – Licensing Law

If your child is ill or needs any exclusion from our daily activity plan, the child will be considered too ill to be in care for the day and will be sent home. Preventing the child from participating comfortably in the childcare daily activity plan outside is prohibited.

Heat Index
less than 90 30 minutes
90-95 15 minutes in the sun, then up to 15 minutes of shade play
95-100 5 minutes in sun, then up to 25 minutes of shade play
over 100 Shade play only, limited to 10 minutes

Wind Chill
Over 55 30 minutes
50-55 15 minutes
45-50 5 minutes
under 45, no outside time

No outside time when it is raining, misting, etc.

Wind-Chill

- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- -20° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute



Heat Index

- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*



All temperatures are in degrees Fahrenheit

Child Care Weather Watch

		Wind Speed in mph								
		Calm	5	10	15	20	25	30	35	40
Air Temperature	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43



		Relative Humidity (Percent)												
		40	45	50	55	60	65	70	75	80	85	90	95	100
Air Temperature (°F)	80	80	80	81	81	82	82	83	84	84	85	86	87	
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	105	109	113	117	122	127	132
	94	97	100	103	106	110	114	119	124	129	135			
	100	109	114	118	124	129	130							
	104	119	124	131	137									

If temperatures are to be or exceed 90 degrees your playground time should be extended in the morning & do alternative activity in the afternoon.

If your class would still like to go outside during RED Zone Time do not exceed 10 minutes, and have water before, during, and after for all children and teachers.

If temperatures are to be 40 degrees or lower your playground time should be extended in the afternoon and alternative activity in the morning.

If your class would still like to go outside during RED Zone Time do not exceed 10 minutes, and make sure all children are properly dressed for cold weather.

Once Temperatures are 75 or below all children must take their jackets outside so they are available to them, this means put the jacket on them at 75 or below if they chose to take the jacket off that is their choice and hold on to the jacket for them in case they change their mind.

snowing,

Children 2 years and younger must keep jackets on if the temperature is 75 or below.

Screen Time

Excessive media use of any kind has been associated with lags in achievement in knowledge and skills. Screen time that is not monitored can impact sleep, weight, and poor social and emotional health. Children benefit from screen time when they are actively engaged with the content; adults can help by asking questions, having children point out objects, or identifying people/animals on the screen. The child should also be able to walk around or be active while engaging in screen time and not be forced to sit still.

- (a) Our school will not use screen time activities for a child under the age of two.
 - (b) If screen time is used as an activity at our childcare center, our staff will ensure that the activity:
 - (1) Is related to the curriculum and is planned into the daily activities. Videos/clips will meet educational goals and be written into the curriculum with at least 3 to 5 questions related to the lesson.
 - (2) Is age appropriate?
 - (3) Does not exceed 30 Minutes per day.
 - (4) It is not used during meals, snacks, naps, or rest.
 - (5) Does not include advertising or violence.
 - (6) Is turned off when not in use.
 - (c) A school-age child may use screen time without restriction for homework.
 - (d) The above screen time policy will not pertain to off-campus activities for children over 7, such as a movie at a theatre or an educational film at a learning institute.
- 26 Tex. Admin. Code § 746.2207

26) Development / Parent Conferences / Parent Reports

- 1. Parent Teacher Conferences will be held twice per school year, the first in the fall and followed up in the springtime. During these conferences, the parents and teachers have the opportunity to discuss

Your Child's Early Development is a Journey

These are just a few of many important milestones to look for. For complete checklists for your child's age visit www.cdc.gov/Milestones or download CDC's free *Milestone Tracker* app.



milestone checklists that have been conducted on your child. This milestone checklist allows us to set individualized goals for your child and track their progress as they grow and learn. If you have questions regarding the milestone checklist, more information can be found at the parent information center in our gym area.

Reports for Parents

While each teacher writes reports to the best of their knowledge, it is impossible to predict if a child will have a bruise, get a bug bite, or experience a minor incident. Therefore, reports are reserved for any child who receives first aid of any kind.

Reports that a parent may need to sign are as follows – if you have questions, please ask a staff member.

1. Accident / Incident report may be written if the child has received any first aid or has a severe injury per regulations 746.701/746.307 ©. If your child receives any medical treatment by a healthcare professional or hospitalization involving this incident, our center must notify childcare regulations per 746.305.
2. A Social Skills Report is written when a child has or has had a behavior that may cause injury or danger to others in class. Please see the behavior management—And Expulsion policy for more information.
3. Illness reports will be written if the child has an illness that can or may cause the child to be temporarily excluded from care. Please see illness and exclusion policies for more information.
4. The parent must complete medication / Allergy / Asthma forms and the prescribing physician. Please see the medication for more information.
5. Documentation reports are filled in for our center to document anything about the child. This report may be given to the parent or kept confidential.

Report Procedure

Accident Report – No first aid is needed; you should send a quick note to parents on the message board.

Accident Reports - child received first aid.

1. You should post the incident in ProCare as an activity.
2. fill out report.
3. Call the front office to inform them of a report.
4. Follow up with the office.

Social Skills Report

1. 1 incident redirected the child.
2. 2 times of the same behavior, send a message called Quick Note regarding (Name today) to parents in ProCare messages.
3. 3 times of same behavior, make an incident report in ProCare and complete a social skill report.

Documentation Report

1. Fill out the report that has been provided and discuss with Ms. Julie what the next step would be.



Some of the above forms are time-sensitive, and if a parent/guardian/responsible party refuses to sign for any reason. The person in charge of the center will write “refused to sign” under the signature and email the form to the account payers.

27) Meals and food practices. (MS746.3301-746.3303)

This center participates in the Child and Adult Care Food Program (CACFP) and serves nutritious meals daily. The information requested on the attached Income Eligibility Form for Child Care or Adult Day Care Centers determines how much reimbursement this center will receive from CACFP for these meals and snacks, based on the United States Department of Agriculture (USDA) family income criteria listed below.

We encourage you to complete the form promptly so our center can maximize its reimbursement for healthy meals and snacks. Each household must complete one form yearly except for children enrolled in Head Start or At-Risk Only programs. All information on the form will be confidential and used only for determining CACFP reimbursement for meals and snacks served at this center.

Foster children are automatically eligible for the highest rate of reimbursement from CACFP. Households with foster and non-foster children in daycare may complete one form, including the foster child as a household member. Eligibility determination for the non-foster children will be based on the information reported on the form by the household.

Menus are posted on the Menu Board outside the Kitchen.

Breakfast is served from 8:30 am.
Lunch is from 10:45 am until 11:45 am.
The snack will be served from 3:30 pm.

Program Food Practices

- 1) All liquids and food hotter than 110 degrees F are kept out of the reach of children.
- 2) All staff members are educated on food allergies and take precautions to protect children.
- 3) On days Rising Starz serves meals, prepared food brought into the program to be shared among children is commercially prepared or prepared in the kitchen that local health officials inspect.
- 4) Healthy snacks (as listed by the Texas Department of Agriculture) are available for school-aged children as children arrive.
- 5) On days that Rising Starz serves meals - milk, fresh fruit, and vegetables are available for children who bring lunch from home.

