



YMCA
of Greater Houston

**Child Development Center at
Lone Star College-North Harris**

NorthHarris.LoneStar.edu/YMCAchildcare

Parent Handbook

*we build strong kids, strong families,
strong communities.*

Parent Handbook

YMCA Child Care at Lone Star College-North Harris

ORGANIZATIONAL STRUCTURE

The YMCA Child Care Director will oversee the programs operated at the LSC-North Harris Child Development Center child care facility. Lead teacher(s) and assistant teacher(s) will work collaboratively under the direction of the YMCA Child Care Director

Texas Department of Family and Protective Services and the NAEYC

The YMCA Child Care at Lone Star College-North Harris 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 . To contact the Department of Family and Protective Services you may also call 936-538-1229 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 health statement (physical) and a copy of each child's immunization record with the physician's signature. The Texas State Standards and school policy require that your child's up to date immunization record be on file before the start of school, and that parents notify us when immunizations are updated. If medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization of which a parent is a member, a signed statement to that effect must be on file.

Parents must update the emergency contact and teacher information sheet so that all information is accurate. Notifications of any changes during the year are required as soon as possible and should be noted on the existing enrollment form.

SCREENINGS

Texas law requires that 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 YMCA Child Care at Lone Star College-North Harris.

ENROLLMENT

The YMCA Child Care at Lone Star College-North Harris offers three programs – Pre-school for 3 and 4 year olds, After school program for school aged children to age 12, and a part time child care 'Child Watch'.

The Child Watch Program at YMCA Child Care at Lone Star College-North Harris is only for the children of registered LSC-North Harris students and staff (W.W. Thorne location only). 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 Admissions area in Student Services, Academic building.

TUITION AND FEES

Fees for the Preschool are \$110.00 per week, and are due the first day of each week. Fees for the After-School care are \$50.00 a week, and are due the first day of each week. Payments can be made by check in the drop box at the Child Development Center, or at the Business Office located in the Academic building of Lone Star College-North Harris.

Fees for Child Watch services will be assessed by LSC-North Harris at \$4.00 per hour for each participating child. Parents must commit to participation for the semester and have the option of paying in full prior to the beginning of the semester or on a monthly basis. If parents choose to pay on a monthly basis, payment for the first month will reserve the child's space.

Thereafter, payment is due on the 25th of each month in advance for care rendered the following month. Failure to pay by the 25th may result in the discontinuation of child care for the remainder of the semester. A late fee of \$25 will be incurred for payments received after the 25th.

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, other child care arrangements). Financial aid is available to qualified students in the Child Watch program.

If parents are late picking up their children the following apply:

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 repeated late pickups and/or failure to pay for child care services rendered, the student will be referred to the Vice President of Administrative Services or Director of Business and Auxiliary Services. In addition, students will lose Child Care Center privileges.

Please Note for Child Watch Parents: It is the student's responsibility to notify the YMCA Child Care Director and the Child Watch staff 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 YMCA Child Care at Lone Star College-North Harris 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 Lone Star College System Catalog.

INCLEMENT WEATHER POLICY

In times of inclement weather conditions and possible closing of the YMCA Child Care at Lone Star College-North Harris parents must call the college at 281-618-5400. A pre-recorded message will inform you if the Center is opened or closed.

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.

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. Under no circumstances can we care for a child who is ill. At any time, YMCA Child Care at Lone Star College-North Harris 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 until medication evaluation indicates that the child can be included in the facility's activities.
 - 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 medication evaluation indicates that the child can be included in the facility's activities.
 - A child must be free of fever for 24 hours without fever reducing medication before returning to school.
 - 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 and returned to the YMCA Child Care at Lone Star College-North Harris as soon as possible.

NUTRITION AND MEALS

Building healthy bodies is as important to us as nurturing healthy minds. YMCA Child Care at Lone Star College-North Harris believes in sound nutrition, and this is reflected in the morning and afternoon snacks served each day.

Preschool children and Child Watch children need to bring a sack lunch, including a drink, to school if staying in the facility after 11:00 a.m. The lunch **must be nutritional**. Nutritional snacks will be provided to all children in attendance at 9:00 AM and at 3:30 PM.

Any deviations from state nutritional requirements that a parent authorizes must be in writing and kept in the child's file. See the following website for more information.

http://www.agr.state.tx.us/foodnutrition/policy/food_nutrition_policy.pdf If a child is allergic to certain foods, a written statement will be required. 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) enrolled in any of our programs should leave a change of clothing at YMCA Child Care at Lone Star College-North Harris labeled with their name. This also applies to children prone to toileting accidents.

Please bring a helmet with your child's name for them to be able to partake in the wheeled toys, such as tricycles.

With regard to footwear, we do not allow children to wear flip-flops or sandals. 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.**

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 replenish as needed.

TOYS

Except for Show and Tell days, please leave all toys at home.

HOLIDAYS

*Please refer to LSC-North Harris' calendar for specific dates @
NorthHarris.LoneStar.edu*

When the College is closed, the Center is closed.

INFORMATION

Parents will be notified in writing of any operational policy changes.

- There will be no swimming/water activities or transportation provided
- Caregivers are not permitted to have relations with children/families enrolled in YMCA programs outside of approved YMCA activities/programs, including babysitting, activities, outings, or trips.
- All personal belongings **MUST** be labeled. Nothing can be given to your child unless it is labeled with child's first and last name – this includes cups, bottles, blankets, pacifiers, clothes, bags, etc.
- Parents are welcome to visit the site at anytime while their child(ren) are in care.

NOTICES

The State of Texas now requires a parent or guardian's signature on Incident Reports. Please be sure to help us meet this condition by signing and dating the notice immediately and returning it to the teacher.

VISITORS

We have an "Open Door" policy. However, when you choose to visit, it is required that you sign in at the front desk and receive a "visitor's badge". This helps maintain the security of our building. This is not necessary at "drop off" or "pick up", but if you visit your child, please follow these guidelines.

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 Center at 281.765.7731 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).
- 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. Driver's

license number, time of day, signature of person picking up the child and the source of the authorization are all to be written on the form in the office. An office staff member will then either bring the child to the office or escort the person to the child's classroom and accompany them back to the office.

- If a parent has a minor youth pick up his/her child they must have signed waiver in the student's file verifying the age and supervisory level of the minor youth. The waiver must include the minor youth's name, age and the details of the authority. The parent's signature and date must be on the waiver.

ARRIVAL / DEPARTURE

Please use the front entrance to the LSC-North Harris Child Development Center. Escort your child to the common area.

RULES AND REGULATIONS

1. Park your car.
2. Enter front door.
3. Check in child 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!

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 the acceptable behavior with the individual child.

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 to pick 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! **Please remember to sign in at the front desk and receive a "visitor's badge".**

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. Having different learning styles and many rates of learning is as individual as each child's personality. The Center is fully aware of these concepts in childhood development and offers a variety of learning experience in a stimulating physical environment to 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.