

2017 - 2018 Parent Handbook



*“Building inquiring
minds and loving hearts”*



TABLE OF CONTENTS

General Information

Administrative Welcome	3
Logo History	4
The Organization	5
Advisory Board	5
Organization Structure	5

Policies and Procedures

Admission and Registration	6
Policy on Records	6
Tuition and Fees	7
Statements	7
Enrollment Fee	8
Enrichment Activities	8
Program Tuition Fee Descriptions	8
Late Fee Charges	9
Receipts and Tax Statements	9
Early Withdrawal Policy	9
Outstanding Account Balance Policy	10
Vacation Policy	10
Inclement Weather Policy	10
Emergency Preparedness Plan	10
Threatening Incidents	11
Weapon and Violence Free School	11
Code of Conduct	11
Health and Medical Information	11
Universal Precautions	12
Child and Staff Hand Washing	12
Sanitation and Hygiene	12
Allergies	13
Smoking and Tobacco Use Regulation	13
Screenings	13
Immunizations	13
Medication Dispensation	14
Sunscreen and Insect Repellent	14
Acutely Ill Children	15
Emergency Medical Procedures	16
Preventing and Responding to the Abuse and Neglect of Children	16
Nutrition and Meals	16
Food Handling	17
Infant and Toddler Feeding Requirements	18
Physical Activity and Screen Time Policy	18
Clothing	18
Diaper Changing Areas	18
Diaper Changing Procedures	19
Toilet Training Procedures	19
Napping Procedures	19

Toys	19
Special Activities.....	20
Holidays	20
Notices	21
Visitors	21
Arrival/Departure for all Preschool Programs	21
Rules and Regulations for Car Line.....	22
Policy for Release of Children to Someone Other Than a Parent/Guardian	22
Parent Concerns/Separation.....	23
Parent’s Club	23
Opportunities For Parent Involvement	23
Environment For Learning	23
Physical Facilities	24
Keyless Security Pad Entry System	24
Video Surveillance System	24
Gang Free Zone	24

Classroom Operations and Curriculum

Teachers	25
Curriculum	25
Goals.....	25
Programs.....	26
Discipline	27
Dismissal.....	27
Enrichment Activities.....	28



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Dear Families of Interfaith Child Development Center,

Welcome to the 2017-2018 School Year! We are delighted that you have chosen to be a part of the Interfaith Family! As we move into our 41st year of serving the children of our community, our goal here at Interfaith Child Development Center remains steadfast: to create the most wonderful, nurturing environment for your children to learn, grow and discover.

At ICDC, your children will engage in activities that will enrich their lives, which will lay the foundation for them to be successful in the classroom today, tomorrow and in the future. We believe that partnering with you in your child's development is the most effective way to ensure an impactful learning experience. Our door is always open for a visit, and we encourage parents to drop in and see our programs in action at any time. This year, we are excited to launch our enhanced academic program. This program was piloted last April and May and as expected, the children exceeded all expectations. Our goal is to prepare our students for Kindergarten, both socially and academically, all while sharing Interfaith of The Woodlands' mission of "Building a More Loving and Caring Community Through Service." We thank you for your trust and look forward to sharing an amazing year with your family!

Sincerely,

Missy Herndon
President & CEO

Martha Klie
Director, ICDC





Early in 1975, the Interfaith logo was created by Reverend Don Gebert, the first executive director of Interfaith, using a dime, a nickel and a quarter placed behind each other. The logo stands for UNITY AMID DIVERSITY.

The concept of UNITY AMID DIVERSITY is symbolized in the following way: “The circles of different sizes and different colors show that The Woodlands consists of many sizes (children to adult), many faiths, many economic levels, and many ethnic backgrounds. Residents can come together in one configuration, forming the circle of community. We are united in one whole, healthy community while living our lives in service, and supporting each other with mutual respect.”

The butterfly is the core of the school’s symbol. It is interesting that the body of a butterfly is too heavy for its wings; yet despite size limitations, the butterfly flies effortlessly. Like the butterfly, Interfaith wants our children to know that they can be successful and achieve beyond their imaginations.

The beauty and delicacy of the butterfly mirrors that of the child, and like the butterfly, the child’s metamorphosis is beautiful to behold.

Vision Statement:

Innovative, creative, and unique
Nurture children to reach their potential
Teachers and parents working together
Encourage development of the whole child
Respect individuality
Families connected and involved
Aspire to open our doors through scholarships
Involvement as a leader in our community
Top-tier curriculum
Happy, caring staff and children

Child - the reason for our existence
Development - build inquiring minds and loving hearts
Center - committed to excellence

Mission Statement:

Interfaith Child Development Center inspires children to grow, discover, and develop a love of learning. Our challenging educational environment encourages and nurtures creativity, individuality and compassion.

*We build inquiring minds
and loving hearts.*

THE ORGANIZATION

Interfaith Child Development Center is a non-profit program of The Woodlands Religious Community, Inc. doing business as Interfaith of The Woodlands. Although non-denominational in nature, Interfaith of The Woodlands is governed by a Board of Directors, which is comprised of clergy, lay delegates and the community at large. The Interfaith Child Development Advisory Board works closely with the school's administrators. The Interfaith Child Development Center Director administers the program and oversees all of the Center's personnel and operations. Interfaith Child Development Center employs over 70 individuals, from teachers to support staff, contributing to the optimum care for all the children. The Center is licensed by the State of Texas to care for children 18 months through 4th grade. It is open weekdays from 7:00 a.m. to 6:00 p.m. It is not in operation on weekends or major holidays.

ADVISORY BOARD

Representative, Interfaith Board of Directors
Representative, Interfaith Executive Committee
President & CEO, Interfaith of The Woodlands
Chief Financial Officer, Director of Operations, Interfaith of The Woodlands
Director, Interfaith Child Development Center
Assistant Director, Interfaith Child Development Center
Three Community Members

ORGANIZATION STRUCTURE

While we hope there is never an issue with your child, if a concern should arise, please feel free to bring it to the Lead Teacher's attention. Most issues and concerns can be handled at the classroom level. All issues are handled confidentially. If necessary, the Lead Teacher will bring the matter/concern to the Director's attention.

There are concerns that require a conference with the parents. Please know that when issues are brought forward, each is addressed confidentially. ICDC believes an open parent/teacher/administrator partnership is vital, if you ever have any questions or concerns, please do not hesitate to make contact. Our goal is to resolve all your concerns in a timely manner so your child can have the best educational experience possible.

Texas Department of Family and Protective Services

Interfaith Child Development Center is under the supervision of the licensing requirements of the state of Texas. This department oversees our quality based on the Minimum Standards for Child-Care Centers. Their information and our yearly reports may be found at www.dfps.state.tx.us. To contact the Department of Family and Protective Services, you may also call 936-756-1551 for the local area office. If you suspect neglect or abuse, the hot line number is 1-800-252-5400.

ADMISSION AND REGISTRATION

Interfaith Child Development Center is open to all children, regardless of race, national origin, or creed. Registration takes place in February of each year for the approaching summer and fall classes. Priority is given to children of those families currently enrolled in our program during the In-House Registration period. A one week Legacy Registration period follows for families who have had children previously attend our Center. Registration is then open to the public in late February. An enrollment fee is collected annually which covers curriculum materials, classroom supplies, snacks, student activities, clinic/nurse, library, science lab and administrative fees associated with each student. Half of the enrollment fee is due with the registration form to reserve space in the requested program and the second installment is due on June 1st. Once paid, fees are non-refundable. Upon receipt of the entire enrollment fee, the enrollment packet will be sent to you. The completed enrollment packet and fees for each child must be received prior to a child starting at our school. Upon discovery, any false information disclosed to Interfaith will be grounds for immediate dismissal. **In accordance with the guidelines of Child Care Licensing, children whose enrollment packets are incomplete will not be permitted to attend class. Please know that it takes 1 - 2 days to process enrollment packets.**

POLICY ON RECORDS

It is the policy of Interfaith Child Development Center to treat each child as an individual. Also, it is our policy to treat each parent individually. With an enrollment of approximately 350 children, we serve many different family styles. Regarding parents who are either separating, divorcing, or already divorced, we welcome both parents to the Center at any time. Both parents also have the same access to their child's records (such as enrollment records, medical records, and incident reports), unless unique circumstances are submitted to us from the court. Please be sure to expedite these documents to our office staff as well as any changes made during the year.