When bringing lunch from home, please follow this list of guidelines.

- 1) To ensure the safety of food brought from home, please ensure all items in the lunch box are individually wrapped/baggy to prevent spills or contamination. Ensure the lunch box is given to a staff member so the staff member can put the lunch in the refrigerator. Parents are not allowed in the kitchen area.
- 2) Our center plans to educate parents and children on good nutrition practices by discussing good lunch habits and having healthy lunch ideas posted in various center spots.
- 3) Parents will be informed about food that causes allergic reactions by the poster that is on the front door of the kitchen
- 4) Sample menus for children who bring their lunch from home are provided above the menus posted near the kitchen door. Parents are encouraged to give the meals adequate nutritional value. We do not allow (Soda, Candy, or sweet treats to be in a child’s lunch or snack).

Infant Feeding – Breastfeeding is available in our library or the classroom for your convivence. If you need assistance with Formula or Breastfeeding, the following references are available.

- ✦ **BUILD CONFIDENCE WITH LOVING SUPPORT.** It is natural for a mom to feel unsure about breastfeeding at first. She has never breastfed, or maybe she tried to before, but it didn't go well. You can provide a mom with loving support so she will feel confident breastfeeding. Most women can breastfeed – regardless of a mom's age, breast size, and schedule. Breastfeeding often, avoiding bottles and pacifiers in the first few weeks, and finding a comfortable breastfeeding position are keys to success. Learning how to breastfeed takes time and patience. Encourage a new mom to ask her healthcare provider questions, attend breastfeeding classes, or talk with WIC – especially if she has any doubts or concerns about how breastfeeding is going. Breastfeeding can work with a bit of loving support.
- ✦ **DADS, GRANDPARENTS AND FRIENDS CAN PROVIDE LOVING SUPPORT.** New mothers need support with breastfeeding and help with childcare and household chores. Dad and other family members can cuddle, bathe, diaper, or play with the baby. Families can show the breastfeeding mom how proud they are of her. This is a significant time in a baby's life.
- ✦ **BREASTFEEDING GIVES BABIES A HEALTHY START IN LIFE.** Research proves it repeatedly. Breast milk helps baby's brains grow and is more accessible for babies to digest, causing fewer upset stomachs. Breastfed babies get sick less often. Breastfeeding reduces a baby's risk of respiratory and GI infections, eczema, diabetes, obesity, and sudden infant death syndrome (SIDS). In other words, breast milk is the perfect food for babies.
- ✦ **BREASTFEEDING IS GOOD FOR MOM TOO.** Breastfeeding moms produce a particular hormone that helps them relax and feel close to their babies. Breastfeeding after birth helps moms recover from childbirth faster, and it also reduces their risk for breast cancer, ovarian cancer, and diabetes. Support a breastfeeding mom and be proud you are helping her do something good for the baby, for herself, and for the entire family

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

1. What is WIC?

WIC provides nutritious foods, nutrition education (including breastfeeding promotion and support), and referrals to health and other social services to participants at no charge. WIC serves low-income pregnant, postpartum, and breastfeeding women, and infants and children up to age five who are at nutrition risk.

The Texas Department of State Health Services (DSHS) administers this Federal program in Texas, to pay for WIC foods, nutrition education, breastfeeding promotion and support, and administrative costs.

2. Who is eligible?

Pregnant women, women who are breastfeeding a baby under one year of age, women who have had a baby in the past six months, and parents, stepparents, guardians, and foster parents of infants and children under the age of 5 can apply for their children. To be eligible based on income, applicants' income must fall at or below 185% of the U.S. Poverty Income Guidelines (see below).

A person who participates or has family members who participate in specific other benefit programs, such as the Supplemental Nutrition Assistance Program, Medicaid, or Temporary Assistance for Needy Families automatically meets the income eligibility requirement.

WIC INCOME GUIDELINES ARE AVAILABLE ON

<https://www.fns.usda.gov/wic/wic-eligibility-requirements>

Nutrition risk is determined through an initial health and diet screening at the WIC clinic.

4. What are the Health Benefits of WIC?

Studies show that WIC plays a significant role in improving birth outcomes and containing healthcare costs. WIC has a positive impact on children's diets. WIC improves infant feeding practices by actively promoting breastfeeding as the best method of feeding infants. WIC clients have improved rates of childhood immunizations and a regular source of health care.

Improved infant-feeding practices

Premature births reduced

- Fetal death rate reduced
- Low birthweight reduced
- Long-term medical expenses reduced
- Improved dietary intake
- Improved cognitive development
- Fewer premature births

5. How do I contact DSHS about WIC?

Call toll-free at (800) 942-3678 or (800) WIC-FOR-U, or go online at <http://www.dshs.state.tx.us>.
<https://wicworks.fns.usda.gov/> - **This WIC program has many sites where you can find answers to any questions.**

28) Technology

Students cannot have personal tablets, cell phones, laptops, etc., in any classroom.

School-age children can use tablets or laptops to complete the assigned schoolwork if schools close.

Some classrooms may have technology owned and regulated by the school, and those classes have technology listed on their curriculum that is posted inside the school.

29) Immunization records (746-3611-746.613)

I must receive an up-to-date copy of the child's shot record before they can attend the center; however, if the parent has chosen not to immunize their child, a notarized letter from the child's doctor must be supplied.

RULE §746.613 What immunizations must a child in my care have?

-
- (a) Each child enrolled or admitted to child-care centers must meet and continue to meet applicable immunization requirements specified by the Texas Department of State Health Services (DSHS). This requirement applies to all children in care from birth through 14 years of age.
 - (b) You must maintain current immunization records for each child, including any immunization exemptions or exceptions.
 - (c) All immunizations required for the child's age must be completed by the date of admission unless:
 - (1) The child is exempt or excepted from an immunization, and the exemption or exception is verified by the date of admission or
 - (2) The child is homeless or a child in foster care and is provisionally admitted for up to 30 days if evidence of immunization is not available. It would be best to immediately refer the child to an appropriate healthcare professional to obtain the required immunizations. The DSHS rule at 25 TAC §97.66 (relating to Provisional Enrollment for Students) establishes the guidelines for provisional enrollment.

*****Students receiving vaccinations should stay home for at least 48 hours after receiving shots. This ensures that the child has had time to rest and recover enough to participate in daily activities. It is also best practice for the child to be monitored for any allergic reaction from the shot*****

Students who have not completed kindergarten are considered preschool-age, and parents will need to provide us a copy of the student's immunizations upon enrollment and continue to keep them updated with us upon request.

We do not require immunization for our staff; however, if the county or city begins to direct the staff to have a record of the vaccine, we will start to require it at that time.

30) TB Testing

Tuberculin testing is not required; however, to ensure the safety of all children at the facility, if your child travels outside the country, a TB test will be necessary for the child to return to the center.

31) Hearing and Vision Testing (MS746.629)

4-year-olds by September 1st or kindergarteners will need Hearing and vision screening done within 120 days of admission unless they are enrolled in a public school system that will have this information on file. It would be best to give the school's name where this information could be found.

