



**802 Autumn Circle
CollegeStationTX.77840
979/703-7979**

Family Orientation Handbook

All information is current as of **08/19/2024**. Our policies are reviewed annually and updated if necessary. Parents may review and discuss any questions or concerns about the policies and procedures of the child care center with the center's director at any time during business hours. If policies or procedures change, we will provide timely written notice to parents. Current Operational Policies and Procedures are located at the front desk of the child care center and on our website @ childcarebcs.com. **746.501 (13 & 21)**

PHILOSOPHY

It is our philosophy at Bullfrogs and Butterflies Child Care Center that early childhood should be a time of fun, warmth, security, education, exploration and discovery. Bullfrogs and Butterflies Child Care Center will provide an atmosphere that encourages social, emotional, physical, and intellectual growth through the children's activities and small group instruction.

Hours of Operation 746.501 (1)

Monday through Friday, 7:30 a.m. - 5:30 p.m. January – December.

Holidays/Closings

The Center will be closed on the following days:

- Two (2) Staff Development Days on Friday in **Feb. and Oct. (Dates TBD)**
- New Year's Day**
- Spring Break (Wednesday, Thursday and Friday)
- Good Friday
- Memorial Day
- 4th Of July**
- Labor Day
- Thanksgiving Break (Wednesday, Thursday and Friday)
- Christmas Break (dates will be announced)

** Holidays that land on Saturday or Sunday will be observed on an alternative day or days during the week before or after the holiday. Anytime the center will be closed a notice will be posted as a reminder.

Tuition and Fees

Tuition is based on facility and staffing that we must have available in order to provide quality care for your child. Therefore, if your child does not attend for any reason, tuition is NOT reduced. **Unexpected closings, holidays, severe weather closings, absences, vacations, pandemics, or domestic problems doesn't lower tuition.**

Tuition ranges from \$1040.00 – \$1515.00 for 9 hours of care / day. Additional fees apply for care in excess of 9 hours / day. Tuition is based on the classroom, not on the child's actual age. The administrative staff determines when children advance from one classroom to another.

CCS Clients:

CCS full time care consists of 8 hours / day. Parent fees are due on the 1st of every month.

Tuition is payable in advance and due on the 1st of each month. Payments are considered late on the 3rd of every month. A fee of \$5.00 will be assessed for each day payments are received late. A Tax Statement will be provided via email upon request.

Bullfrogs and Butterflies Child Care Center utilizes Tuition Express to process all payments electronically. Payments can be auto-drafted or processed online. Credit cards and money orders are not accepted due to processing expenses.

In addition to tuition, the Center has the following required fees:

At the time of enrollment, a one-time non-refundable registration fee of \$100.00 is required. All Children are required to sleep on a 4-fold Kindermat. Nap Mats can be purchased from the center for \$40.00. A quarterly material fee of \$50.00 per child is charged in **August, November, February, and May.**

We make every effort to keep tuition and fees affordable. However, when our costs rise, we are required to increase our pricing to ensure we maintain the ability to provide the best care and resources for every child. If there is a need to increase tuition, we will provide timely notice to parents.

The Center also has the following fees which are incurred in certain situations:

A late pickup fee of \$5.00 is incurred for every 5 minutes (or portion thereof) that a parent is late in picking up a child past business hours. A returned check fee of \$35.00 is assessed for every check or electronic withdrawal returned by your bank. In addition, if the return causes your payment to be late, you are also assessed the appropriate late payment fee.

In the event that Bullfrogs and Butterflies Child Care Center terminates child care services, a refund will be issued at a pro-rated amount for services that have not been rendered.

Child Enrollment 746.501 (13)

Parents are responsible for completing enrollment forms prior to care. Forms include an Admission Form, Teacher Information Form, Infant & Toddler Supplemental Form, Health Forms, Permission Form, Discipline Form, and a Child Release Form. Parents may update their child's enrollment information at any time by completing / submitting a new admission form to the director. Admission forms are located on our website at childcarebcs.com.

