

GRACE TEMPLE
CHILD DEVELOPMENT
CENTER

PARENT HANDBOOK

Revised 10/16/2026

Dear Parent/Guardian,

Welcome to Grace Temple Child Development Center. We would like to thank you for this wonderful opportunity to minister to your child/children and to you. The Lord has blessed us with this outreach ministry at the CDC. We consider it a great privilege to work with children.

We have a goal of giving your child/children a strong sense of being loved by us and by the Lord. We endeavor to teach our preschool children in such a way to have them beyond the requirements for kindergarten. Through the use of the *ABC Jesus Loves Me* Curriculum we will instill good social, academic, and, most importantly, spiritual foundations that will last them through their years of learning. With our preschool and afterschool children, we want to develop the whole child: emotional, physical and spiritual. In our endeavors we have developed learning/play centers and group instructional time that help stimulate cognitive development, social skills, small and large motor development, creativity, acceptance of diversity, small and large muscle development and spiritual development.

We look forward to a long and enjoyable, growing relationship with you at Grace Temple CDC where we put Jesus first so we give our kids and families our best for His glory!

Sincerely,
Grace Temple CDC Administrator and Leadership Team

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The History of Grace Temple Child Development Center

Angelo Young Sports daycare co-existed side by side with Grace Temple Baptist Church. The church used their facilities on Sundays and the daycare in exchange used the church copier for their classrooms. The owners approached the church about buying the daycare in 1987.

The center, under its present name, Grace Temple Child Development Center, received its license in March of 1988 under the directorship of Mr. Buddy Vines. Mr. Vines remained the director, assisted by his wife Alice Vines, until his death in February of 1996. In May of 1996, Joe David Ward became the director. Sharita Russell began as a teacher in February of 1992 and was added as the Assistant Director in January 2000. In March 2006 Sharita Russell was voted by the church members to be the new director. After 32 years of faithful and loving service at Grace Temple Sharita retired in August 2024. We have had other directors in the ensuing years who have continued to maintain the operations at Grace Temple, striving to uphold the Jesus-centered and academically strong focus.

Grace Temple CDC is presently on a Monitoring Plan 3 with Family and Protective Services (FPS), which is the highest status with the State of Texas.

Our goal at Grace Temple is for our preschoolers to excel when they complete their time in preschool and enter kindergarten. We use a systematic, graduated and sequenced curriculum that builds year by year preparing the student.

We are excited about what God has done through the ministry of the CDC. We have seen children and parents come to know the Lord through the outreach efforts of Grace Temple. Our administration, staff, leadership team members and members of Grace Temple Baptist Church pray for our daycare daily. They pray for protection of the children, they pray that the families are experiencing the richness of God's blessings, they pray for the spiritual condition of each child and their family, and they pray for you, the parents as you face the daily struggles of career, marriage and parenting.

We look forward to a long-lasting and rich spiritual heritage evolving in the years to come. Welcome aboard and join in on a journey that will exceed all your expectations. We hope you, as well as your children, will experience the fullness of the love of Jesus Christ!

Payment Schedule

Grace Temple Child Development Center
Payment Schedule (Effective 2-23-2026)

Tuition is set by Grace Temple Leadership Team and is reviewed yearly.

Tuition:	
Full Time –Toddler, Pre-School & School-Age	$165.00
Full Time – After-School Summer	$165.00
Pre-School & School-Age/After School	$80.00
Yearly Registration (each August & with new enrollment)	$70.00
C-Day (After school at center all day): Additional	$17.00
Full Day Drop-In	$35.00
After-School Drop-In (Depending on Availability and Must be Previously Enrolled)	$20.00
Late Payment Charge:	$5.00 daily
Declined Charge Fee:	$30.00 per incident
Late Pick-up Charge: (per minute after 5:35pm)	$3.00 per minute
Holding Spot Fee: ½ tuition	$82.50

This fee is for famlies who need to hold their spot while children are on court order visitation or withdrawing for the summer. This Fee is due like regular payments.

- **All payments must be made by automatic draft (as of 12/1/2025).**
- **Payments for the following week will be processed each Friday morning by 10:00 a.m.**
- **Payments not received for the week by 5:30pm each Tuesday will be assessed a late charge of $5.00 each day until it is paid.**
- **If payment has not been made by the following Monday by 5:30pm your child will not be allowed to attend until payment has been received.** *(You will still continue to be billed for tuition during this separation to hold your child's spot).*
- **After three weeks of non-payment your child will be disenrolled from the program.**
- **There will be a Declined Charge Fee: $30.00 per incident** *(may also result in a late fee if payment is not received on time)*
- **CCS Clients must pay full copay each week.**
- **Receipts are available upon request.**
- ***If there are extenuating circumstances preventing timely payment, please communicate with the office and we will discuss your situation and explore any available options. Communication is key to assisting you in a difficult time.***

∗Credit is not given for a child's absence including vacations, illness or other holidays; nor is credit given if the center must be closed due to weather events, national or community emergencies, or any other events beyond the center's control.

Tax statements will be provided before January 31st of each year for those who do not owe an outstanding balance. Those forms will be made available to be picked up at the center.

Quick Reference Page for Important Contacts

Grace Temple Child Development Center
105 Guthrie St. Bldg. # 2
San Angelo, Texas 76901
325-942-0576
Fax: 325-949-2060
cdcdirector@gtministries.com

Emergency Phone Numbers:

Ambulance…… 911
Police……911
Fire……911

Police Department	325-657-4498
Poison Control Center	1-800-764-7661

Texas Department of Family and Protective Services (Official Website)

www.dfps.state.tx.us or www.txchildcaresearch.org

Local Licensing Office:	432-368-2693
Child Abuse Hotline:	800-252-5400
Child Protective Service	325-657-7400
Child Care Licensing Division	325-657-7404
Fax	432-684-2918

PARENT HANDBOOK

ADMISSION

Grace Temple CDC is licensed by the Texas Department of Protective Services for children ages 18 months to 12 years. We comply with all state regulations and standards in accordance with the Texas Minimum Standards Rules for licensed child-care centers. Parents will be given an enrollment packet that must be completed before the child's enrollment. Your child will not be accepted if you have failed to submit all required documentation.

PICTURES

Upon enrolling your child at Grace Temple CDC, you will give us permission to take pictures of your child. We take pictures throughout the year of your children. These pictures may be posted at the center, used during special programs or posted on social media.

CURRICULUM

We use the *ABC Jesus Loves Me* curriculum. It is a curriculum that is a developmentally appropriate, age-appropriate. The Center reflects the guidelines established by the National Association for the Education of Young Children in offering developmentally appropriate learning centers for your child's exploration. You will see a wide variety of materials for our children to explore and experience. Centers and zones of learning engage children in activities related to the interests of the children. Art, music, movement, dramatic play, science, math, literacy, sensory, and motor play are integrated into daily experiences where children are active explorers of their environment. The teacher's role is to support the children's decision and encourage them to explore and learn. The curriculum promotes cognitive, language and communication, social, emotional, and motor development.

