

## Table of Contents

I. Introduction to the Facility.....	2
A. Curriculum and Instruction.....	3
B. Administrative Structure.....	4
C. Non-discrimination/Confidentiality.....	4
II. Policies and Procedures.....	5
A. Enrollment and Monetary Policies.....	6
1. Enrollment Procedure.....	6
2. Tuition.....	6
3. Fees.....	7
a. Late Payment Fee.....	7
b. Returned Check Fee.....	7
c. Late Pick-up Fee.....	7
4. Discounts/ Refunds.....	7
a. Family Discount.....	7
b. Military Discount.....	7
c. Employee Discount.....	7
5. Effect on Tuition of Prolonged Absences.....	7
a. Vacation.....	7
b. Sickness.....	8
6. Termination of Enrollment.....	8
a. Voluntary Dis-enrollment.....	8
b. Involuntary Dis-enrollment.....	8
7. Process of Dis-enrolling a Family.....	8
8. Verification of Legal Custody.....	9
B. Security and Safety Procedures.....	9
1. Fire Safety.....	9
2. Reporting Abuse and Neglect.....	10
C. School Schedules.....	10
1. Hours of Operation.....	10
2. Center Closures (Holidays).....	10
3. Teacher/Child Ratios.....	10
4. Class Schedules.....	11
5. Arrangement for early/lat arrivals/departures.....	11
6. Daily Drop-off and Pick-ups.....	11
7. After School Program Drop-offs and Pick-ups.....	12
8. Field Trips.....	12
9. Water Activities.....	12
10. Seat-Belt and Car Seats.....	13
D. Meal and Snack Program.....	13
1. Family Supplied Meals.....	13
2. Special Diet Meals.....	13
E. Discipline Policies.....	13
III. Health Requirements and Procedures.....	15
A. Illness Policies.....	16
B. Return to Center Policies.....	16
C. Hearing and Vision Screening Requirements.....	17
D. Administration of Medication Policies.....	17
1. Prescription Medications.....	18
2. Non-prescription Medications.....	18
3. Non-prescription Topical Ointments.....	18
E. Reportable Communicable Diseases.....	19
F. Infection Control.....	19
G. Injury Prevention.....	20
H. Biting.....	20
I. Explanation of Medical and Liability Insurance and Individual Accident Coverage.....	21
IV. Child’s Personal Items.....	22
V. Parent-Facility Communication- The “Our World” Program.....	24
A. Open-Door Policy.....	25
B. Description of Records Kept in the Facility.....	25
C. Minimum Standards.....	25
D. Important Contacts.....	26

**I.**

# **Introduction to the Facility**

## A. Curriculum and Instruction

Grammies Daycare and Learning Center (GDLC) aims to guide each child through his/her individual developmental milestones. In doing so GDLC has assembled a variety of teaching techniques to accommodate a range of learning styles. Through observation, teachers use play to guide each child to learn and progress at his/her own personal pace, without hindering the tactile approach rarely found in most classrooms.

Studies and teachings of Piaget, Erickson, Vigotsky, and others have taught us the importance of play in early childhood development. Children learn about the world through their experiences and interests. A child is more likely to retain information if the experience is positive. Studies have also shown that children are more receptive and communicable when stimulated with the appropriate information at their particular level of development.

These philosophies constitute the foundation of the GDLC curriculum program. The “Learning About My World” Curriculum Program is aimed directly at structuring the process of individualized learning to meet the needs of each unique child. Each classroom contains learning centers to help develop necessary skills fitting that particular subject or skill. In the pre-school and transition classrooms, this includes:

- Language/Books
- Dramatic Play/Housekeeping
- Sensory/Water/Sand
- Construction/Blocks
- Manipulatives/Math
- Writing/Phonics
- Art/Creativity
- Computer
- Woodworking/Constructing
- Science
- Outdoor/Gross motor

The infant and toddler rooms are arranged to enable sensory exploration. These rooms are equipped with basic learning centers as stated above, that are more appropriate for their age and level. Primarily, these rooms will be focused on the images and textures of the world around them to promote communication and vocabulary skills, social-emotional skills, and problem solving.