32) Transportation (S746.5601-746.1309-746.1316)

If you allow your child to be transported by Rising Starz Child Care Center, you must give written consent. If your child is picked up daily by the center from school and is absent, you must notify the center within 1 hour of school being released to ensure we are not looking for your child. If you fail to inform the center, there is a charge of \$5 that will be added to the following week's tuition.

33) Water Activities (MS746.2101)

Splash day is prohibited on these premises for all age groups.

34) Field Trips (MS746.1801)

No child under six will be permitted to leave the property for a field trip during the summer. Children attending field trips must be present within 30 minutes before the scheduled leave time. Parents must sign permission for their child to attend at least 48 hours before the field trip. If the permission slip is not signed promptly, as indicated above, the child will not be eligible to go.

Any child can be excluded from a field trip for any reason, such as behavior, delinquency, payments, or at the parent's request. Discretion is up to RSC Director Julie & Davin Martinez. **No refunds.**

35) Animals (MS746.3901)

No unauthorized animals will be permitted to be on the premises.

36) Communication / Changes - Updates (746.501)

✚ Communication

Parents can communicate with the teacher directly by using the ProCare App or calling the center during conference times listed above under conferences. Parents can also view daily reports, diaper changes, check-in and out, and other options for information about their child's day using this app.

<https://schools.procareconnect.com/>



The procedures for parents to review and discuss with the child-care center director any questions or concerns about the policies and procedures of the child-care center

A director or someone in charge will always be on site for any questions. The director's door is always open for any discussions. I want every child and parent to be comfortable at the center, and any conflict with that comfort is encouraged to be brought up so the situation may be resolved.

✚ Changes or updates to your account

Please remember that it is necessary to be able to contact parents while your child is in care, so please make sure that your phone numbers are up to date on your online account supported by MyProcure.com. If you do not have an account, you can create one by following the instructions.

1. Go to MyProcure.com.
2. Enter your email address (the email you have on file with <Sch-Name>) and Choose **Go**.
3. Enter the confirmation code sent to your email, choose a password, and press **Go**.
4. Then you may:
 - a. View your child's schedule, timecard, immunizations, and more.
 - b. Use the **Pay** button to make a payment with your card.

Thank you!

. Any changes or Updates can be made to your child's file without contacting the staff by using the above method at any time. If you are authorizing a new person to pick up your child, you must call or send an email confirming the new person and adding them to your pick list through the website.

37) Visit or Visitors / Confidentiality (RSC Policy

Parents are welcome to visit the child-care center at any time during the day to observe their child and their child only from the classroom window without prior approval. The parent will be asked to leave if observing interferes with their child's learning or emotional well-being.

For parents to visit the classroom while other children are also in care, you must visit the office so that we can do a property background check as a requirement by the Texas Department of Family and Protective Services. Rising Starz childcare center parents are not allowed to observe or interact with any other child who is not their child. Any parent who violates this will be expelled from our school. Privacy and confidentiality for children and families are our goals. Our confidentiality policy is in place to protect all children and their families, including your family; please be respectful of all children at our center. Teachers cannot disclose information about children in their care to other parents or staff. Teachers will only discuss issues with the parents about their child.

Guest must sign in & check-in/out with office personnel.

Therapist

Children who need a therapist can have therapy here on-site at our school under the following conditions.

1. *The parent must sign up the child for the services.*
2. *The parent is financially responsible for the service*
3. *The parent will also discuss the child's progress with the therapist.*
4. *Therapists must be licensed therapists and submit their badge upon entry.*
5. **The child is not considered in Rising Starz Child Care Center care while with the therapist. The therapist is responsible for always supervising the child.**

Rising Starz Child / Learning Center
Establishing Positive Relationships with Families

By: Mary Butler, M.Ed.

[Benefits of Family Involvement]

“From the family, young children gain a feeling of belonging, a sense of personal history, the joy of shared meaning, and the security of knowing who they are and where they come from. In the larger community, significant adults give children both overt and subtle messages that shape their view of themselves and their families.” (Sanchez, 2010)



1. Positive relationships between caregivers and families provide meaningful learning experiences for children. Many of a child's learning experiences will take place while he is in the care of his family. Families can be a valuable source of information about a child's meaningful experiences outside the classroom, which caregivers can use to tailor curriculum,

activities, and the classroom atmosphere to meet the needs of individual children best. Having good relationships with families assists us in building good relationships with their children.

2. Positive relationships between caregivers and families allow caregivers to understand a child's needs better. Families provide vital information about their children. They are experts on their children and can provide information on children's preferences, learning styles, health, strengths, and much more. The family is the most valuable resource in helping us understand an individual child.

3. Positive relationships between caregivers and families allow caregivers to implement developmentally and culturally appropriate curricula. Family involvement creates connections between the home and school environments. Understanding families' cultural and individual expectations, desires, and aspirations for their children allows caregivers to develop continuity between what a child experiences at home and in childcare. This will enable children to transition between settings more comfortably because they always know what to expect. Incorporating elements of children's family and cultural lifestyles into the classroom also gives children the implicit message that they are respected, valued, and loved.

4. Positive relationships between caregivers and families provide a solid language and literacy development foundation. Caregivers need to understand that families have a powerful influence on children's attitudes toward language and literacy. By cooperating with families to provide language-rich experiences for young children, you can have a lifelong impact on children's literacy skills. Caregivers and parents can build a solid foundation for the child's academic future.

To further facilitate a good parent, student, and teacher relationship, we host two community events at a city park and one open house on the property. Parents are notified about these events through the app and monthly newsletter.

Let us know if we can help in any way; our goal is to be available to the whole family. If you would like to allow us to be a part of your parenting journey, please fill out the following enrollment forms.

38) Curriculum and Diversity Participation / Ration – Group Sizes/ Volunteer

Rising Starz is committed to building and understanding the community's cultural, ethical, and other diversities. Our customizable curriculum allows our school to be fully inclusive of multicultural learning activities through play environments. Each classroom environment is designed to show various toys, materials, and posters that reflect diverse cultures and ethnicities. Stereotyping of any culture must be avoided; therefore, if we are having a special event, learning curricula, or any other activities you wish for your child to not participate in, we ask that you keep them at home unless prior arrangements have been made for your child to be supervision solo if available. If solo supervision is unavailable, the parent must pick up the child or allow participation.

The above celebrations include birthdays, National holidays, and the celebration of each child as an individual.

Monthly newsletters about the curriculum and events at the center will be emailed to all parents at the beginning of the month. The parents are responsible for informing us of the new email address or contact information.

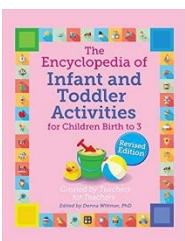
During the year, we have four community events that we encourage parents to attend with their children. Community events include a kindness parade, splash park day, and two open houses. These events are voluntary, and parents will be responsible for supervising their children during the event.

Annually, we will also host a graduation ceremony for our graduating PreK children; parents of graduating children will be invited to the event.

