



# 2021-2022 Parent Handbook



# Table of Contents

General Information .....	5
The Organization .....	5
Advisory Board.....	5
Addressing Concerns .....	5
Texas Department Of Family And Protective Services.....	5
Policies And Procedures.....	6
Admission And Registration .....	6
Policy On Records .....	6
Tuition And Fees .....	7
General Information.....	7
Statements .....	7
Enrollment Fee: All Programs .....	7
Enrichment Activities: Fees .....	7
Program Tuition Fee Descriptions.....	7
Late Fee Charges.....	8
Tuition .....	8
Late Pickup .....	8
Receipts & Tax Statements .....	8
Early Withdrawal Policy .....	8
Outstanding Account Balance Policy .....	8
Inclement Weather Policy .....	9
Emergency Preparedness Plan .....	9
School Closure .....	9
Fire.....	9
Natural Disasters .....	9
Ice, Blizzard, And Flood .....	9
Building Emergencies: Evacuation .....	9
Threatening Incidents .....	9
Icdc Is A Weapon- And Violence-Free School .....	10
Code Of Conduct.....	10
Health Standards .....	10
Universal Precautions .....	10
Child And Staff Hand Washing .....	11
Sanitation And Hygiene.....	11
Allergies.....	11
Smoking And Tobacco Use Regulation.....	11
Vision And Hearing Screenings .....	11
Immunizations .....	11
Tuberculin Testing Requirements .....	12
Employee Immunizations.....	12
Medication Dispensation .....	12
Sunscreen And Insect Repellent.....	12
Illness .....	13
Acutely Ill Children .....	13
Causes For Dismissal .....	13
Exclusion.....	13
Head Lice .....	13
Absence And Attendance .....	13
Emergency Medical Procedures And Incident Reports .....	14
Preventing And Responding To The Abuse And Neglect Of Children .....	14
Nutrition And Meals .....	15
Allergies And Individual Food Requirements .....	15
Eating With Your Child .....	15
Food Handling .....	15
Toddler Feeding Requirements.....	15
Physical Activity And Screen Time Policy .....	15
Clothing.....	16

Diaper Changing .....	16
Diaper Changing Procedures.....	16
Toilet Training Procedures .....	17
Napping Procedures .....	17
Toys.....	17
Special Activities .....	17
Birthdays .....	17
Holidays.....	18
Visiting Pets.....	18
Field Trips And Transportation.....	18
Holiday Closure .....	18
Visitors .....	19
Arrival/Departure For All Programs.....	19
Car Line Times For Partial Day And School Day Programs.....	19
Dismissal.....	19
Rules And Regulations For Car Line .....	19
Releasing Children To Non-Parent Or Non-Legal Guardian .....	20
Parent Concerns/Separation .....	20
Parent’s Club.....	21
Opportunities For Parent Involvement.....	21
Environment For Learning .....	22
Physical Facilities .....	22
Keyless Security Pad Entry System.....	22
Video Surveillance Camera .....	22
Gang-Free Zone .....	22
Classroom Operations And Procedures .....	23
Your Child’s Experience .....	23
Teachers .....	23
Curriculum.....	23
Programs.....	24
Partial Day, School Day, And Full Day Programs.....	24
Transition To Kindergarten .....	24
After School Care .....	25
Enrichment Activities .....	25
Afternoon Clubs .....	25
Discipline.....	26
Reasons For Dismissal.....	26



5630 Rush Haven Drive  
The Woodlands, TX 77381  
Phone: 281-292-3617  
Fax: 281-298-8979  
[interfaithkids.org](http://interfaithkids.org)



Dear Families of Interfaith Child Development Center,

Welcome to the school year! We are delighted that you have chosen Interfaith to be a part of your family and we are privileged to share a portion of your child's day. As we move into our 45<sup>th</sup> year of serving the children of our community, our goal here at Interfaith Child Development Center remains steadfast: to create the ideal 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 visitors, and we encourage parents to drop in at any time to see our programs in action. ICDC's 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,

A handwritten signature in black ink that reads "Missy Herndon".

Missy Herndon  
President & CEO

A handwritten signature in black ink that reads "Martha Klie".

Martha Klie  
Director, ICDC





Early in 1975, the late Reverend Don Gebert, the first executive director of Interfaith, created the Interfaith logo using a dime, a nickel and a quarter placed behind each other. The orientation of these coins stands for *Unity Amid Diversity*. “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.” Reverend Gebert passed away in March 2021; ICDC will honor his memory by continuing the mission of serving the children in our community.

In addition to the Interfaith logo representing community, the butterfly is the core of our school’s symbolism. The body of a butterfly is considered 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, a child’s metamorphosis is beautiful to behold.

## *Vision Statement:*

**I**nnovative, creative, and unique  
**N**urture children to reach their potential  
**T**eachers and parents working together  
**E**ncourage development of the whole child  
**R**espect individuality  
**F**amilies connected and involved  
**A**spire to open our doors through scholarships  
**I**nvolvement as a leader in our community  
**T**op-tier curriculum  
**H**appy, caring staff and children

**C**hild: the reason for our existence  
**D**evelopment: build inquiring minds and loving hearts  
**C**enter: 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.*

# General Information

## THE ORGANIZATION

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

## ADVISORY BOARD

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

## ADDRESSING CONCERNS

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. ICDC believes that most of these situations can be handled at the classroom level. All issues are handled confidentially, but if necessary, the lead teacher will bring the matter to the director's attention.