We are part of the Texas Rising Star Program or TRS. TRS is a quality-based childcare rating system for childcare and early learning programs participating in Texas Workforce Commissions' subsidized childcare program.

EARLY CHILDOOD DEVELOPMENT

During the years your child spends at our Center, he or she will pass several developmental milestones. The earliest years of your child's life are explosive years of growth and development. You and our teachers will become partners in the following years to foster healthy growth and development in your child. Both of us have critical jobs when it comes to the development of your child. It is our job to care for your child through the day and to help equip you for the tremendous amount of care you will need to provide throughout your child's life. In your child's early years, they are entirely dependent on their family to receive the care and attention they need. You can do many things that will positively influence your child's growth. Our role is to be your support.

Each teacher is trained in the developmental milestones expected in their age group. They will work to move your child through each milestone and brainstorm with you when it seems your child is a little behind. Each child's growth is different. Developmental milestones are guidelines, but they are not the same for every child. Our teachers will get to know your child as an individual and help him or her own path.

We conduct developmental milestones screenings at least once per year to work in cooperation with you to identify any potential developmental delays. Based on the results of the screening, if there is evidence of a developmental delay, we will work with you by providing resources and making a referral for your child to have a more in depth screening conducted. Our goal is to meet the needs of the children in our care, therefore, screenings are conducted to best meet your child's needs.

If you are concerned about your child's development, please talk to your child's teacher or to the Director. We can let you know how we think your child is progressing and connect you to resources if he or she may need a little extra help.

GOALS FOR THE CHILDREN

The primary goal of Grace Temple CDC is to present a high-quality program that will provide enriched educational experiences designed to meet the developmental needs of the children enrolled, more specific goals are to:

- Provide each child with the opportunity and encouragement to express his/her individual creativity in a variety of ways.
- Foster the development of large and small motor skills through a variety of activities.
- Stimulate problem solving skills and provide the foundation of early math and literacy skills.
- Enable the child to appreciate and respect differences among people.
- To feel loved and cared for.

ENROLLMENT

Enrollment is open to the community at large. Grace Temple CDC is designed to meet the needs of all children. Grace Temple does not discriminate an enrollment based on race, religious preference or national origin. Any child with special needs will be considered for enrollment on an individual basis. If Grace Temple CDC can meet the child's needs the child will be welcomed to the program.

Any child entering the Center must be between 18 months and 12 years of age and have complete enrollment information filed with the Office. The office MUST be notified of any changes in contact information, including home address, phone numbers, etc., so we can ALWAYS reach you quickly in case of an emergency. This information can be updated any time in the CDC office.

The Registration Forms contain all the general information needed to enroll your child at the Center. Some of the information is required by the Texas Department of Human Services, which licenses our facility. All the information is essential to the well-being and safety of your child. You must completely fill in all areas of the form on all pages, sign, and return to the Center at the time of enrollment.

The Teacher Information Form asks questions about your child's background and interests. It is used by the teachers to get to know their children. In addition, for the Toddler classroom, a Toddler Supplement Form may be also re required.

Required Medical form: By law, we must have written verification that a child has been or is being ***immunized*** against diphtheria, pertussis, and tetanus (DPT); polio, measles, and rubella; or that there is a medical or religious reason for the child not being immunized. This physician's statement must be completed and signed by a licensed physician.

At age 4 years and older all children must have their vision and hearing checked and turned into the office, or a physician's signature at the bottom of the medical form page. Children who are 4 years old by September 1st and all Kindergarteners must submit their documentation within the first 120 days of enrollment.

Schoolchildren who come only for after-school and summer care: We require your signature under the "School Age Children" section on the front page of the Enrollment form.

Class size will not exceed the staff-child ratio and space requirements set by the State. Maximum enrollment may be set lower than that required by law.

We do not discriminate based on race, color, or national origin of parent or child.

State law requires that no child is left in daycare for more than 10 hours per day!

TERMINATION OF SERVICES

Grace Temple CDC reserves the right to terminate childcare services based on noncompliance with law/policies. Examples are, but not limited to:

- Non-payment
- Delinquent accounts
- Failure to provide true and accurate information for child's file
- Failure to update required documents such as immunization, vision and hearing screenings, required physician medical form emergency/medical contact information, etc.
- Verbal or physical abusive behavior toward staff, children, or property
- Excessive lateness in picking up a child at the end of the day
- Arriving to the Center under the influence of drugs or alcohol
- The lack of resolve with the center's effort to resolve differences

INCLUDING CHILDREN WITH SPECIAL NEEDS

Grace Temple CDC supports the philosophy that children learn best when they have opportunities to interact with all children, including children of different ages, gender, backgrounds and abilities. If your child has a special need that should be understood and supported by his or her teacher, please tell us about it.

Children with an identified disability may be working with other professionals outside of the Center. If you have a concern about your child's development, please bring it to the attention of the teacher or Center Director. We can offer referrals to outside groups and individuals who can help your child.

Should a parent feel the need for a referral such as an educational diagnostician, child psychologist, child development, speech therapist or behavioral management specialist, the Director will provide a referral list. This list is by no means comprehensive but has been compiled as a resource for parents.

For children three years and older, the local public school can provide services for children living in its attendance area at no cost to the family. For children younger than three, services are provided by Early Childhood Intervention at 1-800-250-2246.

HEARING AND VISION SCREENING

Every child four (4) years or older is required to have vision and hearing screening. This can be done by your child's physician.

According to Texas Health and Safety standards, all children must have a vision and hearing screening between the ages of four and five years. When screening is done at your child's well checkup, the Center will need a physician's copy to keep it in file. It is the parents' responsibility to get all the screening done.

We must have a current record of this screening for your child to be in care.

CUSTODY OF CHILD

If legal custody of any child at Grace Temple CDC is in question, documents verifying custody will be requested when your child starts attending. Grace Temple CDC has an "open door" policy for all families. Families are welcome to drop by the Center at any time to check on the progress and/or well-being of your child(ren). We do, however, request that you use discretion during rest times (noon-2pm) so as not to disrupt your child's rest or the rest of their classmates.

NOTIFICATION OF CHANGES IN CHILD'S RECORDS

Any time there are changes to a child's records, including shot records, changes of addresses, new cell or work numbers, change of job, etc. we need the information turned into the office in writing with the date, as soon as possible. This information can be updated at any time in the CDC office.