Grammies Daycare and Learning Center takes pride in the training of our teachers. GDLC feels that all staff are in full understanding of the concepts and intricacy of the “Learning About My World” Curriculum Program. In addition, GDLC oversees all weekly curriculum plans for each classroom. Moreover, we promote the further training and advance education of our teachers that goes above and beyond Texas Child Care License Minimum Standards.

## **B. Administrative Structure**

Grammies Daycare and Learning Center is a family owned and operated business. The center is governed by a chain of command that consists of the Owner, Center Director, Director of Curriculum and Instruction, Lead Teachers, and Teacher's Aid. The Center also employs a Driver for after-schoolers and a full-time cook that each report to the Center Director. The center is funded through the Texas Small Business Association and is licensed by the Texas Department of Family and Protective Services, Child-Care Licensing. If you should have any questions or concerns, please contact the Center Director during hours of operation.

## **C. Non-discrimination/Confidentiality**

Grammies Daycare and Learning Center provides equal access to public accommodations. Applications for enrollment are acted upon without regard to race, color, creed, cultural heritage, sex, religion, marital status, age, national origin or ancestry, political beliefs, disability or special needs, medical condition, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful.

It is a Grammies Daycare and Learning Center policy that any information regarding a child, a child's family, or other matters discussed with the center management or faculty will be held in the strictest confidence.

**II.**

# **Policies and Procedures**

## **A. Enrollment and Monetary Policies**

A Grammies Daycare and Learning Center Enrollment Packet will need to be completed and returned to the center management along with the enrollment fee of \$45. Upon receipt of the enrollment packet and fee, the center management will invite you to visit the center with your child to discuss the enrollment process. The visit will give your child the opportunity to spend time in his or her classroom and to be introduced to the other children and faculty. During the visit, you will have an opportunity to observe your child and to meet with center management to schedule a start date and review the enrollment procedure.

### **Enrollment Procedure**

Grammies Daycare and Learning Center offers full-time or part-time enrollment. One full day of care consists of 55 total hours in a given day. Reservation of 27 or more hours is considered full-time while 26 or less hours is part-time. In order to ensure appropriate staffing levels at all times of the day, you will need to provide the specific hours of care needed for your child. Prior to your child's start date, please feel free to schedule as many visits as necessary to help familiarize you and your child with the center. This is an excellent way to help your child feel comfortable in his/her classroom.

The enrollment packet needs to be completed and submitted prior to your child's start date. This packet includes:

- Individual Schedule Form
- Admission Form
- Immunization Record (pre-school and under)
- Physician Health Statement (pre-school and under)
- Children's Risk Assessment Form (pre-school and under)
- Infant Feeding Instructions (0-17 months)
- Discipline and Guidance Form
- Acknowledgement of Policies and Procedures

An updated physical and immunization record is required for your child prior to enrollment. You are also expected to read and sign an enrollment agreement that outlines the program's policies. This will ensure that you are familiar with all of our operating procedures. You will be notified in person and in writing of any additions or changes to GDLC policies and procedures.

### **Tuition and Fees**

Grammies Daycare and Learning Center operates on a weekly payment schedule. Tuition and fees are due every Monday for that particular week of care. GDLC accepts credit/debit cards, cash, personal checks and money orders as sufficient forms of payment.

(prices are subject to seasonal changes)

	Full-Time	Part-Time
Infants	\$3.00/hr	\$80/wk
Toddlers	\$2.75/hr	\$75/wk
Transition	\$2.50/hr	\$70/wk
Pre-school	\$2.25/hr	\$65/wk
After-schoolers	\$65/wk	\$45/wk
Drop-ins	\$40/day all ages, upon availability	
Peek-a-boo Program*	\$5/wk	

\* Web Cam Surveillance Membership

### Fees

#### Late Payment Fee:

Payments received after Monday will be considered late. A fee of \$25 will be assessed, and an additional \$5 for everyday after will be charged onto the account. If payment is not received within 5-business days (following Monday), dis-enrollment of child/family will be considered by management.

#### Returned Check Fee:

If paying by personal check and check is returned for insufficient funds, a returned check fee of \$25 will be assessed. This fee does not include the Late Payment Fee. Should this occur GDLC has the option to refuse any future checks.

