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Parent Information
On behalf of Interfaith of The Woodlands’ Board of Directors and the wonderful teachers and staff, welcome to Lone Star College-Montgomery Child Care Center. Interfaith of The Woodlands (“Interfaith”) is proud to be offering child care for Lone Star College-Montgomery students and are pleased and honored that you have selected our Center to care for your child. We, at the Interfaith Child Development Center, have a long-standing commitment to excellence and will continue our tradition of providing an enriching environment for each and every child.

It is essential that each parent/guardian and teacher function effectively as a team during your child’s experience at our center. Good communication is vital in order to ensure a positive experience. We welcome ongoing dialogue, questions, and discussion. Please feel free to call the director with any concerns about the policies and procedure of the child-care center.

Dr. Ann K. Snyder
Executive Director
Interfaith of The Woodlands
(281) 367-1230

Bobbie Hrycushko
Director
Interfaith Child Development Center
(281) 292-3617

THE HISTORY

The Interfaith Child Development Center was developed in 1976 when a group of parents, recognizing the need for a childcare facility in The Woodlands, came to Interfaith for sponsorship. As the needs of the community grew, the childcare program was extended to provide full day care for children as well as a variety of programs for preschool and school age children. In the spring of 1997, the National Association for the Education of Young Children (NAEYC) accredited the Center. This organization, comprised of early childhood educators and specialists, bestows accreditation only upon high quality programs devoted to the care and development of children. After receiving the third re-accreditation in 2003 from the NAEYC, the commission commended Interfaith for the highest of standards and quality on behalf of the children. In the spring of 2008, Interfaith became nationally accredited through the National Early Childhood Program Accreditation (NECPA). From its small beginnings, the Interfaith Child Development Center has flourished and will continue to grow in its efforts to meet
Interfaith Child Development Center is proud to offer its services to Lone Star College- Montgomery.

THE ORGANIZATION

Interfaith Child Development Center (the “Center”) is a non-profit program of The Woodlands Religious Community, Inc. doing business as “Interfaith.” Although non-denominational in nature, the Center is governed by a seven (7) member School Board and a twenty-one (21) member Board of Directors. The Board of Directors is comprised of clergy, lay delegates and the community at large. The Center’s facility at Lone Star College- Montgomery is licensed by the State of Texas to care for children 18 months through 12 years. It is open during the following times:

Spring/ Fall: Monday through Thursday from 7:00 a.m. to 5:00 p.m. and Friday from 7:00 a.m. to 1 p.m. It is not in operation on weekends and college holidays.

Summer: Monday through Thursday from 7:00 a.m. to 5:00 p.m.; closed on Fridays. It is not in operation on weekends and college holidays.

THE PHILOSOPHY AND GOALS

The Lone Star College Child Care Center is dedicated to preparing children for a lifetime of learning. We believe in providing excellent childcare and education in a safe and nurturing environment. Our program is designed to enhance their social, intellectual, emotional, and physical development.

ORGANIZATIONAL STRUCTURE

The Child Care Coordinator will oversee the program operated at the Lone Star College- Montgomery Child Care Center. Lead teacher(s) and assistant teacher(s) will work collaboratively under the direction of the Child Care Coordinator.

Texas Department of Family and Protective Services

The Lone Star College- Montgomery Child Care Center is subject to the licensing requirements of the State of Texas. This Department of Family and Protective Services oversees our quality based on the Minimum Standards of Child Care
Facilities. Their information and our yearly reports may be found at www.dfps.state.tx.us. We also have a copy of the minimum standards for your review at the center. Our most recent licensing inspection report is posted at all times. To contact the Department of Family and Protective Services you may also call 936-756-1551 for the local area office. If you suspect neglect or abuse the hotline number is 1-800-252-5400.

**ADMISSION**

The Texas Department of Protective and Regulatory Services (the licensing agency) requires a school policy that your child’s up to date immunization record be on file before the start of school, and that parents must notify us when immunizations are updated.

Exclusions from immunizations for reasons of conscience, including a religious belief, must be submitted on an original, notarized “Exemption from Immunization for Reason of Conscience” document. It is issued by the Texas Department of State and Health Services and is required on the first day of attendance. Information on required immunizations for child care facilities as well as the Exemption from Immunizations can be accessed at www.dshs.state.tx.us/immunize.

