



## **Christ United Methodist Church**

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### **Office Hours**

**Monday - Friday  
8:30 a.m. - 2:30 p.m.**

### **School Hours**

**Monday - Friday  
9:00 a.m. - 2:00 p.m.**

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## All About Us

### Mission Statement

Children's Discovery Center (CDC) provides a Christian environment where children can learn and play while growing physically, intellectually, emotionally, socially, and spiritually.

### Philosophy

As a ministry of Christ United Methodist Church (CUMC), CDC believes that each child is a child of God and should have every opportunity to develop physically, intellectually, emotionally, socially, and spiritually to his/her fullest potential. Our program provides learning experiences through hands-on activities with small groups of children of the same age. Emphasis is placed on the needs of the individual child to develop self-confidence and independence in successful learning opportunities. As we plan to meet the educational needs of the young children of our school, specific kinds of learning experiences will be provided to reflect an awareness and sensitivity to their learning style. Research has shown that the first five years are critical to a child's brain development. At CDC we make learning fun. Our goal for each child is to develop a healthy, positive feeling about himself/herself and develop a love for learning.

### Curriculum and Class Offerings

CDC has adopted Teaching Strategies *The Creative Curriculum*, which is widely regarded as a forward-thinking, comprehensive, rigorously researched approach that honors creativity and makes learning exciting and relevant for every child. Therefore, children have a great time and receive an education without even realizing it. The Creative Curriculum is based on guidelines from the National Association for the Education of Young Children and the Texas Essential Skills for Pre-K and Kindergarten. We use hands-on, age-appropriate activities with small groups of children the same age to give them the skills, knowledge and critical thinking foundation they need for life and school.

#### Transitional Ones, One-Year-Old and Two-Year-Old Programs

Transitional Ones are 8 months-15 months as of September 1<sup>st</sup> of the current school year. Our Transitional Ones class is made up of 8 children and 2 teachers. Parents can choose up to 3 days for their child to attend.

In the One-Year-Old class, parents can choose any number of days Monday through Friday 9:00-2:00 for their child to attend. Our Ones class is for children 16 months-23 months as of September 1<sup>st</sup> and is made up of 10 children and 2 teachers or 5 children and 1 teacher. Our Transitional Ones and One-Year-Old Programs emphasize:

- Building a nurturing and loving relationship with caregivers
- Gaining a sense of independence
- Separation from parents realizing the parent will come back
- Socialization – parallel play, taking turns, etc
- Gross Motor skills – walking, running, hopping
- Language development & vocabulary – through songs and fingerplays
- Learning about God's love

Two year olds (by September 1 of the school year) can attend any number of days Monday-Friday 9:00-2:00. Classes include 12 children and 2 teachers or 6 children and 1 teacher. Our Two-Year-Old Program emphasizes:

- Socialization – sharing, taking turns etc.
- Gaining a greater sense of independence
- Increasing language usage & vocabulary
- Recognizing their name in print
- Introducing the alphabet
- Counting skills
- Shapes and Colors
- Group games
- Fine Motor Manipulative Activities
- Learning about God's love

## Pre-Kindergarten and Transitional Kindergarten Programs

Pre-Kindergarten classes for three-year olds (by September 1 of the school year) are offered on Tuesday/Thursday, Monday/Wednesday/Friday or Monday-Friday from 9:00-2:00. Class ratios are 7 children to 1 teacher or 14 children to 2 teachers. Our Pre-K Threes Program emphasizes:

- Gaining a sense of independence, responsibility and self-reliance
- Cooperation and respect for others
- Using words to express feelings rather than actions
- Listening and following directions
- Communicating needs
- Fine motor activities such as cutting and holding a pencil correctly
- Introducing the alphabet and beginning sounds
- Increasing language usage and vocabulary
- Recognize and print their name
- Understanding beginning math concept such as recognizing numbers, one-to-one correspondence, sorting and classifying
- Learning about God's love

Pre-Kindergarten classes for four-year olds (by September 1 of the school year) are offered on Tuesday/Thursday, Monday/Wednesday/Friday, Monday-Thursday or Monday-Friday 9:00-2:00. Classes include 15 children and 2 teachers or 8 children and 1 teacher. Transitional Kindergarten classes are offered Monday-Friday 9:00-2:00. Our Pre-K Fours and Transitional Kindergarten Programs emphasize:

- Gaining a sense of independence, responsibility and self-reliance
- Cooperation and respect for others
- Learning about school protocol – waiting their turn, walking in a line, routine, etc.
- Participation in group activities
- Listening and following directions/classroom rules
- Pre-reading skills – Letters & sounds, beginning and ending sounds, rhyming words, recognizing and reading environmental print etc.
- Reading readiness – print carries a message, print runs from top to bottom, left to right etc.
- Writing letters and numbers
- Beginning math, science and history
- Learning about God's love

## Enrichment Activities

*Computer Lab* - Pre K Threes, Fours, and Transitional Kindergarten students will have the opportunity to use the CUMC computer lab once a week. They will learn basic keyboarding and mouse skills through the use of age-appropriate software.