ACCOMMODATION FOR FAMILIES

Grace Temple CDC offers inclusive support for families and children who may need additional accommodation to include home language, differing abilities and cultural backgrounds. Please notify the director if you or your child requires accommodation, and we will ensure that we do our part in making sure your needs are met.

Below are ways that our program will partner with families:

- If specific therapies are needed during the day while the child is in our care, we will provide space to accommodate sessions.
- Participation in all comprehensive care meetings if needed.
- Complete supporting documentation from authorized medical professionals for any accommodation related to the child's physical or developmental needs.
- Provide an area for breastfeeding moms.

WITHDRAWAL OF A STUDENT

A parent must inform the office in writing at least 2 weeks before removing a student from the Center. Regular tuition is due until the final date of enrollment.

IMMUNIZATIONS

Immunizations are required of all children attending childcare in the State of Texas. We understand that there may sometime be a medical reason not to give an immunization at the scheduled time. However, unless we have a notarized note signed by your child's physician, we are not allowed to make any exceptions.

Parents are responsible for keeping their child's records updated by giving the Director written statements about any changes. Immunization cards signed by the physician are needed to update records. Additional changes to required immunizations may be made. Parents will be notified.

IMPORTANT: You must show proof of the appropriate immunizations **BEFORE** your child can attend the Center.

RECOMMENDED IMMUNIZATIONS SCHEDULE

http//cdc.gov/vaccines/schedules/downloads/child/0-18yrs-schedule.pdf

PERSONAL BELONGINGS/CLOTHING GUIDELINES

Children should dress so that they appear neat and well groomed. Children are required to wear shoes. Tennis shoes are recommended for children. No open-toed shoes, including sandals or flip flops may be worn.

Remember that play is a child's work and that much of play is dirty. We have smocks for the children, but the paint often finds a way to get on clothes. All school supplies are non-toxic and washable.

Please bring a change of clothes in a large, labeled zip lock bag for each child less than six (6) years of age.

Each article of additional clothing worn to the Center (such as coats, hats, sweaters) should have the child's name written on it.

DIAPERS, WIPES, TOLIET TRAINING

Please furnish disposable diapers, Ointment and oil or any diapering needs your child may have. **Label these as well. We will not share with others. Some children have allergic reactions to certain products.**

Before you begin preparing to toilet train your child, we ask that you meet with the teacher. We want to work together with you and help you make this a successful new step in your child's development. Toilet training comes when your child is ready. We will make sure that we make this a positive next step in development for the child and the parent.

While your child is training, we ask the parents to provide an extra change of clothes daily.

REST TIME

All children will be required to rest for 2 hours, but they do not have to fall asleep. They are asked to be quiet and allow their classmates to sleep. While children who are not sleeping may read a book and continue to rest. While the children are resting the teachers are preparing daily reports or preparing the classroom for new activities.

Each child in all-day care should bring a **Kindermat** (1x19x45) **small** blanket for nap time. If you would like to send a small pillow, please make sure it is no larger than 12”x12”. (We do not have room to store large blankets or pillows.) For sanitary reasons we ask you to please take the blanket home each Friday, wash it, and return it to the center on Monday. The child's name should be written in these articles as well.

Children are discouraged from bringing toys from home unless for a special emphasis or by request, or with permission, of the teacher.

Children are welcome to bring a special blanket or toy, if necessary, during the adjustment period. Grace Temple CDC will **not** be responsible for any lost, stolen, damaged or misplaced items from home.

PROMOTION OF INDOOR AND OUTDOOR PHYSICAL ACTIVITY

Young children need regular opportunities for outdoor play. Grace Temple CDC schedules outdoor play two times each day.

Children must come to school healthy enough to be able to participate in outside play, Children learn best through discovery and exploration. We provide a variety of ways to learn and develop cognitively, relationally, and physically.

Physical activity is an important part of our daily schedule. As you know, when children get active, sometimes they get messy. Please send your child in clothes that you don't mind getting dirty yet are comfortable. This is also why it is important for your child to wear close-toed shoes.

Children will have the opportunity to run, climb, dance, jump, skip, etc. according to their individual abilities. Our classes are provided for 60-120 minutes each day for physical activity.

We will go outside each day if it is not raining, not below 40 degrees or above 100 degrees. Please dress your child to be comfortable according to the expected weather of the day. If it is not possible to be outside, children will be provided alternative opportunities for physical activity. We make certain that children are getting adequate supplies of water.

SCREEN TIME

Screen Time (TV, mobile devices, video games, computers, tablets, etc.): Children are excessively exposed to electronic devices. At Grace Temple we encourage creative play and personal engagement with the teachers and other children, therefore we do not allow screentime. The only exception is for after-school children who have homework for school that requires a device to complete. We recommend that you do not send any electronic devices with your children, unless they are required by their school. Grace Temple is not responsible for lost, stolen or damaged technology.

ABSENCES AND ATTENDANCE

Regular and prompt attendance is important. Children should arrive no later than 8:00 A.M. Drop off after 8:30 A.M. will not be allowed except for a doctor's appointments and or family emergencies. Children who arrive after 8:30 A.M. miss group learning activities, disrupts the whole class and makes it difficult for your child to establish a routine.

If your child is ill, or must be absent for any reason, please notify the Center. For our preschool children, we ask that you call the office no later than 9:00 A.M.

For after-school children (during the school year), we ask you to call the office by 1:00 P.M. If it's after 1:00 P.M., please notify us as soon as you know they will not be coming. If your child is out more than 3 consecutive days, please bring a doctor's note.

ARRIVAL SIGN IN AND DEPARTURE SIGN OUT

Parents are required to sign in each child in and out using the Pro-Care tablet located in the front lobby entrance. Every child must be signed in and out. When you arrive and pick up use the keypad to enter your PIN number to check-in or check-out your child(ren).

Our responsibility begins when you place your child in the care of a staff member and ends when you take him/her from the care of a staff member. Please do not allow your child to wander off unattended or leave the building ahead of you.

For safety purposes, only those listed on the enrollment forms as designated people for pick up will be permitted to leave with your child/children. Anyone who comes to pick up your child will be asked to show us a photo ID so we can verify his/her identity and match it with your release instructions. If circumstances should arise for someone other than those on your list to pick up your child/children, you will need to update your list in advance or let the office know. We will require a Valid ID for the identification of an individual we do not recognize. Please inform those you have designated to pick up of our policy.

INFORMATION CONCERNING STUDENTS

For privacy reasons, phone numbers and addresses of students and/or parents are never given out by the office or center.

If you would like to distribute party invitations to your child's classmates, bring the invitations to the center and they will be distributed by your child's teacher.

PARENT CONFERENCE

Parent Conferences are scheduled to review your child's progress. Families may be contacted or may request a conference anytime. Conferences are usually scheduled for the fall (August) and Spring (April). Teachers are available upon request for additional conferences.