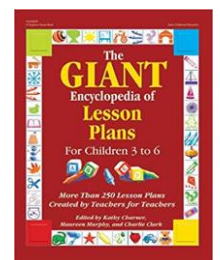
Once per month, each Lead teacher for each age group will meet with the curriculum coordinator to plan the upcoming month while not supervising their class. Lead teachers are responsible for creating and working with the curriculum coordinator in the best interest of the class/students. The lead teacher is also responsible for ensuring the planned events are executed and developmentally appropriate.

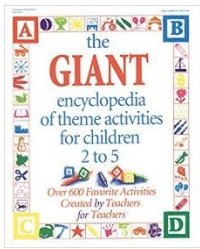
Lead teachers are also mentors to their assistant teachers and should be in constant communication regarding activities in the class and curriculum; this includes the lesson plans in tales if the lead teacher is absent. This should ensure that that class will continue with daily scheduled learning activities.

Curriculum Material and References come from

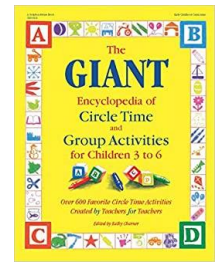


1. Preschoolpalace.org <https://www.preschoolpalace.org/>
2. Dr. Jean Materials
<https://www.drjean.org/#gsc.tab=0>
3. The Encyclopedia of Infant and Toddler Activities: For Children Birth to 3





4. **The GIANT Encyclopedia of Theme Activities for Children 2 to 5**
5. **The Giant Encyclopedia of Lesson Plans for Children 3 to 6**
6. The Giant Encyclopedia of Circle Time and Group Activities
7. The complete daily Curriculum
8. Awesome Engineering Activities
9. Caring for Our Children American Pediatric Association
10. Texas Early Learning Pathways



Curriculum will be built for the children on whatever level they are currently on so we can begin building solid foundations. We will also have community helpers visit our school yearly to discuss health, safety, or common kindness goals with the children.

This includes inviting the following

1. Fire Department to come and give a demonstration about Safety
2. Puppet shows with Maricela and friend to demonstrate culture, language, and kindness routines
3. Dentist office to come and talk about children's teeth health.
4. A fitness instructor who will come to talk to the kids about physical health & nutrition.

Ratio / Group Sizes

Our school is a 4-star Texas Rising Star School and values high-quality child care each day. We strive to have lower ratios and group sizes consistently. Please be aware that this may not always be possible in times of short staffing situations or in transitional times. Group size will never exceed the Regulations ratios posted in a minimum standard.

Volunteer 746.1401 ©

1. Participation is always welcome; however, for a parent to volunteer while other children are in care, you must attend a preplanned event, complete volunteer orientation from RSC, Preservice training, and a criminal background check as a requirement by the Texas Department of Family and Protective Services.
2. Volunteers are responsible for their child while on the premises or a field trip.

3. Volunteers must complete a course in reporting suspected abuse, neglect, or exploitation.
4. Please ask your child's teacher or the director, "What can you do or supply to help the class?"
5. If parents are volunteering, they are not allowed to make any observations about other unrelated children or families visiting.
6. Volunteers will abide by Rising Starz Child Care Center privacy policies, dress code, minimum standards, health code regulations, and any policy on the premises or during a field trip. These regulations and policies will be given during volunteer orientation. 746.1401 (A-H)
7. Parents are not allowed to address, discipline, or punish their child or other children in the class.
8. **Participation is limited to the childcare center only. Babysitting off the premises is strictly prohibited. This is considered off-site employment and can result in the termination of the employee and could result in expulsion of the child enrolled.**

Annually, our school will send out a survey based on you and your child's experience at our school. This survey is voluntary and should only be turned in if the family wishes to share the information with our school.

39) Discipline and Guidance Policy (MS746.2807-746.501)

✦ Discipline and Guidance Policy

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

✦ A Caregiver may only use positive methods that encourage Self-esteem, self-control, and self-direction using the following methods.

1. Using Praise and encouragement for good behavior
2. Redirecting the child's behavior using positive statements.
3. Reminding the child of daily behavior expectations using clear, positive statements.
4. Using brief supervised separation or time out from the group when appropriate for the child's age and development. Which is limited to no more than one minute per the child's age.

✦ There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited.

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

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

Expulsion

Behavior Notifications / Reports will be filled out and signed by the parent. If the behavior gets out of hand, a parent-teacher conference/phone call to the parents will be necessary.

Expulsion Policy

Rising Starz Child Care Center reserves the right to expel a child for any reason, including but not limited to parent behavior, child's behavior, lack of attendance, safety concerns, learning environment, failure to follow/respect our policy- procedures, or payments.

(Our role is to teach behavior, not stop the behavior)

1. Must have at least three reports on behavior within the past 30 days unless the behavior is deemed unsafe, threatening of self-harm/harmful to others, or violent.
2. Talk to Ms. Julie and place the child on weekly Behavior management forms and notify parents of the management plan. Then follow step 3
3. Schedule a parent, teacher, and director conference – to discuss any improvements that need to be made and schedule the next conference.
4. Continue giving behavior notifications and the weekly behavior management forms.
5. At the conference, discuss improvements, schedule the next conference, inform the parent there is no improvement, and notify them that this could result in the child being expelled from our program and explain why.
6. If any falsified information or lack of information is discovered, it is grounds for immediate permanent expulsion from our center.
7. If we have requested additional help with your child, such as behavioral therapy, speech therapy, occupational therapy, physical therapy, or family-related counseling, and you do not obtain this in the time manner that RSC has set, you will be asked to leave our school.
8. Unable to contact the parent continuously about any behaviors or issues regarding their child.

40) Minimum standards

A copy of our most recent licensing inspection is available for any parent to see posted outside the office door anytime. The most recent licensing inspection can be found online at the DFPS website below.

If any parent has a question or concern, they can contact Ms. Julie Martinez, Jesse Martinez, Jennifer Harper, or the person in charge in person or by phone at the childcare center.

Minimum standards are found online or available for review in the director's office.

41) Child Abuse (746.405-745.501-746.1311)

Keeping Children Safe



Reporting Abuse and Neglect

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Call **1-800-252-5400** to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

Protecting Children

Shaken Baby Syndrome is the result of violently shaking young children. Injuries can include brain swelling and damage, subdural hemorrhaging, mental retardation and death. **NEVER SHAKE A BABY!**

Sudden Infant Death Syndrome, or SIDS, is the unexplained death of a sleeping baby. Always place infants to sleep on their backs on a firm surface, free from soft items such as quilts, pillows or toys.



Unsafe Children's Products

Recalls of unsafe consumer products, including children's products, are available. It is easy and free to find out. Just go to the United States Consumer Product Safety Commission web site at www.cpsc.gov or you may access the recall information at the Texas Department of Family and Protective Services web site at www.dfps.state.tx.us

Keeping Children Healthy

Protect children from illness and disease:

- Wash your hands and children's hands often.
- Immunize children.
- Keep ill children at home.
- Learn CPR and First Aid.
- Make sure that children drink plenty of water.
- Discuss special-care needs with caregivers.
- Learn more about childhood diabetes, which impairs a body's ability to regulate blood sugar levels, and other medical conditions from your child's health-care provider.