Upon enrollment, Interfaith has the right to give/receive information to/from the child's doctors and/or specialist. Full disclosure of prescriptions, or specialist care, to Interfaith is required and imperative to the quality of care we can offer each child. This is for the purpose of creating an Individual Education Plan for that child and the health concerns that may arise without notice.

Student records are kept in a file cabinet available only to office staff maintaining and ensuring confidentiality of those records. That file cabinet is locked in the evening at closing time.

Whenever your contact information changes, it is imperative that we have the new information for your child's file. There is a form on the counter at the front desk that parents can complete to update contact information. Those forms can be placed in the drop box upon completion. The office staff will then update your child's file with the new information.

TUITION AND FEES

General Information

- Payments may be mailed or placed in the locked tuition drop box located on the front desk wall by the 1st of the month.
- Checks, cash and money orders are accepted.
- If paying with cash, the exact amount is required. We are unable to provide change. In addition, all cash payments must receive a receipt from office staff.
- Credit card payments can be made using PayPal. Log on to www.interfaithkids.org and click on the “make payment” button on the home page. There is a processing fee of 2%.
- A thirty day written notice is necessary to withdraw or change a child from any program.

STATEMENTS

Upon enrollment confirmation, you will receive monthly statements via your choice of either:

1. **E-Statements** – You will receive a statement via e-mail to the e-mail address or addresses provided on the Financial Contract. Attachments are sent as a PDF file.

OR

2. **Printed Statements** – a printed statement will be mailed to the family’s home address.

INVOICE SCHEDULE

Invoices for tuition and additional fees will be mailed by the 24th of each month for the upcoming month’s statement.

Payments are due the 1st of each month.

Late fees will be posted to your account if received after the 10th day from your due date.

ENROLLMENT FEE - ALL PROGRAMS

The enrollment fee is an annual cost which covers curriculum materials, classroom supplies, snacks, Science Lab, student activities, clinic/nurse, library and administrative fees associated with each student. The enrollment fee is \$350: \$175 is due with the registration form to reserve space during open enrollment (February-May) in the requested program and \$175 is due the beginning of June to confirm enrollment.

Once paid, fees are non-refundable.

ENRICHMENT ACTIVITIES

All enrichment activity payments are due on a monthly basis and are payable directly to the activity provider. Your child will be disenrolled from the enrichment program if payments are not paid by the end of the current month. When dropping your child from an Enrichment Program, a written notification submitted to the activity provider as well as the office is required one month prior to withdrawal. Monthly charges for the activity will not be prorated.

PROGRAM TUITION FEE DESCRIPTIONS

Partial Day Preschool, School Day Preschool, and Mother's Day Out

- Tuition is calculated on an annual amount that is divided into nine equal payments, payable August to April.
- There is no vacation credit allocated for these programs.
- Children participating in Enrichment Activities will incur a \$10.00 per month Lunch Bunch fee for supervised care, per enrichment class.

Full Day Preschool Program

- Tuition is calculated on an annual amount that is divided into thirteen payments. The initial payment (prorated for August) is due on August 1st, eleven subsequent payments are due the first day of each month, September through July, and the final payment (prorated) is due August 1st of the following year.
- Vacation Credit is available for use within the school year. Refer to the Vacation Credit Policy on page 10 of the Parent Handbook.

Before and/or After Care: Kindergarten – Fourth Grade

- Tuition is calculated based on an annual amount and divided into eleven payments. The initial payment (prorated for August) is due on August 1 of the school year and nine subsequent payments are due the first day of each month, September through May of the same school year.
- Full day programs are available for School Age and Kinders for the summer.
- Vacation Credit is available for use within the school year. Refer to the Vacation Credit Policy on page 10 of the Parent Handbook.

Summer Camps

- Tuition is a flat fee for each camp session, payable one month in advance.
- There is no vacation credit allocated for these programs.

LATE FEE CHARGES

Tuition

Upon enrolling your child in Interfaith Child Development Center, you will be required to complete and sign an Enrollment Contract. On this contract you should indicate your preference for payment; if you do not indicate a payment option, the monthly payment option will be applicable to your account. You will receive a statement by mail, or email as indicated on your financial contract if payment is not submitted by due date. If it is required to send a certified letter to your residence, you will be charged \$10.00 for postage and handling. The late fee charges are as follows:

<i>Payment Option</i>	<i>Due By</i>	<i>If Not Received By</i>	<i>Late Fee Charges</i>
Semi-monthly	1st and 10th	10th and 20th of each month	\$25.00
Monthly	1st	10th of each month	\$25.00

Your account is considered delinquent if payment is not received in our office by the by due date. Partial payments are subject to late fees. Outstanding balances are not permitted. Full payments for all services are required for your child's continued enrollment.

Late Pickup

The building opens at 7:00 a.m. and closes at 6:00 p.m. each weekday, with the exception of special Holiday hours as stated on our school calendar. The late fees are as follows: The first five minutes - \$3.00, and each minute onward up to 15 minutes - \$1.00 per minute. After 20 minutes the charge is \$2.00 per minute. This applies to Full Day students and School Agers picked up after 6:00 p.m., Partial Day students picked up after 12:10 p.m., and School Day students picked up after 3:10 p.m.

RECEIPTS & TAX STATEMENTS

Your canceled check is your receipt. Your monthly statement will reflect your previous months charges and payments for your records. If a receipt is needed for business purposes, please contact the Finance Department at 832-615-8200.

A year-end statement will be made available to all current families by January 31st of the following year for tax purposes. Families who are no longer in attendance should request to receive a year-end statement either for pick-up or to be mailed to their current address.

EARLY WITHDRAWAL POLICY

As a non-profit organization, Interfaith relies on tuition payments to pay teachers' salaries and administrative operations. A 30 day written notice is required to withdraw your child from our program. If a 30 day notice is not given, you will be billed an additional fee equivalent of two weeks tuition, as well as, all the days your child attended Interfaith.

At least 30 days noticeNo withdrawal fee
Less than 30 days noticeTwo weeks tuition

OUTSTANDING ACCOUNT BALANCE POLICY

Payments are due and payable in full each month. Your child's placement will be forfeited immediately if an account is not made current by the end of the month. Interfaith will make extended payment arrangements any time it is deemed necessary, however communication of such need with Finance or the ICDC Director must be within the 30 day period. Collection procedures will be pursued if payment is not received promptly

VACATION POLICY

Children enrolled in our **Full Day Preschool** program will receive the following vacation/sick benefits:

- If your child is enrolled for the **traditional school year and the summer program**, you will receive four weeks at one-half the weekly tuition rate. You may use this time for vacation or sick time as you choose. You may use the half rate at any time during the year that you choose.
- If your child is enrolled for the **traditional school year only**, you will receive three weeks at one-half the weekly tuition rate for vacation or sick time as you choose. The same stipulation as outlined above applies. You may use the half rate at any time during the school year.
- If your child is enrolled for the **summer program only**, you will receive one week at one-half the weekly tuition rate for vacation or sick time as you choose. Again, the same stipulation applies.
- Vacation time accrues from the beginning of each school year in August. It does not accumulate and cannot be carried over to the next year. Full payment is expected at all other times. Children enrolling during the year will receive pro-rated vacation time as agreed upon between the parents and the Director.
- Vacation credit is applied upon written request by the parent. **Two weeks written notice** is needed to be eligible for vacation credit.

Children enrolled in our Partial Day program, School Day program and Summer Camps are not allocated any vacation time.

INCLEMENT WEATHER POLICY

In times of inclement weather conditions and possible school closing, ICDC will follow the decision made by the Conroe Independent School District. Whenever possible, a pre-recorded message will be left on the school's answering machine (281-292-3617).

EMERGENCY PREPAREDNESS PLAN

Fire

An evacuation map showing primary and secondary exits and meeting site outside the facility is posted inside the door of each classroom, as well as the Science Lab, Great Room, Clinic, and Library. Teachers will take clipboards and personal cell phones, if possible, with them as they evacuate. The students will be counted before and after evacuation. Binders containing child emergency contact information are carried out of the building by administrative staff as they evacuate. This fire procedure is practiced every month at different times of the day to familiarize children with the procedure.

See [Building Emergencies](#) for re-location procedures.