Notifications of any changes during the year are required as soon as possible and should be noted on the existing enrollment form.

**ENROLLMENT**

Lonestar College- Montgomery Child Care Center is only for the children of registered Lonestar College Montgomery and TUC students. Students may utilize the services of the Center during the hours they are in class, lab or study time, within the indicated hours of operation. Students are required to stay on campus during the time their child(ren) are at the Child Care Center. Students must complete and submit the Child Care Interest Form, Enrollment Packet, and a copy of their current schedule indicating class times prior to having their child(ren) attend the center. All completed forms must be returned to the Child
Care Advisor in Student Services, Building C. Parents will be notified immediately in writing of any changes to our operational policies and enrollment agreements.

**TUITION AND FEES**

Fees for Child Care services will be assessed by Lonestar College- Montgomery at $6.00 per hour for each participating child. The cost will not be prorated for partial hours. Students are responsible for paying for all child care fees and are not prorated for any absences (i.e. illness, and other child care arrangements). These fees will not be deducted from any financial aid award. Fees may be paid in the following manner:

**Fall/Spring semesters:** Payments can be paid in full prior to the first day of attendance or by establishing a payment plan with the Child Care Advisor. There will be no refunds for drops or withdrawals from the Child Care Center.

**Summer semesters:** Payments must be paid in full for the entire summer term prior to the first day of attendance. Payment plans will not be available. There will be no refunds for drops or withdrawals from the Child Care Center.

In the event of a late pickup, the following may occur:

**1st Offense:** Warning

**2nd Offense:** Parents will be charged a $1.00 a minute late fee per child for every minute beyond the students registered times. As a result of a repeated late pickups and/or failure to pay for child care services rendered, the student will be referred to the Dean of Student Services for Disciplinary action. In addition, students will lose Child Care privileges.

Please Note: It is the student’s responsibility to notify the Child Care Advisor and the Child Care Center immediately when a course has been added / dropped, total withdrawal or any other changes have occurred. Fees will not be reimbursed. Failure to notify the Lonestar College-Montgomery Child Care Center of a change in enrollment status, while continuing to use the facility, is a violation of the Student Conduct Code. The Student Conduct Code and Student Discipline Procedures can be
found in the current Lonestar College- Montgomery Community College District Catalog.

INCLEMENT WEATHER POLICY

In times of inclement weather conditions and possible closing of the Lonestar College- Montgomery Child Care Center, parents must call the College at 936-273-7000. A pre-recorded message will inform you if the Center is opened or closed.

EVACUATION PROCEDURES

Fire
An evacuation map showing primary and secondary exits and meeting site outside the facility is posted in each classroom, as well as the kitchen, and by each exit door. Teachers will take clipboards and personal cell phones with them as they evacuate. The students will be counted before and after evacuation. Child information binder containing child emergency contact information is carried out of the building by administrative staff as they evacuate. This fire procedure is practiced every month at different times of the day to familiarize children with the procedure. See Building Emergencies for re-location procedures.

Natural Disasters
The Childcare Center Coordinator will access the weather conditions or situation from the National Weather Service. The evacuation area is posted in each classroom, as well as the kitchen, and by each exit door. In the event of threatening severe weather, the teachers will immediately lead the students into their designated evacuation area to duck and cover. Teachers will take clipboards and personal cell phones with them as they evacuate. The students will be counted before and after evacuation.

Ice, Blizzard, Flood
The Childcare Center Coordinator will access weather conditions based on information from the National Weather Service. Parents should contact the
college at 936-273-7000 for information. Parents should check local news channels for updates.

**Building Emergencies-Walking Evacuation**
If necessary, Lone Star College Childcare will relocate to the Lone Star College Soccer Field, located behind the Childcare Center playground. Classrooms will evacuate using their primary or secondary escape routes. The students and staff will meet outside the building along the walkway by the playground, where attendance will be taken. Attendance will be taken again upon arrival at the Soccer Field. Teachers will take a student count and situate their classes at the edge of the soccer field. Staff will contact parents using our Child Information Binder.