If you need to contact the director for any reasons you can do so via e-mail at cdcdirector@gtministries.com or call the center phone at 325-942-0576.

ASSESSMENTS

Each child will participate in assessments twice a year in cognitive speech development, as well as social and motor skill functioning. Such information will be used to determine the child's progress, accomplishments, and further growth needs. Families may be asked to participate in annual assessments of the Center and its program.

NOTES/GENERAL COMMUNICATIONS

The Center and individual classrooms use a variety of methods for communicating with parents: face to face, daily activity reports, newsletters, emails, flyers, Facebook, and phone calls.

The Center's website also provides easy access to the Parent Handbook, enrollment information, and an application for employment at the Center.

A parent bulletin board with information such as daily schedules, and hot topics is located in the front entry just passed the office. Flyers will also be posted at each building entrance with illness communication, special events, etc....

Monthly invoices, payment receipts, and other documents are available upon request. Phone calls to parents are made in some instances, such as when children become ill at school and must be picked up, when announcing the center closings.

Face-to-face communication is important, so teachers and staff will use every opportunity to interact with you daily. We ask that cell phone use while at the center be limited and not used when entering a classroom or playground.

The Director of the Center will communicate monthly important information and events that are happening around the center via email and/or newsletter.

PARENTS' PARKING

For your convenience, parking is open in front of the main building, and the west end of the church building. We ask you to park within the marked spaces. Do not leave children unattended in your vehicle. Leaving your doors unlocked and/or your car running increases the risk of burglary and/or vandalism.

PARENT RESOURCES

Grace Temple CDC has several resources to support parents in many ways. Examples are:

- Professional Referral List
- Educational Brochures on a variety of topics
- Books
- Children's developmental milestones
- Extra-curricular activities
- WIC Instructions. www.fns.usda.gov/wic
- ECI Information https://www.esc15.net/parents/early-childhood-intervention
- Zero to 3 www.zerotothree.org
- NAECY https://www.naeyc.org/

From time to time the center may ask professionals, such as language specialists or behavioral specialists, to observe in a particular classroom with the purpose of helping teachers improve their teaching.

HOLIDAYS AND BIRTHDAYS

Parents should notify the center office if they would like to help celebrate their child's birthday or some other special occasion. Grace Temple CDC also invites our parents to participate in our special celebrations.

We ask that you bring healthy treats for our celebrations. Any treats brought from home for the whole class must be commercially prepared (store bought) or prepared in a kitchen that is inspected by local health officials. For health reasons, homemade items are not allowed. Teachers will specify what they want brought to parties. Part of our curriculum is teaching children about nutrition. Learning that we can have fun parties and still eat healthy foods will help our children learn to make healthy food choices.

PARENTS' ATTITUDE/INVOLVEMENT

A child's attitude toward the center often reflects the attitude of the home. If a child has been helped to look forward to the center as a place where he will find new and interesting experiences, he will be likely to make a good adjustment.

Separation time is often difficult for parents and children. The separation should be positive and with a minimum hesitation but with the reassurance that you will be back.

Separation anxiety is common for all children, but especially those who are new to the center. Most of the time, when parents sweetly, but firmly say their goodbyes and walk away, the child cries briefly and then will be okay and play with others.

Pick-up time should be happy, not too rushed and very positive. We will do our best to give you positive reports about the day as well.

Encourage independence, confidence and self-reliance in children by giving them opportunities to solve problems independently and by giving them approval for whatever they accomplish at the center.

Children take great pride in the work they do at the center. It is very important that you show a sincere interest in the things they bring home. It will help them develop great self-confidence.

Each year, in May, we host a Pre-K graduation for all students that will begin Kindergarten in the fall. This is a precious celebration of your child(ren)'s achievements and growth. This is open and encourages any family member to attend.

Planned Special Events

Grace Temple CDC plans some special events during the school year. Special events planned are.

- Food Drive
- Grandparents Day
- Thanksgiving Share Feast
- Fire Prevention Week
- Fall Costume Parade
- Christmas Program
- Teacher Appreciation Week
- Valentines Day Party
- Pre-K Graduation
- Father's Day Celebration
- Mother's Day Celebration
- Easter Celebration
- Dr. Suess Week

The center is open for you to visit as you feel the need to observe. You are welcome to see how your child interacts with other children and the teachers in learning and playing environments. This could also be helpful to you in planning their home learning, play and authority structure as well.

If you need more in-depth insight into your child's care, please feel free to make appointments with your child's teacher or the director for conferences. Sometimes the two or three minutes at drop-off or pick-up is not enough for you to learn all you would like to about your child's care.

Give children time to grow. Too much pressure on the child, when he or she progresses more slowly than you expect, creates additional anxiety for them.

Any questions or concerns about the **care of children**, the center program or **any staff members** should be discussed immediately with the director of the center (**Please do not discuss with other staff members**). A conference can be arranged with the director and/or the teacher, if needed.

SURVEY AND EVUALTIONS OF THE CENTER

Grace Temple CDC evaluation or survey takes place each year at the end of the school year. Parents are asked to fill out a form evaluating the program, making suggestions for improvement. Parents' input and involvement is very important as the center strives to meet the needs of the families it serves. The results of the survey will be made available upon request.

PARENTS RIGHTS

Parents are entitled to see the following information. You may ask the Center Director to show you the most recent copy of the following:

- Minimum standards for this licensed facility
- Department of Protective and Regulatory Inspection Report
- Fire Marshal's Inspection Report
- Health Department's Sanitation Inspection Report and
- Gas Pipe Inspection Report

Children's records are kept confidential and only made available to the Director and Assistant. Parents may request access to their child's records during school hours.

NON-DISCRIMINATION POLICY

The Center is an equal opportunity program. No person on the grounds of race, color, national origin, age, sex, disability, political beliefs, or religion, shall be excluded from participation in, be denied the benefits of enrollment, education, employment or be otherwise subjected to discrimination.

If you believe you have been discriminated against because of race, color. national origin, age, race, sex, a disability, political beliefs, or religion, you may lodge a complaint against Grace Temple Child Development Center by immediately writing/or calling the Civil Rights Department Texas Department of Human Services. P.O. Box 19030 Austin Texas 78714 or by calling 512-450-3630.

BREAST FEEDING

Parents have the right to breastfeed at any time. We will provide a private, comfortable and clean room upon request.

EXTRA-CURRICULAR ACTIVITIES

Grace Temple CDC welcomes all parent involvement. There are many ways in which parents can become involved in activities. We have parent suggestion boxes at each of the classroom entrances.

We also invite our families to participate in the activities and ministries of Grace Temple Baptist Church as an extension of the care they and their children receive at Grace Temple CDC.

CHILDREN'S CUBBY OR STORAGE AREA

Storage cubbies are in the preschool rooms for personal belongings.