Sometimes, there are situations that require a conference with a child's parents or guardians. ICDC believes an open parent/teacher/administrator partnership is vital. Therefore, please know that when issues are brought forward, each is addressed confidentially. If you ever have any questions or concerns, 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 of services based on the Minimum Standards for Child-Care Centers. Their information and our yearly reports may be found at <https://hhs.texas.gov>.

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, their hotline number is 1-800-252-5400.

# Policies and Procedures

## ADMISSION AND REGISTRATION

Interfaith Child Development Center is a main stream school open to all children, regardless of race, national origin, or creed. All children must be able to participate in daily classroom and curriculum activities based on their age group. Please read information about our programs on page 24.

**In order to attend school during the fall, a child must be 18 months old by the beginning of the school year** (second week of August). Children that miss the cut off by two weeks of September 1<sup>st</sup> but are able to participate in daily activities and class routines will be able to discuss enrollment based on each individual bases

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. Sibling and Legacy Registration period follows for families who have had children previously attend ICDC. Registration is then open to the public in late February.

An annual enrollment fee is due at registration and will be posted March 1<sup>st</sup> at \$175 per child (first payment) and \$175 per child on May 1st (second payment), for a total of \$350. The first half of the enrollment fee is due to reserve space in the requested program and also covers curriculum materials, classroom supplies, snacks, student activities, clinic/nurse, library, science lab and administrative fees associated with each student.

Enrollment for our summer program requires a \$50 deposit for each session your child is enrolled in and will be applied towards each session's tuition. *Summer deposits are non-refundable.* This does not apply to our Full Day program.

*Once paid, fees and deposits are non-refundable and nontransferable to another member of the family.* Upon receipt of the first half 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. Providing ICDC with any false information will be grounds for immediate dismissal. **In accordance with the guidelines of Child Care Licensing and Texas Department of Family and Protective Services, children whose enrollment packets are incomplete will not be permitted to attend class. Please know that it will take up to a week to review and approve your packet. Any special accommodations will be discussed and kept confidential with the Director.**

## POLICY ON RECORDS

It is the policy of Interfaith Child Development Center to treat each child as an individual. As a result, it is our policy to treat each parent individually. With an enrollment of over 350 children, we serve many different family styles. In regards to parents who are either separating, divorcing or already divorced, we welcome both parents to visit 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 receiving the enrollment documents, Interfaith has the right to communicate with the child's doctors and/or specialists; we require full disclosure of prescriptions and/or specialist care that the child receives to ensure the quality of care we offer each child. This is for the purpose to identify if a modification in our curriculum might be needed and to provide an individual education plan for that child and for any health concerns that may arise without notice.

Student records are only available to the office staff maintaining and ensuring the confidentiality of those records.

Whenever your contact information changes, it is imperative that we have the new information in order to update your child's file. Parents can update their contact information with the relevant forms at the front desk or directly in Procure.

# TUITION AND FEES

## GENERAL INFORMATION

Payments must be made the 1<sup>st</sup> of the month via the Parent Portal at myprocare.com. Tuition charges are posted on the 1<sup>st</sup> business day of every month directly onto to your account. Please fill out an automated billing process form indicating your bank account or debit card to be used for payments. Automated tuition payments will be processed on the 1<sup>st</sup> business day of each month. Payments made by using a bank account will not incur a service fee. Payments made by using a credit card or debit card will incur a 2.5% service fee.

A 30-day written notice before the last day of attendance is necessary to withdraw or change a child from any program.

## STATEMENTS

Upon enrollment you will receive a monthly statement via Procure by the **1<sup>st</sup> of each month**. This statement will be emailed to your email address as it appears in your parent portal and on the financial contract signed during enrollment.

**A \$35 late fee will be posted to your account if payment is not received by the 15th of each month.**

## ENROLLMENT FEE: ALL PROGRAMS

The annual enrollment fee is \$350 and covers curriculum materials, classroom supplies, student activities, clinic/nurse, library and administrative fees associated with each student.

**Once paid, fees are non-refundable nor transferable to any other member of the family. If the fee is not received in full, we cannot guarantee your child's placement in the school.**

## ENRICHMENT ACTIVITIES: FEES

All enrichment activity payments are due on a monthly basis and are payable directly to the activity provider. Your child will be withdrawn from the enrichment program if payments are not paid by the end of the current month. When dropping your child from an Enrichment Program, you must provide a written notification at least 30 days prior to withdrawal, submitted to the activity provider as well as the front office. Monthly charges for the activity will not be prorated.

For a list of our enrichment activities and other offerings, please see [Programs](#).

## PROGRAM TUITION FEE DESCRIPTIONS

### Partial Day and School Day Programs

- Tuition is calculated on an annual amount that is divided into nine and a half payments payable from July to April.

### Full Day Program

- Tuition is calculated on an annual amount that is divided into thirteen payments. The initial payment (prorated for August, summer and fall) is due on August 1; eleven subsequent payments are due the first day of each month, September through July; and the final payment (prorated) is due August 1 of the following year.

### After Care: Kindergarten–Fourth Grade

- Tuition is calculated based on an annual amount and divided into ten 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 summer programs are available for school-aged children and Kindergarteners at a different summer rate.

### Summer Camps

- Tuition is a flat fee for each camp session, payable one month in advance.
- A \$50 deposit is required upon registration for each camp session, and it will be applied to the monthly tuition fee.

# LATE FEE CHARGES

## TUITION

Upon enrolling your child in Interfaith Child Development Center, you will be required to complete and sign an Enrollment Contract. Payments are due on the 1<sup>st</sup> business day of every month. Payments received after the 15<sup>th</sup> of the month are subject to a \$35 late fee. 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 a.m. and closes at 6 p.m. every weekday with the exception of special holiday hours, as stated on our school calendar. Late fees are charged if a child is picked up after our building closes.