#### Late Pick-up:

If the child is not picked up on the scheduled time of departure, \$5 for every minute will be charged onto the account. Because there are always sudden emergencies, there is a 10-minute grace period before the account is charged.

### Discounts/Refunds

#### Family Discount:

If a family enrolls 2 or more children into the program, there will be a discount of \$10 for every additional child.

#### Military Discount:

There will be a %10 discount for a family with a parent in active military duty.

#### Employee Discount:

For employees, there is a 25% discount for the first child and a 10% discount for every additional child.

(Only one discount can be used per family.)

### Effect on Tuition of Prolonged Absences

#### Vacation

In order for families to take vacation time without jeopardizing their reserved hours, GDLC offers a Vacation Plan allowing you 2 weeks (10 days) of

absence from the center without having to make a payment. The two weeks are given on the first day of enrollment and must be used within the fiscal year. The fiscal year begins at the start date and renews every year. Unused hours may not roll over. A two-week notice must be given prior to desired vacation, along with a payment for the week the child returns to the center. This guarantees the reservation of your hours.

### **Sickness**

Grammies Daycare and Learning Center understands the frequency of illnesses in young children. GDLC is allowing families to utilize vacation weeks for extended sickness.

## **Termination of enrollment**

### **Voluntary Dis-enrollment**

If you wish to dis-enroll your child, you must give a two-week notice of cancellation. If notice is not received, GDLC will expect payment for two weeks after last day of care.

### **Involuntary Dis-enrollment**

Grammies Daycare and Learning Center promotes positive interactions between children, families, and faculty. However there are situations that arise to which finding child-care elsewhere is in the best interest of all involved. Because our child-centered approach seeks to accommodate a wide range of individual differences, it is only on rare occasions that a child's behavior may warrant the need to find a more suitable setting for care.

Examples of such instances include:

- A child appears to be a danger to him/herself, other children attending the center, center employees or anyone else at the center.
- Medical, psychological, or social service personnel working with the center determine that continued care at the center could be harmful to, or not in the best interest of the child.
- Any other situation in which the accommodations required for the child's success and participation place an undue burden on center resources and finances and removal is in the best interest of the child or the center.

At any point that a child's behavior/circumstance is of concern to a teacher or administrator; written documentation and family/teacher communication will begin as the first steps to understanding the problem.

### **Process of Dis-enrolling a Family**

Because our programs are based on developing partnerships and supporting families, it is only on rare occasions that a parent/guardian's actions/requests may warrant the need to find a more suitable setting for themselves and their child. Some examples of such instances include:

- The parent/guardian fails to abide by the center policies or those requirements imposed by child-care licensing.



- A parent/guardian demands special services which are not provided to other children and which cannot reasonably be delivered by the program (including requests that are outside the philosophy of the program.)
- A parent/guardian is physically or verbally abusive to center faculty, children, or anyone else at the center.
- As stated in monetary policies, failure to make tuition payment after 5 business days (after conference with center management).

### **Verification of Legal Custody**

If applicable, Grammies Daycare and Learning Center feels it necessary to keep on file any court orders or verification of legal custody to ensure the safety of your child.

### **B. Security and Safety Procedures**

Grammies Daycare and Learning Center takes a proactive approach in the security of the center property and more importantly the children, families and staff that occupy it. GDLC provides several levels of security measures that ensure the safety of the center. Some of these include:

- Special Access Code Entrance (Front Door)
- Motion Sensory Alarm with Chime (at all doors)
- Digital Video Recorder Hub 240GB
- 15 inch color, dual page, quad observation monitor (complete center monitoring system)
- 9 color, day/night, high resolution cameras (in every classroom)
- 1 color, vandal proof, dome camera (outdoor play-scape)

Using this technology, GDLC offers the Peek-a-Boo Program. This program allows participants to access live camera viewing of their child's classroom via the Internet. Please note that high-speed Internet access will give the member a better quality picture and real time images. Slower Internet connections (i.e. dial-up) may cause short pauses between frames.