All personal items are to be placed neatly in these storage cubbies with names.

At the end of Each day, papers/projects for the day and center communications are to be taken home. For afterschool children, please remember to get all their homework/school related items.

Every Friday, preschool students are required to take their pillows and blankets home, wash them and return them on Monday.

We strongly discourage keeping expensive toys and electronic gadgets in cubicles and we are not responsible if they are damaged, lost or stolen.

HOURS OF OPERATION

Child Care hours are from 6:30 A.M. to 5:30 P.M., Monday through Friday.

Office hours are from 8:00 A.M. to 5:30 P.M., Monday through Friday.

HOLIDAYS OBSERVED

The Center will be closed on New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day.

Whenever a holiday falls on a weekend, the days will be taken on Friday and/or on Monday. In the case where Independence Day falls on Tuesday or Thursday, we will be closed on Monday or Friday as well to give our families and employees a 4-day weekend. If we are going to be closed for any additional days, notice will be posted on the parents' bulletin board with a one-month advance notice.

OPERATIONAL POLICIES

The Center operates according to the Day Care Center Minimum Standards and Guidelines issued by the Texas Department of Family and Protective Services, in conjunction with the policies adopted by the Governing Body of Grace Temple Ministries. A copy of the Minimum Standards is available for review in the Center office. As required by the State of Texas, you may view all licensing inspections, health inspections, fire marshal inspections and more on the bulletin board in the foyer at the front entrance.

CLOSINGS: "Bad Weather"

Grace Temple CDC follows San Angelo Independent School District for bad weather. (e.g. - If SAISD is delayed until 10:00 a.m. Grace Temple CDC will open at 9:30 a.m. If SAISD Closes for bad weather Grace Temple CDC will also be closed. You can always check our Facebook page or gosanangelo.com online and then go to CLOSINGS to be informed.

VACATIONS/SICK/HOLIDAY

After being enrolled and actively attending for one year, each child will be allotted one week of tuition-free vacation per year.

- Five (5) consecutive days may be taken any time within the next twelve (12) month period and can occur only once during the twelve (12) month period.
- Accounts must be current for vacation to be granted.
- The office needs to be notified one week in advance in writing.
- To ensure a continuing program, discounts will not be given for sickness, mini-vacations, multi-vacation or temporary absences (such as court ordered visitations).
- If a child is away from the Center for five (5) consecutive days or more because of illness, only ½ tuition will be due for the five (5) consecutive days missed to reserve his place in our Center program. A maximum of two weeks per year can be used for illness. A child must be enrolled for at least six months to use this benefit and will need a note from their doctor.
- Children who come only seasonally do not receive any free or reduced vacation or illness time. This applies to those who come only for the school year, only for the summer or for special occasions.
- Tuition is considered pro-rated for all holidays that the Center is closed.

LATE PICK-UP CHARGES

Any child not picked up by 5:30 P.M. will be charged at the rate of $3.00 per minute per child beginning at 5:35 P.M. We allow these five (5) minutes as a courtesy for emergencies.

Please make other arrangements for your child to be picked up, and notify the center, if you see you are going to be late.

DISCIPLINE AND GUIDANCE

We encourage each child to make appropriate choices and sometimes use a “calm down” or “body break” area for children to take a moment away to quiet their minds and bodies and to help them evaluate their behaviors and to choose to make better choices.

Staff are trained to help children with practices that help them calm down, process choices, and redirection. In cases where there is an issue of constant inappropriate behavior, parents must attend a parent conference to outline and agree on a behavior modification plan.

Follow-up will be made with the parent daily until the issue is resolved. We follow a five-step method for children who display repeated inappropriate and/or harmful behavior:

- A verbal notification will be given to the parents, informing them of the incident and requesting their assistance with correcting and/or redirecting the behavior.
- A written notification will be given to the parents for the next incident. All written notifications will require a parent's acknowledgment by signature.
- Parent/ Teacher at risk conference (Behavioral invention)
- A three (3) day suspension from the Center
- A five (5) day suspension from the Center

During this time, conversations to meet the needs of the students will be made throughout this process. Parents are also encouraged to share strategies that may improve the child's behavior.

If the behavior is still not improved, families will be given one week's notice to locate another facility.

During the time of suspension, full tuition rates will be required. If the misbehavior is severe enough or endangers other students or staff, we reserve the right to move straight to expulsion.

BITING POLICY

Biting is a behavior often seen in Toddlers but can also be seen at any age in group care. While our approach to biting is consistent and universal, there are circumstances that cause us to treat each incident with an understanding of development and possible causes. Children can bite for many reasons: frustration, lack of language, oral-motor stimulation, excitement, and even happiness. As you see, the reasons vary greatly, causing a different approach to each situation. The procedure that will remain consistent is seen in the following ways.

- First, we try to program the day to avoid boredom, frustration, or over-stimulation. We provide a calm and cheerful atmosphere with a mix of soothing, age-appropriate activities. We work to model acceptable and appropriate behaviors for the children to express their feelings and give them tools to resolve conflicts with our help.
- Second, if a bite does occur, we help the child who was bitten. We reassure him or her and care for the bite, If the skin is not broken, we use a cold pack. If the skin is broken, we follow medical procedures and clean the bite with soap and water. If the skin is broken, we will give you a call to let you know about the bite. The teachers will fill out an incident report, give a copy to the Director and will have you sign one when you pick up the child. We also respond to the child who bites. We tell the children that biting is the wrong thing to do. We help the child who learns differently by suggesting a more appropriate behavior, and let his or her parents know there's a problem so we can work together to solve it.
- Third, the teachers and Director analyze the cause of ongoing biting. We develop a plan to address the cause of biting, focusing on keeping children safe and helping those who are stuck in biting patterns. When we need to develop a plan, we share the details with the parents, so they know specifically how we are addressing this problem.

- Fourth, parents are notified if their child continues to bite. We ask parents us to keep 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 to help your child to learn not to bite.

We wish we could guarantee that biting will never happen in our program, but we know there is no guarantee. You can count on us to deal appropriately with biting, so it will end as quickly as possible. We will support your children to the best of our abilities whether they bite or are bitten.

DISMISSAL

Occasionally it is necessary to ask a child to leave the center. Removal from the center is a last resort after all the other means of working with the child and his/her family has proven unsuccessful. The removal of children from the center is based on the following guidelines:

- Is the child's behavior a danger to himself?
- Is the child's behavior a danger to others in the class or center environment?
- Is the child's behavior destructive to the equipment?
- Is the child's behavior hampering the learning and/or safety of others in the class?

