



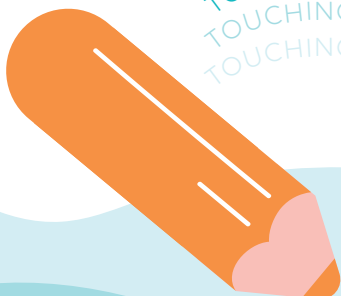
**green acres**  
**EEC** EARLY EDUCATION  
CENTER

# PARENT HANDBOOK

TOUCHING LIVES - LAYING FOUNDATIONS  
TOUCHING LIVES - LAYING FOUNDATIONS  
TOUCHING LIVES - LAYING FOUNDATIONS



1607 TROUP HWY  
TYLER, TX 75701  
GABC.ORG  
903.525.1104  
903.525.1180 (FAX)



Dear Parents,

We would like to take this opportunity to welcome you and your child to Green Acres Baptist Church Early Education Center. It is our goal to provide the love, guidance, and security that you seek for the care of your child.

The early years are crucial to your child's development. It is during this period of growth that a child is being shaped. During the first three years of life, your child's brain will grow up to 90%. Every contact a child encounters is a building block to their future. It is our desire that every child has a positive experience at Green Acres Baptist Church Early Education Center.

This handbook is for you, the parent, to become familiar with the policies of the center. We urge you to read it carefully and ask any questions you may have. Parents and teachers working together will help create a happy learning experience for your child.

Sincerely,

Green Acres Early Education Center Administration



# **Green Acres Baptist Church**

## **Early Education Center**

### **Goals and Objectives**

The Green Acres Baptist Church Early Education Center was established in August, 1974. The Center is governed by a church-appointed committee and administered by the director who reports to the Children's Minister. GABC EEC offers an educational program for children. It is operated as a non-profit ministry to the children in our community. Curriculum is based on the WEE LEARN series; in addition, many supplementary texts are also used in planning. The Center's Curriculum Coordinator facilitates in the planning and implementing of all center curriculum.

Our classes are open to any child regardless of race or religious beliefs. The curriculum is appropriately designed to the age groups and to the stage of development of each child. Since children learn best through hands-on activities, lessons are built around play and experiential learning. We believe that a child absorbs his/her concept of God from people, things, and experiences that are a part of his/her environment. Thus, a love and appreciation for God, Christ, and the things God has made are stressed through appropriate activities. Curriculum is designed to help the child develop in all facets of his life... physically, mentally, emotionally, socially, and spiritually. Curriculum is planned to enable each child to:

- grow in trust, independence, and initiative
- feel good about himself/herself
- experience God's love for him through loving relationships with other children and adults
- enjoy happy times at church and school
- explore the world around him/her
- develop small muscles through art, puzzles, blocks, and homeliving activities
- exercise large muscles through movement activities indoors and outdoors
- enjoy creative expression through music, art, and other play activities
- think and make choices through individual and small group activities

The purpose of the Center is to extend the ministry of and help accomplish the purpose of Green Acres Baptist Church by providing care, education, and development for each child enrolled to his/her greatest potential. Our goal is to have a program that allows children to grow and develop as Jesus did - "in wisdom and stature, and in favor with God and man" (Luke 2:52).

## **Teachers**

Our teachers are crucial to the quality of this program. Providing good physical care is just the beginning to building trusting, secure relationships needed for a child to thrive. Our teachers have been carefully chosen for their warmth and nurturing skills. They are sensitive to the individual and recognize that each child is unique and different. Our teachers participate in ongoing training provided by Green Acres Baptist Church Early Education Center and other resources. This training includes leadership training conferences, staff meetings, and workshops. Our teachers are certified in pediatric CPR, first aid and AED (defibrillator). They also receive a minimum of 24 hours of training/enrichment each calendar year.

# **Green Acres Baptist Church Early Education Center**

## **Parent Policies**

### **Admission Policies**

The GABC EEC does not discriminate on the basis of race, color, sex, national origin, age, religion, political belief or disability. We reserve the right, however, to prioritize applicants according to the following: siblings enrolled in the EEC, GABC members, date the waiting list is received (no waiting list will be taken over the phone), birthday, and space availability.