Safe Sleep for Infants 12 Months or Younger 746.501 (9)

Parents enrolling infants 12 months or younger will receive, review, & sign a safe sleep policy. The policy is based on recommendations from the American Academy of Pediatrics and the Consumer product Safety Commission for infants to reduce the risk of Sudden Infant Death Syndrome. A copy of the safe sleep policy can be found @ <http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

Immunizations for children 746.501(11 & 12)

Immunizations are required of all children attending child care in the state of Texas. **You must show proof of the appropriate immunizations BEFORE your child can attend the Center.** We must have a written plan of action signed by your child's physician if the immunizations are not meeting the Texas Minimum State Vaccine Requirements for Child- Care Facilities. Exceptions for immunization requirements must meet criteria specified by the Texas Department of State Health Services rules in 25 TAC§ 97.62 (relating to Exclusions from Compliance). You must contact the local health department to find out what you must provide to us in lieu of the immunization record. All children must have a Health Statement signed by their physician and submitted within the first thirty days of enrollment. Every child four (4) years of age or older must have a vision and hearing screening signed by their physician to be in care. TB testing is not required by Brazos County for children to attend Child Care.

Employee Immunizations 746.501 (28)

Immunizations are not just for children. Childcare center employees have a unique opportunity to protect children at their place of employment and lessen the spread of vaccine preventable diseases by getting immunized. Vaccine preventable diseases (VPDs) are conditions which are preventable through vaccines available to protect against specific diseases. A list of VPD can be found at www.cdc.gov/vaccines.

Bullfrogs and Butterflies Child Care Center employees are encouraged to receive vaccines for VPDs listed by the Center for Disease Control and Prevention; however, vaccines are not required for employees.

Curriculum

Bullfrogs and Butterflies Child Care Center offers an early childhood education program structured by our curriculums which are comprehensive, research-based programs designed to integrate instruction across developmental domains along with early learning disciplines. Each curriculum is approved by the state, meet Texas Pre-K guidelines, and are recognized by the Texas Education Agency.

Our early childhood program helps children develop social-emotional skills through the implementation of Conscious Discipline. Children build trust, form healthy attachments, and develop impulse control as they practice daily routines. Children are introduced to math, science, technology, literacy, basic writing skills, music, physical education, problem solving and so much more!

Bullfrogs and Butterflies uses developmentally appropriate formal and informal measures to help provide a comprehensive picture of each child's strengths and progress along the path to kindergarten readiness. These tools were developed with the guiding principle that assessment should result in benefits for the children and be used to guide instruction. (Frog Street Press Assessment Guides)

Bullfrogs and Butterflies will offer a scheduled conference to the parents to exchange information during the fall and spring semesters. Information from teacher observations and written assessments are shared during the conferences.

To learn more about the curriculum we provide please visit the following web-sites.

<http://www.frogstreet.com/> and <https://www.hmhco.com/programs/big-day-for-prek>

Bullfrogs & Butterflies supports children and any family who may need additional accommodations, to include home language, special needs/differing abilities, and cultural backgrounds. As outlined in §773.2202 of Minimum Standards, we make reasonable accommodations to change, adapt, or modify activities which allows a qualified person with a disability to participate in our program. Our procedures for supporting inclusive services to children with special care needs also include providing resources to families upon request. See director for guidance. **746.501 (30)**

When planning for activities, we take into consideration to:

- Provide a child with special care needs with the accommodations recommended by a health-care professional or a qualified professional affiliated with the local school district or early childhood intervention program
- Utilize as recommended any adaptive equipment that has been provided to the center for a child's use
- Ensure that a child who receives early intervention services or special education services can receive those services from a qualified service provider at our operation, with parental request and approval
- Ensure that activities integrate children with and without special care needs
- Ensure that caregivers adapt equipment and procedures and vary methods as necessary to ensure that we care for a child with special needs in a natural environment

There may be circumstances in which the presence of a child with a disability results in a substantial risk of harm to the health and safety of other children, or where the accommodations needed would not be reasonable for the program to provide care.

Daily Activities

The activity plan is designed for a variety of activities daily which include:

- Indoor / outdoor play
- A balance of active / quiet play
- Child-initiated activities
- Caregiver-initiated activities

Screen time activities (video or computer) are included for children over the age of two years. Our screen time activities are:

- Related to the planned activities that meet educational goals
- Age-appropriate
- Limited to one hour per day
- Not used during mealtime or snack times
- Not used during naptimes or rest times
- Free from advertising & violence
- Turned off when not in use

Alternative activities are provided for children that do not want to participate in screen time.

Indoor / Outdoor Physical Activity 746.501 (18)

Children will experience physical activity indoors and outdoors, (structured and unstructured).

Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space.

Time allowed for outdoor play is determined by the child's age group:

- Infants aging from birth through 12 months of age may engage in outdoor play for an amount of time as tolerated by the infant.
- Infants 13 months through 17 months of age, a toddler, or a pre-kindergarten age child will engage in outdoor play for a minimum of 60 total minutes daily.

Children will have a minimum of two daily opportunities for outdoor play, weather permitting, in which a child makes use of both small and large muscles. We promote Moderate and Vigorous physical activity indoor & outdoor daily. (A minimum of 60 minutes of moderate to vigorous active play for toddlers and a minimum of 90 minutes of moderate to vigorous active play for pre-kindergarten age children). Moderate Physical activity is a level of activity for a child that are at intensities faster than a slow walk, but still allow the child to talk easily. Moderate physical activity increases the child's heart rate and breathing rate. Vigorous Physical activity is rhythmic, repetitive physical movement for a child that uses large muscle groups, causing the child to breathe rapidly and only enabling the child to speak in short phrases. Typically, the child's heart rate is substantially increased, and the child is likely to be sweating while engaging in vigorous physical activity. To ensure physical activity occurs on days when "extreme weather" prohibits outdoor play, we encourage movement through planned indoor games, activities, & dancing.

The criteria in which we consider to be "extreme weather conditions" include but are not limited to:

- Thunderstorms, lightning or floods
- Tornadoes, hail or damaging winds
- Winter weather / icy conditions
- Extreme temperatures (hot or cold)

We recommended clothing and footwear that will allow your child to participate freely and safely in physical activities both indoors/outdoors.

Family Participation 746.501(22)

Parents are welcome to visit the Center at any time during the Center's hours of operation to observe their child, the Center's operation, program activities, the building, the premises, and the equipment without having to secure prior approval. Families are welcome and encouraged to come and go throughout the day. We especially encourage active participation in your child's classroom as an expert, during special events, and volunteering during work time. Talk to the center's director if you would like to volunteer. Feedback is always welcome as we strive for continuous improvement. Feedback may be given directly to your child's teacher, administration, or beyond. You are welcome to phone, email, drop a note in the suggestion box or ask for a face-to-face meeting.

Parents have the right to breastfeed or provide breast milk for their child while in care. An adult sized chair is available in the infant room for comfortable seating. Breast feeding education / resources are available upon request. **746.501 (25)**

Non-discrimination Policy

The Center is in compliance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), The Age Discrimination Act of 1975 (Public Law 94-135), and the Rehabilitation Act of 1973 (Public Law 93-112). This is an equal opportunity program. No person, in the United States shall, on the grounds of race, color, national origin, age, sex, disability, political beliefs, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination. If you believe you have been discriminated against because of race, color, national origin, age, sex, a disability, political beliefs, or religion, you may lodge a complaint against Bullfrogs and Butterflies Child Care Center by immediately writing and/or calling the Civil Rights Department, Texas Department of Human Services, P.O. Box 19030, Austin, Texas 78714-9030, 512/450-3630.

Non-Hiring of Center Staff

In order to maintain the Center's confidentiality and professionalism, persons employed as staff at or by the Center are prohibited from contracting, soliciting or engaging in temporary employment as a caregiver or babysitter for any parent/guardian who has a child enrolled at the Center.

Arrival Sign In & Departure Sign Out 746.501 (2)

Parents are required to sign their children in and out of attendance upon arrival and departure using the biometric fingerprint scanner. Every child must be signed out. As a result, no child will be released from the playground area. Our responsibility begins when you place your child in the care of a staff member and ends when you take him/her from the care of a staff member. Please do not allow your child to wander off unattended or leave the building ahead of you. For safety purposes, only those listed on the enrollment forms as designated person for pick up will be permitted to leave with your child/children. If a circumstance should arise for someone other than those on your list to pick up your child/children, you will need to update your list in advance. We will require a Valid ID for identification of an individual we do not recognize. Please inform those you have designated to pick up of our policy. *When dropping off your child, routine upbeat departures will make their transition to our care more comfortable.