**First 10 min after closing:** \$20

**10+ min after closing:** \$50

This applies to students in all programs picked up after 6 p.m., Partial Day students picked up after 12:10 p.m. or 1:10 for extended day and School Day students picked up after 3:10 p.m. **Three late pickups within a school year will result in a meeting with the director.**

## RECEIPTS & TAX STATEMENTS

Your monthly statement will reflect all charges and payments from the previous month.

A year-end statement is available to be printed directly from the Parent Portal via Procure with all payments made for year tax purposes. Families who are no longer in attendance should request to receive a year-end statement for either pick-up or to be mailed to their current address. Procure allows families the convenience of printing these statements at home.

## EARLY WITHDRAWAL POLICY

As a nonprofit organization, Interfaith relies on our families to pay their child's tuition in a timely manner in order to pay teachers' salaries and administrative operations. A 30-day written notice from the last day of your child's attendance is required to withdraw your child from our program. If a 30-day notice is not given prior to your child's last day of attendance you will be billed 2 weeks of your tuition plus any days of the current month your child is attending. This policy also applies to withdrawals from the Summer Program. Registration fees and deposit fees are non-refundable.

## 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 before the next tuition billing cycle. Interfaith will make extended payment arrangements any time it is deemed necessary; however, communication of such need with the ICDC Director must be within the 30-day period. Collection procedures will be pursued if payment is not received promptly.

# 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. Messages will be posted on the school website and Facebook page, and an email will be sent to the address on file.

\*\* If weather does not allow our children to participate in outdoor activities, a designated area for indoor activities will be available for each age group.

## EMERGENCY PREPAREDNESS PLAN

### SCHOOL CLOSURE

In the event on an unprecedented event, such as, but not limited to floods, hurricanes, and pandemics that force the school to close, a plan will be in place for children to continue the academic year through distant learning. Material will be picked up or emailed and classes will continue virtually.

### FIRE

An evacuation map showing the primary and secondary exits as well as the meeting site outside the facility is posted inside the door of each classroom, Great Room, clinic and library. Teachers will take clipboards and personal cell phones, if possible, with them as they evacuate. Students are 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 relocation 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, 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 take clipboards, flashlights, classroom emergency bags and personal cell phones, if possible, with them as they evacuate. Students are counted before and after evacuation. We practice a severe weather drill a minimum of once every three months.

### ICE, BLIZZARD, AND FLOOD

The director will assess weather conditions based on information from the National Weather Service. Parents can contact ICDC for information and are encouraged to 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 then meet at the soccer fields in Falconwing Park, outside the ICDC building along the walkway, where attendance is taken. Attendance is taken again upon arrival at Brighton Academy. Lead teachers take a student count and situate their classes in the school. Staff will contact parents using our Child Fire Books.

### THREATENING INCIDENTS

All of our staff trains on the lockdown procedure several times a year. Lockdown procedures are internal and shared with staff only.

Before going off-site, all working staff sign out on a visible board in the front office (i.e. field trip, walk). In the case of a lockdown procedure, they are informed via phone call 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.

Entering and exiting the building is prohibited until the lockdown has been resolved. At that time, each classroom is unlocked by administrative staff.

## ICDC IS A WEAPON- AND VIOLENCE-FREE SCHOOL

Texas and Federal law prohibit 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 is prohibited.

**Carrying a firearm or dangerous weapon on our school property or at a school-sponsored function is prohibited.**

Those who hold concealed weapons permits are also subject to this prohibition.

## 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 could harm or endanger any children. Any harassment or bullying among students and adults must be reported to the director immediately.

Employees and volunteers, regardless of whether during work or personal time, shall not engage in any blogging or social networking that may harm or tarnish the image, reputation or goodwill of the organization of any of ICDC's employees, volunteers, vendors, customers, clients, suppliers or partners. Additionally, all parent volunteers are prohibited from making any discriminatory, defamatory or harassing comments, or otherwise engaging in conduct when participating in social media, both internal and external to the organization. Employees and volunteers while at ICDC will need to adhere to the school's dress code.

## HEALTH STANDARDS

It is the parent's responsibility to update all health and medical information. Any allergies or activity limitations must be made known upon enrollment. All health and medical forms must be filled out and signed by the parent or doctor as per the guidelines of the Department of Health and Protective Services. Please let the school know in detail any severe allergies or special health issues. We ask that you notify us immediately when your child contracts any communicable disease. The school will send a child home if there is any doubt as to the diagnosis, lack of doctor's note to return to school or symptoms of illness, the child is not able to join in class or activities during class due to lethargy, headache or stomachache, irregular breathing or wheezing, diarrhea, vomiting, rashes or change in behavior. The school will request a doctor's note for the child to return once symptoms free. The doctor's note must indicate the diagnosis. This note is mandatory to clarify the illness or disease. **Health and wellness checks are performed on the children each morning. Under no circumstances can we care for a child who is ill. Hand sanitizer stations will be available throughout the school for adult use only. Children and teachers are requested to wash their hands upon arrival to the school and several times throughout the day.**

## UNIVERSAL PRECAUTIONS

Universal precautions as defined by the Center for Disease Control are a set of standards designed to prevent the transmission of blood borne pathogens when providing first aid or health care. Universal precaution training is provided to all new employees before their first assignments and to all staff every year. ICDC practices universal precautions as a matter of routine; the staff always gloves 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 exposed to blood or body fluid are immediately washed and disinfected with a disinfecting solution. Carpets are immediately decontaminated with standard carpet cleaning solution and suctioned into a canister.