After notifying parents of the unacceptable behavior, a conference will be scheduled. The center will make recommendations during the conference up to and including a referral for professional guidance. After guidance has been sought, and it is the conclusion from all parties that it is the best interest for the child to be dismissed, then the Director will dismiss the child from the center. Dismissal is immediate. Children dismissed from the center are not eligible to return or for re-enrollment without an Individualized Family Service Plan and Individual Education Plan.

PROGRAMS OFFERED

Preschool classes are offered for 20 months through pre-k age 5-year-old children. We use the *ABC Jesus Loves Me* curriculum, which is a developmentally appropriate, age-appropriate research-based curriculum.

Classes begin at 8:00 a.m.; however, children may arrive as early as 6:30 a.m. All pre-school children must be here before 8:00 a.m. to maintain their spot.

Each child is enrolled in the appropriate age class. Their age by September 1st determines the class they will be in for the school year. The curriculum for each class, for pre-school years, builds upon the previous. We also believe that being with their peers throughout the year benefits the children through continuity.

Care for full-time preschool students is provided during public school holidays except when the center is closed.

After-school care and transportation for School-age children ONLY:

The center offers care and transportation after school for students attending Texas Leadership, Lamar, Bowie, Crockett, Santa Rita, and McGill Elementary schools.

- Tuition for after-school care covers the cost of transportation and snack.
- After-school students are accepted at the center on an all-day basis when the public schools are closed.
- A C-Day (Center Day) charge is added per day when, during the school year, the schools are closed, our center is open, and after-school students are at the center all day. Refer to the Fee schedule at the front of the book.

Summer Camp Afterschool Program

A summer program is designed each year according to the ages, abilities and needs of the afterschool children enrolled, the special talents and skills of current center personnel and the community facilities and programs available.

The afterschool program has many field trips and excursions through the summer. Field Trips are included in your tuition payment, however on some occasions children may bring extra money.

FIELD TRIPS AND EXCURSIONS

After school/Summer Camp program goes on many trips through the summer.

- Each child must have signed permission from the parent/legal guardian to participate in any field trip. We must also have permission to transport the child(ren) to and from the location of the field trip.
- Caregivers on the trip will retain a copy of the medical consent forms and emergency contact information for each child in case of emergency.
- Caregivers will maintain a written list of all children on the field trip and will check the list frequently to ensure the presence of every child on the trip.
- Caregivers will also carry a copy of any child's food allergy emergency plan and allergy medications.
- Each child will be provided with an easy-to-see means to identify them with Grace Temple CDC. This identification will include our center's name and phone number.

Due to transportation restrictions, **preschool field trips** are limited to staying at Grace Temple.

SCHOOL TRANSPORTATION (for School Age Children only)

Grace Temple CDC currently picks up elementary students from the following schools:

- Bowie Elementary
- Crockett Elementary
- Lamar Elementary
- McGill Elementary
- Santa Rita Elementary
- TLCA Elementary

All children must be at the designated pick-up point at each school as soon as class is dismissed.

Parents need to make sure that teachers know their child is riding a van to Grace Temple.

Parents should ask the teacher to make sure daycare children leave on time, even if the class is detained, or else the school will have to call the parent to pick them up. Vans cannot wait and cannot go back to the previous school.

If children are not coming to the center for any reason, the parents must notify the center:

If children are absent from school, the center should be notified by 12 noon, or as soon as possible. Parents should call early as early in the day as possible so schedules may be rearranged before the vans leave. Vans leave the center up to one and one-half hours before school are dismissed.

Remember, your child may be the only one to be picked up at that school that day. Parental notification could save an unnecessary trip.

If you get a call from school to pick up your child from sickness etc., please call Grace Temple CDC as soon as possible to notify us that we will not need to pick up your child.

WATER ACTIVITIES

Water is used in sensory tables both inside and outside the classroom year-round. During the summer months we will have water play for the children.

INCIDENT REPORTS

Incident Reports are used to notify you of common Center accidents such as bumps, bruises, skinned knees, etc. as well as to notify you of behaviors we need help with to correct a situation or a behavior. It will be given to you by your child's teacher, or if they have left, the teacher will leave it at the office.

CENTER ACCIDENT REPORT

The Center Accident Report is the report filed to the State of Texas, DFPS. Any accident requiring a visit to a doctor or hospital must be filed with the State of Texas. Due to state budgetary cutbacks in the past couple of years, these incidents are no longer reported to the Department of Family and Protective Services but rather will be reported to the Child Abuse and Neglect hotline. However, it will be DFPS personnel that will investigate it, call the parents and interview the child and report their findings. The initial report that we filed must be signed by the parents or guardians of the child involved in the incident.

HAND WASHING

The most important thing teachers and children can prevent the spread of illness is to wash hands thoroughly and often. Teachers are given guidelines regarding hand washing.

WELLNESS/ILLNESS/HEALTH CARE

Children are to be kept at home anytime they have a fever, inflamed eye, rash, vomiting or diarrhea. Sick children cannot be admitted to the center for the protection of other children.

- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
- Croup (until symptoms subside)
- Lice (may return after shampoo treatment and removal of nits)
- Any skin infections-boils, ringworm, and impetigo (may return after treatment has begun and the infection is covered)
- Pink eye or other eye infections (may return 24 hours after treatment and the symptoms are gone)
- Persistent hacking or congested cough with sore throat. Children may return with a doctor's note.

For the wellness of all children in our care, we are required by the State of Texas to conduct wellness checks each day when children arrive. If we determine that they have been sick in the past 24 hours or are currently sick, we have the obligation to send them home for the day. If your child has vomiting, diarrhea, fever or rash within the previous 24 hours, they must be kept home until they have been symptom-free for 24 hours.

ILLNESS WHILE IN OUR CARE

If a child throws up, has diarrhea or a temperature of 100.4 or higher, the State of Texas requires that the child be sent home immediately, and the child is not allowed to return until 24 hours free of the illness. Therefore, a child may not return the next day to the center.

If a child appears to be ill or becomes ill during the day:

- The staff will separate the child from the group and notify the director.
- The staff will report symptoms of the child’s illness to the director and will take the child’s temperature if it appears that the child may be running a fever. The temperature and the time will be recorded at that time.
- The parents will be called, and the nature of the illness described to them.
- The child will remain in the office or separated area until picked up by the parent or authorized person. After you are notified, you will have up to 30 minutes to pick up the child.

MEDICAL EMERGENCY AT THE CENTER

The staff makes every effort to ensure the safety of your child while in our care. Unfortunately, accidents may occur. Teachers and Staff are all trained in CPR and First Aid.

In case of an emergency, we will secure the child and make the child comfortable

We will call the parent and emergency medical services (9-1-1)

If you are not here by the time emergency medical services arrive and they need to go to hospital, either the director or one of our staff will ride with your child.

PERMISSION TO RE-ENTER THE CENTER AFTER ILLNESS

After an absence of one week or more, due to illness of any kind, a physician's written permission must be obtained before the child returns to the center.