### **Hours, Days and Months of Operation**

The Center will be open at 7:00am and close at 5:30pm Monday - Friday. The EEC is open year-round with the exception of listed holidays on page 10.

Children must be picked up **before** 5:30pm.

### **Fees and Payments**

The Center reserves the right to adjust tuition as may be required by increased operational expenses. Parents will be given a written 30 day advance notice of any tuition increases as well as any policy changes.

Each child is a priority with his/her parents; therefore, childcare tuition should be a priority in each family's budget. Green Acres Baptist Church Early Education Center is dedicated to careful fiscal responsibility and good stewardship in our operation. Your child's tuition will be charged at the rate for his/her age group on September 1<sup>st</sup>, and will remain at that rate for one year.

The Early Education Center is able to remain in operation through tuitions paid. Tuition must be current. Tuition that is drafted and returned to the EEC as NSF may result in dismissal from the EEC until current. After tuition is delinquent for more than one week your child's enrollment may be terminated.

### **EEC Tuition (prices DO NOT include lunch\*)**

Infants .....	\$207.50/week
Toddlers .....	\$195.00/week
Two's .....	\$190.00/week
Three's .....	\$185.00/week
Four's .....	\$185.00/week
School Age	
(After school) .....	\$85.00/week
(holidays) .....	\$37.00/day

**Registration Fees: (the full-registration is due at the time of registration)**

Birth – Pre-K .....	\$85 Fall & Spring Semesters
Birth – Pre-K .....	\$75 Summer Semester
School Age .....	\$60 Fall & Spring Semesters
School Age .....	\$325 Summer Semester

**\*\*ALL REGISTRATION FEES ARE  
NON-REFUNDABLE/NON-TRANSFERABLE.**

**Lunches**

Lunches may be purchased from the EEC for an additional charge of \$2.00 per day based on the weekdays in the month for preschool age children and \$2.50 per day based on the weekdays in the months for school age children in the summer. The lunch commitment is for the semester. If you choose to furnish your child's lunch, you must provide it each day during the semester. The EEC is unable to heat lunches and we are a nut free school. If the lunches need to be kept warm or cold you can use a thermos or a cold pack. The EEC will provide milk, juice and 2 snacks per day for all enrolled children. If your child has an allergy to an item served with the EEC lunch, you are responsible for bringing a substitute item or snack. If you choose to provide alternate food for your child, the operation is not responsible for the food program nutrients.

**Late Pickup Fees:**

Late pickup fees will be charged to your tuition statement. We realize these fees are high, but we assure you that they are for the security of your child and his/her teacher. **It is important that everyone (office staff, teachers, children and parents) leave the Center by 5:30** as all church employees (maintenance, secretaries, etc.) are dismissed at that time.

Any parent who leaves a child at the Center after 5:30pm will pay a late pickup fee according to the following schedule:

<u>Pickup Time.....</u>	<u>Late Fee Per Child</u>
5:30 - 5:44.....	\$10.00
5:45 - 5:59.....	\$20.00
6:00 - 6:14.....	\$40.00

### **Tuition Express**

All families must be enrolled in ***Tuition Express***. Tuition Express is a program that operates by drafting tuition from a bank account. All tuition is due in advance. Tuition will be drafted each Monday for the weekly option, on the 1<sup>st</sup> of the month for those choosing to pay monthly and on the 1<sup>st</sup> and 15<sup>th</sup> of the month for those who choose the semi-monthly option. All lunches will be drafted on the 1<sup>st</sup> of the month.

### **Drafts returned as NSF:**

There will be a \$25.00 service charge for any draft that is returned because of insufficient funds.

### **Tuition Assistance Program**

The Early Education Center has established a “tuition assistance” program to help families with childcare tuition in the event of a life crisis. We realize that there are times of job loss, health crisis, and other situations that can throw a family budget completely off. As a ministry of Green Acres Baptist Church, it is the desire of the EEC to provide a stable situation for the children during these times by providing uninterrupted care in a familiar place. For more information, speak with the director.