*Music and Movement* - A music and body rhythmic program will be part of the schedule for all age groups. This program is designed to give the children the opportunity to experience music through song and musical instruments. The children also spend a large part of this time engaged in activities that promote large muscle development. The children should wear tennis shoes (no boots or sandals) and comfortable clothes for moving on the floor.

*Chapel* – Twos, Pre-K Threes, Fours, and Transitional Kindergarten children will attend Chapel once a month where they will hear about God's love.

*Spanish* – Pre-K Fours and Transitional Kindergarten children are introduced to the Spanish language. Children will have fun learning greetings, numbers 1-10, colors, parts of the body, songs, and finger plays.

## State Licensing

CDC is licensed by the Texas Department of Family and Protective Services. As such, it meets and follows the regulations established by the state of Texas for early childhood settings. The Minimum Standards for Child-Care Centers are available in the CDC office along with a copy of CDC's most recent Licensing Inspection Report.

Parents may contact the local licensing office at:

TDFPS Office

550 E. 15<sup>th</sup> Street, Suite 120, Plano, TX 75074; 1-800-582-6036; [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

## Board

CDC is a mission of CUMC and as such is governed by a Board composed of the following:

- CDC Director
- CUMC Minister
- Representatives from CDC teachers, parents and various CUMC administrative committees

The CDC Board meets regularly to review and evaluate programming and policies and to strategically vision for the future of the program. It serves in an advisory fashion to the Director and does not handle confidential matters involving CDC families or personnel.

## Our Staff

The staff of CDC is a very special group of teachers supported in their ministry to children and to families by the CUMC staff and congregation. Our staff is trained and experienced in working with young children and understands the importance of early experiences. They are expected to exhibit a quality of tenderness in dealing with each child and be able and willing to communicate their love for God and reverence for life.

All staff members are required to complete a minimum of 24 hours of training every year in the areas of child growth and development, guidance and discipline, age-appropriate curriculum and teacher-child interactions. In addition, they must be certified in first aid and CPR.

All staff members go through a criminal history background check as well as a FBI fingerprint check.

## School Calendar

The CDC school year is from September until May and closely follows the PISD school calendar. A complete school calendar will be issued at parent orientation and can also be found at [www.cumc.com/cdc](http://www.cumc.com/cdc).

## School Closings

CDC will observe the same emergency school closings as the Plano ISD due to inclement weather or other regional emergencies. *If Plano ISD elects to begin school late due to severe weather and driving conditions, CDC will remain closed for the entire school day. If Plano ISD announces an early release due to severe weather, CDC will remain open until our regular dismissal time of 2 pm.* CDC is unable to offer refunds or make up days for school closings.

PISD closings are announced on [www.pisd.edu](http://www.pisd.edu), local network TV stations (ABC, NBC, CBS) and radio stations including KRLD and KVIL beginning at 6:00 a.m. Please keep informed through the media in event of bad weather.

## Administrative Policies and Procedures

### Enrollment

CDC does not discriminate in enrollment on the basis of race, color, or national origin. Children with special needs will be accepted on the approval of the teacher and Director.

Children currently enrolled in CDC are guaranteed a place for the next year as long as enrollment form is complete and turned-in with the non-refundable/non-transferable registration fee by the registration deadline; however, we cannot guarantee first choice of days. The following priorities will be used to fill classes:

1. Children of CUMC staff members
2. Children of CUMC members currently enrolled in CDC
3. Children of non-CUMC members currently enrolled in CDC
4. Siblings of CUMC members currently enrolled in CDC
5. Children of CUMC members not currently enrolled in CDC and siblings of non-CUMC members currently enrolled in CDC
6. Community

Once classes are filled, a child's name will be placed on a waiting list. As vacancies occur during the year, they are filled from the waiting list. Waiting lists are only good for one school year and are not carried over to the next school year.

### Class Placement

Children are placed in classes according to date of birth and gender. Children are not moved into another room when they have a birthday. The group "ages" together through the school year. Children are assigned to new classes each school year. Parents of a child with special needs should discuss these needs with the Director at the time of enrollment in order to insure the success of the placement of the child.

### Forms

To comply with the licensing requirements of the Texas Department of Family & Protective Services, the following forms must be on file in the CDC office within one week of the first day your child attends school:

- Enrollment Form
- Health Statement signed by Physician
- Immunization record
- Student Information Form and Enrollment Agreement
- Discipline and Guidance Policy Acknowledgement

Notify the CDC office immediately of change of address, phone, and email address or any other changes that should be made on your child's records.