### **Fire Safety**

Grammies Daycare and Learning Center practices safe and reliable methods for fire safety. Each classroom has two forms of evacuation to contend with any potential fire hazard. Should a fire transpire in the center, the smoke detectors are digitally equipped to immediately inform the emergency response units. In addition, the security doors automatically open to allow urgent evacuation of all that occupy the center. Carbon Monoxide detectors are also present in the center.

GDLC practices its procedures for fire evacuation and inclement weather hazards monthly to maintain center composure and to meet Texas Minimum Standards.

### Reporting Abuse and Neglect

Individuals working with children are mandated reporters and are required by law to report cases to the appropriate state authorities if they have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect. The appropriate child protective service agency will determine if the report of abuse or neglect is substantiated and to work with the family to ensure the child's needs are met. Grammies Daycare and Learning Center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect. Our concern is always the protection of the child. Important contact information is available in the section labeled "V. Parent-Facility Communication- The "Our World" Program" Subsection "D. Important Contacts."

### C. School Schedules

#### Hours of Operation:

7:00 am to 6:00 pm

#### Center Closures (Holiday) 2005-2006

Grammies Daycare and Learning Center will occasionally closed the center to observe holidays and vacations. You will be notified in writing of the specific dates of closure no less than one week before the scheduled date. Because it is a scheduled closure regular payment will be expected for those days. The holidays and vacations observed are listed below:

- New Years
- Martin Luther King Jr.
- Spring Break
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Winter Holiday

#### Teacher/Child Ratios

Age of the youngest child	Necessary number of care-givers	For Every Number of Children
0-11 months	1	4
12-17 months	1	5
18-23 months	1	9
2 years	1	11
3 years	1	15
4 years	1	18
5 years	1	22
6-8 years	1	26
9-12	1	26

### **Class Schedules:**

7:00-8:00	Arrival, Open Centers
8:00-8:30	Introduction, Circle Time
8:30-9:15	Curriculum Centers
9:15-9:30	Hygiene (Bathroom, Hand-Washing)
9:30-10:00	AM Snack
10:00-10:30	Open Centers
10:30-11:00	Curriculum Outside Time
11:00-11:15	Transition
11:15-11:30	Hygiene (Bathroom, Hand-Washing)
11:30-12:30	Lunch
12:30-1:00	Hygiene (Bathroom, Hand-Washing, Teeth-brushing)
1:00-3:00	Nap Time
3:00-3:30	PM Snack
3:30-3:45	Hygiene (Bathroom, Hand-Washing)
3:45-4:15	Open Centers
4:15-5:15	Open Outside time
5:15-6:00	Departure

Above, is a very general classroom schedule for Pre-school, Transition, and Toddler Rooms. Each room runs its own individual schedule, which is posted in the classroom. Each schedule incorporates a circle time, free-play time, naps and time set aside for personal hygiene. Outdoor play is given at different times for every classroom so that the children do not combine in the outside playground.

The infant room runs its curriculum between each child's individual feeding and napping schedule.

### **Arrangement for early/late arrivals/departures:**

Please be advised that early drop-offs before the center's hours of operation are not permitted. In addition, please drop-off your child according to your reserved hours as indicated on the Individual Schedule Form. If your child is picked up after scheduled time of departure, the Late Pick-up Policy will be executed. If you would like to request additional hours over your regular schedule, you may do so, so long as the classroom has available space to accommodate the change. You will be charged the additional hours of care based on the hourly rate of that classroom.

### **Daily Drop-offs and Pick-ups**

Grammies Daycare and Learning Center holds strict security for the reception and release of children in the center. When dropping off your child, you must sign in at the reception area and escort your child to his/her classroom. When the teacher records your child's attendance, then your child

is considered under our direct supervision. Equally, GDLC will not release the child from the center until he/she is in direct supervision of the parent/guardian or any person authorized for pick-up.

**After-school Program Drop-offs and Pick-ups**

All enrolled after-schoolers must follow the center’s Daily Drop-off and Pick-up policies. In addition we maintain a strict policy for the GDLC provided transportation of after-schoolers to and from their school. Once you are enrolled in the After-school Program, the procedure is as follows:

- Child must be dropped off at the center NO LATER than 7:00 am
- Child must be signed in and escorted to the Pre-school room

**Field Trips**

Grammies Daycare and Learning Center posts notices of field trips no less than 2 days in advance. In order for your child to participate there must be a signed permission slip from the parent granting the center permission to transport the child.