### **Paperwork**

The following is paperwork that needs to be completed and returned to the EEC...

- ..... Current Immunizations Records
- ..... Photo Release Form
- ..... Duplicate Paper
- ..... State Form
- ..... Wellness Letter (comes from the doctor)

### **Health and Medical**

A current record of the child’s immunizations must be furnished. The child must meet all requirements for immunizations according to their age as determined by the Texas Dept. of Health. Each child must have an emergency treatment authorization on file in the office. Parents are responsible for keeping current in our files the name of the child’s physician and the name of the person to contact in an emergency when the parent cannot be reached. In the event of an accident or illness requiring medical attention, the child’s parent will be called immediately. If we are unable to locate the parents and it is deemed that immediate medical attention is necessary, an administrator will call 9-1-1.

All children who are enrolled in our Pre-K Program must have a vision and hearing screening. The screening will be done at your child’s doctors. You will be required to submit a copy during the fall semester.



Children may not be brought to the Center if they are ill. We are depending on you to help us maintain this policy. Parents will be notified to pick up their child immediately if signs of illness occur during the day. An ill child must not be admitted for care if one of more of the following exists:

- 1.The illness prevents the child from participating comfortably in facility activities including outdoor play.
2. The illness results in greater care than teachers can provide without compromising the health, safety, and supervision of the other children in care.
- 3.The child has any of the following:
  - a.oral temperature of 101.0 degrees or greater, a tympanic temperature of 100.0 degrees or axillary temperature of 100.0 degrees or greater accompanied by behavior changes or other signs or symptoms of illness, until medical evaluation indicates that the child can be included in the Center's activities.
  - b.the child has been diagnosed with a communicable disease, until medical evaluation determines that the child is no longer communicable and is able to participate in the Center's activities.
  - c.symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in a 24 hour period, rash with fever, mouth sores with drooling, or behavior changes.
4. A health care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

A sick child may not return to school until twenty-four (24) hours after he/she is free of temperature or symptoms without the use of medication. This is for the protection of your child and the other children. Parents will be notified when a child has been exposed to a communicable disease within the Center. Parents should likewise notify the school when children are exposed to a disease outside the Center.

Texas state licensing law requires that all children, infant and preschool, have time outdoors each day that the weather permits. If a child is too ill to play or sit outdoors, the child should remain at home. This is a non-negotiable state licensing law.

### **Medications**

EEC teachers may not administer any medication to a child. Please do not ask your child's teacher to give over-the-counter medicines or prescription medication. Each teacher is trained to administer emergency first aid. All medications must be given by the parent or a designated person other than EEC staff.

**EXCEPTIONS:** Only the following medications may be administered by the office personnel with written permission from the parents. All medication is to be left at the EEC office. All medication needs to be brought in its original container. The EEC will only give one does of medication per day, so only a single dose of any medication may be left with the EEC.

- ☐ Medication for ADHD
- ☐ Breathing treatments/inhalers for asthma
- ☐ External medications such as: ear drops, eye drops and antibiotic creams may be administered with written permission from the parents.
- ☐ Diaper rash medications may be left with the child's teacher and applied with written permission from the parents.

### **Allergy Emergency Plan**

If your child has been diagnosed by a healthcare professional with a food allergy, you will need to get a food allergy emergency plan filled out by the healthcare professional. Please stop by the front desk for detailed information.

We do not offer an unassigned epi-pens. If your child requires an epi-pen, you must turn one into the front desk with paperwork from the doctor.

### **Lice Prevention/Treatment**

We try to prevent the spread of Lice as much as possible. You can help by reminding your child not to share combs, brushes, ponytail holders, ect. If a case of Lice occurs in your child's class, you will be notified by letter. We will send all nap items home to be washed and returned.

If your child is sent home from Green Acres EEC with Lice, your child may return after treatment. We also ask that you recheck your child's head after 7 days which follow the treatment of Lice.