**THREATENING INCIDENTS**
Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

**LONESTAR CHILD CARE IS A WEAPON AND VIOLENT FREE CENTER**
Carrying a firearm or dangerous weapon on our Center property is NOT permitted. Texas and Federal law prohibits intentionally, knowingly, or recklessly causing to bodily harm or injury to another. Exhibiting, using, threatening or possessing any firearms or illegal weapons on school property, parking lot, or any passenger transportation vehicles are not permitted. **CONCEALED WEAPONS PERMIT HOLDERS ARE SUBJECT TO THIS PROHIBITION!**

**HEALTH AND MEDICAL INFORMATION**
It is the parent’s responsibility to update all health and medical information. Any allergies or activity limitations that a child may have must be known upon
enrollment. Please notify the school immediately when your child contracts any communicable disease.

SCREENINGS

Texas Law requires all four-year old children (as of September 1st of the current school year) to have a vision and hearing screening, the results of which must be recorded in the child care files by December 1st. Screening services are available through your physician’s office. Once your doctor has completed a screening, a copy must be submitted to the Lonestar College- Montgomery Child Care Center.

HEPATITIS A VACCINATIONS

State licensing requires that children 2 years and older in a child development program must have a Hepatitis A Vaccination. This vaccination is a two part series. The vaccinations are given no less than 6 months apart and no more than 18 months apart. It is important to be on schedule with this, so that the series will not have to be restated.

MEDICATION DISPENSATION

Medication is dispensed subject to the following conditions:

- Prescription medication must be in original container labeled with the child’s name, date, directions and physician’s name. An authorized staff person will administer the medication as stated on the label directions. Medication must be signed weekly in the medication book available at the front counter stating the child’s name, medication to be given, day and time to be administered, dosage of medication and signature from parent or guardian. Medication will not be administered after its expiration date and will be disposed of or returned to the parent.
Non-prescription medication must be in the original container and labeled with the child’s name and the date the medication was brought to the school. Parents will use the same medication log to authorize the dispensing of non-prescription medication as applies to prescription medicines. The parent or guardian must provide all non-prescription medication. Any medication requiring a “consult” for the dosage level will need to have a written Doctor’s dosage requirement.

Sunscreen and Insect Repellent is dispensed pursuant to the following procedure: The container must be labeled with the child’s name and room number. The parent must log the product into the book labeled “Sunscreen and Insect Repellent” with application directions. It will be applied by an authorized staff member prior to the child’s outdoor activities.

YOUR CHILD’S HEALTH

Your child’s health is a matter of importance to all of us. A child will be sent home if he or she appears to have symptoms of illness. In such cases, the parent is contacted immediately by telephone. The child will be excluded of activities and other children until the parent arrives. Under no circumstances can we care for a child who is ill. At any time, Lone Star College Child Center has the discretion to send a child home due to illness or an accident. An ill child must not be admitted for care if one or more of the following exists:

- The illness prevents the child from participating comfortably in facility activities.
- The illness results in a greater need for care than the staff can provide without compromising the health, safety and supervision of other children.
- The child has any of the following:
  - An oral temperature of 100.4 degrees or greater; armpit temperature of 99.4 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness.
• A child must be free of fever without fever reducing medication before returning to school. A child must be able to hold down food and must be diarrhea free before returning to school.

• Symptoms and signs of possible severe illness (such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting with two (2) or more episodes in 24 hours, rash with fever, mouth sores with drooling, wheezing, behavioral change or other unusual signs) until medical evaluation indicates that the child can be included in the facility’s activities.

• The child has been diagnosed with a communicable disease until medical evaluation determines that the child is no longer contagious and is able to participate in the facility’s activities.

   Head Lice

Millions of American children become infested with head lice each year. Following are guidelines for our “no-nit” policy.

➢ Once lice have been found on a child, everyone in the classroom including adults will be examined. The child or children diagnosed with the lice will be isolated and the parent(s) will be contacted immediately to pick up the child. All parents of the class will be notified of the outbreak.

➢ The child infested must be treated with a lice-killing shampoo. In addition, it is important to remove all oval white eggs (nits) after treating the hair because the eggs that are not removed are likely to hatch and begin the infestation all over again.