### Emergency Numbers

Parents are responsible for keeping current the emergency numbers on file at school. Forms for updating emergency contacts, home address and phone numbers – home, work, and cell for both Mom and Dad – are located in the CDC office. In the event of an emergency, Mom or Dad will be contacted immediately.

### Deferred Immunizations

*Medical Contraindications* - An affidavit or certificate signed by a licensed physician stating the required immunization would be injurious to the health and well being of the student or a member of his/her household. Medical contraindications have a one-year limit unless the physician specifies a lifetime condition.

*Religious Exemption* - A notarized affidavit signed by parent or guardian stating religious conflicts or reasons of conscience. This exemption does not apply in times of emergency or declared epidemic.

## **Vision and Hearing Screening**

The State of Texas requires that all children four years and older on September 1 of the current school year must be screened for possible vision and hearing problems within 120 days of admission. This screening must be completed by a licensed professional.

## **Confidentiality of Records**

Children's records are open only to the child's teachers, the Director, an authorized employee of the licensing agency, and the child's parent or legal guardian.

## **Registration and Supply Fees**

For a child to be enrolled in CDC, a non-refundable/non-transferable registration fee must accompany the completed registration form. Registration fees cover major equipment purchases and administrative costs. As a non-profit, monthly tuitions are used to meet staff salaries and ongoing fixed expenses for program operations.

A supply fee will be included with your September tuition statement. It is used to cover the initial purchase of supplies for the year.

## **Tuition**

CDC is a non-profit organization. Tuition is figured as an annual fee and is based on one school year's budget requirements, which includes building usage, salaries, and supplies.

Annual tuition is divided evenly into nine installments with the first payment due September 1. Additional payments will be due in the CDC office on the first of the month through May. Tuition checks should be made payable to "CDC" and be brought to the office or mailed to Children's Discovery Center, 3101 Coit Road, Plano, TX 75075. Families can choose to enroll in Auto-Draft to automatically pay tuition from a personal banking account on the 1st of each month.

## **Additional Fees**

A \$20.00 per child late fee will be assessed automatically if a tuition payment has not been received by the 5<sup>th</sup> of the month. In order to avoid the late fee, payment is due on the last day school is in session before the 5<sup>th</sup>. Additional fees will be assessed every 5 days after the 5<sup>th</sup> if tuition remains unpaid. If there is a reason you cannot pay your child's tuition by the 5<sup>th</sup>, please contact the director. If a family's account is not current on the last day of the month, the family will have a 10 day grace period to make payment arrangements with the director, or to withdraw from the program.

A \$40.00 returned check fee will be charged for all returned checks. If you have two (2) checks returned, you will be required to pay by cash or money order.

There will be a late charge of \$5.00 up to the first five minutes past dismissal time, and \$2.00 for each additional minute a parent is late after the first five minutes.

## **Refunds/Make-up Days**

No refunds will be made for days missed or if the school is closed due to illness or unforeseen circumstances such as bad weather, pandemic or building maintenance problems.

## **Withdrawal**

If it becomes necessary to withdraw a child during the school year, the Director of the program must be informed in writing at least two weeks before the date of withdrawal. A final tuition statement will be prepared at time of notice. If it becomes necessary to withdraw your child after August 15, and the first month's tuition has been paid, fifty percent (50%) of tuition will be refunded.

## Health and Safety

### Illness Policy

<b>A child will not be allowed to attend class or parents will be called and asked to come get their child if any of the following conditions are present:</b>	<b>Guidelines for returning a child to school:</b>
I. If a child has a temperature of 100 F.	I. A child must be free from fever for 24 HOURS.
II. Has a rash of unknown origin.	II. Child must have a release from a doctor or the rash must be gone.
III. Has one or more of the following:	
A. Chicken Pox - slight fever; fine blisters on scalp, face or body.	A. Sores dry up or crust; no new blisters appear.
B. Pink Eye - Red eyes; discharge from eyes; crusted eyelids.	B. Redness or discharge disappears.
C. Streptococcal Infection - Fever; sore throat.	C. 24 hours after antibiotic treatment is begun.
D. Diarrhea - Two or more watery bowel movements.	D. Symptoms are gone for 24 hours.
E. Vomiting	E. Symptoms are gone for 24 hours.
F. Impetigo - Small blisters that become crusted and contain pus.	F. After medicine is applied and sores are covered.
G. Body Lice - Little bugs on body; itchy scalp.	G. After treatment and when no bugs/eggs remain.
H. Ring Worm - Itchy, scaly patches on scalp or body.	H. After medicine is applied and sores are covered.
I. Pin Worms - Itchy rectum; small white, wiggling threads on rectum/stools.	I. The day after treatment is applied and sores are covered.
J. Hand, Foot, Mouth Disease	J. Child must be free from fever for 24 HOURS.
K. Any other infectious diseases	K. Child has been released by the doctor.
IV. Permission of the Director if your child is under the care of a physician for any other medical conditions or illness.	IV. Permission of the Director.
V. The teacher can send a child home if BEHAVIOR indicates the child does not feel well enough to participate comfortably in the usual activities of the classroom.	