Natural Disasters

The Director will assess the weather conditions or situation from the National Weather Service. The evacuation area is posted inside the door of each classroom, as well as the Science Lab, Great Room, Clinic, and Library. In the event of threatening severe weather, the teachers will immediately lead the students into their designated evacuation area. Teachers will take clipboards, flashlights, classroom emergency bag and personal cell phones, if possible, with them as they evacuate. The students will be counted before and after evacuation. We practice a severe weather drill at least once every three months.

Ice, Blizzard, Flood

The Director will assess weather conditions based on information from the National Weather Service. Parents should contact ICDC for information. Parents should check local news channels for updates.

Building Emergencies - Evacuation

If necessary, ICDC will relocate to Brighton Academy located at 10801 Falconwing Drive, The Woodlands. Classrooms will evacuate using their primary or secondary escape routes. All students and staff will meet at the soccer fields in Falconwing Park, outside the ICDC building along the walkway, where attendance will be taken. Attendance will be taken again upon arrival at the next door school. Lead teachers will take a student count and situate their classes in the school.. Staff will contact parents using our Child Fire Books.

THREATENING INCIDENTS

Two separate plans are in place for a lockdown. 1) 7:00 a.m. to 8:00 a.m. - Teachers on site have responsibility for taking children to a designated classroom. Doors and windows are locked; windows are covered. Teachers call for assistance from the classroom. 2) 8:00 a.m. to 6:00 p.m. - Any reference to “Chicken Little” over the P.A. system alerts the staff to initiate a lockdown in their room and wing. All classes remain in classrooms; classes outside of their assigned classroom return to their classroom. If any T Wing classes are outside of their classroom, they are taken to a designated room. Windows and doors are locked; windows are covered. Designated staff facilitates locking of wing and outside doors.

All working staff off site have signed out on a visible board in the front office (i.e. field trip, walk). They are called and informed of lockdown and will remain off site until contacted to return. If lockdown is estimated to continue indefinitely, parents of off site students will be called to pick up their child at a designated location.

There will be no entering or exiting the building until the lockdown has been resolved. At that time, each classroom will be unlocked by administrative staff.

INTERFAITH CHILD DEVELOPMENT CENTER IS A WEAPON AND VIOLENCE FREE SCHOOL

Carrying a firearm or dangerous weapon on our school property or at a school-sponsored function is **NOT** permitted.

Texas and Federal law prohibits intentionally, knowingly, or recklessly causing bodily harm or injury to another. Exhibiting, using, threatening or possessing any firearms or illegal weapons on school property, parking lot, or any passenger transportation vehicles are not permitted. Concealed weapons permit holders are subject to this prohibition.

INTERFAITH CHILD DEVELOPMENT CENTER CODE OF CONDUCT

To create a kind and caring environment that teaches understanding and tolerance of all people, our campus does not promote or sanction any activities that would put harm to any children. Any harassment or bullying among students and adults must be reported to the Director immediately.

HEALTH AND MEDICAL INFORMATION

It is the parent’s responsibility to update all health and medical information. Any **allergies** or activity limitations that your child may have must be made known upon enrollment. Please see the school nurse or Director to discuss in detail any severe allergies, or **any** special health issues. We ask that you notify the Center immediately when your child contracts any communicable disease. The school nurse will send a child home if there is any doubt as to the diagnosis of a condition. The parents will be obligated to take the child into their pediatrician for a note to clarify the illness or disease. Health and wellness checks are performed on the children each morning.

UNIVERSAL PRECAUTIONS

Universal precautions, as defined by the Center for Disease Control, are a set of standards designed to prevent transmission of bloodborne pathogens when providing first aid or health care. Universal precaution training is provided to all new employees before their first assignment and to all staff every year. ICDC practices universal precautions as a matter of routine; always gloving before touching: blood, body fluids, body substances, urine, feces, vomit, soiled linen, or soiled clothing. Face shields are used when mouth-to-mouth resuscitation is required.

Vinyl exam gloves are provided in each classroom, diaper changing areas, classroom first aid supplies, playgrounds, Great Room, Clinic, and transportation vehicles. Gloves are discarded after one use and hands are washed each time gloves are discarded.

All surfaces or objects involved with a blood or body fluid exposure are immediately washed and disinfected with disinfecting solution. Carpets are immediately decontaminated with standard carpet cleaning solution and suctioned into a canister.

If the child's clothing or bedding is involved, those items are double-bagged, tied, and sent home. Waste, including but not limited to, diapers, discarded gloves, first aid dressings, and blood soaked band aids are double bagged in plastic, tied, and disposed of in a covered trash container that is inaccessible to children.

CHILD AND STAFF HAND WASHING

Staff and children wash their hands at the following times and whenever hands are soiled or contaminated with body fluids: before and after food preparation, handling, or serving; after toileting or changing diapers or pull ups; after assisting a child with toilet use or toileting accidents; after removing disposable gloves; after coming into contact with blood; before any food service activity, including table setting; before and after eating meals or snacks; after handling pets or other animals; after blowing or wiping noses; upon arrival into the classroom; upon reentering classroom from outdoor play; before and after delivering first aid; and after assisting children with hand washing.

Steps followed for hand washing are: Turn on warm water, and moisten hands; apply liquid soap to hands; rub hands vigorously together until a soapy lather occurs, and continue for 20 seconds; rub areas between fingers, around nail beds, under jewelry, and back of hands; rinse hands under warm running water, until they are free of soap and dirt; leave water running while drying hands; dry hands with disposable paper towels; turn faucet taps off with paper towel to avoid recontamination; and dispose of paper towel in lined trash container.

SANITATION AND HYGIENE

ICDC uses a hospital grade product which is a disinfectant, sanitizer, fungicide, and virucide. Each classroom has their own labeled spray bottle for sanitizing surfaces, furniture, and other equipment used by children.

The spray bottle is inaccessible to children

Any items mouthed or soiled in the classroom are put aside and sanitized before being placed out for use. Furniture is cleaned immediately if soiled. Surfaces used for eating and activities are disinfected before and after use. Mouthed or soiled items in the Great Room are put into a designated container. These items are placed out for use after they have been sanitized and disinfected by the nurse.

Lidded trash cans are provided in all classrooms as well as common areas. Lidded foot pedal receptacles are located in diapering classrooms. Waste is immediately disposed of (outside the building) after food service, after a blood or body fluid incident, or after a fecal diaper.

See sections under Food Handling, Handwashing, Diaper Changing, Universal Precautions, and Toileting for more specific information on sanitation and hygiene in these areas.

ALLERGIES

In order to provide the very best care for your child, please be specific with your child's allergy information. We need to know what symptoms have been exhibited during reactions, so we will be able to recognize a reaction quickly. If your child requires an EpiPen, please have your doctor complete an anaphylaxis action plan. Interfaith can supply this form or your doctor can provide his/her own. This form provides specific instructions concerning treatment if your child is exposed to his/her allergen.

SMOKING AND TOBACCO USE REGULATION

ICDC is a smoke-free environment. However, we have an outdoor off-site designated area for our staff members who are tobacco smokers. We insist on strict adherence to this policy, as well as other prohibited substances by law.

SCREENINGS

Texas law requires all four-year-old children (as of September 1st of the current school year) to have a vision and hearing screening, the results of which must be recorded in the child care files by December 1st. Screening services are available through Interfaith Child Development Center during the month of October or you may wish to have your child screened through his/her physician's office. Once your doctor has completed a screening, a copy must be submitted to our office. For your convenience, you may fax documentation to the attention of our Nurse at 281-298-8979.

IMMUNIZATIONS

The Texas Department of Family and Protective Services requires that we have a health statement signed by the physician and a copy of your child's up-to-date immunization record before admission.

Exclusion from immunizations for reasons of conscience, including a religious belief, must be submitted on an original, notarized "Exemption from Immunization for Reason of Conscience" document. It is issued by the Texas Department of State Health Services and is required on the first day of attendance.

Information on required immunizations for child care facilities as well as the exemption from immunizations can be accessed at www.dshs.state.tx.us/immunize.

Tuberculin Testing Requirements

At this time, the Texas Department of State Health Services does not currently require TB testing for children attending a licensed child care center. Interfaith Child Development Center will not require TB testing at this time, leaving the decision to be made by the parent/guardian and the child's health care provider. In the event of this policy changing, all parents will be notified.

Tuberculin Testing Requirements for Employees

The Health Department sets the requirements for TB testing. At this time, employees are not required to have a TB test upon employment.