Meals 746.501(10)

Meals are served at no extra charge. Bullfrogs and Butterflies serves breakfast, lunch, and afternoon snack to all children who are in attendance at the time of service. Morning breakfast service starts about 8:30am, lunch starts about 11:00am and afternoon snack is served about 3:00pm. We will not "hold" meals for your child. If your child is not at the Center when a meal is served, he/she will not receive that meal. Please make arrangements for your child to be fed prior to arrival if it is after meal service time. Bullfrogs and Butterflies participate in the Child & Adult Food Program (CACFP). Our nutrition standards / menu planning, cooking procedures, and kitchen facilities follow CACFP guidelines.

In addition:

- liquids and foods hotter than 110 degrees F are kept out of children's reach
- staff are educated on food allergies and precautions are taken to ensure children are protected
- all food served is commercially prepared or prepared in a kitchen that is inspected by local health officials
- healthy snacks are available for school aged children as students arrive
- Foods are not used as rewards or punishment
- Food brought from home will be served in addition to meals served at the center

Bullfrogs and Butterflies is inspected by the Brazos County Health Department. Menus are posted monthly in our lobby and on our website. We welcome menu suggestions. However, we are NOT able to prepare separate meals for children based on their preferences. All children will be served the same meal, with the following exceptions.

► A child that is allergic or sensitive to a particular food. In this case, a physician's note is required, which must state which food(s) are to be avoided. In those cases, the identified foods will not be served. Families must provide acceptable substitutions if desired. Please notify the Director upon enrollment if this applies to your child. Infants are served whenever they are hungry. All other children eat their meals together with their classmates.

If you choose to send food from home for your child, it is the parent's responsibility to pack nutritious meals and to keep meals cold away from home. Foods brought from home must not pose an allergy risk to children in care. We do not refrigerate or microwave food brought from home.

Reference USDA.gov for:

- information on children's nutrition
- safe food storage / maintaining appropriate temperatures
- allergies and food safety

Children's Illness 746.501(3 & 27)

If your child exhibits a change in mood or behavior after arriving at the center, a health check may be conducted to determine if your child is ill. The health check may include a visual or physical assessment of the child and/or the use of a thermometer to reveal the child's temperature.

In the event that a child becomes ill, we will attempt to contact the child's parents. If we cannot contact the parents, we will contact the person(s) designated as the emergency contact on the child's admission form, and ask them to pick up the child. Ill children are expected to be picked up within 30 minutes from the time of notification. We are not licensed to provide get-well care; therefore, ill children must be excluded from our care.

The administrative staff makes the final decision of whether the child can remain in care or if the child should be excluded from care.

The following conditions are causes for exclusion from the Center:

- The child cannot participate comfortably in center activities including outdoor play.
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
- A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.
- Head lice: Children may return after treatment and removal of all nits.
- Infectious skin or eye conditions: (such as ringworm, impetigo, or pink eye). Children may return 24 hours after treatment with an antibiotic is begun.

- The child has an axillary (armpit) or an infrared temporal (forehead) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness.

Children must stay at home at least 24 hours after a normal temperature is achieved WITHOUT the use of fever-reducing medications. For example, if your child goes home on Monday with a fever, they may come back to the Center on Wednesday, if their temperature was normal on Tuesday without Motrin / Tylenol.

Medications 746.501(4 & 29)

We do not dispense medication to the children in our care. See exceptions below.

Exception: If a child has a recurring medical condition, such as asthma or allergic reactions, the child's parent or health care provider may sign a medication authorization form allowing Bullfrogs & Butterflies Child Care Center to dispense the medication as prescribed for up to a six-month period. The authorization must include information on symptoms to watch for.

Exception: Texas DFPS Rule § 746.3803 (d) of Minimum Standards for Child-Care Centers: Parent Authorization is not required if you administer medication to a child in a medical emergency to prevent the death or serious bodily injury of the child, provided that you administer the medication as prescribed, directed, or intended.

Bullfrog's & Butterflies Child Care Center does not maintain or administer unassigned epinephrine auto-injectors to use when a child in care has an emergency anaphylaxis reaction.

Injuries 746.501 (5 &6)

The staff makes every effort to ensure the safety of your child while in our care. Unfortunately, accidents may occur. Teachers and Center Staff are trained in CPR and basic first aid procedures. We have implemented the following procedures, should your child experience an injury while at our center.

Minor accidents or injuries such as scrapes, bites, bumps, bruises, etc. will be treated with first aid by our staff and we will notify the parent during departure / pickup.