### **Biting**

Biting is a developmental stage that occurs with little children before speech patterns are formed. A child who bites more than 3 times in a day will be sent home for the day. If biting persists beyond the time that is deemed a developmental stage or becomes excessive, a child may be subject to dismissal at the discretion of the director.

First, we try to program the day to avoid frustration, or over-stimulations. We provide a calm and cheerful atmosphere with a mix of stimulating and soothing, age-appropriate behaviors for the children, helping them learn words to express their feelings and giving them tools to resolve conflicts with our help.

Second, if a bite does occur, we help focus attention on the child who was bitten. We reassure him/her and care for the bite. We follow medical advice and clean the bite with soap and water. The teacher will fill out an incident report, and have it signed by administrators. The child who was bitten and the child who bite will both receive a copy of incident report. We also respond to the child who did the biting. We show the children a disapproval of biting. Specific responses vary depending on the circumstances, but our basic message is that biting is the wrong thing to do and it hurts. We help the child who bit learn more appropriate behavior.

Third, the teachers and administration try to analyze the cause of ongoing biting. We work to develop a plan to address the causes of the biting, and we put all our energy into keeping children safe and helping children who are stuck in biting patterns. When we need to develop such a plan, we share the details with parents, so they know specifically how we are addressing the problem.

Fourth, parents are notified if their child starts to bite. We ask parents to keep us informed if their child is biting at home. Children who bite in our program do not necessarily bite at home. But if your child is biting in both places, it is important for all of us to be consistent in dealing with it. Communication is very important in order to help your child stop biting.

We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. You can count on us to deal appropriately with biting so that it will end as quickly as possible. We will support your children whether they bite or are bitten. We want the best for all the children in our program. If you want more information on biting or have any questions or concerns, please let us know.

### **Parent Participation**

Parents are invited to submit suggestions for improvement of the Center services at any time. These suggestions may be given to the director or administrative staff. Suggestions for changes in **parent policies** should be made in writing and discussed with the director.

Parent-Teacher conferences result in better understanding and better guidance for your child. We encourage these conferences. Parents or staff may take the initiative in arranging for a conference. The staff will request a conference with a child's parents if the staff has concerns about health, behavior or the development of the child. Your infant/toddler will receive a daily communication. All children will receive a written evaluation of their academic and social progress twice a year. If you have any questions concerning these reports, we encourage you to discuss these with your child's teacher. Parent-teacher communication is vital for the best care of your little one; however, these conferences need to be held when your child is NOT present in order to maintain his/her positive self esteem.

## **Absences**

The full rate is charged for each week regardless of a child's attendance. There are no rebates or discounts. Please understand that we can make **no** exceptions. Green Acres Baptist Church Early Education Center is a non-profit center.

## **Holidays**

The Center will be closed on the following days:

- New Year's Day
- Good Friday
- Memorial Day
- July 4<sup>th</sup>
- GABC EEC Staff Training (usually the 1<sup>st</sup> Fri. in August)
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Eve
- Christmas Day
- Either the day preceding Christmas Eve or the 1<sup>st</sup> working day after Christmas

Parents are required to pay for all holiday/snow/bad weather days. When a holiday occurs on a Saturday or a Sunday, another day will be scheduled for the holiday.

## **Snow or Bad Weather Days/Emergency Closure**

In the event of snow, bad weather or emergency closures, which would warrant the Early Education Center being closed or having a late starting time, please listen to local TV and radio stations for announcements. GABC EEC will contact local TV and radio stations concerning closures or late starting times. GABC EEC will also communicate closures with parents through email and Procure, the parent communication app. You may also contact the EEC at (903) 525.1104 for a voice mail message.

## **Withdrawal**

Parents may withdraw their child from the Center after presenting a written, two-week notice to the Center office. If the written, two-week notice is not given before the child is withdrawn from the Center, parents are responsible for two weeks of additional tuition.

## **Dismissal**

The Center reserves the right to dismiss a child upon one-week notice for serious behavior problems. A child will be dismissed for non-payment of fees. Dismissal may also result immediately if the director feels the Center is in jeopardy or parents have not followed policy.