If the child's clothing or bedding is soiled, 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 for 20 seconds at the following times or as needed: arrival at the school and after breaks or transitioning from playground or enrichment class, before or after preparing foods or drinks, before and after eating or handling food or feeding children, before and after administering medication or medical ointment, before and after diapering, after using the toilet or helping a child use the bathroom, after coming in contact with a bodily fluid, after handling animals or cleaning up animal waste, after playing outdoors or in sand, after handling garbage. If hands are not visibly dirty, alcohol based hand sanitizers with at least 60% alcohol can be used if soap and water are not available.

## SANITATION AND HYGIENE

**ICDC disinfects and sanitizes the school cleaning all surfaces with a hospital-grade product that acts as a disinfectant, sanitizer, fungicide, and virucide. Each classroom has its own, labeled spray bottle for sanitizing surfaces, furniture and other equipment used by children. The spray bottle is kept in a locked cabinet and is inaccessible to children.**

**Toys and manipulatives that are used are daily disinfected using detergent, soap and water and a mix of bleach and water. All nap mats are sanitized before and after being used.**

Lidded trash cans are provided in all classrooms as well as common areas. Lidded foot pedal receptacles are located in diapering classrooms and adult restrooms. 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 signs or 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 one. This form provides specific instructions concerning treatment if your child is exposed to his/her allergen. For the safety of the child, if a class has a student that is highly allergic to nuts, tree nuts etc, this class will be a free environment from that allergen. Parents will be informed at the beginning of the year in order to plan lunches, treats and snacks accordingly.

## SMOKING AND TOBACCO USE REGULATION

ICDC is a smoke-free environment. We insist on strict adherence to this policy, as well as other substances prohibited by law.

## VISION AND HEARING SCREENINGS

Texas law requires all four-year-old children (as of September 1 of the current school year) to have a vision and hearing screening, the results of which must be recorded in the childcare files by December 1. Screening services are available through Interfaith Child Development Center during the month of October, or you may have your child screened through your 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 signed by the physician *before admission*. **Records will not be accepted if they are printed from My Chart.**

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 issued by the Texas Department of State Health Services. **This form is required before 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](http://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 or employees working in a licensed childcare center. Interfaith Child Development Center will not require TB testing at this time, leaving the decision to the parent/guardian and the child's health care provider. In the event of a change in this policy, all parents will be notified.

## EMPLOYEE IMMUNIZATIONS

***ICDC'S STAFF COMPLIES WITH IMMUNIZATIONS AND HEALTH PRACTICES AS STATED IN LICENSING MINIMUM STANDARDS FOR THE STATE.***

## 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 and should specify when it should be administered.
- Prescription medication must be in the original container and labeled with the child's full name, the 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), "authorization to administer medication expires on the first anniversary of the date the authorization is provided," as per the Minimum Standards for Child-Care Centers, 746.3803-b.
- Sample medications require a doctor's written prescription.
- Interfaith cannot administer the first dose of a new medication (e.g. the child has never taken the medicine). Exceptions would be emergency medications (i.e. EpiPen, Diastat) that a student requires but has 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 must 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**, which is 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 either disposed of or returned to the parent.

# ILLNESS

## 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 any signs or symptoms of illness. In such cases, the parent is contacted immediately. Under no circumstances can we care for a child who is ill** or unable to participate in classroom activities. At any time, our nurse, director or assistant director has the discretion to send a child home due to illness or an incident.

## CAUSES FOR DISMISSAL

The child will be dismissed if the illness prevents the child from participating comfortably in classroom activities or 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

Children must stay home if they are exhibiting any of the following symptoms.

- An axillary (armpit) temperature of 100 or more degrees accompanied by behavior changes or other signs or symptoms of illness
- Skin rashes, bumps or hives that appeared suddenly, open wounds, lesions, encrusted areas, red eyes with discharge, open wounds
- A diagnosed communicable disease
- 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.

**He or she must remain home 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 lice-killing shampoo, and the school must be notified of the treatment. In addition, it is important to remove all white, oval-shaped eggs (nits) after treating the hair; eggs that aren't removed are likely to hatch and start the infestation over again.

Once the child is treated and all nits are 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. If affirmative, the child will be readmitted into class.

## ABSENCE AND ATTENDANCE

For your convenience ICDC has a new email address to inform us if your child will be absent or late to school. Please use the following email address [attendance@woodlandsinterfaith.org](mailto:attendance@woodlandsinterfaith.org) an office staff person will inform the classroom teacher 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 of the diagnosis. You can reach the school nurse via email. A doctor's note will be required for your child to return to school. In addition, we may send a letter out to your child's classmates regarding a particular diagnosis.

If your child will be absent due to vacation or holidays, please notify the school.

## EMERGENCY MEDICAL PROCEDURES AND INCIDENT REPORTS

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 an Incident Report describing the incident will be given to the parent. A copy of the incident report will be kept in the child's file. If the injury is minor enough the teachers will communicate the incident to the parents verbally or via phone.

**All Incident Report forms must be signed by the parent or guardian of the child.**

## 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 law enforcement or the Texas Department of Family and Protective Services. To report child abuse or neglect, call 1-800-252-5400 or go to [www.txabusehotline.org](http://www.txabusehotline.org)

Employers are prohibited from retaliating against caregivers who make reports in what is considered "good faith." Causes for reporting suspected child abuse or neglect include but are not limited to the following:

- 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 or private areas
- 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](http://www.helpandhope.org) and include but are not limited to the following:

- 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 you feel you 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/](http://www.helpandhope.org/Find_Help/)

The statewide abuse and neglect phone number is 1-800-252-5400.