**Adult/Child Ratio: During Field Trips**

Age of the youngest child	Necessary number of care-givers	For Every Number of Children
0-23 months	1	1
2 years	1	2
3 years	1	6
4 years	1	8
5 years	1	10
6 and older	1	12

**Water Activities:**

Occasionally, GDLC will provide outdoor splashing/wading pool activities during the hot months. You will be given prior notification for any type of water activities and will be asked permission before your child participates. Ratios change for this type of activity and are as follows:

Age of youngest child	Teacher	Child(ren)
0-23 months	1	1
	2	4
2 years	1	2
	2	5
3 years	1	6
4 years	1	16
5 years	1	20
6-8 years	1	22
9+ years	1	25

### **Seat Belts and Car Seats:**

Grammies Daycare will secure each child in a child booster seat or seat belt as appropriate to child's age height and weight according to manufacturers instructions before starting the vehicle, and during all times the vehicle is in motion. All child passenger safety seats meet federal standards for crash-tested restraint systems as set by the National Highway Traffic Safety Administration and are properly secured in the vehicle according to manufacturer's instructions.

### **D. Meal and Snack Program**

Grammies Daycare and Learning Center offers a family style mealtime method. We provide breakfast, lunch, and an afternoon snack. All meals and snacks meet the following daily nutritional needs for children:

- Milk
- Meat/Meat Alternative
- Vegetables and Fruit
- Whole Grains

All foods served at the center exceed the nutritional value that is specified in the Texas Minimum Standards. Monthly menus will be posted on the family board in the center to notify you of what the center will be serving for that month.

### **Family Supplied Meals**

If you prefer to provide your child's meals and/snacks from home, you must include a statement that indicates that you choose to provide your own meals and snacks and that you understand that GDLC is not responsible for the food's nutritional value or meeting the child's daily nutritional needs. GDLC will provide adequate storage and service of the individual meals and snacks that you provide.

### **Special Diet Meals**

If your child requires a special diet and cannot eat the food supplied by GDLC, you must have a written approval from a physician or a registered licensed dietician specifying what is acceptable for your child to eat. This document will be on file, and given to your child's teacher to ensure the diet is followed.

### **E. Discipline Policies:**

The Texas Minimum Standards provide Grammies Daycare and Learning Center with the policies for Discipline and Guidance. GDLC Discipline and Guidance Policies will be individualized and consistent with each child; as well as appropriate to the child's level of understanding and directed toward teaching the child acceptable behavior and self-control. GDLC uses praise and encouragement of good behavior instead of focusing on punishment of unacceptable behavior. In addition, GDLC reminds children of behavior expectations daily by using clear positive statements and redirection. When

necessary GDLC uses 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 year of the child's age.

Grammies Daycare and Learning Center does not allow the following types of punishment:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, Shaking, or Biting a Child
- Hitting a Child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring remaining silent or inactive for inappropriately long periods of time for the child's age.

**III.**

**Health  
Requirements  
and  
Procedures**

## **A. Illness Policies**

It is common for babies to have 8-10 illnesses a year and preschoolers almost as many. Illness of children in child-care is a difficult and frustrating problem for faculty, families, and children. It is inconvenient for the family member who has to leave work or school and for faculty trying to care for a sick child without getting sick themselves. Everyone shares a concern for the child's well being, and it is easy to get frustrated under the circumstances. We are committed to developing policies that respect the needs of children, families and faculty.