Please notify the school when your child is sick. Families will be notified when there is a contagious disease reported in their child's class.

### Tuberculin Testing Requirements

Documentation of a TB screening of children is not required.



## **Employee Immunization and Health Requirements**

Children's Discovery Center encourages and will pay for all staff and teachers to get annual flu shots. CDC also encourages and will pay for teachers working in high risk areas, which includes working with children under 18 months, to get HepA and Pertussis immunizations.

All teachers and staff fill out an annual health questionnaire which documents whether or not they are current on all required immunizations. If an employee is not current on all required immunizations, they will receive the needed vaccine or submit a signed statement explaining their exemption from the vaccination. An exemption can be because of a medical condition or reason of conscience, including a religious belief.

In an effort to protect children from exposure to disease all employees, including those claiming exemption, must follow Children's Discovery Center's policies and procedures for hand washing, diapering and toileting, as well as, the illness policy and must be excluded from direct care when showing signs of illness. If an employee doesn't present required information, they will be given a specific, reasonable time frame to comply. Failure to comply by the specified date is grounds for termination.

## **Medication**

CDC will provide specialized medical assistance as recommended or ordered by a health-care professional. Medication will be administered if failure to medicate might result in the onset of a life threatening reaction and that time could be a critical factor. This must be approved by the Director. Parents must provide an authorization for medication form to be renewed every six months. Medication must be in original container labeled with child's full name and date. Medication may not be placed in a child's tote bag, lunch or juice.

## **Medical Emergencies**

If a child receives an injury at school, an accident/incident report is completed, noting the type of injury received, first aid procedures administered, and the name of the person who administered the aid. Severe injuries will be treated by Emergency Medical Technicians through the local authorities. Anytime an injury that occurs at school requires medical treatment, the CDC will submit a self report to the Texas Department of Family and Protective Services. The CDC is not responsible for costs incurred as a result of medical and/or dental emergencies.

## **Arrival and Departure of Children**

The Children's Ministries Department of CUMC and CDC provide wonderful opportunities for your children in a loving and safe environment. We take our responsibility for the safety of your children very seriously when they are in our care, just as we know you do when you are dropping off and picking up your children from the various activities they are involved in at CUMC and CDC. We ask you as parents to help us in ensuring the safety of our children by adhering to the following:

- Assist your child(ren) while walking up/down the stairs.
- Always ride the elevator with your child(ren).
- Accompany your child(ren) when exiting the building and crossing the parking lot.
- Never leave your child unattended in a car for any reason.
- Remind your child(ren) the church is a holy place and should be treated with reverence and respect.

*Arrival* - Teachers will be in the classrooms and ready to receive children by 8:55 a.m. Parents and children will be greeted at the door until 9:15 a.m. We ask that parents say their quick good-byes at the classroom door. Children are not allowed to walk into the building alone. The state of Texas requires all children be signed in and out each day by a parent or another designated adult.

*Tardiness* - Teachers begin their school day promptly in order to maximize the instructional time. When a child arrives late, it disrupts his/her learning and the learning of others. Parents are asked to bring their child to the CDC office if they arrive after 9:15 a.m. The child must be signed in by an adult indicating time of arrival. One of

the administrative staff will take the child to the classroom and help them get settled into the ongoing activity or circle.

*Dismissal* - Please wait outside the classroom for the teacher to dismiss your child at the end of the school day. If you plan to pick your child up early, please let the teachers know so they can have everything ready. Upon your arrival to pick up your child early, please come to the office.

### **Dismissal to Another Person**

In accordance with state law, we must have on file the names of the persons to whom your child may be released when you are not able to pick them up from CDC. Please inform the teachers in writing when there is a change in your pick-up schedule. A child will not be released to any person other than the child's parents or legal guardians and those listed on the form on file.

We must have a note if your child will be going home with a friend. If a child is to be released to a person not known to the staff, the parent must provide in writing the person's name, driver's license number, or DPS identification number. This information will be recorded at the time of pick up and kept confidential.

### **Parking**

Please remember to drive safely in and out of the parking lot. Do not exceed 5 mph. Please do not block the drive-thru. Remove all valuables from your car and always lock your doors.

