**Education Philosophy**

We would like to welcome you and your child to Childrens Corner Preschool. We are looking forward to sharing our center with you. Childrens Corner Preschool (CCP) is a Christian environment committed to nurturing children’s growth to reach their God given potential academically, socially, emotionally, and spiritually. Children are encouraged to explore the world around them, to discover the joy of learning, and to foster feelings of security, success, and responsibility.

**Mission Statement**

**Nurturing Gods children for success**

At our center we acknowledge that children learn more by participating in a wide range of developmentally appropriate activities. The activities involve cognitive, physical, emotional, and social needs; therefore, we like to focus on the child as a whole. We believe that children construct knowledge through experiences that allow for success and encourage advancement in all areas of development. It is our utmost concern that our program provides a happy, nurturing, learning environment that meets the needs of each individual child. Each classroom is organized with centers for creative art, literature, science, pre math, dramatic play, cognitive, and small motor development In collaboration with parents and teachers, we will strive to provide a safe, positive, learning environment conductive to help each child learn knowledge in a way that is both fun and meaningful. We currently provide care for children aged 6 weeks to 13 years of age.

**Curriculum Information**

CCP has chosen “The Teaching Strategies” curriculum to be used as a foundation for teaching our preschool program. Children explore whole language, math concepts, science, creative art, dramatic play, and out door play. This is a high-quality curriculum that follows a scope and sequence for determining activities that are listed on the lesson plan and is used by all of our preschool classrooms. This curriculum provides activities in Language, Literacy, math, Gross/Fine motor, Art/Music, character education, Technology, science, and physical development. A copy of the lesson plans are posted on the information board in each class and the information board by the front entrance. All teachers attend professional development annually to help with the use of the curriculum and the writing of lesson plans.

**Our Teaching Team**

Our staff has been selected based upon their commitment to the highest quality of care and development of every child. Each member of our staff must meet the qualifications as established by state regulation, completes an orientation program, and exceeds annual training requirements set forth by the state. We encourage our staff to obtain professional certification, such as a college degree or Child Development Associate (CDA) and offer tuition assistance to those that are interested in pursuing higher education degrees in Early Childhood Education.

**Tuition Payment**

**A non refundable registration fee of $100 is due at time of enrollment**

Tuition is due in full by the last day of every month (unless on CCS please see below) You may make daily, weekly, or monthly payments. If tuition is not paid in full by the close of business day of the last day of the month, a $25.00 late fee will be automatically applied to your account and you will not be allowed to drop your child off the following day for care until balance is paid in full. **FULL TUITION MUST BE PAID EACH MONTH IN ORDER FOR YOUR CHILD TO REMAIN ENROLLED IN CCP. THERE ARE NO DEDUCTIONS IN TUITION DUE TO ABSENCES, ILLNESS, VACATION, OR HOLIDAYS.** We do not offer part time care, if your child only attends one day a month, a full months tuition is still due. If your child will be out for an extended period of time (vacation, illness, etc) we ask that you inform us in advance if possible, for staffing purposes.

**CCS PARENT COPAY**

CCS parent co pays are due **NO LATER** than the third of every month. If they are not paid in full by the third of the month, we must report to CCS and they contact you, that you will have 15 calendar days to make your payment or they terminate services. If there is a lapse in coverage for care, the parent/guardian will be responsible for paying the daily rate per child until coverage is reinstated.

If your child is out two weeks or longer without any communication, it is consideres a withdrawl. And all registration fees will apply upon return, and all unpaid tuition is due immediately. The tuition fees are reviewed annually and are subject to increase upon prior written notice. Tuition is collected by means of money order, cash, check, or debit/credit card. You may view or pay your bill via credit/debit card by visiting myprocare.com and setting up an account. All other forms of payment can be taken by admin or dropped in the black lock box located on the office door.

**There are NO REFUNDS of any tuition of any sort, including but not limited to prepays, co pays, registration fees, etc.**

**Hours & Days of operation**

Monday-Friday

7:00am-5:30pm

Children cannot be dropped off any earlier than 7:00am per state licensing. Children can not be dropped off any later than 9:00am. If you show up after 9:00am to drop your child off, you will not be admitted into care for the day. If your child is late due to a doctor or Dentist appointment, you must call the center at 7:00am or notify the teacher via Pro Care App and let them know what time you will be in, you will be asked to provide a doctors note upon arrival. Children must be picked up NO LATER than 5:30pm, if you are late for pick up, a late fee of $5.00 per minute will be added to your account for every minute late after 5:35pm.