Texas Department of Family and Protective Services
www.dfps.state.tx.us

* Texas Family Code, Title 5, The Parent-Child Relationship and the Suit Affecting the Parent-Child Relationship, Subtitle E, Protection of the Child, Chapter 261, Investigation of Report of Child Abuse or Neglect, Subchapter B, Report of Abuse or Neglect, Immunities
F2958-0000

child abuse and neglect is accessible on the Department of Family and Protective Services (DFPS) website. Resources include tools and information specifically designed for school personnel.

- To Report Child Abuse and Neglect: <http://www.txabusehotline.org/Login/Default.aspx>
- *DFPS - A Guide for Reporting Abuse and Neglect for School Professionals:* http://www.dfps.state.tx.us/Training/Reporting/documents/Reporting_Guide_School_Professionals.pdf
- DFPS has published a *Threefold Brochure and Fact Sheet: A Guide for School Professionals* to promote child abuse reporting information at school: http://www.dfps.state.tx.us/Training/Reporting/documents/Reporting_Guide_Brochure.pdf
- *DFPS - 1 pager about Reporting Abuse and Neglect:* http://www.dfps.state.tx.us/documents/Contact_Us/documents/swiflyer.pdf
- *DFPS - Reporting Suspected Abuse or Neglect of a Child in Texas: Reporting Basics* http://www.dfps.state.tx.us/Training/Reporting/documents/Reporting_Basics.pdf
- *DFPS - Frequently Asked Questions about Reporting Abuse:* http://www.dfps.state.tx.us/Contact_Us/report_abuse_faqs.asp

Training on Reporting:

Child Abuse and Neglect Resources

Our staff must make a report of any suspected abuse. We aren't usually the ones who handle investigating maltreatment/abuse, but we must report it to the authorities who can investigate. Teachers are trained to say in "Good Faith" that the report is in the child's best interest. RSCCC is not responsible for any misguided or unfounded information. Our staff is trained to report about any of the following.

6. Unexplained bruises or marks
 7. Overly angry or verbally abusive behaviors
 8. Dropping off or picking up a child under the influence of drugs or alcohol
 9. Leaving a child unattended for any length of time
 10. Failure to attend to the unique needs of a disabled child
- RSCCC is not limited to these conditions to file a report but is trained to do so, if necessary, at any time.

If parents feel they need assistance with child abuse, they should contact the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help.html

Reporting:

Detailed information on the responsibilities and the process for reporting suspected

- Aligned with the above materials, DFPS provides an online training, “Reporting Suspected Abuse or Neglect of a Child,” that includes video tutorials on mandatory reporting in the school setting. This web-based training tool and video module can be used to train school staff to make and file a report. A certificate of completion is available immediately after completing the training.
 - To begin the training, go to: <http://www.dfps.state.tx.us/Training/Reporting/default.asp>
 - To view the ‘Reporting Abuse’ video tutorial only go to: <http://www.dfps.state.tx.us/Training/Reporting/reporting.asp>
- The Texas Attorney General’s office, cooperating with Texas CASA, has developed a resource guide.
 - Part 1: What is Child Abuse? https://www.oag.state.tx.us/ag_publications/txts/childabuse1.shtml
 - Part 2: What Can We Do About Child Abuse? https://www.oag.state.tx.us/ag_publications/txts/childabuse2.shtml
 - Resource Guide- https://www.oag.state.tx.us/AG_Publications/pdfs/child_abuse.pdf
 - Video- <https://www.oag.state.tx.us/media/videos/play.php?image=childabuse&id=105>
- The Texas Health & Human Services Commission, Center for the Elimination of Disproportionality and Disparities, has developed “A Guide for Mandatory Reporters – Achieving Equity for Texas’ most vulnerable citizens,” and online training is available. A certificate of completion is immediately available after completing the training.
 - Resource Guide and Online Training - <http://cedd.learnpointlms.com>
- Dallas Children’s Advocacy Center has a new online training on ‘Recognizing and Reporting Child Abuse,’ also available in Spanish.
 - A certificate of completion is available after completing the training- <http://dcac.trainingcampus.net/UAS/Modules/TREES/windex.aspx>
- Children’s Advocacy Centers of Texas, Inc. has centers throughout Texas. For more information on training opportunities and child abuse reporting information that may be available within your community, visit <http://www.cactx.org/> for the contact information of your local center.
- DFPS has regions throughout Texas. Contact your local, regional DFPS office for more information on child abuse and neglect reporting and training opportunities that may be available.
 - Visit http://www.dfps.state.tx.us/contact_us/map.asp for contact information.

Increasing Awareness and Prevention:

- Children’s Advocacy Centers of Texas, Inc. has free brochures, banners, and information to increase awareness in Texas schools. On this site are posters for schools to post in school buildings. Also, banners are available for local customization for child abuse prevention campaigns. See <http://www.onewithcourage.org/take-action/for-educators/> for a list of available resources.
- DFPS – Preventing Child Abuse: http://www.dfps.state.tx.us/child_protection/
- The Texas Association Against Sexual Assault has *free* brochures, fact sheets, and information. See <http://www.taasa.org/member/materials2.php> for a list of available resources.
- Child Welfare Information Gateway: Preventing Child Abuse and Neglect (U.S. Department of Health and Human Services) <https://www.childwelfare.gov/preventing/>
- Child Welfare Information Gateway: Promoting Healthy Families in Your Community (A *Resource Guide of the U.S. Department of Health and Human Services*): https://www.childwelfare.gov/pubs/res_packet_2008/
- Child Welfare Information Gateway: Sexual Abuse Prevention Programs (Tools, curricula, and programs designed to raise awareness and reduce risk factors related to child sexual abuse from the U.S. Department of Health and Human Services: <https://www.childwelfare.gov/preventing/programs/types/sexualabuse.cfm>

- Please visit TEA's *Prevention of Child Abuse Overview* webpage, which is updated occasionally with added resources and training materials. <http://www.tea.state.tx.us/index2.aspx?id=2820>.
- Prevent Child Abuse America – A resource packet for child abuse prevention campaigns: <http://www.preventchildabuse.org/publications/cap/index.shtml>
- Texas Council on Family Violence: <http://www.tcfv.org/>
- Keep Kids Healthy – signs of child abuse: http://www.keepkidshealthy.com/welcome/commonproblems/child_abuse.html
- National Association to Prevent Sexual Abuse of Children <http://savn.nonprofitoffice.com/>
- Recognizing Child Abuse & Neglect – Signs and Symptoms <https://www.childwelfare.gov/pubs/factsheets/signs.cfm>

Policy Resources:

- The Texas Association of School Boards (TASB) Policy Service Model Student Handbook has information and resources on child abuse and maltreatment. TASB Policy Service includes child abuse and neglect reporting policies at TASB policy code FFG. Visit TASB– Freedom from Abuse, Discrimination, and Bullying for more information: http://www.tasb.org/services/legal/esource/students/stu_free_abuse_dis_bully.aspx
- The Children's Advocacy Center of Texas has a model policy example for schools: <http://www.onewithcourage.org/wp-content/uploads/2012/08/Model-Policy.pdf>
- Texas Family Code Chapter 261 - Investigation of Report of Child Abuse or Neglect: <http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.261.htm>
- Texas Education Code §38.004 and TEC §38.0041 - Relating to Child Abuse Reporting and Training: <http://www.statutes.legis.state.tx.us/SOTWDocs/ED/htm/ED.38.htm>
- Texas Administrative Code §61.1051 - Reporting on Child Abuse and Neglect: <http://ritter.tea.state.tx.us/rules/tac/chapter061/ch61ee.html>

If you suspect child abuse, please report it through your local DFPS office or website.