In case of a serious accident or injury, EMS (911) will be contacted first. Within the limits of their ability, the staff will administer first aid. We will make every attempt to contact the parent immediately. If we cannot reach the parent, we will call the person you have indicated on the enrollment forms to make medical decisions for your child and if necessary, we will release your child into the custody of the emergency paramedics to transport your child for immediate medical care. A staff member will remain with your child until you arrive. Any medical bills that may arise from an accident are the responsibility of the parent.

Discipline and Guidance Policy 746.501(7)

At Bullfrogs and Butterflies, your child will be exposed to the social-emotional & communication skills necessary to manage themselves, resolve conflict, and develop pro social behaviors. Parents will receive 2 copies of the discipline and guidance policy form that is consistent with subchapter L of minimum standards; one to keep and one to sign and return to Bullfrogs & Butterflies.

Suspension and Expulsion of Children 746.501 (8)

Strategies to address challenging behaviors will be discussed with parents as needed, and framed around school readiness. Parents will be kept informed of the child's progress or lack thereof. We reserve the right to refuse, or discontinue service if a child exhibits a pattern of defiance towards authority, uses excessive harsh language, bites, or poses a threat against self, staff or other children in care. Violent, Destructive, Disruptive, and Aggressive Behavior may result in suspension or expulsion from Bullfrogs & Butterflies Child Care Center

Clothing & Personal Belongings

Children are not allowed to bring personal belongings such as toys or makeup from home. The Center is not and will not be responsible for any items brought from home, including jewelry. Your child will have opportunities to experience a variety of activities. Children will be using art materials, enjoying outside play and self-feeding at times. Please do not bring your child/children in clothing or shoes that should not get dirty. Each child will need one complete set of clothes at the center. Please mark all personal items for easy identification, such as coats, sweaters, gloves, blankets, etc. *We will not replace lost articles.

Infants & Toddlers: Parents must provide the following: Diapers or Pull-ups, Wipes, Ointment, Bottles (liners if necessary), Pacifier, and Formula. We will notify parents when their child is running low on supplies. If a parent fails to supply these items; the center will charge \$1.00 for each diaper and \$10.00 plus the cost of formula (a receipt will be provided)

Diaper Ointment, Sunscreen, and Insect Repellent 746.501 (19)

The center does not provide Diaper Ointment, Sunscreen, or Insect Repellent. The parent must provide diaper Ointment, Sun Screen, and Insect Repellent labeled with the child's first name and last initial on the container in order for the Center to administer the product. The center will apply the product as per directions.

Preventing and Responding to Abuse and Neglect of Children 746.501(26 & 23B)

Employees are required to obtain a minimum of 24 clock hours of training each year relevant to the age of the children for whom the caregiver provides care. At least one clock hour of annual training must focus on prevention, recognition, and reporting of child abuse and neglect, in accordance with Texas Department of Family and Protective Services, Rule §746.1309 of Minimum Standards for Child-Care Centers.

Resources are available at <http://www.dfps.state.tx.us/Training/Reporting/resources.asp> for employees and parents on increasing awareness and prevention of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect and factors indicating a child is at risk for abuse and neglect.

Parents of a child who is a victim of abuse or neglect should contact the Texas Abuse Hotline at 800/252-5400 to obtain immediate assistance and intervention. Parents may report non-emergency situations at www.txabusehotline.org

Bullfrogs and Butterflies Child Care Center will work with community organizations to provide guidance and contact information for parents/caregivers on preventing and reporting abuse or neglect.

Local Resources:

Child Protective Services
(979) 776-3637

College Station Police Department
(979) 764-3600

Bryan Police
(979) 361-3888

Keeping Children Safe 746.501 (23B)

Reporting Abuse or Neglect: Texas Law requires caregivers to report suspected child abuse or neglect to the Texas DPRS or law enforcement. Call 1-800-252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith. Reports are also available on the web at hhs.texas.gov or via your local Licensing Office at 979/776-7498.

The Center's Director or teacher will notify the Department of Protective Services, and/or the local law enforcement officials, when it appears that a child is being seriously neglected or abused.

The Texas Family Code (sections§34.07) States, Failure to Report: (A) A person commits an offense if the person has cause to believe that a child's physical or mental health or welfare has been or may be further adversely affected by abuse or neglect and knowingly fails to report it, in accordance with Section §34.02 of the code, (B) An offense Under this Section is a "Class B" Misdemeanor.