Grammies Daycare and Learning Center understands the difficulty in unexpectedly having to leave work to care for your child. We therefore strongly recommend parents/guardians to find alternative arrangements for their sick child should an emergency occur. Not all illnesses require exclusion from the center, and Grammies Daycare and Learning Center is committed to distinguishing the difference to minimize inconvenience. Illnesses that require exclusion are, but not limited to the following:

- Illness that prevents the child from participating comfortably in program activities (includes outdoor time)
- Illness that results in a greater need for care than our facility can provide without compromising the health and safety of other children
- Fever (98.9° axillary, 99.9° orally, 100.9° aural), accompanied by other symptoms, i.e., lethargy, irritability, constant crying, difficulty breathing, diarrhea, vomiting
- Diarrhea- stool with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in diaper/underwear or toilet
- Vomiting- green or bloody, and/or two or more times during the previous 24 hours.
- Mouth soars associated with drooling
- Rash with fever or behavioral changes unless a physician has determined it is not a communicable disease
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge) until on antibiotics
- Impetigo until 24 hours after treatment
- Strep throat until 24 hours after treatment
- Head lice until after treatment and all nits are removed
- Scabies until 24 hours after treatment has begun
- Chicken pox, until all lesions have dried and crusted (usually six days)
- Pertussis (whooping cough) until five days of appropriate antibiotics
- Hepatitis A Virus until 1 week after onset illness after immune globulin has been administered

## **B. Return to Center Policies**

For your child's comfort along with the safety of those at the center, we request that sick children be picked up within 1.5 hours of notification.



Children cannot receive care at the center until 24 hours have passed without any symptoms. In the case of a suspected contagious disease or continuing symptoms, a doctor's note may be required before the child can return.

Children who have been excluded may return:

- When they are free of fever, vomiting, and diarrhea for a full 24 hours
- When they have been treated with an antibiotic for a full 24 hours
- When they are able to participate comfortably in all usual program activities including outdoor time.
- The child must be free of open, oozing skin conditions and drooling (not related to teething) unless...
  - A health care provider signs a note stating that the child's condition is not contagious, and
  - The involved areas can be covered by a bandage without seepage of drainage through the bandage.

If a child is excluded because of a reportable communicable disease, a doctor's note stating that the child is no longer contagious and may return is required.

### **C. Hearing and Vision Screening Requirements**

The Vision and Hearing Screening Program, Chapter 36 of the Health and Safety Code requires that all children enrolled for the first time in a Department of Family and Protective Services licensed child-care center and child-care home in Texas, or who meet certain grade criteria, must be screened or have a professional examination for possible vision and hearing problems. If the child is 4-years old by September 1<sup>st</sup> and not yet attending public school, then a hearing and vision screen is required. GDLC will occasionally offer opportunities for companies to provide the service within the daycare.

### **D. Administration of Medication Policies**

Grammies Daycare and Learning Center will administer medication to children only with a signed note from the child's physician and direct written permission from the parent/guardian. However, the parent/guardian may come to the center and administer the medication to the child as well. If you do not want the center to administer the medication to your child, we recommend that you check with your child's physician to see if the medication schedule can be arranged so that the administration of the medication can be given while the child is away from the center.

You will need to complete the Authorization for Administration of Medication form for any/all types of medicine to be administered. A designated faculty member shall administer medication. Each time medicine is given; it must be recorded on the Authorization for Administration of Medication form. All unused medicine will be returned to the parent/guardian.

### **Prescription Medications (e.g. Penicillin)**

Prescription medications require a note signed by the parent/guardian and a written order from the child's physician (this may include the label on the medication). The medication must have a current pharmacist's label that includes your child's name, dosage, current date, times to be administered, and the name and number of the physician.

All medication must be in the original container. (Many pharmacists will fill your prescription in two labeled bottles so that one can be left at the center.) You will need to complete the Authorization for Administration of Medication Form, specifying the dosage and time(s) to be administered for each medication. A medication spoon (for liquid medication) should be provided and have the child's name written on it. A new note is necessary each time a medication is prescribed.

### **Non-Prescription Medications (e.g. Tylenol)**

Non-prescription medications require a note signed by the parent/guardian (not to exceed a three-day period) on the day that the medication is to be given, specifying dose, time, and reason for administration. If the medication is not recommended for the age of the child and/or you are requesting that we administer a higher dosage than what is recommended, we will need a written order from the physician. Non-prescription medications exceeding a three-day period will require a written order from the child's physician, including the child's name, dosage, current date, times to be administered, duration of administration, and the name and number of the physician.

All medication must be in the original container (labeled with your child's name) with a legible manufacturer's label and a valid expiration date. You will need to complete the Authorization for Administration of Medication Form specifying the dosage and the time to be administered. A medication spoon (for liquid medication) should be provided and have the child's name written on it.