**Holidays**

Our school is closed for the following 12 Holidays:

MLK Day Christmas Eve

Presidents Day Christmas Day

Labor Day Independence Day

Columbus Day New Years Day

Memorial Day Good Friday

Thanksgiving Day Friday after Thanksgiving

\*\* Please see CCP annual calendar for all CCP closures throughout the year, copies can be found on the front entry table by front office. Above holidays are not the only days we are closed through out the year.

**OPERATIONS**

**Program**

CCP offers full-time care only, we do not allow drop in’s or part time care. The only exception being is if your child attends a public-school preschool program or early education program. Please see the director for further information.

**Child Drop off/ Pick up**

When children arrive at the center, they must be escorted from your vehicle to their classroom. Please make sure a staff member is aware of your childs arrival. Per childcare licensing guidelines, you must sign your child in and out daily on the classroom tablet and sheet located on your teachers clipboard. At the time of pick up, once you have signed your child out, the child must remain with the parent at all times. If someone different is picking your child/ren other than yourself, they will need to show Drivers License or some form of picture ID at the front office and be listed on your childs enrollment packet as an authorized pick up person. No children will be released to a minor, under any circumstance. The pick up person listed on paperwork must be 18 years old or older. A dated note with your signature may also be accepted for the release of your child/ren, in the event of an emergency, you may call the center and give verbal permission for someone not listed on childs paperwork to pick up.

**CCS Families**

All above rules apply to pick up/drop off, along with signing child out on clipboard and on Procare system, you must also also sign in/out daily on the CCS tablet located by front office. Failure to do so, may result in you losing your benefits.

**Child Custody**

Certified custody orders must be provided upon enrollment. Any changes in custody after enrollment should be provided immediately. If changes are made to custody, CCP cannot enforce any changes without new orders on paper, *Please not:, per state law in the absence of a court order BOTH PARENTS HAVE EQUAL RIGHTS*, with that in mind the enrollment record must be consistent with custody orders. Children will be released only to the parents specified on the enrollment record or as specified in custody orders. CCP cannot deny parent pick up rights unless there is a current and up to date certified custody order on file which will prohibit pick up for a particular day or if a restraining order has been provided for the child’s file. If a custody dispute takes place on CCP premises, the local police will be called to handle the matter. Our staff will not be in the middle of such disputes. If a custody issue creates a risk to our staff or other students, CCP has the right to terminate the child from care.

**Health Requirements**

We must have a current copy of immunizations and updates as needed. It is the parents responsibility to keep up with your child’s immunizations. Please submit updated immunization records to the front office, or your doctor may fax them over to (830) 257-3393. A signed doctors statement is also required. Immunization records and signed doctors statements must be submitted before child can attend. In addition, pursuant to Texas Department of State Health and Human Service Requirements, upon your child turning 4 years old, we require a vision and hearing screening. The vision and hearing test results must be submitted to the front office within 30 days of your child’s 4th birthday.

**Illness**

Sick children will not be admitted into the center. If a child becomes ill during the day, the parent will be notified to pick the child up immediately. If we do not hear from the parent within 30 minutes, we will start to contact other contacts on file. Once contact has been made, your child must be picked up within 30 minutes. Illnesses include but are not limited to: Arm pit temperature of above 100.3 (accompanied by behavior changes or other signs of illness) , vomiting, diarrhea, visible colored mucus (green or brown), pink eye, or any other medical concerns of contagiousness (unexplained rashes, Excessive crying resulting in not being able to participate in daily activities, etc)

Before returning to school your child(ren)

* Must be fever free for at LEAST 24 hours (without the aid of fever reducing medicine such as Tylenol or Motrin) and being symptom free of the illness that they were sent home with for, for at least 24 hours (diarrhea, vomiting, etc)
* I prescribed an antibiotic, they must have been on it for 24 hours before returning to care
* Have a doctors note stating diagnosis, and that the child is non-contagious and the date when the child is able to return.
* EVEN IF YOU ARE ABLE TO PROVIDE A DOCTORS NOTE, YOUR CHILD CANNOT RETURN BEFORE THE 24 HOUR PERIOD OF BEING SENT HOME ( A DOCTORS NOTE DOES NOT TRIUMPH CCP’S 24 HOUR RULE)

We do not have a get well Program/Room. If there are nay questions or concerns each instance will be dealt with on an individual basis. Upon returning to school children must be able to participate in all daily activities, including outdoor play.

**Absences**

If your child is going to be absent , please call or send a message on the procare app to let us know. It is imperative that if your school age children are going to be absent, you contact us by noon, so the teacher is aware prior to making the afternoon pick up from the bus.