**42) Infant Safety /Reporting Abuse Filing a Compliant (746-501-746.1303)
Parent Feedback**

Shaken Baby Syndrome is the result of violently shaking young children. Injuries can include brain swelling and damage, subdural hemorrhaging, mental retardation, and death.

NEVER SHAKE A BABY!

Sudden Infant Death Syndrome, or SIDS, is the unexplained death of a sleeping Baby. Always place infants to sleep on their backs on a firm surface, free from soft. Items such as quilts, pillows, or toys.

Safe Sleep for Infants



Safe Sleep for Your Baby

Each year in the United States, thousands of babies die suddenly and unexpectedly. Some of these deaths result from **Sudden Infant Death Syndrome (SIDS)** and other sleep-related causes of infant death, such as suffocation.



Since the 1990s, when the U.S. back-sleeping recommendations were first released and public awareness efforts began, the overall U.S. SIDS rate has dropped.

But, as SIDS rates have declined, deaths from other sleep-related causes, such as suffocation, have increased, and certain groups remain at higher risk for SIDS than others.

For example, African American and American Indian/Alaska Native babies are at higher risk for SIDS than white, Hispanic, or Asian/Pacific Islander babies.

Safe Sleep Environment

To **reduce the risk** of SIDS and other sleep-related causes of infant death:



▶ Always place baby on his or her back to sleep, for naps and at night.



▶ Share your room with baby. Keep baby close to your bed, on a separate surface designed for infants.



▶ Use a firm and flat sleep surface, such as a mattress in a safety-approved crib*, covered by a fitted sheet with no other bedding or soft items in the sleep area.

* A crib, bassinet, portable crib, or play yard that follows the safety standards of the Consumer Product Safety Commission (CPSC) is recommended. For information on crib safety, contact the CPSC at 1-800-438-2772 or <http://www.cpsc.gov>.



Breastfeeding reduces the risk of SIDS

Babies who are breastfed or are fed expressed breastmilk are at lower risk for SIDS compared with babies who were never fed breastmilk. According to research, the longer you exclusively breastfeed your baby (meaning not supplementing with formula), the lower his or her risk of SIDS.

▶ If you bring baby into your bed for feeding, remove all soft items and bedding from the area. When finished, put baby back in a separate sleep area made for infants.*

▶ If you fall asleep while feeding baby in your bed, place him or her back in the separate sleep area as soon as you wake up.



NIH Eunice Kennedy Shriver National Institute of Child Health and Human Development



Learn more about SIDS and safe infant sleep: <http://safetosleep.nichd.nih.gov>

throughout the state of Texas • Inform the focus group research the stakeholders interviewed for this project were aware of and vested in safe sleep and sleep-related infant death prevention practices, education initiatives, trends, and data. They also provided insights into the priority audiences for this research. Below is a list of concepts and comments shared by the stakeholders. The language below is reflective of what was shared during the interviews and is further evidence of a lack of cohesion regarding sleep-related infant death prevention terminology. • SIDS is a diagnosis of exclusion. It can be challenging to distinguish SIDS from other sleep-related infant deaths. Unsafe sleep practices contribute to all types of sleep-related deaths, including SIDS. • Parents may unknowingly practice unsafe sleep methods to keep their baby safe because they are worried about something happening to the baby while he sleeps. • Most infant sleep-related deaths are related to unsafe sleep practices and could be prevented. • Education for parents should be straightforward, with explicit visual depictions of what safe sleep practices are and what they are not.

Education is more powerful when delivered in person instead of relying solely on written materials. • Safe sleep education should be direct and precise and define any words that may be confusing or used differently by professionals, such as co-sleeping. Education should primarily focus on the dangers of sharing a bed with an infant along with other safe sleep practices such as using a firm mattress, having nothing in the crib with the baby, placing the baby on his back to sleep, and the importance of sharing a room with the infant. Parent education should also explain why certain practices are considered safe or unsafe. Education should also include safe sleep practices for breastfeeding mothers.

Barriers to acceptance of the current safe sleep messages include confusion about the discrepancies between the recent messages and messages received from influencers (such as mothers or grandmothers) who had their children sleep on their bellies or sides in keeping with their perception of previous safe sleep guidelines.

In addition, breastfeeding advocates might promote bed-sharing. Fatigue is also a barrier; some parents or other caregivers do not intentionally sleep with their babies but might inadvertently fall asleep while holding or comforting them. • Fathers and grandmothers are essential influencers and should be included in the education programming. • Parents are unaware of the relationship between smoking and sleep-related infant deaths. • The Florida Direct On-Scene Education program (<http://nichq.org/blog/2015/may/first-responders-safe-sleep-education>) was mentioned a few times and should be considered an intervention in Texas. The program trains first responders to address unsafe sleep practices in the homes they are sent to when responding to emergency and non-emergency calls. The information shared by these stakeholders was echoed in the focus group findings. It should, therefore, be strongly considered in the creation of a safe sleep or sleep-related infant death prevention marketing campaign and programming in the state of Texas.

Reporting Abuse and Neglect

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement.

Call **1-800-252-5400** to make confidential reports. Failure to report suspected abuse or neglect is a crime.

Employers are prohibited from retaliating against caregivers who make reports in good faith.

* Texas Family Code, Title 5. The Parent-Child Relationship and the Suit Affecting the Parent-Child Relationship, Subtitle E. Protection of the Child,

Chapter 261. Investigation of Report of Child Abuse or Neglect, Subchapter B. Report of Abuse or Neglect; Immunities

Filing Complaints

Any person or representative alleging discrimination on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints can be written or verbal. If the complainant makes a verbal complaint, the person to whom the allegation is made must write up the elements of the complaint and should make every effort to obtain the following information:

- a. Name
- b. Address
- c. telephone number or other means of contacting the complainant
- d. The specific location and name of the organization participating in the CACFP
- e. The nature of the incident or action that led to the complaint of discrimination
- f. The basis on which the complainant believes discrimination exists (race, color, national origin, age, disability, or sex.),
- g. The names, telephone numbers, titles, and business or personal addresses of persons that may know the alleged discriminatory action,
- h. The date(s) during which the alleged discriminatory action(s) occurred or, if continuing, the duration of such action(s).