### **Non-prescription Topical Ointments (e.g. diaper cream, sunscreen)**

A note signed by the parent/guardian, specifying times and dosage to be administered is required. Duration of administration not to exceed 1 year for sunscreen and insect repellants; duration of administration not to exceed 90 days for all other non-prescription topical ointments.

NOTE: The center will not administer Acetaminophen or other fever reducing medicines so a child can remain at the center. Fever reducing medicines will be given at the parent/guardians request (with a signed note from the parent/guardian or physician as outlined above) while the child is awaiting the parent/guardian's arrival. The child cannot be readmitted to the center until s/he has been fever free for at least 24 hours with no other symptoms.

## **E. Reportable Communicable Diseases**

When Grammies Daycare and Learning Center is notified that a child enrolled in the center, or an employee has a suspected reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. Authorities may require further information, testing, or preventive measures.

Grammies Daycare and Learning Center will give serious consideration to all recommendations made by the public health agencies in order to ensure the health and safety of faculty members and the children and families we serve. We believe it is extremely important to notify families about exposure so their child(ren) can receive preventive treatment if available. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Diphtheria
- Haemophilus influenza (invasive)
- Measles (including suspect)
- Meningococcal infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella congenital and non-congenital (including suspect)
- Tetanus (including suspect)
- Any cluster/outbreak of illness

Please refer to the local Public Health Department for additional requirements or ask center management for a complete listing.

## **F. Infection Control**

All teachers are trained with regard to proper hygiene practices, which include hand-washing procedures, general infection control, safe food handling, and diapering and toileting procedures (procedures are posted in each classroom).

Grammies Daycare and Learning Center will ensure that certain equipment, items, and surfaces are sanitized using soap and water followed by disinfectant on a regular schedule. The disinfectant can be either a bleach solution or a commercial disinfectant registered by the EPA.

The following duties are performed on a regular basis:

- Cribs and infant toys are washed and sanitized with a bleach solution daily, or after they have been mouthed.
- Classroom furniture and equipment is washed and sanitized daily, or more often if needed.
- Crib sheets, crib blankets, and machine washable fabric toys are washed on a weekly basis or more often if needed.
- Blankets and washable toys that belong to children are sent home at the end of each week for washing.

- Diapering surfaces, mouthed toys or objects, bibs, thermometers, and mops used for cleaning bodily fluids are disinfected after each use.
- Toilets, toilet seats, flushing handles, containers/lids used to hold soiled papers, water tables and play equipment, play tables and smooth nonporous floors are cleaned daily or whenever there is visible contamination.

### **G. Injury Prevention**

Teachers in each classroom are responsible for daily safety inspection of their assigned area and equipment. Defective equipment will be removed or repaired as soon as possible to prevent injury. Small toy pieces or other objects that could pose a choking hazard to infants and toddlers will not be allowed in areas designated for children under age three. Please do not leave purses or briefcases in the reach of the children in the classroom.

Should your child sustain an injury (e.g., scraped knee), an accident/incident report will be completed describing the injury, first aid given, and action taken by the faculty member to prevent further injury. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately.

If your child sustains a severe injury, needing immediate medical attention, action will be taken to ensure the safety of the child. Center management or a faculty member will contact you as soon as possible and will continue to call you or your emergency contact until someone is reached. However, whether or not you are contacted, the child will still be taken to the hospital by ambulance in the event of a serious medical emergency.

### **H. Biting**

Biting is a normal stage of development. Children of all ages are known to use this response for many reasons, which include:

- Oral exploration
- Teething
- Hunger
- Fatigue
- Lack of awareness that biting hurts
- Frustration, anxiety, or stress
- Inability to express feelings or needs verbally
- Mimicking behavior
- Inexperienced peer interactions
- A way of showing affection
- Exploring cause and effect relationships
- Exploring holding on and letting go relationships
- Making an impact
- Impulsiveness and lack of self-control
- Excitement and over-stimulation

When a child is bitten, GDLC will immediately administer any medical treatment necessary for the child and ensure the safety of the other children. In respects to the child who bit, or focus will be to positively redirect that child and attempt to understand the trigger for the incident. Once this trigger is discovered, an effective technique will be developed to help control and modify this type of response to prevent further incidences. The child will not understand a delayed punishment at home.