## NUTRITION AND MEALS GUIDELINES

It is our goal that all children attending ICDC receive a balanced nutrition. ICDC has partnered with a third party provider that will offer an opportunity to our families to purchase lunch daily. Parents will be able to provide their own lunch and snack as well as following guidelines by USD introducing a variety of foods. Resources can be found on [www.dfps.state.tx.us/child\\_care/search/texas\\_child\\_care/cclnet/source/talibrary](http://www.dfps.state.tx.us/child_care/search/texas_child_care/cclnet/source/talibrary).

[www.fns.usda.gov/tn/myplate](http://www.fns.usda.gov/tn/myplate). ICDC will serve a morning snack to all children. This morning snack will be an individual piece of fruit or individual fruit serving. In accordance to Minimum Standards, ICDC does not allow any fruit or sugar drinks at the school. Water and milk are the preferred beverages.

## ALLERGIES AND INDIVIDUAL FOOD REQUIREMENTS

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

Class allergies must be observed at all times. 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 must be authorized by a parent, in writing, and kept in the child's file.

We ask that all parents follow the classroom rules for allergies. Snacks and treats for the class should be store bought not homemade. Allergies are a very serious matter and the safety of all children is our priority.

**ICDC is a juice-free center. Chewing gum is not allowed at Interfaith. ICDC refills water bottles throughout the day**

Lunches brought from home will be refrigerated as per parent's instructions and maintained to the appropriate temperatures. Meals will be heated up as per parent's instructions.

## 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.

All ICDC staff while handling food follows the regulations indicated by the Texas Health and Human Commission and guidelines in the Texas Minimum Standards.

**Kitchen staff do not work in food handling when exhibiting symptoms of illness.**

## FEEDING /EATING REQUIREMENTS

**In order to attend school during the fall, a child must be 18 months old by the beginning of the school year** (second week of August). Children that miss the cut off by two weeks of September 1<sup>st</sup> but are able to participate in daily activities and class routines will be able to discuss enrollment based on each individual bases.

Regularly scheduled snack times and meal times are provided for children in our care. Children are served table food that 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. For children in our toddler program we provide individually labeled training 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.

**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 receive a balance of active and quiet play, including group and individual activities both indoors and outdoors. Children in the Partial Day and School Day programs will have 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 and 30 minutes of moderate activity throughout the day indoors or

outdoors weather permitting. ICDC ensures that children receive a variety of activities to address their emotional, social, intellectual and physical development.

ICDC does not allow screen time for children in our toddler program. Screen time for children 3+ is limited up to 1 hour a week and in accordance to the curriculum or for educational purposes.

During the first two years of life, children's brains and bodies are going through critical periods of growth and development, and therefore **children under two will not have any screen time while at ICDC**. Children two years and older will have a limited amount of screen time.

## CLOTHING

The following are 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 and sand or water play because they are afraid of getting 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.
- **To avoid a choking hazard, no backpacks or clothing with drawstrings are allowed.**
- Children are required to wear enclosed footwear at all times to ensure children's safety. Examples of footwear that 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.
- Please label all clothing!

## DIAPER CHANGING

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 arm's 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 nonabsorbent 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 members always have one hand on the child during diaper change. The staff is 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. The changing paper liner is disposed of, and the changing table is disinfected after each use. The staff member washes his or 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. Several changes of clothing and 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 and School Day programs are provided with mats to lie down on for naptime. Texas law requires that children 18 months or older who are in childcare for five or more consecutive hours should have rest or quiet time. Each child is assigned with his/her own personal resting mat that 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 or room. Mats are not placed next to or near doors, closets or cabinets. Children are always within sight and sound of a qualified caregiver. We understand that not all children will nap, however they are required to be able to lie down or rest without disturbing the other children in the classroom. If a child is consistently unable to nap, we might need to consider transferring to a no nap program or do enrichment activities.

## 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* that 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. All toys must be washed daily and return to school clean.

## SPECIAL ACTIVITIES

### BIRTHDAYS

Interfaith would love to celebrate your child's special day! Parents can send treats store bought to be eaten during the snack period. Treats must be brought to Interfaith the morning of the party and marked with the child's name and class. You must notify your child's teacher if you plan a celebration so that plans can be made and so that any student allergies can be addressed. Birthday invitations can be distributed in your class or can be given to your teacher. ***We do not release emails or phone numbers of other parents. Personal information such as emails or addresses are only provided via each classroom Room Parent.***

## HOLIDAYS

Each parent will be given an opportunity to provide treats or supplies for holiday celebrations in their child's classroom. Room parents 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 overstimulation at these times can lead to less-than-ideal celebrations.

If providing snacks, please check with the teacher for any classroom allergies. **Due to possible choking hazards, balloons are not permitted at parties or in the school.**

## VISITING PETS

Due to allergies, pets are not allowed. However, animals are permitted at some special events that are planned and approved by the director or assistant director; forms will go home to the parents prior to the occasion. Special events are outside the front of the school and pets will stay with their owners the entire time. Pets will go home directly after the event ends.

## FIELD TRIPS AND TRANSPORTATION

Educational and recreational field trips are planned throughout the year for children who are in pre-Kindergarten, Transition to Kindergarten and School Day Summer Camp. A signed permission form must be on file in order for your child to participate and to be transported on the Interfaith vans. In addition, parents must sign a 48-hour advance notice permission slip and return it to the child's teacher before the field trip. Unless otherwise specified, parents are not allowed to accompany the field trip. All children that are transported must be able to follow the transportation requirements in the Texas Minimum Standards.