Cross the parking lot with your child cautiously. Please keep carpools small enough to control the children to and from the building. The parking lot can be very dangerous if special care while walking and driving is not observed. All safety precautions must be taken.

Backing out of the parking spaces can be difficult. The safety of your children is at stake. Please take extra care and be courteous to every driver.

### **Special Needs**

Should a child require special attention beyond the ability of the classroom teachers, it is the responsibility of the parents to:

- Document concern of any special needs a child may have. This documentation may come from the child's doctors, therapist, or other professional that is working with the child. It must include a statement that CDC would be an appropriate and safe placement for the child.
- Retain an extra adult beyond the classroom teachers if it is determined that the child requires one-on-one attention.
- Provide any special training needed by the classroom teachers to help them understand and work with the child.
- Provide any therapy or specialized training the child may require.

### **Allergies**

Parents must notify the school office and the classroom teachers of all food and environmental allergies. If special provisions must be made to accommodate a child's allergy, parents will need to provide a report from the child's doctor describing the nature of the potential reaction and the necessary emergency response. Emergency plans for these children will be put in place.

### **Peanut/Tree Nut Policy**

Many children today have life-threatening peanut and tree nut allergies. These children may not eat or touch anything containing peanuts or tree nuts. They are at high risk for an immediate life-threatening anaphylactic reaction if an exposure occurs.

All snacks purchased and served by CDC will be free of peanuts and tree nuts and will have been prepared in a facility that does not process peanut or tree nut products according to the information on the packaging of the product.

CDC is not a peanut-free environment. However, any classroom with a child having a peanut/tree nut allergy will be considered a peanut/tree nut free classroom during CDC hours. Children in nut-free classrooms will not be allowed to bring any item containing any peanut/tree nut products, including peanut and nut butters, oils, extracts, flours, or items that may have been produced in a facility that processes products with peanuts or tree nuts. Here are some ideas of foods allowed in a nut-free classroom: Fresh fruits, cheese, vegetables, raisins and other dried fruit, pudding cups, applesauce, fruit snacks, lunch meat.

### **Snacks**

CDC provides snacks for the children each morning and will include at least one of the following:

1. One serving from fruit and vegetable group
2. One serving from the milk group
3. One serving from the grain group or
4. One serving from the meat or meat alternative group

Parents are asked to provide breakfast for their child before bringing them to school.

### **Lunch**

Lunch for all children is provided by the parents. Milk will be provided for one-year-olds only. Children in one-year-old classes eat lunch in high chairs. Parents must provide a drink in their child's lunch in the two-year-old and up classrooms. We recommend that each child's lunch include at least one serving of each of the following major food groups:

1. Milk: milk, cheese, yogurt
2. Vegetable/Fruit:  $\frac{1}{4}$  cup of each
3. Protein: meat, eggs, beans
4. Grain: enriched bread, whole grain crackers

The CDC office will provide a list of healthy lunch and snack suggestions upon request.

### **Breastfeeding**

The CDC supports breastfeeding by providing a comfortable place for breastfeeding mothers. For more information, please contact the CDC office.

### **Rest Time**

Licensing requires all children to have a short rest time after lunch. Children are expected to rest quietly so as not to disturb others. Parents will need to provide a rest mat or towel for their child to use at rest time. Children in the youngest one-year-old class rest in cribs and will need a light blanket for cover. Your one-or-two-year-old child may bring a special toy, pillow, or pacifier to comfort him/her at rest time.

### **Field Trips**

CDC will plan on-site field trips for all ages. Off-site field trips may be planned for the Transitional Kindergarten classes and we will require the child's parent's written authorization in order to participate. The school will ensure the safety of all children on field trips or excursions and during any transportation provided by the preschool.

The school will notify the parents of each child who will be on the field trip, indicating when and where the child will be going; and when the child is expected to return to the child-care center. The notice must be posted at least 48

hours in advance of a field trip. The school will post the field trip notice in a prominent place where parents and others may view it. The notice will remain posted until all children on the field trip have returned to CDC.

One or more teacher or staff member will carry emergency medical consent forms and emergency contact information for each child on the field trip. Teachers will have written list of all children on the field trip and must check the list frequently to account for the presence of all children. Teachers must have first-aid kit immediately available on field trips. Each child must wear a nametag listing the name and telephone number of the school. Each teacher and staff member must be easily identifiable wearing a CDC t-shirt. Each caregiver supervising children in a field trip will have a cell phone for emergencies.

All teachers supervising on the field trip will have current training in CPR and first aid. All drivers on the field trip must be approved according to CUMC's transportation policy and have current state required transportation training.

### **Outdoor and Rainy Day Play**

Outdoor time is an integral part of the day at CDC. Children spend 20-30 minutes outside, weather permitting. Children not well enough to go outdoors are probably not well enough to be in school. Children should dress appropriately for the weather. Please label all coats, hats, and mittens.