If your child has been hospitalized or has any surgery, the doctor must give you written permission for the child to re-enter the center, even if it is less than one week. We need to have in writing, from the doctor, the conditions of the hospitalization or procedure as well as the doctor's opinion that the child can re-enter the program with a date of authorized return.

If a child has Chickenpox, they may return to the center after all the blisters have developed scabs. The scabs do not have to be all gone.

A copy of the Minimum Standards is available in the office, which includes a complete list of all illnesses and conditions that require exclusion and re-admittance policy. The center retains the right to expound on the Minimum Standards for the well-being of all children. (You can also find a copy here: https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf)

MEDICATION

Daily, at the beginning of each shift, the staff will check for any medication that needs to be dispensed.

All medicines are to remain in the kitchen area where medication is stored.

MEDICATION AND MEDICATION AUTHORIZATION FORMS

Medication will be given only when a signed "Authorization for Dispensing Medication" form has been filed at the center by a parent or legal guardian. You can obtain a form in the CDC office. The forms will stay in the kitchen until they are no longer valid and then they will be added to the child's folder.

Medicines must be in their original package. Prescription medicines must have on the label: Child's Name, Dosage to be given and prescription number. No handwritten changes are allowed on the labels.

Refrigerated medicines will be kept in a designated area in the cooler. Non-refrigerated medicines will be kept in a locked area.

Over the Counter medications must be in their original box. Expired medications will be disposed of. We cannot dispense expired medications. If your child is younger than the youngest age on the box/bottle, you must have your pediatrician provide us with a form indicating the right dosage for your child's age. The form must have the child's name, date of birth, and the doctor or nurse's signature.

SPECIAL MEDICAL DEVICES

When a child needs a special medical device, (e.g. breathing treatments, etc.) the device will be stored in the office and the same procedure for administering medication will be followed. The teacher and the Director will be trained by the parents in how to use the device, so someone is always present when the child is present.

UNIVERSAL PRECAUTIONS

Universal precautions will be used in handling all body fluids at the center to provide the best protection for everyone. Universal precautions consist of wearing disposable latex gloves when there is contact with blood and/or body fluids, mucus, non-intact skin, or when handling items or surfaces soiled with blood or body fluids. Hands must be washed immediately after gloves are removed. First Aid kits are in the Director office, in the teacher's playground bag and in all classrooms. These kits must be used when cleaning up body fluids according to the instructions in or on the kit. The First Aid kit must be restored immediately after use.

SUNCREEN/OINTMENT/TEETHING GELS/BUG REPELLENTS

The use of sunscreen, ointments, teething gels, and bug repellents can only be administered with written instructions from the parent and can be kept in the classroom. Teachers must follow the procedure on the Sunscreen, Bug Repellent or Ointment Permission Slip.

FOOD PROGRAM

Grace Temple CDC participates in the USDA Child and Adult Care Program. We provide nutritionally balanced snacks and meals. A menu is posted each month and given to each parent at the time of enrollment.

If your child has any dietary or religious restrictions concerning food, please let the teacher and Director know, and these will be honored to the best of our ability.

BREAKFAST AND LUNCH PROGRAMS AND SNACKS

Breakfast, lunch and afternoon/evening snacks are included in the all-day program. We ask that you encourage your child(ren) to eat meals and snacks while at the center.

A nutritious breakfast and lunch will be served each day. Our nutrition is outlined by the Department of Health for the State of Texas.

Menus are posted monthly on the Parent's Bulletin Board and in each classroom.

Children are expected to eat the prepared lunch unless there are special dietary needs, or they have brought a lunch. We will encourage children to eat but we will not and cannot force them to eat. We also will not and cannot withhold food as punishment for misbehavior.

If a child is allergic to any food or drink, **we must have a note from the doctor** and then the office will communicate this information to the kitchen personnel.

We do not allow the children to drink soft drinks with their lunch.

Afternoon snacks will be served to each child in attendance at snack times.

Parents may send a snack for their child. Snacks that are sent for the whole class must be purchased in a store and must still be in their original packaging with the ingredients on the package.

NUTRITION/SAFETY:

Liquids and food that are hotter than 110 degrees Fahrenheit are kept out of reach.

Staff are educated about food allergies, and they take precautions to ensure children are protected.

Prepared food that is brought into the program to be shared among children is commercially prepared or prepared in a kitchen that is inspected by local health officials.

Healthy snacks (as listed by the Texas Department of Agriculture) are available for school children as students arrive.

On days that the provider serves meals, milk, fresh fruit and vegetables are available for children who bring lunches from home.

Upon request, written policies/procedures can be provided to ensure the safety of food brought from home including refrigeration or other means to maintain appropriate temperatures.

Upon request, information can be provided about foods that may cause allergic reactions

Upon request, sample menus of healthy lunches can be provided for parents whose children bring food from home. Parents are encouraged to provide meals with adequate nutritional value.

FOOD ALLERGY ACTION PLAN

Teachers manage allergies by placing a child at a table during mealtimes with children who do not have that allergen.

When classroom parties or birthday parties are celebrated the teacher is responsible for communicating with parents' what allergen to avoid. Classrooms that have children with severe allergies that require an Epi-Pen cannot have baked goods brought from home to school. Only store-bought products that are allergen free are allowed.

- Administration team reads through every medical form and confidential form and flags any allergies.
- Parents are contacted to ensure we have an Allergy Action Plan.
- The Allergy Action Plan lists all symptoms to watch for in case of contact with the allergen.
- Epi-Pens, if needed, and Benadryl, if needed, are brought to the school with doctor's prescription and permission to administer.
- Epi-Pens are placed in a designated box and placed in a cabinet with the RED CROSS symbol.
- The Allergy Action Plan is posted inside the cabinet.
- All children with a allergy have an Allergy Alert paper with the child's photo, child's first and last name, child's classroom, whether the allergy requires an Epi-Pen, what the allergy is and special circumstances.
- This paper is posted on every classroom board, in the kitchen and outside bathroom.
- All staff is trained in how to administer an Epi-Pen.
- Every year staff are re-trained in the Allergy Action Procedure.

SUGGESTIONS AND COMPLAINTS

Please feel free to stop by the Office anytime that you have a concern or question or suggestion. We can correct an error more satisfactorily if you make us aware as soon as a concern arises.

Parents are asked to speak with their child's teacher if a concern arises. If the concern cannot or is not met by the teacher, the concern should be taken to the Director. The Director will set up a conference with parents and teachers to address the parents' concerns. Our goal is to meet the needs of the children and their parents on all levels of care.

CHAIN OF CONCERN

When you have a concern, question, or comment, you should consider your child's teachers as your first resource. They are usually able to answer questions, not only about classroom procedure, but also more general questions about child development.