**All children attending an ICDC field trip must leave 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 students are attending a field trip as part of their public school's event, the parents are responsible for providing transportation back to Interfaith's campus. For safety reasons, we reserve the right to exclude any child from participating in off-campus activities.

Please be assured that first-aid supplies are carried on field trips, and all staff members are trained in first aid and CPR.

When transportation to off campus enrichment classes takes place, children attending those classes must leave from Interfaith and must return to Interfaith in the school's van.

## HOLIDAY CLOSURE

*Please refer to your specific School Year Calendar located on our website, [interfaithkids.org](http://interfaithkids.org), for specific dates of events and other scheduled days that we are closed.*

## 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](http://www.interfaithkids.org) for our newsletters and more information. 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 office will email via Procure a monthly newsletter that contains information about events, activities and more. Each student has a weekly folder that will be sent home once a week to ensure that 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.

It is the parents' responsibility to read the notices and keep them handy for reference. State Licensing requires a parent or guardian's signature on **Incident and Behavior Reports**. Please help us meet this requirement by signing and dating the notice immediately and returning it to the teacher.

# VISITORS

*ICDC keeps a open-door policy and encourage parents to participate in activities with their children. Please coordinate with your child's teacher before visiting the class to read to the children, help in the class or participate in lunch.*

## ARRIVAL/DEPARTURE FOR ALL PROGRAMS

ICDC will follow the below arrival and departure procedures for our 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, or teacher initial, classroom, and the time of arrival and departure. Teachers sign in /out children as they are received or dismissed daily.

### CAR LINE TIMES FOR PARTIAL DAY AND SCHOOL DAY PROGRAMS

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

#### CAR LINE ONLY

##### Drop Off

Full Day	7:15–8:15 a.m
School Day	7:50–8:15 a.m.
Partial Day	8:50–9:15 a.m.

##### Pick Up

School Day and Full Day	2:50–3:10 p.m.
Partial Day	11:50–12:10 p.m. - Extended Day 1:00pm

#### PERSONAL PICK UP

School Day	2:20-2:40pm (after 2:40 doors will be closed for carline procedures)
Full Day	4:00 – 5:45pm

#### DISMISSAL

**The use of cell phones is prohibited at all times in the school and while you are in carline.**

Please adhere the following dismissal rules:

- If picking up your child in person during the allowed times, parents must have their pick up signs.
- **Parents will be provided with a code to enter the building. Door will be unlocked during the allocated times for personal pick up only.**
- 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.
- **Children should never be left unattended in vehicles under any circumstances.**
- **Children picked up during nap time will be dismissed from the Front Desk. You can go into their classrooms for personal pick up as of 2:20pm.**
- Please note there are late fees when children are not picked up by their scheduled times. Please see Late Pickup.

#### RULES AND REGULATIONS FOR CAR LINE

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

- When using the car line, please keep your car sign (with your child's name and classroom) displayed in the window at all times.
- Always hold your child's hand when exiting the school.

- **Remain in your car while dropping off children.**
- If you must get out of your car, turn off the engine.
- Load and unload from the school sidewalk side only.
- All cars with sliding doors must have doors closed before driving off.
- Parents will be responsible to load and buckle their children safely in their car seats. Teachers will bring their children to the cars and hand them over to the parents.
- Cooperate with the staff on duty; we try to provide a smooth and safe dismissal.
- Please limit parent-teacher discussions while in the car line.
- **Do not use your cell phone while on school premises.**

## RELEASING CHILDREN TO NON-PARENT OR NON-LEGAL GUARDIAN

If a child is to be released to someone other than a parent or legal guardian, the procedure is listed below. The following policy applies to all students:

- The parent must notify the office that another individual will pick up the child, either by telephone or in writing.
- Written authorization must contain the date, child's name, the person who is to pick up the child and the person giving authorization (the parent or legal guardian). Authorization may be recorded on a **Child Release Form** (located at the front desk) or on a separate sheet of paper.
- If authorization is given via telephone, a staff member will verify the identity of the caller through questions only the parent could answer.
- If the person authorized to pick up the child 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.**
- If the person authorized to pick up the child is going through the car line and their 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 all children at ICDC.**

## PARENT CONCERNS/SEPARATION

If attending ICDC 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. We encourage you to call us and schedule a conference with the director. Your child's safety and happiness is our priority. We will be sure that his/her needs are taken care upon arrival.. 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!

See [Visitors](#) for information about visitor's badges and visiting your child.

## PARENT'S CLUB

The Parent's Club is a nonprofit organization that works to provide the following:

- A forum for parents where they can receive and share information regarding their children's development
- A setting in which parents can come to 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

**At the beginning of the year, we request that all families join the Parent's Club with a \$20 donation.** Meetings are held throughout the year. In addition to scheduled meetings, the Parent's Club sponsors several events during the school year, such as Meet the Teacher, Holiday Brunch and Staff Appreciation Luncheons. The Parent's Club sponsors fundraisers such as the Book Fair and selling T-shirts and gift-wrap. Funds generated are used to purchase additional equipment for the classrooms and playgrounds.

## OPPORTUNITIES FOR PARENT INVOLVEMENT

In addition to membership in the Parent's Club, there are a many other ways for parents to participate in the daily activities at ICDC, as Interfaith's doors are always open to classroom visits. It is our belief that working closely with parents is the most effective way to ensure a successful experience for the children.