## **Leaving and Picking Up a Child**

Parents are required to walk the child to his/her room and to notify the responsible teacher of their arrival. Consistent attendance helps children adjust to separation from parents. Drop off and dismissal during naptime (12:30-2:30p.m.) is discouraged. Children will be released only to properly identified persons who have been listed in the child release section of the enrollment forms. The names of persons who may pick up the child and other information must be kept current by the parents. All children are to be picked up at the EEC by the parent or adult. Children cannot be released to siblings younger than 16 years of age. **For our records, each child must be signed in or out on the Procure, the parent communication app. upon arrival or departure.**

## **Food**

Morning and afternoon snacks will be served to all children who are able to eat the EEC snack. If your child is unable to eat the EEC provided snack, parents are responsible for sending a substitute. If your child is sign up for the EEC lunch program, they will be provided a wholesome lunch every day. If you choose to provide an alternative food for your child, the operation is not responsible for the food program nutrients. Menus are distributed each month. **Your child should have eaten breakfast before he/she arrives at the Center.** Please do not permit your child to bring food to the Center unless there is enough to share with the entire class.

All contents of bottles (formula, milk, breastmilk, ect) will be provided by parents. Baby food and baby snacks are provided by parents. All infants must be fed their first bottle of the day before coming to the Center. All food and bottles including lids, rims and bottles should be labeled with the child's first name and last initial. Please do not send glass bottles due to the risk of them falling and breaking. The EEC provides a nursing room which is located near the infant area. All mothers have the right to either breastfeed or provide breast milk for their child while in care.

Parents are always welcome to eat lunch with their child. Parents will need to bring a lunch. The Early Education Center has a Parent Lunch table which is located in the EEC lunchroom. This will allow you to interact with your child and have a special place to have lunch together. We ask that you use this table when you eat with your child so that there is adequate room for everyone at the tables.

**Due to the high number of life-threatening allergies to all nuts, i.e.: peanut products; the Green Acres Baptist Church Children's Building is a nut free zone.** Food allergies should be noted on the duplicate form.

## **Clothing**

Washable play clothes are the most suitable for everyday wear. You must provide a complete change of clothing and any other change your child may need during the day. Children who are toilet training will need a sufficient amount of training pants and

outerwear. If your child soils his/her clothes and a change of clothes has not been provided, you will be asked to bring a change of clothes for your child. Be sure to bring your child a jacket or coat if the weather is cool. The Minimum Standards have mandated that all children attending childcare will be outside at times during the day weather permitting. All clothing and other belongings should be labeled with your child's name.

All children who are walking must have shoes. Children need good sturdy footwear to enable them to run and play without fear of tripping and falling. The EEC encourages that closed toe/heel tennis shoes are to be worn at school.

### **Birthdays**

Every child's birthday may be celebrated at the Center. If you wish, you may send or bring cupcakes or cake for the class. Please let your child's teacher know in advance that you desire to furnish refreshments. The teacher will tell you how many children to plan for. Invitations to birthday parties held away from the Center will only be distributed if there is one for each child in the class (to spare hurt feelings).

### **Parking**

Parking is available to parents and visitors on the street in front of the Preschool Building. Please adhere to a **15-minute time limit in the loading zone area**, or park in the parking lot for extended visits. The left side of the drive is designated as a fire lane.

### **Toys**

Occasionally your child's teacher may request a specific "Show & Tell" item to be brought for class participation. **Toys should not be brought** except when requested by the teacher. (Exception: a **"small"** stuffed item may be kept at school for naptime.) Toy guns/weapons are **NOT** allowed! **Please, do not send valuable items as the school assumes no responsibility for loss.**

### **Electronics**

Have your children refrain from bringing electronics to Green Acres. Electronics include cellphones, electronic watches, tablets, computers. Besides being something that cannot be constantly monitored and are a distraction to the classroom, they can easily be lost or broken.