➢ Once the child is treated and all “nits” removed, the child can return to the Center. Upon arrival, the child will be checked by authorized personnel to make certain that the hair is totally free of “nits” and if affirmative, the child will be re-admitted.
EMERGENCY MEDICAL PROCEDURES

In case of the onset of critical illness or injury, staff will make an immediate attempt to contact a parent or guardian by telephone using the telephone numbers in the child’s file. Parents must keep all phone numbers in the child’s file current. Once a parent is contacted, the physician named by the parent will be notified and the child taken to the nearest emergency room or clinic, or an emergency vehicle will be called. A copy of the Incident Report will be kept in the child’s file. All Incident Report forms must be signed by the parent or guardian of the child.

NUTRITION AND MEALS

Building healthy bodies is as important to us as nurturing healthy minds. Your child needs to bring a sack lunch to school if staying in the facility after 11:00 a.m. The lunch must be nutritional. Your child must bring a snack if attending at 8:30 a.m. and 2:30 p.m. If your child is allergic or sensitive to dye, sugar, milk etc., or if you must send a special drink, please prepare it in advance and place it in a plastic container clearly marked with the child’s name. Any deviations from state nutritional requirements that a parent authorizes must be in writing and kept in the child’s file. A sofa is available to enable a mother to breastfeed a child if necessary. You may also provide breast milk for your child.

See: [http://www.agr.state.tx.us/foodnutrition/policy/food_nutrition_policy.pdf](http://www.agr.state.tx.us/foodnutrition/policy/food_nutrition_policy.pdf)

Lonestar College- Montgomery Child Care Center is required by law to discuss recurring eating problems with the child’s parent(s). If a child must be served a therapeutic diet, there must be written approval from a physician or registered nurse and licensed dietitian.

Chewing gum and candy are not allowed.
CLOTHING

The following are some clothing guidelines to help your child function in the school environment:

- Dress your child in comfortable, washable play clothes free from complicated fastenings. Clothes that children can easily put on and take off for toileting purposes are best.
- Select winter outerwear that is washable. **Please label these items with your child’s name.**
- Let your child know it is okay to get dirty. Often children refuse to take part in painting, sand and water play because they are afraid of getting their clothes dirty.
- Children under the age of four (4) should leave a change of clothing at Lonestar Center labeled with their name. This also applies to children prone to toileting accidents.

With regard to footwear, we do not allow children to wear flip-flops, sandals, or crocs. They are too dangerous for use on the playground. Closed-toe, rubber soled shoes are the best for all-around play. **Please label all outer clothing.**

NAPPING PROCEDURES

Each child is assigned with their own personal resting mat and it is labeled with their name. There is ample walking space between mats. Children are placed head to feet, side by side, as well as lengthwise head to feet, to avoid transmission of germs while coughing. Mats do not block entrances or exits to the area. Mats are not placed next to or near doors, closets, or cabinets. Children are always within sight and sound of a qualified caregiver.

TOILET TRAINING PROCEDURES

Parents are responsible for providing a sufficient supply of disposable diapers and wipes for children not yet toilet trained. When children are ready for toilet training teachers request that children graduate to training pants, or wear the
easy open sides pull-up training pants. Of course, several changes of clothing, as well as shoes are needed. Supplies should be checked periodically by the parent and replenished as needed.

TOYS

Please leave all toys at home.

SPECIAL ACTIVITIES

Birthdays: Your child’s special day may certainly be celebrated. Individual treats can be sent from home and will be eaten during the snack period. Treats should be brought to the Child Care Center the morning of the party (marked with the child’s name). If you plan a celebration, every child must receive a nutritional treat. Birthday invitations can only be distributed in your child’s classroom, if all children are invited.

HOLIDAYS

Please refer to Lonestar College’s calendar for specific dates @ http://www.montgomery.lonestar.edu

When the College is closed, the Center is closed.

NOTICES

State Licensing requires a parent or guardian’s signature on Incident Reports. Letters are sent home on a regular basis to keep parents informed of the various happenings at the Center.

VISITORS

In order to have a tour of the childcare center, prior approval must be obtained by the Child Care Advisor in the C building.

SIGN IN / SIGN OUT PROCEDURES

Each child must be signed in upon arrival and signed out when departing.
If a child is to be released to someone other than a parent or legal guardian the procedures are listed below:

- The person picking up the child must be on the child’s “pick-up list” (in the child’s file) or the parent must notify the office by calling the Child Care Coordinator at 936-271-6100 that the individual will pick up the child.