Employee Immunizations

At this time, employees are not required to receive additional vaccinations before employment. If the Occupational Safety and Health Administration (OSHA), Center for Disease Control (CDC), Texas Department of State Health Services (DSHS) or Texas Department of Family and Protective Services (DFPS) were to ever require vaccinations for caregivers, Interfaith Child Development Center would ensure that the staff has the required vaccinations prior to employment.

Minimum Standards for Child-Care Centers states: "You can find more information on the current immunizations recommended for adults on the Center for Disease Control (CDC) website at: www.cdc.gov/vaccines/schedules/downloads/adult/adult-schedule.pdf."

Should immunizations become required, all employees will be informed of this policy and will be asked to sign a policy statement indicating so to be kept on file. As required immunizations are obtained by employees,

they will be asked to provide the Director with written documentation/verification signed by a health care professional to be placed in their file. Exemptions from required vaccines include, but are not limited to: “medical conditions identified as contraindications or precautions by the Centers for Disease Control and Prevention (CDC) or reasons of conscience, such as a religious belief.” If an employee wishes to claim an exemption from an immunization, the employee must inform the Director and then provide a signed statement to that effect for inclusion in their file. There will be no discrimination or retaliatory action against any employee who does/does not receive immunizations for vaccine-preventable illnesses. The use of protective medical equipment will not be considered retaliatory when used by employees.

In addition to complying with Interfaith Child Development Center policies regarding prevention of Communicable Diseases and Infection Control as outlined in the Interfaith of The Woodlands Employee Handbook, the use of protective medical equipment will be based on the level of risk the employee presents to the children by the employee’s routine and direct exposure to children. Employees should not be in direct contact with children when they are ill or displaying signs of illness. Failure to sign or adhere to the policy concerning immunizations, should they become required, or failure to use the necessary protective medical equipment in the case of exemptions, may result in the employee not being able to work directly with children, and may, in fact, necessitate further disciplinary action including termination. The information related to whether or not an employee chooses to have immunizations for vaccine preventable diseases will be kept strictly confidential.

MEDICATION DISPENSATION

Medications (prescription AND over-the-counter, including diapering creams/ointments) dispensed at Interfaith Child Development Center are subject to the following guidelines:

- No medications are to be sent with a student or in his/her backpack.
- An “Authorization for Dispensing Medication” form must be completed by the parent for every medication. These forms are available at the front desk.
- Prescription medication must be in the original container and labeled with the child’s full name, date, the medication was brought to Interfaith, dosage directions and physician’s name.
- Non-prescription medication must be in the original container and labeled with the child’s first and last name, room number, and date the medication was brought to Interfaith. The parent or guardian must provide all non-prescription medication. Any medication requiring a “consult” for the dosage level will need to have a written doctor’s order stating child’s name, date, dosage directions and physician’s name.
- If the parental authorization is for long-term, as needed, medications for periodic and recurring medical problems (i.e. headaches, asthma attacks, allergic reactions), it will be valid when symptoms occur for a 6 month period, after which time a renewal is required.
- Sample medications require a doctor’s written prescription.
- Interfaith cannot administer the “first” dose of a new medication (i.e. the child has never taken the medicine). Exceptions would be emergency medications (i.e. Epipen, Diastat) that a student would require but had not received in the past.
- Medication can only be given in amounts and time intervals according to package directions or as amended by physician.
- Medication is dispensed at approximately 11:30 a.m. and 3:30 p.m. Your child’s medication should be scheduled to meet these times. Our licensed nurse or an authorized staff person will administer the medications as stated on the label directions.

SUNSCREEN AND INSECT REPELLENT

The container must be labeled with the child’s name and room number. The parent must log the product into the book labeled “Sunscreen and Insect Repellent”, located at the front office. It will be kept in the locked cabinet in the child’s classroom and the teachers will use it as needed. The product will not be applied after its expiration date and will be disposed of or returned to the parent.

ACUTELY ILL CHILDREN

Your child's health is a matter of major importance to all of us. A child will be sent home if he or she appears to have symptoms of illness. In such cases, the parent is contacted immediately. Under no circumstances can we care for a child who is ill. At any time our nurse, Director, or Assistant Director, has the discretion to send a child home due to illness or an incident.

Dismissal

- The illness prevents the child from participating comfortably in classroom activities.
- The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of other children.

If a child is displaying the above or any symptoms of a minor illness such as lethargy, headache, or stomachache, the child will be brought to the clinic in the office area, and the symptoms will be assessed. The child will return to class provided there is no fever. Parents will be notified and requested to pick up the child if assessment warrants dismissal.

Exclusion

- Fever: An axillary (armpit) temperature above 100 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 facility's activities.
- Signs and symptoms including skin rashes, lesions, encrusted areas, red eyes with discharge until medical evaluation indicates that the child can be included in the facility's activities.
- The child has been diagnosed with a communicable disease until medical evaluation determines that the child is no longer contagious and is able to participate in the facility's activities.
- Symptoms and signs of possible severe illness such as lethargy, irregular breathing or wheezing, diarrhea, vomiting, behavior change, or other unusual signs, until medical evaluation indicates that the child can be included in the facility's activities.

A child must be free from vomiting, diarrhea, and fever (without the use of fever-reducing medications) for 24 hours before returning to school.

Head Lice

Interfaith Child Development Center has a "no-nit" policy concerning head lice. Should an episode of lice occur, the following guidelines apply:

- Once lice have been found on one child, everyone in the classroom, including adults will be examined. The child or children found with the lice will be kept in the clinic, and the parent(s) contacted immediately to pick up the child. All parents of the class will be notified of the outbreak.
- A child with lice must be treated with a lice-killing shampoo, and the school must be notified of the treatment. In addition, it is important to remove all oval white eggs (nits) after treating the hair because the eggs that aren't removed are likely to hatch and start the infestation over again.
- Once the child is treated and all nits removed, the child can return to the Center, this might take 2-3 days. Upon arrival, the child will be checked by our nurse or authorized personnel to make certain that the hair is totally free of nits and, if affirmative, the child will be readmitted into class.

Absence

If your child is not attending school on any given day, please call the school to let us know. An office staff person will let the classroom teacher know about your child's absence. If your child has seen his/her doctor and has been diagnosed with a communicable illness, please notify the school as soon as possible. A doctor's note will be required for your child to return to school. In addition, we may need to send a letter out to your child's classmates regarding a particular diagnosis.

EMERGENCY MEDICAL PROCEDURES

In case of the onset of critical illness or injury, we will make an immediate attempt to contact a parent. Parents must keep all phone numbers in their child's file current. The child will be taken to the emergency room, (as authorized in the enrollment packet), by emergency vehicle. The Director or Assistant Director will follow the emergency vehicle to the facility and remain with the child until the parent arrives.

In the case of a minor injury such as a bump or scratch, the injury will be treated according to prescribed methods of first aid and a report describing the incident will be given to the parent. All Incident Report forms must be signed by the parent or guardian of the child. A copy of the incident report will be kept in the child's file.

PREVENTING AND RESPONDING TO THE ABUSE AND NEGLECT OF CHILDREN

Our staff receives one hour of training annually on recognizing and preventing child abuse and neglect. Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. To report child abuse or neglect, call 1-800-252- 5400 or go to www.txabusehotline.org. Employers are prohibited from retaliating against caregivers who make reports in 'good faith'. Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, cuts on the child's body
- Severe verbal reprimands
- Dropping off or picking up a child while under the influence of alcohol or illegal drugs
- Failure to attend to the special needs of a disabled child
- Obvious malnourishment
- Lack of personal cleanliness
- Need for glasses, dental care, or other medical attention
- Evidence of injury to the genital area
- Difficulty in sitting or walking

Child abuse is a community concern. An excellent resource for strategies to reduce and prevent child abuse and neglect can be found at www.helpandhope.org and include, but are not limited to:

- Helping families in stressful times
- Reaching out to children in your community
- Being an active community leader
- Getting to know your neighbors
- Keeping your neighborhood safe with a National Night Out Plan or Neighborhood Watch
- Recognizing and reporting signs of child abuse

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help.html. The statewide abuse and neglect phone number is 1-800-252-5400.