### **Outdoor/Physical Play**

Children benefit greatly from outdoor play as it helps them grow. Outdoor play gives children a chance to develop their gross motor skills, social skills, cooperation skills, imagination, and understanding their body. Green Acres EEC goes outside weather permitting every day. If the weather does not permit safe outdoor play, then the teachers

will provide active play inside the school, either in the classroom, hallway, or the school atrium.

Outdoor/Physical play includes running, hopping, skipping, climbing, dancing and anything that gets the child's moving. All children should wear comfortable, suitable clothes for play. All children that are walking should have good sturdy footwear to enable them to run and play without fear of tripping or falling.

Children ages 13 months to 3 years old, will have 60 minutes of outdoor/active play a day. Children ages 4 years old will have 90 minutes of outdoor/active play a day. Children will enjoy outdoor play twice a day.

### **Water Activities**

The EEC complies with all requirements as designated by the Texas Dept. of Family & Protective Services concerning water play (splashing/wading/swimming pools). Parents will be contacted before any splashing, wading or swimming activities.

### **Animals**

Parents will be notified if any animal (excluding fish) will be at the center. All animals will be properly vaccinated. Children will be taught good hygiene and hand washing after handling animals. Parents must receive permission from the office before bringing animals to the center.

### **Transportation/Field Trips**

The EEC transports children in either a 53 passenger or a 14-passenger school bus. All children are required to wear a seat belt. Children must be at least four years old to participate in field trips. Parents will be notified at least 48 hours in advance and must have signed a permission slip stating destination, arrival and departure times, and special needs for the trip. Child/caregiver ratios as designated by the Texas Dept. of Family & Protective Services will be met on all field trips.

### **Security**

As always, the security of the EEC and safety of children are of utmost importance. In an effort to maintain and heighten protection please take note of the following updates.

If someone other than a parent will be picking up, please be sure they are listed on the pick-up form located at the front reception desk. The authorized pick-up person/persons will need to have a driver's license or another form of photo ID.

In an effort to maintain quality care and supervision of your children, please make your drop off and pickup times are no longer than 15 minutes. This allows the teacher to focus on the classroom and the children.

We are asking for your help as you enter and exit the Preschool Building. Please do not hold the door open for people that you do not recognize. This will ensure that the people that enter the EEC are authorized to be here.

The church campus, including preschool building has security on site during the Early Education Center's operational hours 7:00am-5:30 Monday-Friday.

### **Inclusive Services**

Green Acres Early Education Center will comply with the Americans with Disabilities Act to the extent that it is physically and financially possible to do so. When accepting a child with special needs, the following guidelines will be followed.

Green Acres Early Education Center requires a statement from the physician stating the special-needs child may participate in the activities of the school in a classroom with the defined ratios for that particular classroom.

Before beginning at Green Acres Early Education Center, the parents, classroom teachers, and the Director will have a meeting to discuss a child's special needs and how we will work together to help the family. Green Acres Early Education Center must have a copy of all the medical information and be a part of the overall plan for the wellbeing of the child.

### **Emergency Preparedness Plan**

The Early Education Center has developed an emergency preparedness plan. This plan is practiced during monthly fire drills and quarterly severe weather drills. All EEC staff are trained at the initial employment orientation of procedures to follow in handling emergencies. Emergencies may include, but are not limited to, fire, explosion, tornado, toxic fumes, volatile persons, and severe injury or illness of a child or adult. Staff are also made aware of the use and the location of fire extinguishers and first aid equipment.

In the event of an emergency evacuation, the center will follow the directions and guidance of the Smith County Emergency Plan. In the event the preschool building is damaged or unusable, EEC classes will be moved to the Lighthouse bottom floor. If the entire church campus is unusable, the EEC will relocate to Pollard Methodist Church gymnasium. Pollard is located at 3030 New Copeland Rd. Tyler, Texas. 75701. Phone number 903.597.2371. Children will be moved in EEC's 14 passenger buses. EEC staff will take iPads, red emergency backpacks and ensure all children in their class have exited the building.

EEC administration will take records and forms necessary for information or authorizations relating to the children's welfare to the relocation site.