Below are good ways to get involved as a parent at ICDC:

- Eat lunch with your children, with previous advanced notice
- Participate in classroom parties when we celebrate special days throughout the school year
- Volunteer (please look for a volunteer sign-up sheet that will come home with your child)
- Visit your child's classroom to share your profession, culture or to be a guest reader

Parents may also purchase/donate books in honor of their children'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 bookplate with the child's name, for the entire school to enjoy.

**Please be aware that parents are required to sign in and out at the office upon arrival and departure,** and that teachers are following a schedule and classes might be in progress at the time of your visit.

## ENVIRONMENT FOR LEARNING

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.

Early childhood educators and researchers have found that a stimulating and planned environment can influence the learning capabilities of young children. 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

At ICDC we have three wings, devoted to the care of children, radiating from the central Great Room, each housing classrooms that are spacious and well equipped. All classrooms have bathrooms so that the students may remain close to their peers and teachers. Floors are partially carpeted to decrease noise.

Our library is located to the left of the Great Room. The library is home to many books dedicated to the wellbeing and total development of children. There is a teacher resource area and parent educational section, which our parents are invited to contribute to and check out from. ICDC has a fully equipped commercial kitchen. Morning snacks are served daily.

Our outside classroom, located on the left side of our campus, provides a learning environment for children to connect with nature. The toddler playground, adjacent to the Toddler Wing of the building, is equipped for children ages 18 months to three years old. The playground for the older children is located at the rear of the building, adjacent to the Falconwing Park soccer field and the side of the main building. A gazebo, large enough to accommodate an entire class, is part of this playground's equipment.

All equipment is carefully selected for the safety and enjoyment of each age group. 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, receive a pass code to the building. ***This pass code must not be shared with anyone.*** We rely on people who know this code to keep it confidential. Do not label the card we distribute and do not give it to occasional baby sitters, as this will compromise our school security. If anyone comes in with you at the door, please politely ask them to stop at the front desk in order to 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, parents will receive the new number upon confirming identification. Please do not allow your child to operate the keypad.

## 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 monitoring the entrance and exit of every student.

## GANG-FREE ZONE

Under Texas Penal Code, any area within 1,000 feet of a childcare center is a gang-free zone where criminal offenses related to organized criminal activity are subject to a harsher penalty.

# Classroom Operations and Procedures

## YOUR CHILD'S EXPERIENCE

### TEACHERS

Just as a nurturing educational environment is vital, the guidance of a caring teacher is also crucial to the children at ICDC. The Interfaith Child Development Center only employs dedicated and supportive teachers. The majority of our teachers have taught at Interfaith Child Development Center for many years and continue to serve conscientiously. While many possess credentials in fields similar to Early Childhood Education, our 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.

Student-teacher ratios at Interfaith meet or exceed the ratios outlined in the Minimum Standards for Child-Care Centers for the State of Texas. We are proud to have some of the lowest student-teacher ratios in the area. All children are within sight and sound of a qualified caregiver at all times. If a situation arises where we have to pull a staff person, a qualified caregiver or administrative assistant will assist the class to maintain student-teacher ratios. Volunteers are not included in our student-teacher ratio.

### CURRICULUM

ICDC's advanced curriculum has been specially created for each age level and is developmentally appropriate. Our curriculum is content-based and incorporates fine arts, hands-on math activities, phonics programs and reading & writing. We are in line with Texas's required skills for pre-Kindergarten and Kindergarten.

Incorporated into our program are fine arts, Music and Movement, Handwriting Without Tears, and a phonics system.

Our educational environment challenges children to learn through loving and fun, academic-focused activities. We build a solid foundation on reading and writing as we follow literacy principles. Our goal is to expose children to reading and to create a love for books that will last 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 they work as a team in all facets of the curriculum. Formal parent-teacher conferences are scheduled in January, and additional informal conferences may be scheduled at any time. An informal touchpoint assessment is performed in the Fall Semester. Furthermore, we carefully monitor local educational trends so that our students will be well prepared for entry into both public and private sectors of formal education.

#### **Our 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 reading and writing
- To support all aspects of the child's development as he/she becomes an independent thinker
- To work to improve listening and learning skills as the 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, School Day, Full Day, Transition to Kindergarten, After School Care, Enrichment Activities and Afternoon Clubs programs.

Each classroom is staffed with two teachers in order to maintain excellent student–teacher ratios that meet or exceed the guidelines suggested by the state. Our programs are conducted in a loving, caring atmosphere, as are the routines of daily living that are vital to quality childcare. Teachers prepare the morning lesson plans in conjunction with our curriculum, which 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.

Pre-K programs cover Texas Pre-K guidelines required by the state and our Transition to Kindergarten exposes children to Texas Guidelines for Kindergarten.