Accident/Incident reports will be filed for both children involved. With the parent/teacher communication and management suggestions, a plan will be developed to help redirect this behavior. Constant communication and execution of collaborated behavioral plan is the key to correcting this.

#### **I. Explanation of Medical and Liability Insurance and Individual Accident Coverage**

Grammies Daycare and learning center will be providing liability insurance to all children enrolled at the center. During hours of operation, any injury or accident that occurs will be covered under the Grammies Daycare Liability Insurance. Any accident or injury occurring before or after the center's hours of operation will not be covered under the liability insurance. Children must be signed in by the parent/guardian and escorted to their classroom in order to be officially covered by the liability insurance.

**IV.**

**Child's  
Personal  
Items**

The following are suggested items to be kept at the center:

- Change of Clothes
  - Shirt, pants/shorts (weather appropriate clothing)
  - Underwear (particularly for those not toilet trained)
  - Socks
  - Change of Shoes (for outdoor safety)
- Toothbrush, Toothpaste, Comb/Brush
- Water bottle
- Tissue
- Naptime Comfort Item

Playground safety is a major concern in child-care. One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment and creates a hazard that might lead to strangulation or other serious harm. Parents should be aware of the potential strangulation hazards of drawstrings on clothing. Bibs will not be left on babies when they are placed in cribs or on any climbing structures or other equipment.

In order to prevent injuries from strangulation, children will not be permitted to wear any shirts, jackets, sweatshirts, jewelry, or article that is tied around the neck or waist at Grammie's Daycare and Learning Center. Please check your child's clothing carefully and remove all drawstrings.

**V.**

**Parent-Facility  
Communication  
The  
“Our World”  
Program**



Grammies Daycare wants to maintain an open line of communication between parents, teachers, and management. Because many of our parents are busy, hardworking, and time-limited individuals, we offer many ways to be involved with the center's activities. Some are but not limited to:

- Center's Open-Door Policy
- Daily Classroom Sheets
- Notice Boards (Posted in each room and one in the reception area)
- The [www.grammiesdaycare.com](http://www.grammiesdaycare.com) website (offers a discussion board)
- Parent/Teacher Conferences
- Center Curriculum Meetings
- Occasional Holiday Gatherings
- GDLC Functions
- Newsletters
- Announcements
- Parent Education Classes (when available)

#### **A. Open-Door Policy**

Grammies Daycare and Learning Center encourages parent involvement within the center's daily workings. Parents are free to come and visit the child-care center at any time during the hours of operation. There is no need for prior approval to observe your child, the child-care center's operation, or program activities. This type of involvement will not only help to maintain consistency for your child, but it will help create the family environment that is our center's goal.

#### **B. Description of Records Kept By the Facility**

Grammies Daycare and Learning Center is mandated by Texas Department of Family and Protective Services, Child-Care Licensing to maintain the following records for each child enrolled in the center:

- Child-care enrollment agreement
- Admission Information
- Statement of Child's Health from health care professional
- Immunization Records
- Tuberculin Testing Information (if applicable)
- Hearing and Vision Screening Results (if applicable)
- Licensing Incident/Illness Report Form
- Sign-In and Sign-Out Logs
- Daily Attendance Sheets

(These files are kept at the center for 3 months after dis-enrollment)

#### **C. Minimum Standards**

The Texas Department of Family and Protective Services provides a comprehensive consolidation of minimum standards for daycare centers. These standards are rules and regulations to ensure that child-care providers are focused on meeting the needs of children in care. This publication is available

for review to any parent for any reason, and is kept at the front reception area for easy access. Child Care Licensing monitors GDLC on the compliance with these standards. The results of these inspections are posted on the parent boards.

**D. Important Contacts:**

Please utilize these numbers to report what you feel necessary. These calls remain confidential through the Department of Family and Protective Services.

- Local Licensing Office: (915)834-5739
- PRS Child Abuse Hotline: 1-800-252-5400
- PRS website: [www.tx.abusehotline.org](http://www.tx.abusehotline.org)