**Medical emergency**

If your child needs immediate medical attention, the center will call 911 and the paramedics will decide whether to transport, and to what hospital. A staff member will accompany the child in the ambulance to the hospital. The parent will be notified immediately and must meet us at the hospital.

**Medication**

Licensing requires that medication be administered only upon written authorization by the parent. Forms are provided for this purpose at the center. Medication will be administered at time(s) that parent fills out on the medication clipboard in the small front office. **Medication that is given only once or twice a day should be given at home.** In keeping with state regulations the following must be upheld; medication must be provided in the original container with the child’s name clearly labeled, all medication must be dated, all dosages will be given according to the dosage on the label. Medication that does not specify a dosage for your child’s age must be accompanied by a doctors note that is signed by the physician stating the amount to be given.

**DO NOT send medication in your child’s diaper bag, backpack, lunch kit, etc. All medication must be logged in and kept in the front small office. You CAN NOT leave the medication with any teacher in a classroom. If medication is not signed in and proper procedures are not taken, we will not administer the medication to the child.**

We DO not give any over the counter medications such as Tylenol (over the age of 18 mo), Motrin (over the age of 18 mo), Allergy (Any Age) , cough medicine etc(

If a child is UNDER the age of 18 months and is teething, you may bring Tylenol or Motrin, as long as it is checked in correctly and a medication form is filled out (please see your child’s teacher for more information)

**Disabilities**

It is our policy to accept children in compliance with the Americans with Disabilities ACT. CCP reviews each child’s situation on a case-by-case basis to determine if a child child’s needs can be met in the classroom setting. Please discuss your child’s needs with the center director prior to enrollment.

**Enrollment acceptance**

No person shall, on the basis of race, color, religious beliefs, national origin, or sex, be excluded from participation, be denied the benefit, or be subject to discrimination under any programs or activities. It is our goal to accommodate our families by providing support resources for families that may need accommodations due to differing abilities, home languages and/or cultural background. Some accommodations available are as follows:

* We will accept children with special needs when we have the staff and capabilities to provide an appropriate experience for the child with special needs. To request a disability accommodation or special services, contact our office at (830) 257-2088. Parents may enroll their children as space become available.
* If your child requires specific therapies during the day while in our care, we will provide a space to accommodate the therapy sessions or welcome the therapist to work with your child in their natural learning environment.
* We provide materials and resources in the parents/child primary language.
* Throughout the year, our center will host cultural events for cultural inclusiveness. We encourage families to participate in special events and share family photos showing the family diversity and traditions to be used in your childs classroom to help them gain a sense of belonging.

**Withdrawal**

**We require one weeks notice prior to your child withdrawal from the center.** Whether your child/ren attend the last week or not, a full months tuition will be owed. For various reasons some children and/or families have difficulty adjusting to the childcare environment. In such cases, CCP management may ask that you withdrawal your child. If that occurs, we will give notice in order for you to make alternate childcare arrangements. A family that does not fully complete their enrollment forms will not be accepted into the program and will be asked to make other child care arrangements*.* ***In addition, at the directors discretion, a child may be removed and/or dis enrolled from the center at any time for any reason without notice. We do not hold unpaid spots in classes. If you decide to unenroll your child from CCP at any time for any reason but plan to re enroll them in the future, we do not hold spots open, we cannot guarantee spot availability.***

**Procedure for updating information:**

**Parents can update information without having to ask for assistance via the procare app, email, voicemail, or leaving updates with the office staff.**

We kindly ask that you keep all information current in our files. We must have all contact information up to date on your childs file. If a phone number of yours or anyone listed on the childs file changes, please contact us immediately. You may update any contact information at anytime. If you need any assistance with any updates please give us a call at (830) 257-2088.

**Policies**

CCP reserves the right to change existing policies or introduce new policies with written notification. You will receive a written notification and an acknowledgement to be signed and returned to office to be kept on file.

**Inclement weather**

CCP will follow the Kerrville Independent School Districts (KISD) guidelines for inclement weather (due to flooding, snow, hurricanes, etc) If KISD is closed, CCP will be closed. Please make sure to find us on facebook (Childrens Corner Preschool) and like and follow, as we post all school closures there. We will also send out a mass message on the Procare app.

**Reporting Abuse and Neglect**

Texas law requires (caregivers) and all persons to report suspected abuse and neglect to the Texas department of Protective and Regulatory Services or Local Law Enforcement. Call 1-800-252-5400 to make a confidential report. Failure to report suspected abuse or neglect is a crime itself.