## PARTIAL DAY, SCHOOL DAY, AND FULL DAY PROGRAMS

### **18 Months Old**

This is an excellent opportunity to begin the gradual separation from home to peer group. Our School Day and Full Day programs start at 18 months. To participate in this program children must be able to walk and feed themselves and be 18 months by September 1<sup>st</sup>. Finger food. Activities include indoor and outdoor play, songs, stories, art projects, and simple, directed activities. Children are served snacks and lunch daily. Naptime is approximately two hours. Children will visit the library and nature classroom weekly. Student-teacher ratio 5-1

### **Two-Year-Old**

Two-year-olds may attend school under Partial Day, School Day or Full Day Programs. 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. Snacks and lunch are served for all children in School Day and Full Day and a morning snack is provided to children in our Partial Day Program. Student-teacher ratio 6-1

### **Three-Year-Old**

Three-year-olds may attend school under our Partial Day, School Day or Full Day Programs. To attend this program, children must be fully potty trained. Three-year-old children are much more focused on their peers and can now play cooperatively and imaginatively. This program prepares children socially, emotionally, and academically for Prekindergarten. Our program has many activities that allow children to develop many skills such as drawing, building, and cutting with scissors, retelling stories, counting, and letter formation and beginning phonics. Children play in classroom learning centers to expand their knowledge of the world around them and our expert teachers individualize instruction to optimize each child’s growth. Children visit the library, and nature classroom weekly. Snacks and lunch are served for children in School Day, Full Day and extended Partial Day Programs and a morning fruit is provided to children in our Partial Day Program. Student- teacher ratio 7-1

### **Four-Year-Old**

Four-year-old children may enroll in our Partial Day, School Day, or Full Day Program. 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 and learning through phonics, pre-reading or pre-writing skills. Additionally, they are offered weekly instruction in Spanish and music. Snacks and lunch are served for children in School Day, Full Day and extended Partial Day Programs, and a morning snack is served to children in our Partial Day Program. Student-teacher ratio 8-1

## TRANSITION TO KINDERGARTEN

Transition to Kindergarten is geared towards children that might not be quite ready for Kindergarten or do not meet the state requirements of turning 5 years old by September 1<sup>st</sup>. Transition to Kindergarten is offered five days a week from 7:15am to 5:45pm with an option of 8am to 3pm. Our curriculum is in line with Texas Guidelines and supported with training and orientation by Sam Houston State University, Department of Literacy and Education. Children are served a morning and afternoon snack as well as a daily lunch. Children in this program will review Prekindergarten skills before being exposed to

Kindergarten skills during the second semester. Student-teacher 12-1 however we have two teachers in the class and the program has a maximum of 16 children during the fall with a third teacher in the afternoon for personalized teaching purposes.

## **AFTER SCHOOL CARE**

Interfaith provides After School programs for children in Kindergarten through fourth grade with transportation from several public elementary schools in The Woodlands. While at Interfaith, children will engage in numerous activities, including arts, literature, math, science, cooking and games. Afternoon snack provided by parents.

## **ENRICHMENT ACTIVITIES**

We are proud to offer exciting enrichment classes. Registration for enrichment activities generally takes place at the beginning of the school year and payment is due directly to the provider.

When enrolling in an activity during the school year, the child will begin the program on the first of the month after the date of registration. If a parent wishes to discontinue any of our Enrichment Activities, 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 Activity 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 must sign an agreement designating the responsibility of care, custody and control to the enrichment activity provider while their child participates in the activity. Children who are transported by van to the activity must be at least 4 years of age and 36 inches tall.

For security and attendance reasons, if a child arrives at school after his or her enrichment activity 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 activity.

### **Dance**

Ballet and tumbling instruction are available through a local dance studio. Lessons occur once a week at the studio for all prekindergarten girls with Interfaith providing transportation and once a week at the school for three-year-old girls. 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 enrolled in a two-, three- or four-year-old program.

### **Soccer Shots**

This on campus sports activity is available to students enrolled in our 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 Activity. A monthly fee of \$10 per enrichment activity is charged 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.

## **AFTERNOON CLUBS**

Afternoon Clubs are offered for three and four-year-olds. Clubs meet Tuesday, Wednesday and Thursday from 12 to 3 p.m. for science, Spanish and Academic Booster. Lunch will be included as part of tuition for the School Day, Full Day and Partial Day students' lunch will be charged \$10 per month per child. Children are dismissed from their morning class at 3 p.m. Maximum class capacity is 12 children.

# DISCIPLINE

Interfaith Child Development Center bases its discipline on the 123 Magic System, implemented from our Preschool programs onward. 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 1980s, 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 consistently so children can learn to respond appropriately to the same expectation for behavior at home and at school.

## Overview

- Discipline and guidance will be consistent and based on the understanding of a child’s development.
- We encourage and promote self-discipline and acceptable behavior.
- There will be no harsh, cruel or unusual treatment.
- Teachers will praise and encourage children’s good behavior, focusing on good expectations, using clear statements.
- Teachers will redirect behavior and/or use brief separation (or time out) from the group when appropriate.
- If reasonable concern about a child’s behavior arises, this will be documented and made aware to the director.
- **Behavior Reports** are sent home when an incident occurs at school. These reports are evaluated, and when necessary, accompanied by a parent–teacher conference with the director or assistant director to discuss the issue.
- If the inappropriate behavior continues, parents may be asked to remove the child from the school for a certain amount of time. Continual behavior issues may lead to school dismissal.

## 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 include but are not limited to the following:

- Non-payment of tuition (unless some other arrangement has been made)
- 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 that violates the rights of others and that shows no improvement after steps are taken to change such behavior
- 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
- ICDC will communicate with parents if several or continuous biting incidents have occurred (max 5) and steps have been taken to improve the situation. Biting while age appropriate, in the younger ages, will be considered a reason for dismissal.

If attempts to correct the situations named above are unsuccessful, dismissal notification will be made by the Director directly to the parent. **Failure to comply with policies and procedures as stated in the Parent Handbook will be cause for immediate dismissal.**

**Policies are reviewed annually and updated as needed.**

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

\*\*\* All regulations and policies in this handbook might be updated as the school deems necessary.

\*\*\* By attending ICDC you are agreeing that ICDC/Interfaith of The Woodlands is not liable for any illness to your child or family and you are also agreeing that you will adhere to all of our policies and regulations.