NUTRITION AND MEALS

Building healthy bodies is as important to us as nurturing healthy minds. We believe in sound nutrition, and this is reflected in the breakfast, lunch, and snacks served each day. Interfaith Child Development Center follows the nutrition standards required by the Texas Department of Family and Protective Services Minimum Standards for Child-Care Centers when planning the monthly menu. A menu for each month, including snack items, can be found in the plexi-glass holder in the entry hallway and is also available on our website, www.interfaithkids.org.

If at all possible, we prefer that your child does not bring a sack lunch to school. If, for a particular reason (such as allergies), a lunch is sent, **it must be nutritional**. If your child is allergic or sensitive to dye, sugar, milk, etc.

or if you must send a special drink, please prepare it in advance and send it in a plastic container clearly marked with the child's name. Any deviations from state nutritional requirements that a parent authorizes must be in writing and kept in the child's file. In the event that a parent chooses not to have their child partake in the daily menu, it is necessary for a parent to send a lunch and or snack from home. In this case you must be aware and respectful of classroom allergies; many of our classrooms are nut free. Interfaith Child Development Center is not able to provide a substitute lunch or snack. Per state licensing requirements, ICDC serves milk and water. ICDC is a juice free center.

Information regarding a child's allergy to a particular food is posted in every classroom and is accessible by all teachers and staff. Staff are educated on the child's food allergies and every precaution is taken to ensure that the child is protected.

As parents interested in your children's daily routines, you are cordially invited to eat lunch with your children as a special treat. If a parent plans to do so, we request that the office be notified in advance so that an adequate amount of food can be prepared.

Breakfast is available daily for \$3.25. These charges will appear on the monthly statement from the previous month. Breakfast is served from 7:00 to 7:45 a.m.

The Center is required by law to discuss recurring eating problems with the child's parent. If a child must be served a therapeutic diet, there must be written approval from a physician or a registered and licensed dietitian.

Chewing gum is NOT ALLOWED at Interfaith.

FOOD HANDLING

The ICDC kitchen is inspected and certified at least once every 12 months by a Montgomery County Environmental Health Services sanitation official. The kitchen staff completes a Food Service Sanitation course every three years through Montgomery County Environmental Health Services.

Hair nets are worn by kitchen staff. Hands are washed before beginning food preparation or before serving food. Food handling gloves are provided in the kitchen and in all the classrooms. Gloves are always used in the kitchen and classroom so there is no food to hand contact. The gloves are disposed of after use. If interrupted during food preparation or food service, gloves are removed, hands are washed, and fresh gloves are worn.

During food preparation, all countertops, dishes, and utensils are washed after preparing each food item and before preparing the next. A commercial dishwasher that heats to 140 degrees Fahrenheit is used to wash, rinse, and sanitize kitchen cooking equipment and utensils after each use. All reusable cups and plates for the classrooms are washed, rinsed, and sanitized in the dishwasher after each use. The children use disposable flatware which is thrown away after use.

Food that requires refrigeration is kept in commercial grade refrigerators maintained at 35 degrees Fahrenheit or colder. Food is kept refrigerated until preparation begins. Dry foods and staples are kept in a cool, clean, dry pantry that is used solely for food storage. Kitchen staff rotates both refrigerated and pantry foods so that first bought are first used. Kitchen staff monitors expiration dates and nothing past its expiration date is served.

Wet and dry wiping cloths are designated for and used solely in the kitchen. These are for wiping food surfaces or drying carryout containers. All wiping cloths are free from food debris and visible soil. They are machine washed after food service.

Food will be transported in clean containers and will be covered until served in the classroom. Food items in the classroom will be served with utensils and staff will wear gloves while serving. Liquids and foods hotter than 110 degrees Fahrenheit are kept out of reach. All staff are educated on food allergies and they take precautions to ensure children are protected.

Kitchen staff will not work in food handling when symptomatic with illness.

INFANT AND TODDLER FEEDING REQUIREMENTS

A child must be 18 months old by the beginning of the school year he/she is enrolled for (second week of August) to attend school during the fall.

Regularly scheduled snack times and meal times are provided for children in our care. Children are fed table food which meets safety guidelines for children younger than two years of age. Small foods are not accessible to young children. Children are encouraged to feed themselves to promote self-help skills and autonomy. We provide individually labeled training cups for each child in our care, although children are not permitted to walk around the classroom with these cups. Children wash their hands before and after eating. Children do not share their feeding utensils with other children. Hand washing sinks and diaper changing areas are not used for food preparation, or for washing food service/preparation equipment, pacifiers, or toys. Caregivers record each child's daily nutritional intake.

You may breastfeed or provide breast milk for your child while in our care. We provide a comfortable place with a seat that enables a mother to breastfeed her child. If desired, information regarding breastfeeding education and support resources within the community can be obtained from the Director.

PHYSICAL ACTIVITY AND SCREEN TIME POLICY

At Interfaith Child Development Center, children will receive a balance of active and quiet play including group and individual activities both indoors and outdoors. Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk and a greater range of active movement. Children in the Partial Day, and School Day programs will receive a minimum of 30 minutes of outdoor time each day, weather permitting. The children in our Full Day program will have outdoor play for 30 minutes in the morning and 30 minutes in the afternoon, weather permitting. ICDC ensures that children receive a variety of activities to address their emotional, social, intellectual, and physical development.

During the first two years of life, children's brains and bodies are going through critical periods of growth and development and therefore will not have any screen time while at ICDC. Children two years and older will have a limited amount of screen time. No more than 30 minutes per week will be spent between video viewing and computer time. These screen activities will be age appropriate and related to the curriculum.

CLOTHING

The following are some clothing guidelines to keep your child safe and comfortable:

- Dress your child in comfortable, washable play clothes free from complicated fastenings. Clothes that children can easily put on and take off for toileting purposes are best.
- Select winter outerwear that is washable. **Please label these items with your child's name.**
- Let teachers know if your child needs to be cleaned up and changed for an appointment or party. We will be glad to help.
- Let your child know it is okay to get dirty. Often, children refuse to take part in painting, sand, and water play because they are afraid they will get their clothes messy.
- Children should leave a change of clothing at Interfaith, clearly labeled with their name. An extra pair of shoes is also advisable in the case of a toileting accident.
- No backpacks or clothing with drawstrings - to avoid choking hazard.

Children are required to wear enclosed footwear at all times to ensure children's safety. Examples of footwear which are not allowed are **flip-flops, sandals, Crocs, or rubber rain boots**. Sneakers are the best for all-around play. Parents will be notified to bring appropriate shoes if these safety guidelines are not met. Cowboy boots are allowed on Texas celebration days only. **Again, please label all clothing!**

DIAPER CHANGING AREAS

Proper diapering procedures are posted at each changing table. Changing tables are impervious, non-absorbent surfaces. Tables are sturdy and are adult height. The changing area is never located in food preparation areas, and is never used for the temporary placement of food. Hand washing sinks with liquid soap dispensers are within arms length of each changing table. A closable, foot-pedal operated, plastic-lined trash receptacle is used in every diaper changing area for contaminated diapers, pull ups, wipes, and liners.

DIAPER CHANGING PROCEDURES

Parents must provide a sufficient supply of daily diapers and wipes. Teachers check diapers and pull ups regularly and change soiled or wet diapers and clothing immediately. Universal precautions are practiced at all times. Teachers prepare the diapering area with diapers, disposable wipes, and disposable bags. A non-absorbent changing surface is covered with non-absorbent paper liners, large enough to cover the surface from the child's shoulders to beyond the child's feet. Staff wears disposable exam gloves when changing diapers and gloves are changed between each child. Minimal contact is made with the child's soiled clothes and diaper. While safety straps on changing tables are not used (to avoid contamination), staff always have one hand on the child during diaper change. Staff are trained in and follow proper procedures for cleaning a child's genital area. Used diapers and wipes are disposed of in a plastic bag. If necessary, soiled clothes are placed in a plastic bag to be sent home to parents. A clean diaper is placed on the child. During diaper change, caregivers talk with and relate warmly to children. The child is carefully removed from the changing table. Child's hands are washed at a sink with soap and running water. Changing paper liner is disposed of, and the changing table is disinfected after each use. The teacher washes her hands after each diaper change with soap and water for 20 seconds, and uses a paper towel to turn off the faucet.

The Stand up Method for diapering is used in some classrooms. These procedures are posted in classrooms where this method is used. For urine soiled diapers, the child stands on a non-absorbent paper liner. For a bowel movement soiled diaper, the child will lie down on a diaper changing pad covered with a non-absorbent paper liner. In each case, the child is diapered within arms length of a hand washing sink.