**Classrooms**

**Parental Involvement**

We encourage all parents to participate in our programs as often as possible. This includes field trips, classroom activities, open house, health fairs, and special programs. You are welcome to visit the center any time during working operational hours. To keep you up to date on the centers happenings, notices and events of parental opportunities are posted outside classrooms, in the Procare App and on the front Parent board by the office.

**Screen Time**

Children younger than 2 years will not have any screen time ( TV viewing, video games, computer time, etc) and children over the age of 2 years will be limited to no more than 60 minutes a day (per Texas State Minimum Standards) We limit technology use on site to improve communication between staff, children, and families (e.g, refrain from cell phone use). In order to facilitate better communication between the parent(s) and teacher and the parent and child it is best if parents are not distracted by use of electronic devices while at the center.

**Parent/Teacher conferences**

The faculty will be available for conferences throughout the year at the parents request. Since it is necessary for the teachers to devote their time during the school day to the children, we ask that you please set a conference appointment if you need to confer with a teacher at length. During the parent conference, if you choose to have one, you will be provided with a copy of your child’s developmental check list that shows where they are developmentally. We also use this checklist to individualize the lessons for the children and ensure the activities match their developmental skill level.

**Child Assessments**

Assessment is the process of gathering information about children’s developmental strengths and progress to inform learning goals. CCP curriculum promotes a systematic assessment protocol to gather information about each child’s progress over time. Children at every age and grade level are assessed on an ongoing basis to drive instruction and to make lesson- planning decisions. We use ethically and developmentally appropriate assessment methods that are embedded within children’s daily activities, inclusive of families, and are culturally and linguistically responsive. Assessment tools may include developmental milestone check lists, provided by Texas Rising Star, and notes for observation for each student. Assessments can be done at any time through out the year, they can be done by just the teacher or can be done as a “partner” method where teacher does one and parent does one and they compare, to come to conclusion where child is developmentally. Assessments will be done at least one time every 3-6 months.

**Clothes**

All children must have a change of clothing daily, please label childs extra clothes and shoes with their first and last name or initials. During the day, many things can occur that will require fresh or dry clothes for your child to put on. Please do not send your child in clothes that you will be upset if they get things on them, we use things daily that are messy and although we use smocks, bibs and aprons, sometimes accidents do happen and we cannot guarantee the clothes will stay clean or that the materials we use will wash out. For potty training classes please bring several extra outfits that include plenty of underwear and socks. CCP has a small amount of extra clothes on hand, in a small selection of sizes, please if your child comes home in them, return them back to the center the following day. If we are not able to locate extra clothes for your child, you will be called to bring some. Open toe sandals and/or flip flops are not allowed. If your child comes in with such shoes, you will be asked to leave and come back with appropriate shoes. (CCP is always accepting clothes donations in various sizes, if you would like to donate)

**Rest time**

State regulations require a designated rest period. CCP’s rest period is scheduled after lunch, at 12:30pm-2:30pm. All children present during nap time will be encouraged to rest quietly. No Drop off’s are allowed at nap time, please see office for more information. We are not allowed to keep a child awake during rest time or wake them up before 2:30pm if they are sleeping. You must provide a nap mat of some sort whether it be the plastic tri fold mator a “bedroll” type. To ensure sanitation measures, you will need to purchase a XL Ziploc storage bag to store nap items in during the week. You may purchase your own bag or can purchase one through the front office for $5.00. Mats will be labeled with your child name and will be sent home every Friday to be washed, please bring them back the following Monday. Children will also need a small blanket and small pillow. During rest time, all children are required to keep their shoes on in case of emergency. \*When we have school age children on school breaks, they also have a rest period of an hour, during that hour they are able to journal, read or do a quiet activity. It is teachers discretion to allow “tablet time” if the child has one, and it must be age/school appropriate material being played on it, if teacher allows it.

**Outdoor Play**

We are required to provide daily outdoor play as weather permits. During times of extreme temperatures, out door play will be limited and supplemented with gym play time for physical activities. Parents are responsible for providing proper clothing for outdoor play, this includes jackets, sweaters, and appropriate shoes, etc. **A doctors note is required for a child to be excused from outdoor play.**

**Snacks**

A nutritious snack in accordance with the state minimum standards is provided to every child after nap time at 2:30pm. (For afterschool children it is later , as soon as all buses have arrived) If your child has any food allergies or restrictions, please make sure to provide the front office with a doctors note.