On days when children cannot go outside due to weather, opportunities for large motor activities and/or walks within the building will be provided.

Water activities may be available on the playground when weather permits. This may include use of wading pools, water tables and water hoses. Parents will be notified if special clothing or extra clothes are needed for water play.

### **Toilet Training**

The CDC staff is here to help your child become toilet trained, but it is important to remember that both teachers are needed in the classroom to safely facilitate and supervise the learning activities of the children.

A child is considered completely toilet trained (urination and bowel movements) when he/she...

- Is able to anticipate the urge to use the toilet.
  - Communicate that need to their teachers.
  - Control the urge and get to the toilet on time.
  - Pull down his/her pants.
  - Use the toilet.
  - Pull up his/her pants.
  - Wash up after him/herself.
1. All children entering four-year-old or Transitional Kindergarten classes must be completely toilet trained with both urination and bowel movements.
  2. Children entering the Pre K three-year-old class are expected to be toilet trained. If they are not completely toilet trained, they must be *diligently working on* toilet training and almost trained with both urination and bowel movements and are expected to be completely toilet trained by January 1 of the current school year.
  3. Children in the Pre K three-year-old class who have three or more accidents in a two-week period will be required to wear pullups until the child can be accident free.
  4. Children must be willing to go to the bathroom and try to potty when asked by their teacher. Children who are in the process of training will be taken to the bathroom by a staff member frequently (every 1 to 1 1/2 hours).
  5. Children must wear pull-up or protective pants until they have been consistent at school for two weeks with no accidents.

6. Once a child is potty trained and wearing underwear to school, if they have an accident, they will be changed and put back in underwear. If they have a second accident that same day, they will be changed and put in pullups.
7. After two accidents in a two-week period, parents will be contacted by the Director to discuss their child's toilet training process and may be asked to put their child back in protective pants.

### **Preventing and Responding to Suspected Child Abuse**

As child care professionals, the staff of CDC is required by law to report any suspected abuse or neglect of a child to the Texas Department of Family & Protective Services and to a law enforcement agency. Failure to report suspected physical or mental abuse or neglect of a child is a crime punishable by fine and/or imprisonment. There is a 48 hour reporting requirement for professionals. Our staff is required to obtain at least 1 hour of training on prevention, recognition and reporting of child abuse and neglect each year. Immunity from civil or criminal liability is guaranteed if the report is made in good faith and without malice. Reports of child abuse or neglect are confidential.

A copy of CDC's Child Abuse Policy, which outlines ways to prevent, recognize and report child abuse and neglect, is available for parents in the CDC office. For more information or to make a confidential report call 1-800-252-5400 or go to <http://www.txabusehotline.org/Login/Default.aspx> .

### **Emergency Procedures**

In an emergency, CDC's first responsibility is the safety of the children. They will be moved to a designated safe area where CDC staff members will supervise them until parents can be notified.

In order to assure that CDC is a safe place for all children, we have adopted the following policies & procedures:

1. Staff members are responsible for the children in their care at all times.
2. Security doors will remain locked during the school day 9:15-1:45. Anyone who arrives during this time must use the intercom and enter through the doors closest to the CDC office.
3. Each classroom is equipped with a battery operated flashlight. An attendance list is posted close to the door and should be taken by a staff member when evacuating the children.
4. An emergency evacuation plan for fire and severe weather is posted in each classroom.
5. CDC has a fire drill every month, and a severe weather drill every three months. Each drill is documented in the CDC office.
6. In the case of emergency evacuations due to a chemical spill, fumes, gas leak, fire etc., CDC will follow the directions of the Plano Fire and/or Police Dept. in the evacuation of the children from the area. Parents will then be contacted.
7. A copy of each family's data sheet with emergency contact numbers and class lists are kept in the CDC office in a special file. It is the responsibility of the CDC office staff to take this file in the case of an evacuation. Parents will be notified as soon as possible once all children are evacuated and safe.
8. In the event of an assault on CUMC/CDC property, the CDC staff will instigate lock-down procedures until it is safe to remove the children from the building.
9. It will be the responsibility of the Director, Assistant Director, and office staff to help supervise the children throughout the evacuation process. The Assistant Director and office staff person will go to the evacuation site with the children. The Director will be responsible for calling for emergency fire or police help, securing the building and making a final check to see that everyone is out of the building. It will be the Director's responsibility to secure the building if necessary.
10. In the case of an emergency, the Director of CDC will be responsible for the safety of the children and staff and for contacting the parents. It will be the responsibility of CUMC 's Director of Communications or a Ministerial staff representative to talk to the press and to give any public statements.