Information on where the group has been taken for relocation will be posted on the doors of Green Acres Early Education Center. Parents will be notified about the emergency evacuation by phone, Facebook, messaging app, email, and local news station. Children will be released only to authorized for pickup under normal Green Acres Early Education Center operations.

During the school year the EEC performs three different emergency preparedness drills. Fire drills are practiced monthly. Severe Weather and Lockdown procedures are practiced quarterly. If you are entering during these times, we will ask you to exit the building to ensure the building is clear.

### **Abuse and Neglect Policy**

All staff working at the Early Education Center must obtain annual training on the signs and symptoms of abuse and neglect, required reporting procedures, and prevention. The EEC is also required to involve parents in this process as well. Parents and staff may obtain the information on signs and symptoms, the required reporting procedures and prevention from the following websites:

[www.Dfps.state.tx.us](http://www.Dfps.state.tx.us) [www.Childabusetexas.org](http://www.Childabusetexas.org) [www.Itsuptoyou](http://www.Itsuptoyou)

Parents and staff may obtain one hour of self-study training on the DFPS website. The EEC will provide a list of resources for parents and staff to contact for further information and any assistance they may require. The list of resources may be obtained from the DFPS website or by talking with the Director. If you suspect abuse or neglect, you are required to report to the child abuse hotline at 1-800-252-5400.

### **Sleep Safe**

All staff working at the Early Education Center obtain annual training on Sleep Safe practices, to help prevent SIDS, SUIDS and other sleep-related deaths. Parents and staff may obtain more information on signs and symptoms by visiting the Texas Department of Human Health and Services or talking with the Director.

<https://safetosleep.nichd.nih.gov>

According to the Texas Department of Family and Protective Services Child Care Licensing, licensed childcare centers cannot use swaddling blankets for children under 12 months of age.

### **Gang-Free Zone**

The Texas Penal Code designates any area within 1000 feet of a childcare center as a gang-free zone. Criminal offences related to organized criminal activity within this zone are subject to a harsher penalty.

### **Complaint Procedure**

If you have a complaint or concern:

1. **Express it promptly.** Keeping it to yourself can cause ill feelings and friction, which decreases our effectiveness.
2. **Tell it to the right person.** Concerns regarding Center policy or operations should be expressed directly to the Center Director or Assistant Director.
3. **Express your concern clearly.** Make sure the person to whom you are expressing your concern knows all the details of the situation; exactly what you are concerned about, and why. Misunderstanding could lead to further problems and needless hard feelings.
4. **Pray about it.** Ask God to help you make your complaint in such a way that it will result in the betterment of our Center.

The Minimum Standard Rules for Licensed Child-Care Centers published by the Texas Dept. of Family & Protective Services and the Center's most recent licensing inspection report is available for review in the Director's office. Contact information is:

- Local licensing office: (903) 561-5359
- Child abuse hotline: (800) 252-5400
- Texas Dept. of Family & Protective Service website:  
[www.Dfps.state.tx.org](http://www.Dfps.state.tx.org)

### **Code of Conduct**

Students are expected to behave in an appropriate manner and strive to be a good example of Christian boys and girls to the community.

The goal of our Center is to direct students toward acceptable behavior which helps develop self-control and to maintain the order necessary to accomplish the academic and social growth we desire. We do not see discipline as punishment but rather as correction. Students will be corrected for displaying behavior such as:

1. Actions that disrupt the class or interfere with the learning process of the child or of his classmates.
2. Actions that could possibly cause physical or emotional harm to the child or his classmates.
3. Actions in direct violation of a well-explained school or classroom rule.
4. Willful disrespect toward the teacher.
5. Use of profane or unwholesome language.

Most correction will be handled by the teacher through a verbal reminder, or by restricting the child's privileges. Parents will be notified if continued problems exist.

In cases where a problem persists and there is no behavior change, a child will be sent to see the Director. Parents will be notified if their child is sent to the Director. Students who consistently fail to respond to efforts of correction may be dismissed. Much care is taken to ensure that correction is handled properly and without anger. We do not expect perfection from our students, but we do expect reasonable cooperation.