If a civil rights complaint is filed, the CE must forward it to USDA immediately. Sponsors are also responsible for delivering civil rights complaints filed with a site to USDA. The complaints should be sent to:

USDA Food and Nutrition Service
Attn: Regional Civil Rights Director
1100 Commerce St. Dallas, Texas 75242

A courtesy copy should be sent to your Community Operations Field office.

Parent Feedback

Parents will be sent a survey each summer to gather their feedback so we can make program improvements for the upcoming year. The results of this feedback will be placed in our school yearbook so that we can document the improvements to our program each year.

43) Gang Free Zones in Texas Law (MS746.501)

Texas law establishes gang-free zones near schools, shopping malls, and child daycare centers. These laws are intended to discourage gang-related criminal activity where people assemble in masse, students gather for learning, or children are being cared for.

Specifically, gang-free zones occur within 1000 feet of any school, youth centers (childcare), or playgrounds and within 300 feet of any shopping mall, movie theater, public swimming pool, video arcade, or school bus.

Texas law provides for enhanced penalties for certain criminal activities that occur within a gang-free zone. The penalties for these crimes are escalated to the next highest category of offense if they are committed within a gang-free zone.

Recently, Texas amended gang-free zones law to require that information about gang-free zones be distributed to parents and guardians of children in public or private school systems and childcare centers.

The area that falls within a zone can vary a bit depending on the type of location. Municipal and county engineers produce and update maps to establish zones. Parents and guardians of minor children may contact their local municipality or courthouse to obtain a copy of these maps.

Keeping Children Healthy

Protect children from illness and disease:

- Wash your hands and children's hands often.
 - Immunize children.
 - Keep ill children at home.
 - Learn CPR and First Aid.
- Make sure that children drink plenty of water.
 - Discuss special care needs with caregivers.
- Learn more about childhood diabetes, which impairs a body's ability to regulate blood sugar levels and other medical conditions from your child's healthcare provider.

Texas Department of Family and Protective Services

Local Office 214-582-4253

www.dfps.state.tx.us

Unsafe Children's Products

Recalls of unsafe consumer products, including children's products, are available.

It is easy and free to find out. Just go to the United States Consumer Product Safety Commission website at www.cpsc.gov, or you may access the recall

Information at the Texas Department of Family and Protective Services website at www.dfps.state.tx.us.

Texas Abuse / Neglect Hotline 1-800-252-5400 or <http://www.txabusehotline.org> For reporting abuse, neglect or exploitation of children, older people, or people with disabilities.

44) Covid / Pandemic - Q&A

1. How will we drop off and pick up children daily?
Carpool Lanes for drop-off end at 9 am. All children must be in attendance before 9 am for the day, and the pickup carpool begins at 4 pm; if you arrive earlier than 4 pm, please call, and we will bring your child out to you.
2. Who can drop off or pick up my child?
Anyone you designate lives in the same household.
3. Is it necessary to take my child's temperature at drop-off?
Yes, prescreening all children and parents upon arrival is mandatory for all families. We will also continue to do temperature checks during the day.
4. Do children need to wear masks?
All children three years old & older will need to bring a mask and be encouraged to keep it on all day.
5. Will teachers be wearing masks?
They will wear masks if CDC and HHSC guidance says they should.

6. What should we bring for our children daily?
Children should come with the bare minimum daily. We are now providing blankets that we will wash daily. You may bring a backpack or diaper bag on Mondays only; please provide everything your child will need for the week on Monday. If your child has dirty clothes, those will be put in a bag and given to you at pick-up. If your child needs additional items for the next day, they will be relayed to you via email at the end of the day—small bags daily with at least three bottles/sippy cups.
7. Can I bring lunch for my child?
Yes, you are welcome to pack a healthy lunch that meets up with the CACFP guidelines.
8. What if my child has an allergy/preference for the food that is served?
If your child has allergies/preferences, keeping them at home until we allow more items to come into the school would be best. If your child is allergic to fish or Milk, a common allergy, we will substitute that item only now. Fish will be replaced with corn dogs, and milk will be replaced with almond Milk. (Further Question about Infants Contact the office)
9. What time will breakfast be served?
Breakfast will be served from 7:45 am to 8:45 am.
10. What if my child has a doctor's appointment?
If your child needs to leave early for the day for an appointment with the doctor or dentist, etc., when you pick them up, that will complete their school day, and we will see you the next school day. (This does not pertain to school-age children five years old and older)
11. How do we communicate with teachers and make my payment?
We now offer a web portal called "My ProCare" or Kid Reports. You will need to make a family profile. Once you have verified the information, you can pay and see log notes for your child. You can email us your questions for the teachers at risingstarzccc@gmail.com. We will get the question to the teacher, and they will respond in the log notes in your account.
12. What precautions will be taken to prevent Covid 19?
- A. All children will be spread out throughout the classroom to get social distance to the best of our ability.
 - B. Less Children per class (This will cause an increase in private pay tuition)
 - C. If a table used to seat six children, it will now seat 3 for additional spacing
 - D. Groups of children will not mix
 - E. If playgrounds are shared, they will be disinfected in between classes going out to play
 - F. During Circle Time, students will be spaced out 3 to 4 feet away from each other
 - G. Upon opening, kids will come to class so they do not mix. These also include breakfast change
 - H. Gym time will be limited to our older age group and closed to classes three and younger
 - I. Parent meetings will be done on Zoom, and Tours will be offered on Zoom
 - J. No outside food from home
 - K. No blankets or pillows from home
 - L. All teachers will complete COVID-19 cleaning procedure training via online
 - N. Strick Illness policies have been put in place. Some of these policies will be inconvenient for parent and their work schedule; however, we will not make exceptions due to the spread of Covid 19
 - O. We have a disclaimer asking parents to make good decisions not only for themselves but their children
 - P. We have a disclaimer put in place so employees will make good decisions for themselves to protect their children and children enrolled at Rising Starz Child Care Center
 - Q. Enhanced Illness Policy as follows
Notice of Covid 19 Symptoms
People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.
Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
 - Fever of 100.0 degrees or higher or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

This list does not include all symptoms. CDC will continue to update this list as we learn more about COVID-19.

Student or Teacher Name _____ was observed with one or more of the symptoms listed above.

- o May return after 72 hours of being symptom-free without medication and a doctor's note.
- o May return after 14 days of being symptom-free without medication.

While we understand that many of these symptoms can also be related to non-covid-19-related issues, we must be cautious during this Public Health Emergency. These symptoms typically appear 2-7 days after infection, so please take them seriously. Your child will be excluded from care for 14 days unless you can get proof of a negative Covid test.

Parent Signature _____ Date _____

Teacher _____ Date _____

Director Signature _____ Date _____

13. Will you offer part-time care?

Not currently

14. With the ratio change per classroom, will tuition increase?

Tuition will increase, and each class will have fewer children in every room/group.

New Ratios will be as follows.

Infants 1-4

Toddlers 1-5

2's- 1-6

3's 1-10

4's 1-10

5's 1-10

Six and older, 1-10

16. What if I am not ready to return to care currently?

Please call and let us know that your child is not returning at this time, and then when you're ready, please give us a call to make sure we have a spot for your child.