Gang-Free Zone 746.501(b)

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

Weather Closures

Administrative staff may close the center due to an emergency situation, including but not limited to, severe weather conditions. We are committed to the safety of our children, parents, and employee's. Closures and re-openings will be posted on KBTX.

Emergency Preparedness 746.501 (24)

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

Evacuation Plans:

- In some circumstances, parents will be called upon to pick up their children.
- In the event of an emergency, all employees are responsible for moving children to the designated safe area or alternate shelter. Employees are required to guide children who can walk, carry children younger than 24 months of age and who have limited mobility, or who otherwise may need assistance in an emergency; such as children who have mental, visual, or hearing impairments.
- When necessary, local authorities will be called and the following resources may be requested for transportation: Transportation may include voluntary use of personal vehicles, city / city-owned vehicles, school / university buses, leased or rented buses, and state-owned or contracted vehicles. If additional transportation resources are needed, other local or state government transportation will be called upon for assistance.

The line of succession for the Transportation Officer for direction and control in the city of College Station, TX is:

- Emergency Management Coordinator (EMC) @ 979-764-6210
- Assistant EMC @ 979-764-6211
- P&DS Assistant City Engineer (Transportation) @ 979-764-3714

Emergency evacuation & relocation diagrams are located in areas specified by DFPS & local authorities.

Alternate Shelter: Bryan High School, 3450 Campus Drive, Bryan, TX - 979-209-2400

- Upon departure and arrival, the director or alternate assistant will have a list of all children that must be accounted for. Together, the director or alternate assistant and the caregivers will verify that all children are present.
- The director or alternate assistant is responsible for calling the local authorities needed such as: Fire department, ambulance, local police or sheriff, poison control, health department, parents, and DFPS child care licensing.
- The director or alternate assistant is responsible for securing children's emergency numbers, emergency medical authorizations, and attendance sheets during an emergency.

Emergency Drills

Emergency Fire Drills are held monthly and Severe Weather Drills are held every three months to ensure children are accustomed to emergency evacuation and relocation procedures.

License & Regulations 746.501(23A&C)

Bullfrogs & Butterflies Child Care Center is licensed by the state of Texas as a Licensed Child Care Center with the capacity for 76 children, 8 weeks to 12 years of age. Learning programs are based on developmentally appropriate practices. Parents are entitled to see the following information. You may ask the Director or Assistant to show you the most recent copy of:

*Minimum Standards: Minimum Standards are located at the front desk and are also available on the web at hhs.texas.gov or your local Licensing Office 979/776-7498.

*Licensing Inspection/Investigation Report: Licensing Inspection/Investigation Report compliance information is posted in the front lobby on the wall and also available on the web at hhs.texas.gov.

Administration and Communication 746.501(20)

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

If you have a question or concern which your child's teachers cannot address, or if you feel more comfortable talking to someone else, please feel free to schedule a parent conference with the Director, Cindy Martin.

As a parent, you have the right to enter & examine the child-care center without advance notice; file a complaint against the child-care center; review the child-care center's publicly accessible records; review written records about the parent's child; receive from the child-care center HHSC inspection reports & information regarding how to access the center's compliance history online; have the child-care center comply with a valid court order signed by a judge that prevents another parent from visiting or removing the parent's child from the center; be provided with the contact information for CCR; view any available video recordings maintained by the center of an alleged incident of abuse or neglect involving the parent's child, with certain restrictions; obtain a copy of the child-care center's policies and procedures; review upon request, staff training records & in-house training curriculum if any; and be free from retaliation for exercising any of the parent rights.

Things to bring for your child:

Infants

- Change of Clothes
- Diapers
- Wipes (In plastic container the first time, refills thereafter)
- Diaper ointment
- Pacifier
- Formula
- Bottles (Bottles are sent home daily, please bring one (1) more bottle than your child would usually use)
- Jar baby food

Toddlers

- Change of Clothes
- Diapers
- Wipes (In plastic container the first time, refills thereafter)
- Diaper ointment
- Small blanket for naptime

Pre-School

- Change of Clothes
- Small blanket for naptime

*Change of clothes is a must. When we send clothes home, please replace them the following day.

*Bottles are rinsed out, not washed. Please wash and sanitize your child's bottles and return them the following day.