All children will be transported to the emergency evacuation site in the safest mode possible. CDC will follow the direction of the Plano Police and/or Fire Department. An Emergency Preparedness Manual is located in the CDC office.

### **Drug Free/Gang Free Zone**

CDC is a Drug Free/Gang Free zone. Under the Texas Penal Code, criminal offenses related to organized criminal activity or the use of illegal drugs are subject to harsher than usual penalties if they occur within 1000 feet of our facility.

## Discipline and Guidance Policies

### Discipline

Children's Discovery Center follows the discipline and guidance policies of the State of Texas. The discipline used in guiding a child must be:

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

In order to nurture the healthy growth and development of each child, our teachers and caregivers may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time from the group, when appropriate for the child's age and development. This is not a punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide for him or herself when he/she is ready to rejoin the group with appropriate behavior
5. Conflict resolution steps and techniques appropriate for child's age that encourage understanding and expressing feelings.

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

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

### Behavior Concerns

For children with persistent, serious, and/or challenging behavior, teachers, families, and other professionals will meet to develop and implement an individualized plan that supports the child's inclusion and success. The following steps should be taken if a teacher, family member, or administrator notices a behavior of concern:

1. The teacher(s) will document concerning behavior and communicate with the director.
2. The director or assistant director will observe the child and confer with the teacher about how to address the issues.
3. If necessary, the director will schedule a conference with the child's parents and teachers.
4. A written plan to address and resolve the concerns will be developed. It will be developed with the input of the teachers, the Director, and the parents. It should include specific goals, recommendations for resolving any concerns and a timeline for follow up.
5. If necessary, the director will refer the family to outside resources who can provide assistance.

*Dismissal from Program* - If it is determined, after thorough evaluation, that the placement of a child would not be in the best interest of the child, the other children in the program, or the staff of CDC, the parents will be informed that the school can no longer accommodate their child.

## **Biting**

Biting is a common problem in children 12-36-months old. When biting occurs a child gets hurt, parents get upset, and caregivers often feel shocked and helpless. Biting after age three may indicate other problems.

### What We Do

1. Immediately make it clear that the behavior is unacceptable. "No, biting is not OK."
2. Attend to the biting victim, offering comfort and first aid as necessary, trying to involve the biter.
3. Acknowledge the biter's emotions without condoning the actions. "I know you're frustrated, but I can't let you bite your friends. It hurts them."
4. Remove biter from group only when child has lost control and is no longer safe around other children.
5. Document: Who, when, where, what were they doing? Look for a pattern. Is there a particular victim? Did the biter get a strong reaction?
6. Notify parent of biter and victim. We will keep the name of the biter confidential.
7. For repeat biters, administrators, teachers and parents will meet and develop an individualized plan that may require the child to be picked up from school after subsequent occurrences.

### Why Children Bite

- Lack of communication skills
- Frustration
- Teething
- Sensory exploration
- Cause and effect
- Attention
- Over stimulation
- Show of affection – trying to give kisses

### Methods of Prevention

- Provide duplicate toys to reduce conflict.
- Stay close to a child known to bite and redirect to a soothing activity.
- Verbalize children's feelings and concerns before they lose control. Children understand language before they learn to use it. Giving words to feelings helps make them bearable.
- Focus on and reinforce positive behavior.
- Move child out of reach of other children before bit occurs.

### Tending to the Bite

- Wash the wound with soap and water.
- Ice can be applied to reduce bruising.
- Apply a sterile dressing if needed.
- Notify parent.

## **Bullying**

Bullying among children is understood as repeated, negative acts committed by one or more children against another. CDC has a zero tolerance attitude to bullying. All staff has a responsibility for dealing with this problem.

In the first instance, we will follow the Discipline policy and procedure. When behavior is unacceptable and recurring, CDC will work in partnership with the parent and the child concerned to work out a suitable strategy for management.

1. The parent and supervisors will initially discuss the areas of concern and try to discover a possible cause.
2. The parent will be reassured that it is the behavior and not the child that is inappropriate and unacceptable.
3. A plan will be developed between parent and supervisor to work together in the home and at preschool, which will be reviewed on a regular basis – timings to be mutually agreed.



## Communication

### Communication with Parents

CDC promotes an open-door policy. Parents should feel free to contact the director at any time with questions or concerns. Kim Hill, CUMC Director of Operations is the directors immediate supervisor and can be contacted at [kim@cumc.com](mailto:kim@cumc.com) or 972-596-4303.

Parents may arrange for a conference with their child's teacher. For the safety of the children, teachers will not be able to conference at the door during the arrival and departure. Parents may write a note to the teacher or contact the CDC office in order to let the teachers know that they desire a phone call. Please do not leave important notes, paperwork, and checks in your child's tote bag. These can easily get lost.