TOILET TRAINING PROCEDURES

Parents are responsible for providing a sufficient supply of disposable diapers and wipes for children not yet toilet trained. When children are ready for toilet learning, teachers request that children graduate to training pants, or wear the easy open sides pull-up training pants. The new pull-ups have a moisture-sensitive strip that helps a child tell when they are wet. Of course, several changes of clothing as well as shoes, are needed. Supplies should be checked periodically by the parent and replenished as needed.

All children attending preschool **MUST** be toilet trained by age 3 and should be toilet trained by the beginning of the school year

NAPPING PROCEDURES

Children in the Full Day Preschool Program, School Day Preschool Program, and MDO are provided with mats to lay down on for nap. Texas law requires that children rest during the Full-Day, School Day and MDO Programs. Each child is assigned with his/her own personal resting mat and it is labeled with his/her name. There is ample walking space between mats. Children are placed head to feet, side by side, as well as lengthwise head to feet, to avoid transmission of germs while coughing. Mats do not block entrances or exits to the area. Mats are not placed next to or near doors, closets, or cabinets. Children are always within sight and sound of a qualified caregiver.

TOYS

We request that all toys from home be left at home unless your child's teacher has indicated otherwise. An exception to this would be a transitional object or "lovey" which young children often bring to school when they are learning to comfortably separate from a parent. When a very young child is attached to a special blanket or stuffed animal, bringing it to school often aids in the transition from home.

SPECIAL ACTIVITIES

- **Birthdays:** Your child's special day may certainly be celebrated at Interfaith. Individual treats can be sent from home and will be eaten during the snack period. Treats should be brought to Interfaith the morning of the party (marked with the child's name). It is necessary to notify your child's teacher if you plan a celebration so that the day can be planned accordingly, and so that any student allergies can be addressed. Regarding birthday invitations, the office staff will be happy to furnish you with a list of names of children enrolled in your child's class, assuming that all parents have signed a Release of Information form allowing us to do so. Invitations can only be distributed in your child's classroom if **all** children are invited.
- **Holidays:** Each parent will be given an opportunity to provide treats or supplies for holiday celebrations in their child's classroom. Due to a possible choking hazard, balloons are not permitted at parties. Room mothers are responsible for contacting parents who have previously signed up for a specific party. We request that parents helping with holiday parties in the individual classrooms do not bring siblings to the festivities. Overcrowding and over-stimulation at these times can lead to less than ideal celebrations. (If providing snacks, please check with the teacher for any classroom allergies.)
- **Visiting Pets:** Due to allergies in classrooms pets are not allowed; however, special events will be an exception and forms will go home prior to the event. Special events will be outside the front of the school and pets will stay with their owners the entire time of the event and will go home directly after the event ends.

INTERFAITH CHILD DEVELOPMENT CENTER IS CLOSED IN OBSERVANCE OF THE FOLLOWING HOLIDAYS:

- New Year's Day
- Spring Holiday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Winter Break

**Please refer to the 2017-2018 School Year Calendar located on our website, www.interfaithkids.org, for specific dates of events and other scheduled days that the Center is closed.*

- **Field Trips:** Educational and recreational field trips are planned throughout the year for children who are pre-kindergarten age and above. A signed permission form must be on file in order for your child to participate and be transported on the Interfaith buses. In addition, a 48 hour advance notice permission slip must be signed and returned to your child's teacher before the field trip. Please be assured that first aid supplies are carried on field trips and all staff members are trained in First Aid and C.P.R.. Parents who wish to accompany children on field trips are welcomed to do so; however, the office must be notified in advance of this intention. Parents need to be aware that they will need to drive their personal vehicles. For safety reasons, we reserve the right to exclude any child from participating in off-campus activities. All children attending an ICDC field trip must leave ICDC with the group on the bus and return to ICDC with the group on the bus. Parents may not pick up or drop off their child at the field trip location. **If a student is attending a field trip as part of their public school's event, the parent is responsible for providing transportation back to Interfaith's campus.**

NOTICES

Letters are sent home on a regular basis to keep parents informed of the various happenings at Interfaith. Please refer to our website www.interfaithkids.org for our monthly calendar and meal menus. It is the parents' responsibility to read the notices and keep them handy for reference. Teachers of toddlers send home daily notes to inform parents of their child's everyday experiences. Teachers of our three and four year olds will typically send home a weekly newsletter via email. The Parent Club publishes a monthly newsletter that will contain information about events, activities, and more. Many classrooms have a "Take Home Folder" once a week to help make sure the parents receive their child's notifications in a timely manner. Every effort will be made to notify you, in advance, of any staff changes that will be occurring in your child's class. Unfortunately, there may be times when a staff member will leave unexpectedly and notification may come after the fact.

State Licensing requires a parent or guardian's signature on Incident Reports. Please be sure to help us meet this requirement by signing and dating the notice immediately and returning it to the teacher.

VISITORS

At Interfaith we have an "Open Door" policy. When you choose to visit Interfaith, we ask that you sign in at the front desk and receive a "visitors" badge. This helps maintain the security of our building. This is not necessary at drop off or pick up, but if you're making a special visit, please be sure to follow these guidelines.

ARRIVAL/DEPARTURE FOR ALL PRESCHOOL PROGRAMS

Child Care Licensing mandates that children are signed in and out each day that they attend School. Each class has a clipboard with a daily sheet for this purpose which includes the child's name, date, a space for parent/guardian/teacher initial, classroom, and the time of arrival and departure. If you choose to walk your child in to school, you **MUST** stop to fill in the time of arrival and sign in on the clipboard. Clipboards are located on tables on the side of the great room. (See clipboard location below). Once your child is signed in on the classroom clipboard in the morning, your child is to remain in the care of the teacher.

ARRIVAL:

The use of cell phones is prohibited during morning drop-off.

- Before 8:00am clipboards will be located on a table in the Great Room for all classes except for the classes in the T wing. Those will be located in their classrooms
- After 8:00am, the clipboards will be distributed to corresponding classrooms and will remain in the class for the rest of the day
- For parents dropping children to our School Day and Partial Day programs, you are welcome to walk your child into the school in the morning, or use our car line for drop off.
- If you need to talk to your child's teacher, we ask that you arrange a time to meet at their conference time, not during arrival or departure times.

DISMISSAL:

The use of cell phones is prohibited during car line or while picking up your child.

- Dismissal times are at 12:00pm and 3:00pm.
- Please enter through the Falconwing parking lot.
- We strongly recommend the use of our car line to pick up children. If you decide to do personal pick up, kindly park in the designated areas, and walk to the main doors with your sign. A teacher will bring your child to you.
- If walking your child out of the building, do not leave your car parked in the fire lane (designated by the red curb) or in the bus parking area.
- **Under no circumstances should children be left unattended in vehicles.**
- If you are picking up your child during nap time, please approach the front desk, and an office staff member will bring your child to the front.
- **At all times parents are required to have their family number or car line sign to pick up their child, no matter if you walk or use car line.**

- Please keep your sign in your car. Cars that do not have a visible car sign will be asked to pull into the parking lot.
- Remain in your car while dropping off or picking up your child

Please note there are late fees when children are not picked up by their scheduled times.

CAR LINE TIMES FOR PARTIAL DAY AND SCHOOL DAY PROGRAMS:

Full Day

Car Line Drop Off Time 7:00 am – 8:15 am

School Day

Car Line Drop Off Time 7:50 am – 8:15 am

Car Line Pick Up Time 2:50 pm – 3:10 pm

Partial Day

Car Line Drop Off Time 8:50 am – 9:10 am

Car Line Pick Up Time 11:50 am – 12:10 pm

If your child is a rider in an organized carpool on a regular basis, please let the office know in writing of the specifics. Such information will be kept in your child's file.

RULES AND REGULATIONS FOR CAR LINE

1. When using Car Line, please keep your car sign (with your child's name and classroom) displayed in the window at all times.
2. Remain in your car while dropping off and picking up children.
3. If you must get out of your car, turn off the engine.
4. Always put your car in park when loading or unloading children.
5. Load and unload from the school sidewalk side only.
6. All cars with sliding doors must have doors closed before driving off.
Please allow enough time to make sure teachers have children safely buckled in their car seats.
7. Cooperate with the staff on duty; we try to provide a smooth and safe dismissal.
8. Please limit parent-teacher discussions while in the car line.
9. **Do not use your cell phone while on school premises.**

If we all work together, we can provide a safe and efficient car line for all.