- Written authorization should contain the date, child’s name, person giving authorization and the person to pick up the child. Authorization may be recorded on a form located at the front desk or on a separate piece of paper. A written authorization must be signed by a parent or guardian of the child.

- If authorization is given via telephone, the staff member will write down the information and verify the identity of the caller immediately (this is done by calling the person back or through questions only the parent could answer. For instance, asking for a driver’s license number).

- No child will be released to any person under the age of sixteen.

- If the person’s name is listed for pick-up and is unknown to the staff member, identification, such as a driver’s license is required. Staff will compare driver’s license information to the information listed in the child’s file. Once identification is verified, the child will be released. A copy of the person’s license will be placed in the child’s file.

ARRIVAL / DEPARTURE

Please use the front entrance to the Lonestar College-Montgomery Child Care Center. Escort your child to the common area.

RULES AND REGULATIONS

1. Park your car.
2. Front door will be locked, must knock for entrance.
3. Sign in/sign out at front desk in the common area.
4. Cooperate with the staff on duty.
5. When walking with your child you are responsible to hold that child’s hand at all times.
6. Create a pleasant atmosphere for your child, cheerful goodbyes, kisses hello!
7. Parents will be notified in writing of any operational policy changes.

**REASONS FOR DISMISSAL**

While it is always unfortunate to dismiss a child for whatever reason, there are times when such action is appropriate and necessary. We reserve the right to dismiss a child. Some situations requiring expulsion are, but not limited to:

- Continued tardiness on the part of the parent in picking up a child at the prescribed time.
- Inappropriate behavior of the child and/or parent which violates the rights of others and which shows no improvement after steps are taken to change such behavior.
- Failure to comply with policies and procedures as stated in the Parent Handbook will be cause for immediate dismissal.
- Inability of child to cooperate within normal 'group care' activities.

**PARENT CONCERNS**

If this is the first time your child will experience a structured environment away from home, your positive attitude will greatly affect your child's initial adjustment to our Center. We encourage you to visit with your child one or more times prior to starting our program, so that your child will feel comfortable when the big day arrives!

While many children have little difficulty adjusting to a new situation, some do experience teary separations. A brief 10-15 minute stay with your child in the classroom on the first few days is recommended if the situation warrants. There may be tears, but reassure your child of your return and leave promptly. Feel
free to call the school to check on your child. Please remember that a child can sense any reservations on the parent’s part, so a positive attitude must be maintained to assure a smooth transition.

We strongly encourage each parent to participate in his/her child’s educational process. Our door is always open to you! You may come at any time without prior notice. **Please remember to sign in at the front desk and receive a “visitor’s badge”**.

**DISCIPLINE POLICY**

If a child’s behavior is inappropriate, the teacher takes the child aside to discuss the behavior with the child. The child then rejoins the group. If the inappropriate behavior continues, the child is again removed from the group to spend a brief amount of time thinking about his/her behavior. The teacher follows this “time to get back into control” with a brief discussion of the unacceptable behavior and what is acceptable behavior with the individual child.

In the event that the inappropriate behavior continues after the measures taken, the Child Care Coordinator may deem it necessary to contact the parents to inform them of the behavior and ask the parent to intervene in the situations. Thus, every effort is made to channel a child’s behavior in the proper direction.

If inappropriate behavior continues within the classroom environment, the Dean is consulted, and dismissal of that child is considered. After consulting with the child’s parents, a plan of action is put into place, and probation will be implemented. Lonestar College- Montgomery has the right to dismiss a child who cannot comply with its standards of behavior.

**ENVIRONMENT FOR LEARNING**

Early childhood educators and researchers have found that a stimulating and planned environment can influence the learning capabilities of young children.
Children develop at varying ages and stages. Moreover, they learn differently. Learning styles and rates of learning are as individual as each child’s personality.

The Center is fully aware of these concepts in childhood development and offers a variety of learning experiences in a stimulating environment that promote learning for each child.

TEACHERS

While a nurturing educational environment is vital, the guidance of a caring teacher is crucial. The Center employs only dedicated and supportive teachers. While many possess credentials or degrees, either in Early Childhood Education or Elementary Education, teachers are also selected for their experience. Each year the staff attends workshops, conferences, and seminars to keep abreast of current trends in early childhood education.