17. Will teachers help school-age children with their schoolwork?

Yes, we will, but we are not responsible for the outcome or grade of your child.

18. What will happen if a child who attends daycare is diagnosed with Covid-19?

Suppose we have a child diagnosed positive with covid 19. We will contact our local health authority and follow their instructions on proceeding. Notify all parents of the cheerfully diagnosed child and continue to screen children daily. This may include needing to close the center or a classroom to clean and disinfect the remainder of the week.

If you have more questions, please call us; we will do our best to answer. I appreciate your patience.

45) Parent Resources and Support

If your child is under three years of age

1. **Early childhood Intervention** is a support and educational system for young children who have been victims of or who are at high risk for child abuse and neglect, as well as children who have developmental delays or disabilities.

ECI (Early Childhood Intervention) services feature: 1-877-787-8999

<https://www.hhs.texas.gov/services/disability/early-childhood-intervention-services>

<https://thewarrencenter.org/>



Suicide & Crisis Center of North Texas

<http://www.sccenter.org/programs-and-services/survivors-of-suicide/> 24/7 Crisis Line (214) 828-1000

Dallas County H.O.P.E.S. can help families with young children create the best possible environment for them to grow and thrive.

<http://www.dallascountyhopes.org/index.html>

- **Child Care Group Center Programs**
www.childcaregroup.org

Easter Seals North Texas <http://www.easterseals.com/northtexas/>

214-372-3388 (Dallas) 972-394-8900 (Carrollton) 800-221-6827 (national, toll free)

If your Child is Over the age of 3 years

<https://www.ckfamilyservices.org/category/mentalbehavioral-health/>

Phone: [817-516-9100](tel:817-516-9100) | Fax: 817-516-9102



Suicide & Crisis Center of North Texas

Helping those in crisis, especially suicidal crisis, find hope for the future. **24/7 Crisis Line** (214) 828-1000

<http://www.sccenter.org/programs-and-services/survivors-of-suicide/>

Life Works Family Counseling Phone: 972-466-2800
2625 N. Josey Ln., Suite 250 Carrollton, Texas 75006 Carrollton, Texas 75007

Childcare Group Center Programs Resource and Referral ask for Candice Randall
214-905-3533x 214-905-2471 www.childcaregroup.org

Dallas County H.O.P.E.S. can help families with young children create the best possible environment for them to grow and thrive.

<http://www.dallascountyhopes.org/index.html>

Easter Seals North Texas <http://www.easterseals.com/northtexas/>

214-372-3388 972-394-8900 (Carrollton) 800-221-6827 (national, toll-free)

Marie Huie Special Education Center

1820 Pearl Street Bldg. C, Carrollton, TX 75006 972-968-5800



**MONKEY
MOUTHS**

• **Phone: 817-479-7019**

• **Fax: 817-479-7238**

info@monkeymouths.com

WIC for all families with children under five years old

Join Texas WIC

We're here for you

"Thanks to WIC, I now have the tools I need to make sure my family stays on the path to a healthy lifestyle."

—Roxie, WIC Client

As a WIC Client, you'll get:

- Delicious food
- One-on-one counseling with nutritionists
- Easy recipes
- Nutrition classes
- Breastfeeding support
- Health and immunization screenings
- Cooking demonstrations
- Personalized support
- Children's activities

Are you eligible?

Eight million women, infants, and children get WIC benefits. WIC is for pregnant women, new parents, infants, and children under five. If you are on Medicaid, TANF, or SNAP you already qualify.

Texas WIC Income Guidelines

Number of people in the home*	Bi-Weekly Income	Annual Income
2	\$ 0 up to \$ 1,156	\$ 30,044
3	\$ 1,453	\$ 37,777
4	\$ 1,751	\$ 45,510
5	\$ 2,048	\$ 53,243
6	\$ 2,346	\$ 60,976

Effective June 1, 2017

* A pregnant woman's household is increased by the number of infants she is expecting. If you have any income questions, call 1-800-942-3678.



Start now. Call 1-800-942-3678 or visit texaswic.org

Ven a WIC de Texas

Estamos aquí para servirte

"Gracias a WIC, ahora tengo las herramientas que necesito para asegurar que mi familia siga el camino hacia un estilo de vida saludable."

—Roxie, cliente de WIC

Como cliente de WIC, recibirás:

- Alimentos deliciosos
- Asesoramiento individualizado con nutricionistas
- Recetas sencillas de preparar
- Clases sobre nutrición
- Apoyo para la lactancia
- Evaluaciones médicas y sobre las vacunas
- Demostraciones de cocina
- Apoyo personalizado
- Actividades para niños

¿Calificas?

Ocho millones de mujeres, bebés y niños reciben beneficios de WIC. El Programa WIC va dirigido a mujeres embarazadas, nuevos padres, bebés y niños menores de cinco años. Si ya recibes Medicaid, TANF o SNAP, es posible que califiques.

Requisitos de ingresos de WIC de Texas

Número de personas en el hogar*	Ingresos quincenales	Ingresos anuales
2	De \$ 0 a \$ 1,156	\$ 30,044
3	\$ 1,453	\$ 37,777
4	\$ 1,751	\$ 45,510
5	\$ 2,048	\$ 53,243
6	\$ 2,346	\$ 60,976

Valiente a partir del 1 de junio de 2017

* El número de personas en el hogar de una mujer embarazada aumenta de acuerdo con el número de bebés que espera. Si tienes alguna pregunta relacionada con los ingresos, llama al 1-800-942-3678.



Empieza hoy mismo. Llama al 1-800-942-3678 o visita texaswic.org

Rising Starz Child Care Center

1200 E. Jackson Rd BLDG 1, Carrollton, TX 75006

972-466-3800 Fax 972-695-6270

www.risingstarzchildcarecenter.com

risingstarzccc@yahoo.com

The parent handbook has written operational policies that cover the following but are not limited to the following.

1. The most up-to-date Parents Handbook can be found on our website anytime.
2. Tuition Agreement, late pickup, and 10 hours maximum in care per day.
3. Birthday Parties / Outside Food
4. Discipline and Guidance
5. Suspension and Expulsion Policy
6. Emergency Plans
7. Procedures for conducting Health Checks
8. Safe Sleep
9. Gang Free Zone
10. Procedures for parents to discuss concerns with the director.
11. Procedures for parents to participate in operation activities.
12. Procedures for the release of children
13. Illness and Exclusion criteria
14. Procedure for dispensing medication
15. Immunizations, requirements for children
16. Meals and food services patterns
17. Procedures to visit the center without securing prior approval.
18. Procedures for Parents to contact Child Care Licensing, DFPS, Child Abuse Hotline, and DFPS website.

I have read and understand the Rising Starz Child Care Center Inc. Parent Handbook that outlines policies and procedures for the center. I have had the opportunity to ask questions.

Child's Name _____ DOB _____

Parent Signature _____ Date _____

Enrollment can begin when all forms are complete and the office has called with your start date.