**POLICY FOR RELEASE OF CHILDREN TO SOMEONE
OTHER THAN A PARENT OR LEGAL GUARDIAN
(All Students)**

If a child is to be released to someone other than a parent or legal guardian the procedure is listed below:

1. The parent must notify the office that an individual other than the parent will pick up the child.
2. Written authorization should contain the date, child's name, the person who is to pick up the child, and the person giving authorization to do so. Authorization may be recorded on a Child Release Form (located at the Front Desk) or on a separate sheet of paper.
3. If authorization is given via the telephone, the staff member will verify the identity of the caller through questions only the parent could answer, such as asking for their Driver's License number.
4. If the person's name is listed for pick-up and is unknown to the staff member, identification, such as driver's license, is required. An office staff member will bring the child to the office.
5. If the person picking up the child is going through the Car Line and identity is unknown, the driver will be asked to pull out of the car line, park, and come into the school where a copy of his or her driver's license can be made and identity ascertained.

These strict policies regarding the release of children are in place to ensure the safety of your child.

PARENT CONCERNS/SEPARATION

If this is the first time your child will experience a structured environment away from home, your positive attitude will greatly affect your child's initial adjustment to our Center. We encourage you to visit with your child one or more times prior to starting our program so that your child will feel comfortable when the big day arrives!

While many children have little difficulty adjusting to a new situation, some do experience teary separations. A brief 10-15 minute stay with your child in the classroom on the first few days is recommended if the situation warrants it. There may be tears, but reassure him or her of your return and leave promptly. Call the school to check on your child. We will be honest with you about his or her progress. Please remember that a child can sense any reservations on the parent's part, so a positive attitude must be maintained to assure a smooth transition.

We strongly encourage each parent to participate in the child's educational process through observing, volunteering, and communicating with us. Our door is always open to you! **Please remember to sign in at the front desk and receive a "visitors badge".**

PARENT'S CLUB

The Parent's Club is a non-profit organization which works to provide:

- A forum for parents where they can receive and share information regarding their children's development.
- A setting in which parents can come and get to know other parents with children the same ages as their own.
- A way in which parents can contribute to the school and its staff to benefit their children's educational and social development.

Meetings are held throughout the year. In addition to scheduled meetings, the Parent's Club sponsors several events during the school year: Meet the Teacher, Holiday Brunch, and Staff Appreciation Luncheons. The Parent's Club sponsors fundraisers such as T-shirt sales, gift wrap sales, and a Book Fair. Funds generated are used to purchase additional equipment for the classrooms and playgrounds. At the beginning of the year, it is requested that all families join the Parent's Club with a \$10.00 donation.

OPPORTUNITIES FOR PARENT INVOLVEMENT

In addition to membership in the Parent's Club, there are a variety of ways for parents of enrolled children to participate in the daily activities at ICDC. Intrerfaith's doors are always open to classroom visits, and parents are invited to eat lunch with their children with advanced notice. When parents enter our facility, they are required to sign in and out at the office upon arrival and departure. Please be mindful that teachers are following a schedule and classes might be in progress at the time of your visit.

Parents are also welcome to participate in classroom parties when special days are celebrated throughout the school year. Parents may also accompany their child's classroom on field trips; however, parents will need to drive their own vehicles. Please look for a volunteer sign up sheet to come home for parents who wish to volunteer.

A parent may purchase/donate a book in honor of his/her child's birthday. This program is called the Birthday Book Club. The book is read in the classroom of the student and then is placed in the library with a book plate with the child's name, for the entire school to enjoy.

Parents are invited to visit classrooms to share their professions, their cultures, or to be a "guest reader". It is our belief that working closely with parents is the most effective way to ensure a successful experience for the children.

ENVIRONMENT FOR LEARNING

Early childhood educators and researchers have found that a stimulating and planned environment can influence the learning capabilities of young children. Children develop at varying ages and stages. Moreover, they learn differently. Learning styles and rates of learning are as individual as each child's personality. Fully aware of such concepts in childhood development, the Interfaith Child Development Center offers a variety of learning experiences in a stimulating physical environment to promote learning for each child.

PHYSICAL FACILITIES

The Interfaith Child Development Center was designed for children. Three wings, devoted to the care of children, radiate from the central Great Room. Each wing houses classrooms that are spacious and well equipped. All classrooms have lavatories located in the classrooms allowing optimum supervision. Floors are partially carpeted to decrease noise.

The remainder of the building is also geared to the children's well being and total development. Individual classes can utilize the Science Lab, located to the left of the Great Room, for science and other small group activities. Our library is home to many books for children, as well as a teacher resource area and parent educational section. Our parents are invited to contribute and check out resources available to them. A fully equipped commercial kitchen with experienced staff serves breakfast, a nutritious lunch, and two snacks daily. The medical clinic is located in the administrative wing.

Our outside classroom, located on the left side of our campus, provides a learning environment for children to connect with nature. The outdoor play areas also are geared to the children for optimum use. The toddler playground, adjacent to the Toddler Wing of the building, is equipped for children ages 18 months to three years old. All equipment was carefully selected for the safety and enjoyment of each age group. The playground for the older children is located at the rear of the building, adjacent to the Falconwing Park soccer field, as well as the side of the building. A gazebo, large enough to accommodate an entire class, is part of this playground's equipment. All of our equipment meets optimum safety requirements while providing hours of enjoyment for the children.

KEYLESS SECURITY PAD ENTRY SYSTEM

All parents, after enrollment in Interfaith, will receive a pass code to our building. This pass code is not to be shared with anyone. Please do not label the card we distribute and do not give it to occasional baby sitters. This will compromise our school security. We rely on people who know this code to keep it confidential. If people come in with you at the door, please politely ask them to stop at the front desk. This will alleviate any problems at entry. If you have a scheduled caregiver who is on your approved child release list, you may give the number to this individual with permission from the front office. Be sure to communicate this to the office and notify the office of any changes that may occur during the year. The number is subject to change without prior notice; however, as the parents deliver their child(ren) they will receive the new number upon confirming identification. Please do not allow your child to operate the key pad.

VIDEO SURVEILLANCE CAMERA

The parking area, the front foyer and playgrounds, are monitored by a video surveillance system. This security measure allows us to assure the safety of our children by the administration team monitoring the entrance and exit of every student.

GANG FREE ZONE

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

TEACHERS

While a nurturing educational environment is vital, the guidance of a caring teacher is crucial.

The Interfaith Child Development Center employs only dedicated and supportive teachers. The majority of our teachers have taught at Interfaith Child Development Center for numerous years and continue to serve conscientiously in the interest of the children. While many do possess credentials or a degree either in Early Childhood Education, Elementary Education, or other fields, teachers are also selected for their experience. Each year the staff attends workshops, conferences, and seminars to keep abreast of current trends in early childhood education.

You will be pleased to know that staff/child ratios at Interfaith are well below the ratios outlined in the Minimum Standards for Child-Care Centers for the State of Texas. We are proud to have one of the lowest teacher/student ratio in the area. All children are always within sight and sound of a qualified caregiver. If a situation arises where we have to pull a staff person, a qualified caregiver or administrative assistant will assist the class to maintain child/staff ratios. Volunteers are not included in our child/staff ratio.

CURRICULUM

ICDC's advanced curriculum has been specially created for each age group level and is developmentally appropriate. Our curriculum is content-based following the principle of a literacy base as well as monthly themes and surprises for the children.

Incorporated into our program are enhancements of Fine Arts, Music and Movement, Handwriting Without Tears, and a phonics system.

Our educational environment challenges children to learn through loving and fun, but academic focused activities. We will build a solid foundation on writing and reading as we continue with our literacy based program. Our goal is to expose children to reading and create a love for books that lasts a lifetime. Math concepts are taught through counting songs, manipulatives, patterning and other teaching practices. Social Studies, Science and Fine Motor Skills are part of our scope and sequence that is presented monthly to the teachers.

Our Lead Teachers and Assistant Teachers meet weekly for planning time and work as a team in all facets of the curriculum. Formal parent-teacher conferences are scheduled in January. Additional informal conferences may be scheduled at anytime. An informal touchpoint is done in the Fall with the teacher initiation. Furthermore, local educational trends are carefully monitored so that our students will be well prepared for entry into both public and privates sectors of formal education.