Parents are expected to support and uphold Center policies. This cooperation produces Center effectiveness. If at any time misunderstandings develop between the Center and

the home, it becomes the obligation of both to resolve these in a Biblical fashion; that of going directly to the parties involved for clarification and explanation.

The Center agrees to work closely with the parents in the education of their child(ren). This includes provision of competent teachers, a full and developmentally appropriate curriculum, regular reporting, proper student supervision, and communication with the home. Cooperation with Center policies and parent participation is critical to the health and well-being of the Center and the child.

## **CIVIL RIGHTS COMPLAINT PROCEDURE**

**DEFINITION:** A complaint is defined as a parent's expressed feeling of dissatisfaction that the center has discriminated against a child because of race, sex, color, national origin, age, disability, religious belief, or political belief at Green Acres Baptist Church Early Education Center.

**PROCEDURE:** (1) Aggrieved parent will ensure that the facts presented in the complaint are truthful and accurate to the best of their knowledge.

(2) The aggrieved parent is responsible for ensuring that their complaint is processed until they are satisfied or their right to appeal is exhausted.

**\*\*STEP 1:** Within seven (7) calendar days following the alleged occurrence, bring a written statement of your complaint or problem to the Director of the center, who will respond to you within seven (7) calendar days of the receipt of statement.

**\*\*STEP 2:** If a parent is not satisfied with the decision of the Center Director, the parent should write immediately to:

Texas Department of Human Services  
Director, Civil Rights Division  
P.O. Box 149030  
Austin, TX 78714-9030

The center director will assist the parent in forwarding the complaint if they are unable to do so.

## **CIVIL RIGHTS POLICY STATEMENT**

- (1) Green Acres Baptist Church Early Education Center does not discriminate in attendance practices or in hiring practices because of race, sex, color, national origin, age, disability, religious belief, or political belief.
- (2) The center director will notify the children's minister or the EEC Committee immediately upon receipt of a complaint. The director will continue to monitor each step of the complaint procedure.
- (3) The center director will give parents a complaint procedure at the time of registration/enrollment.
- (4) The center director will assist parents or employees with complaints.

## **Provider's Guide to Parents' Rights**

A parent or guardian of a child at a child-care facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child-care facility;
- Review the child-care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child-care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child-care facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
  - Video recordings of the alleged incident are available;
  - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
  - The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.
- The child-care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.
- The child-care facility must provide a parent or guardian with a written copy of the rights no later than the child's first day at the facility.



## **Discipline and Guidance Policy**

- Discipline must be:
  - Individualized and consistent for each child;
  - Appropriate to the child's level of understanding; and
  - Directed toward teaching the child acceptable behavior and self-control.
- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - Reminding a child of behavior expectations daily by using clear, positive statements;
  - Redirecting behavior using positive statements; and
  - Using 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.
- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
  - Corporal punishment or threats of corporal punishment;
  - Punishment associated with food, naps, or toilet training;
  - Grabbing or pulling a child;
  - 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;
  - Placing a child in a restrictive device for time out;
  - Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with §746.2803(4)(D) of this subchapter (relating to What methods of discipline and guidance may a caregiver use?); and
  - Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

**I agree to pay Green Acres Baptist Church Early Education Center any tuition that is due.**

**All accounts must be at a zero balance and remain current to continue with your child's attendance at the EEC.**

- **I have received and read a copy of the Discipline and Guidance policy.**
- **I have been notified of the Center's emergency preparedness plan and that Green Acres EEC is a gang-free zone.**
- **I have read and understand the Center's policies.**
- **I agree to abide by the Center's Code of Conduct.**
- **I have read and understand the Civil Rights Complaint Procedure.**
- **I have read and understand the Provider's Guide to Parents Right**

Child(ren) name(s): \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

\_\_\_\_\_ I give permission for Early Education Center to post images of my child involved in active learning on its Facebook page- @GABC parents.

\_\_\_\_\_ I do not give permission for Early Education Center to post images of my child involved in active learning on its Facebook page- @GABC parents.

**GABC EEC asks you to refrain from taking and posting photos/videos that include any child besides your own.**