**Lunch**

Due to licensing standards there are certain USDA food guidelines in which we must adhere to. Therefore, **We cannot allow any outside food into the center.** If your child has a doctors note, or other reason for not being able to eat the food that the center provides, please see the director. If you meet the criteria for supplying your child’s meals and snacks, they must be nutritious meals and not be required to be warmed up as our classrooms do not have microwaves. We must offer children all components of the meal provided; we cannot withhold an item due to parent preference. We do offer parents a weekly menu which is also located in every classroom, on the front parent board, and the parent board located inside the gym entrance.

**Breastfeeding**

All moms are welcome to breastfeed at our center. There is a designated area in room 500 (First door on the left on gym side) or if that room is unavailable, we have a staff lounge you may use. Any one of the teachers can assist moms at feeling comfortable to breastfeed. Breast milk is encouraged as the milk has many vitamins and nutrients that are essential for growth and development.

**Notification to parents**

We believe it is vital to keep in communication with families about their children’s day. We inform parents in a variety of ways. We must have all current phone numbers on file. If you relocate or change jobs, please notify the front office. Having correct phone numbers at the center is vital in case of an emergency. We also have email as a form of communication, if you wish to use email, please send all emails to [csandlin@fpckerrville.org](mailto:csandlin@fpckerrville.org). We also update our facebook page with news and events, so please be sure to find and like us on facebook! We may also use signs to inform parents, they will be posted on all exits and entrances to building and outside classrooms as well as on front parent board.

**Biting**

Biting is a common issue in early child development. The best way to deal with biting is consistency between providers and parents. Biting could occur for multiple reasons. Proper communication will help determine why a child is biting. CCp will work with parents when biting becomes a problem. We will make every effort to solve the issue as soon as possible, if all efforts and behavior plans are exhausted, your child may be dismissed from the program.

**Addressing challenging behaviors**

Occasionally, children present dangerous behaviors in the educational setting in such circumstances, children may need more intensive interventions to help them learn appropriate behavior, to ensure that our programs philosophy, of encouraging and providing children with opportunities to explore the world around them, enjoy learning, and to foster feelings of security, success, and responsibility.

1. Each classroom will follow a challenging behavior site plan. The challenging behavior site plan will include the following:
2. A designated safe and appropriate place in the classroom and outside the classroom where an adult can take a child away from peers for the purpose of assisting the child to calm down and self regulate. A staff member will always remain with the child; children will not be placed in seclusion (Involuntary confinement of a student alone in a room from which the student is physically prevented from leaving)
3. When dangerous behaviors occur, staff will communicate the incident to the director, the director will contact the childs parent to debrief the incident.
4. Challenging behaviors will be documented using an incident report when appropriate.
5. Staff will share behavior concerns with families in a timely matter and will work with families to develop strategies and interventions.
6. When challenging behaviors persist or are dangerous to self, others, or property, staff will work with family to develop a behavior plan and will meet to discuss potential referrals for additional services.
7. The behavior plan will be individualized based on information collected by the family and teaching staff.
8. Behavior plan will be developed by the family, center team, and specialists from partnering agencies as needed.

Behavior plan may include:

1. Description of behavior of concern including triggering events.
2. Prevention Strategies
3. Strategies for when the challenging behavior occurs
4. Staff will implement a behavior plan and meet with team regularly to discuss progress and modify plans as needed. Ongoing documentation and communication with parents are expected.

**Continual Communication with parents and guardians must be maintained concerning the Childs behavior and ongoing documentation are required. Staff will be sensitive to different cultural beliefs and values.**

**Emergency Preparedness**

The staff and children practice monthly fire drills and quarterly severe weather drills. We also try and prepare children and staff for any type of emergency situations. These situations include fire drills, severe weather drills, explosions, volatile persons, etc. An emergency preparedness handbook that outlines each emergency situation and response is available at your request.

**Minimum Standards (**[**www.dfps.state.tx.us**](http://www.dfps.state.tx.us)**)**

We are governed by the Texas Department of Family and protective services. There are minimum standards that we must adhere to. We strive to maintain and exceed those standards in order to provide the best care possible for your child. A copy of the minimum standards is available for viewing in the front office. The phone number to your local child care licensing representative is posted on the front parent bulletin board for your viewing. A copy of our most current inspection is also posted on the front parent board.

**Child Abuse & Neglect**

Personnel are required by law to report suspected abuse and neglect to Children’s Protective Services. Parents are encouraged to share any concerns and to request information about child abuse and neglect from the staff of the children’s center. When a person makes a report of suspected abuse, he/she is immune from any liability unless a complaint is made with malicious intent or for revenge.

**Gang Free Zone**

CCP is a gang free zone. 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.