Goals for each of our children:

- To Develop a positive attitude towards learning.
- To Expand their creativity through Art and Music.
- To Develop skills and the foundation for Writing and Reading.
- To Support all aspects of your child's development as he/she becomes and independent thinker.
- Work to Improve listening and learning skills as a child grows from a two year old into the preschool years.
- To Provide an advanced program that stimulates all aspects of the child's developmental growth.

PROGRAMS

To meet the needs of your family, Interfaith Child Development Center offers Partial Day Preschool, School Day Preschool, Full Day Preschool, and Before and After School Age Classes (Kindergarten through 4th Grade). All of our Preschool Programs have two teachers in every classroom, and maintain excellent student-teacher ratios, well below the guidelines suggested by the State.

The Partial Day Preschool Program

- **18 Months Old:** This is an excellent opportunity to begin the gradual separation from home to the peer group. This program is offered either three days a week (Monday, Wednesday, and Friday) or two days a week, (Tuesday and Thursday), 8:00 a.m. to 3:00 p.m. Activities include indoor and outdoor play, songs, stories, art projects, and simple directed activities. Children will be served a morning snack, nourishing lunch, and afternoon snack. Nap time will be approximately two hours. Children visit the Library, Science Lab, and Nature Classroom weekly.
- **Two Year Old Partial Day Preschool:** Children in this program either attend school three days a week (Monday, Wednesday, and Friday) or two days a week (Tuesday and Thursday) from 9:00 a.m. – 12:00 p.m. Our developmentally appropriate program encourages the growth of the whole child – socially, emotionally, cognitively, and physically - with a particular emphasis on developing trust, separating comfortably from a parent, and learning to follow a classroom routine. Our curriculum encourages a love of books and fosters language development. Children visit the Library, Science Lab, and Nature Classroom weekly. They are also served a nutritious morning snack.
- **Three Year Old Partial Day Preschool:** Children in this program either attend school three days a week (Monday, Wednesday, and Friday) or two days a week (Tuesday and Thursday) from 9:00 a.m. – 12:00 p.m. Three year old children are much more focused on their peers and can now play cooperatively and imaginatively. Their budding language and physical skills allow them to do a great many things, such as draw, build, cut with scissors, and tell stories. Children play in classroom learning centers to expand their knowledge of the world and our expert teachers individualize instruction to optimize each child's growth. Children visit the Library, Science Lab, and Nature Classroom weekly, and are served a nutritious snack each day.
- **Four Year Old Partial Day Preschool:** Four Year Old children who are enrolled in our Partial Day Program attend school four days a week, Monday – Thursday) or five days a week (Monday -Friday) from 9:00 a.m. – 12:00 p.m. Even with only half a day, these pre-kindergarteners are getting everything they need to be ready for Kindergarten the following year. Children are provided numerous opportunities to develop literacy and language skills, math skills, problem-solving skills, and knowledge about the world around them, all while having fun. Additionally, they are offered weekly instruction in Spanish. A nutritious snack will be served during each class.
- **School Day Program:** School Day Programs are offered for the Twos, Threes, and Fours, and meet from 8:00 a.m. – 3:00 p.m. Parents of two or three year olds have the option of enrolling three days a week (Monday, Wednesday, and Friday), two days a week (Tuesday and Thursday), or five days a week. The Pre-K School Day Program meets five days a week. All children visit the Library, Science Lab, and Nature Classroom weekly. Additionally, four year olds are offered weekly instruction in Spanish. The children enjoy healthy morning and afternoon snacks, as well as a nutritious lunch, and nap or rest time is included in this program.

The Full Day Preschool Program

- **18 Months to Pre-Kindergarten:** All children in the Full Day Preschool program receive the same excellent educational benefits outlined in the Partial Preschool program. This program is carried out in a loving, caring atmosphere as are the routines of daily living that are vital to quality childcare. Each classroom teacher prepares morning lesson plans in conjunction with our literacy-based curriculum that address all aspects of a child's development, while the remainder of the day is spent reinforcing concepts and allowing time for free play and fun activities. Weekly visits to our Library, Science Lab, and Nature Classroom are provided, as well as morning and afternoon snacks and a nutritious lunch. Four year olds are also offered weekly instruction in Spanish. Nap or rest time is included in this program.
- **Before and After School Care:** Interfaith provides a Before and After School program for kindergarten through fourth graders. Transportation to and from some public elementary schools in The Woodlands and snacks are part of the services offered. While at Interfaith, children will engage in numerous activities including arts, literature, math, science, cooking, games, and much more. Additional fees will be charged for full day care on CISD Holidays.

DISCIPLINE

Interfaith Child Development Center bases its discipline on the 123 Magic System. This enlightening program provides teachers with the tools they need to create not only uninterrupted instructional flow, but also peace of mind. This program started as a parenting program in the 1980's and later a book and DVD were developed for teachers because many educators began implementing the program in their classrooms.

123 Magic is a unique program using the method that eliminates the "Little Adult Assumption". The program helps promote the distinction between "Start and Stop" behavior as well as lends consistency so children can learn to respond appropriately to the same expectation for behavior at home and at school.

REASONS FOR DISMISSAL

While it is always unfortunate to dismiss a child from Interfaith, there are times when such action is appropriate and necessary. Interfaith reserves the right to dismiss a child. Some situations requiring expulsion are, but not limited to:

- Non-payment of tuition (unless some other arrangement has been made).
See page 10 regarding outstanding balance.
- Continual tardiness on the part of the parent to pick up a child at the prescribed time.
- Inappropriate behavior of the child and/or parent which violates the rights of others and which shows no improvement after steps are taken to change such behavior.
- Failure to comply with policies and procedures as stated in the Parent Handbook will be cause for immediate dismissal.
- Failure to comply with stated car line and parking lot regulations.
- Inability of a child to participate in classroom routines and learning activities after steps are taken to familiarize the child.
- If attempts to correct the situations named above are unsuccessful, dismissal notification will be made by the Director directly to the parent.

ENRICHMENT ACTIVITIES

We are proud to be able to offer exciting enrichment classes such as dance, fine arts, taekwondo, Music by Mary, and Playball. Children who are transported by bus to and from the activity must be at least 4 years of age and 36 inches tall. When enrolling in a program during the school year, the child will begin the program only at the first of the month from the date of registration. If a parent wishes to discontinue any of our Enrichment Programs, he or she must do so by written notification 30 days in advance. If a child does not follow the guidelines, or payment is not received for such activity within 30 days, Interfaith will remove the child from the roster for that activity. Interfaith may cancel an Enrichment Program due to lack of enrollment. A minimum of six participants is needed for a class to continue. If interest provides us with the enrollment, we will consider any additional extra curricular program, as long as there is not a conflict involving transportation. Upon enrollment in an off-site Enrichment Activity, parents are expected to sign an agreement designating the responsibility of care, custody and control to the enrichment activity provider while their child participates in the activity. For security and attendance reasons, if a child arrives at school after his or her enrichment class has started, parents are to bring their child to his or her regular classroom to sign him or her in. The teacher in that class will then call an office staff to escort the child to his or her enrichment class.

- **Dance:** Ballet and Tumbling instruction is available through a local dance studio. Lessons occur once a week at the studio, with Interfaith providing transportation. As with all enrichment activities, registration takes place at the beginning of the school year, and payment is due directly to the provider. This program is available to students in our Full Day and School Day four year old programs.
- **Music:** This activity is offered to the students of Interfaith on campus. To enroll in music, a child must be in a two, three or four year old program.
- **Playball:** This sports activity is available to students enrolled in our two, three and four year old programs.
- **Lunch Bunch:** Lunch Bunch is an add-on option for Partial Day three and four year old children enrolled in an Enrichment Class. A monthly fee of \$10.00 per enrichment class will be added to your account for this service.
- **Art:** This activity is offered to students of Interfaith on campus. To enroll in Art your child must be four years old.
- **TaeKwondo:** This sport activity is available to Interfaith students on campus. Your child must be enrolled in our three or four year old programs.

This handbook will guide you in preparing your child for the experience of learning and living at Interfaith Child Development Center.

CELEBRATING OVER 40 YEARS



interfaith

Child Development Center

SINCE 1976

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