Parents will be informed of classroom activities through email, notes, newsletters, and calendars from each classroom teacher. It is important that you check your child's bag daily and read all notices that are sent home. Information, including any policy changes, from the CDC office will come thru email.

### Orientation and Meet the Teacher

Orientation is held for parents before school begins. At orientation, parents will have an opportunity to meet the Director and teachers, to visit their child's classroom, and to ask any questions they might have.

Meet the Teacher will be held before school begins for the children and parents to visit the classroom together. This will give your child the opportunity to meet his/her teachers and the other children in his/her class.

### Progress Reports and Child Portfolios

Progress reports are a way for teachers to summarize and communicate about a child's development and are shared with parents twice a year. Child Portfolios are an ongoing collection of a child's work and documented observations from the teachers. Parents may review their child's portfolio during the school year upon request and during parent conferences. Portfolios are sent home at the end of the school year.

### Parent Conferences for Pre-K Threes, Pre-K Fours, and Transitional Kindergarten

Conferences with the teachers for parents of children in the Pre-K Threes, Pre-K Fours, and Transitional Kindergarten classes are held in the Spring. Families and teachers are encouraged to schedule a conference anytime there is a concern about a child's development, behavior or experiences at preschool.

### Parent Conferences for One-Year-Olds and Two-Year-Olds

The teachers of our One-Year-Old and Two-Year-Old classes will make personal phone calls to parents in the spring. Families and teachers are encouraged to schedule a conference anytime there is a concern about a child's development, behavior or experiences at preschool.

### Parent Involvement

CDC has many opportunities to help organize projects and activities during the school year. It is a great way to be involved in your child's school and also a wonderful opportunity to meet other parents.

*Fundraisers* - CDC sponsors several fundraisers during the year. Funds raised are used for special purchases and large equipment. CDC is a non-profit organization, and tuition and registration fees do not always cover these items. If you are interested in getting involved with our school events, please contact the CDC office.

*Classroom Visitation* - Parents of three-and-four-year-old students and Transitional Kindergarten students are frequently asked to help in the classroom with special projects and holiday celebrations.

Parents are welcome to visit the school at any time. During the first month of school, the teachers are busy establishing their classroom routines. We ask that the parents wait until after this initial period of adjustment before visiting in the classroom. Each classroom has a different schedule, so please make arrangements with your child's teacher.

# Classroom Policies

## Birthday Celebrations

Birthday celebrations will be simple but meaningful for the child. Your child may want to share special cookies or treats with his/her class on that day. Please check with the teachers to make sure a special snack has not already been planned for that day and to become aware of any special allergies in the classroom. No favors, cupcakes, or candy, please.

We ask that party invitations are not brought to school. Class lists, which include addresses, are available in the office.

## Animals and Classroom Pets

Animals are allowed in the CDC with director approval. Classroom pets must appear to be in good health. Pets or visiting animals must have documentation from a veterinarian or an animal shelter to show that they are fully immunized (if necessary) and that the animal is suitable for contact with children. Teaching staff supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. Program staff will make sure that children who are allergic to a type of animal are not exposed to that animal. Children may not handle chickens, ducks, reptiles, snakes, turtles, lizards, iguanas, amphibians.

## What to Wear

Please send your child in washable play clothes that may get dirty, as this will allow more freedom for his/her busy morning at school. Long dresses and patent shoes or sandals can be dangerous when your child is running and climbing. Please save these items to wear outside of school. We do go outside in cold weather, so please dress your child accordingly. All coats, sweaters, hats, mittens, etc. must be clearly marked with your child's name. The teachers will be working with the children to teach them to put on their coat and shoes by themselves. We hope that you will follow through by encouraging your child to do the same at home.

Tennis shoes/sneakers must be worn by all children and are required when using the Christian Life Center gym and much safer when your child is running and climbing outside, participating in music and movement, and moving around the building from activity to activity. Boots, flip flops, crocs, and sandals are discouraged.

All children should have a change of clothing, including diapers/underwear and socks placed in a ziplock bag and left in his/her tote bag for emergencies and accidents.

For those children in diapers, please dress them in pants with snaps or outfits that are easy to pull off. A child in training pants will be more successful if he/she is dressed in clothing that can be pulled down without help.

## What to Bring to School

- School bag big enough to hold art work –Tote bags are preferred for younger age groups
- Lunch
- Light blanket (for crib) – Younger Ones only
- Nap mat – Older Ones, Twos, and Pre K Threes
- Towel – Pre K Fours and Transitional Kindergarten
- Change of clothes – appropriate for the season and labeled with the child's name
- Diapers for children not yet potty trained.

## What Not To Bring To School

- Toys (unless requested by the teacher for a special activity)
- Toy or real weapons
- Money
- Medicine (including lip balm, lotion, vitamins, etc.)