SPECIAL NEEDS

If at any time you feel your child needs special attention, please notify the office. Family crisis, death, separation of parents, divorce, etc. affects your child's stability. We can better support them while they are in our care if we are made aware of the situation.

REGISTRATION AND YEARLY RE-ENROLLMENT

New students pay a $70.00 registration fee per family.

Every year, prior to the beginning of the summer semester, students currently enrolled will re-enroll. The process includes completing new enrollment forms, updating shot records, and paying a $70.00 registration fee per family.

CENTER TERMS/SEMESTERS

School terms at the center correspond to the public-school calendar.

Classroom changes occur at the beginning of the Fall and Summer semester, unless special circumstances dictate otherwise as determined by the director and immediate need.

ADDITIONS/DELETIONS

Anytime you receive any additions to these policies, please add them to the end of your Parent Handbook.

Anytime we have a deletion or change, please add the memo to the end of the Parent Handbook and note the page on which the memo indicates it can be found.

EMERGENCY EVACUATION AND RELOCATION PLAN

In the event of an emergency, operating procedures are in place to ensure the safety of the children.

In case of emergency, an employee, caregiver or authorized volunteer will relocate the children to a designated safe area. If we needed to move our children because of a dangerous situation, we would relocate to Jackson Square Shopping Center 3100 Sherwood Way San Angelo, Texas 76904. Phone number 325-234-3817. As needed, the local authorities will be called to aid in the transportation of the children.

Parents must keep their emergency contact numbers up to date. You may update this information by phone or in person at any time with the CDC office.

All employees are responsible for moving children to the designated safe area. Emergency evacuation and relocation diagrams are in the area specified by DFPS and local authorities.

EMERGENCY DRILLS

Emergency Fire Drills, Severe Weather, and Lock Down drills are held monthly to ensure children are accustomed to emergency evacuation and relocation procedures.

PLAYGROUND SAFETY

Our playgrounds comply with all federal safety guidelines. Playgrounds are inspected daily and repairs and changes are made. Children are taught the safety rules, which include mulch on the ground, walking up steps, taking turns, and climbing on the equipment safely. Children are grouped according to age when playing on the playgrounds. No flip flops are allowed.

PLAYGROUND RULES

At least two adults must always be on the playground with the children. All areas of the playgrounds must be within sight and sound of the teachers supervising. Teachers should ask for coverage if they need to leave the playground.

All staff should circulate and strategically place themselves to cover as much of the playground as possible, so the children are always visible to the teachers (and vice versa). Interaction on the playground should occur as the playground is an extension of the classroom and a developmentally appropriate curriculum should be always provided.

Teachers must always be alert on the playground. It has been proven that more accidents take place on the playground than anywhere else in the center, so it is expected that teachers will move about to the playground. Each teacher is responsible for maintaining the playground toys. Only children enrolled in the Center program are to play on the playground during center hours. This is a licensing requirement.

ABUSE AND NEGLECT

All employees receive training in awareness of child abuse and child neglect. All employees have a legal duty to make a report to law enforcement or to Child Protective Services (CPS) if they have reason to believe that a child has been or may be abused or neglected. CPS must be contacted when the abuser is believed to be a caretaker. Law enforcement should be contacted when the abuser is believed to be someone other than a caretaker of the child. Professionals have a legal duty to make this report orally within 48 hours and to follow that with a written report. The Director should be informed if a report is required. Professionals can receive sanctions against their certificates and any person can face criminal charges for knowingly failing to make a report of known or suspected child abuse or neglect. Identity will be protected when making a report.

If a staff member is accused of abusing or neglecting a child in the program, a determination will be made as to whether that employee shall be placed on a paid or unpaid leave of absence during the investigation. Both the child's rights and the employees' rights will be honored during the investigation.

Our employees also perform well checks on each child as each child enters the facility. Texas state law requires the staff of the Center to report any suspected abuse or neglect of a child to the Texas Department of Protective and Regulatory Services or a law enforcement agency. Suspected abuse or neglect can be reported by phone (1-800-252-5400) ore online http://www.txabusehotline.org

PEST CONTROL

As part of our commitment to provide your child with a safe, pest-free learning environment, Grace Temple CDC periodically applies pesticides to help manage insects, weeds or pathogens. Pesticide applications are part of our integrated pest management (IPM) program, which relies largely on non-chemical forms of pest control. Pesticide applications on Grace Temple CDC are made only by trained and licensed technicians. Should you have questions about the center's pest management program or wish to be notified in advance of pesticide applications, you may contact the Director of the Center.

LIVE PETS AND ANIMALS

Because they play a valuable role in children's development, from time to time, classrooms might have safe live "pets" such as gerbils, hamsters, tropical goldfish, and birds. In accordance with common sense and licensing regulations, children and staff will practice good hygiene and hand washing when pets and their accessories are handled. Some pets require a vet's check-up before entering the classroom. Children in the center may not have direct contact with chickens, ducks, reptiles, (turtles, lizards, snakes), or frogs, and toads. Children may not bring their live pet from home into the center.

OPEN AND CONCEALED HANDGUN CARRY AT THE CENTER

Only law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of the Center.

For all other people, firearms, hunting knives, bows and arrows, and other weapons are prohibited

GANG FREE ZONE

Under the Texas Penal Code any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

CONTACT US

If you have any questions or concerns, please do not hesitate to talk to your child's teacher or the office staff. You may talk to us in person, give us a call, or send us an email, whichever is easiest for you. The center number is 325-942-0576. The director's email address is cdcdirector@gtministries.com

Acknowledgements: Receipt of Handbook and Audio/Video Recording Waiver

I acknowledge that I have received the document entitled "Parent Handbook." I confirm that I have read and understand the contents of the "Parent Handbook" and will respectfully follow the Grace Temple Child Development Center policies and procedures.

Signature: _____ Date: _____

AUTHORIZATON FOR VIDEO/AUDIO RECORDING OF CHILD IN ATTENDANCE

WAIVER of PRIVACY RIGHTS

In order to promote the safety of employees, children and visitors, as well as the security of its facilities, Grace Temple Ministries, Inc. (d.b.a. Grace Temple Child Development Center) is equipped with a digital video and audio surveillance system. Security cameras are installed in all classrooms, hallways, outdoor play areas, and parking lots and may conduct video surveillance of any portion of its premises at any time, the only exception being private areas such as restrooms, changing pads, and any dressing areas. Security cameras have been positioned in appropriate places within and around our childcare facility and will be used to help promote the safety and security of people and property.

I hereby acknowledge that I have been notified of the video and audio security surveillance, and I give my consent to such video surveillance at any time the company may choose.

Please print Parent/Guardian Name_____

Signature _____ Date: _____