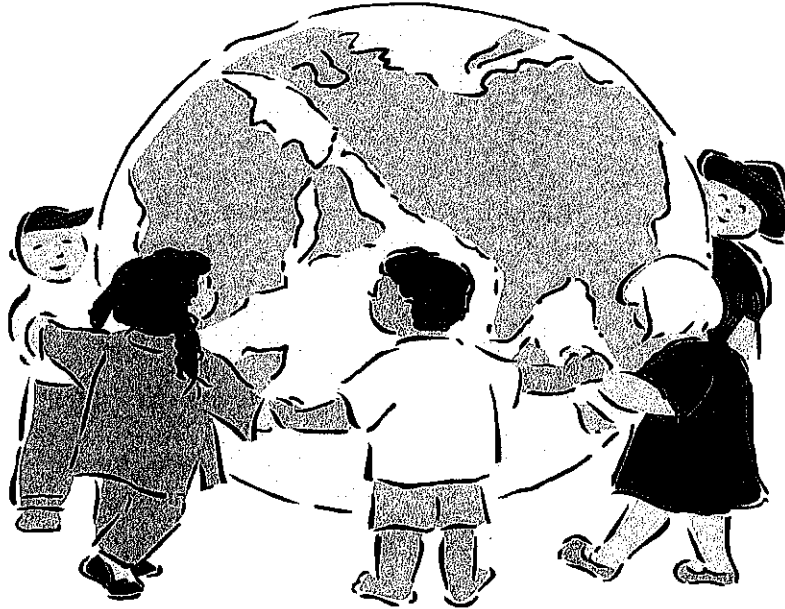


Through a Child's Eyes

CHILD DEVELOPMENT CENTERS



2016-2017 Parent Handbook

Through a Child's Eyes

2047 E. Common St.

New Braunfels, TX 78130

Phone: 830.620.5998

Fax: 830.626.9006

Baby Beginnings/Through a Child's Eyes II

1278 Hillcrest

New Braunfels, TX 78130

Phone: 830.625.2525

Fax: 830.625.2680

Through a Child's Eyes

2016-2017 Parent Handbook

Policy Guide & Information

Ownership Information

Through a Child's Eyes is owned by TKM Holdings, Inc. and managed through TKM Group Limited Partners, LLC under the name of **Through a Child's Eyes**, which we refer to as **TACE**. Baby Beginnings is also owned and operated by TKM Holdings, Inc. The majority stockholder of the corporation and general managing partner is Denise Prince, a resident of New Braunfels.

Address and Phone Numbers

Our mailing address is 2047 E. Common Street, New Braunfels, Texas 78130. Our phone number is 830-620-5998 and the fax number is 830-626-9006.

Our 2nd Location, **Through a Child's Eyes "Baby Beginnings"**, mailing address is 1278 Hillcrest, New Braunfels, Texas 78130 and the phone number is 830-625-2525 and the fax number is 830-625-2680.

Hours of Operation

6:30 am through 6:00pm
Monday through Friday
January through December (year round)

Holidays

New Year's Day	Closed
Good Friday (Easter)	Closed
Memorial Day	Closed
Independence Day	Closed
Labor Day	Closed
Comal County Fair Day	Closed
Thanksgiving (W/TH/F – 3 days)	Closed
Christmas (2 days)	Closed

***Tuition is based upon **Through a Child's Eyes** being closed for the above listed holidays. The number of days closed could vary depending on how the holidays fall on the calendar.

Department of Family & Protective Services

Through a Child's Eyes is regulated and routinely inspected by the Texas Department of Family & Protective Services. There is always a current DFPS Minimum Standards for Day Cares Manual available in our front lobby and in the office for parents to review at any time. Our most recent DFPS inspection will be posted on the front bulletin board in the lobby and every inspection can be seen on the DFPS website at www.dfps.state.tx.us/. The Texas Department of Family & Protective Service number for complaints is 210-337-3399 and the local office number is (830) 609-5033 Ext.248.

There is mandatory listing of all emergency phone numbers, such as the Poison Control Center, the Child Abuse Hotline, and the DFPS intake phone number is posted at the door of each classroom and in the front lobby of TACE.

Health and Sanitation Inspection

TACE is required by the state and the city to have an annual health and sanitation inspection. We are inspected for everything from restroom facilities to food handling and storage procedures to cleaning and maintenance of our facility. The results of our annual inspection can be found on the bulletin board in the front lobby. The city requires that no food from an unlicensed facility be served to the children at **Through a Child's Eyes** and we support this policy.

Operations Manager, Directors and Management Team

Selena McKinnis is the overall Operations Manager of both schools. **Debbie Regalado** is the Director at **Through a Child's Eyes** and she is responsible for the daily on-site operation of the child care center, which includes maintaining compliance with the Minimum Standards of Day Care Centers and the Licensing Laws of the State of Texas. **Lucy Garcia** is the Director at **Baby Beginnings** with the same responsibilities. **Joy Holden** is the Kindergarten Readiness Program Director, After School Program Manager and Curriculum Director for both schools. **Norma Hernandez** is the Opening Manager for **Baby Beginnings** and **Toni Garcia** and **Jessica Jonas** are the Opening Managers for TACE.

There is always a listing of all current **Through a Child's Eyes** Employees posted on the Parent Bulletin Board in the front lobby, along with the In Charge Schedule at both schools.

Discussion of Policies & Procedures with the Director/Managers

TACE welcomes all parents to come by the office any time to discuss any questions or concerns they may have concerning their child's care at the school. Parents may also set up a private appointment with the Directors/owner, if needed. Please call the TACE office at 830-620-5998 between the hours of 6:30am and 6:00pm, Monday through Friday, to set up an appointment.

Parent Visitations

TACE welcomes all parents to participate and enjoy any of the special events of the school. In order to maintain a cohesive environment in the classroom, parent visitation is restricted to special events only. We ask that our parents promptly dropped their child and then leave the classroom immediately. No lingering around please. This can be very disruptive to the other children. Also, be aware of the lunch and nap schedules for your child's class when making your child's appointments. TACE will not allow any parent involvement that interferes with the management of the classroom and the activities of the school.

Parent Participation in TACE Special Events & Activities

TACE welcomes all parents to participate in their child's special classroom activities, field trips, classroom parties and school events. If a parent will be attending a field trip, you must take your own vehicle to the field trip. If you wish to take your child home early, you must allow the child to ride the van back to the school and then be released from the school.

Enrollment Procedures

You will be given an Enrollment Packet for each child that will be attending **Through a Child's Eyes**. The following forms must be signed and completed prior to your child starting daycare:

- Admission Information Form (Pages 1&2)
- Childcare Tuition Contract
- Nutrition and Food Policy
- Medical Authorization and Release
- Discipline and Guidance Policy
- Acceptance of Policies and Procedures
- Divorce Decree/Custody or Visitation Orders (as requested)
- Infant Addendum (0-17 months)
- Infant Care and Feeding Instructions (0-17 months)

If your child is our After School Program or in our Pre-Kindergarten Program, you will be required to sign the transportation permission section of the Admission Form. Your child must also be current on their immunizations and a copy of the immunizations records should be presented to the office within one week of enrollment.

New Enrollment Deposit

There is a \$100.00 Enrollment Deposit per family. Once the Enrollment Deposit has been paid and an enrollment date been agreed upon, your child must begin attendance within one week of that date. Failure to attend the school, as agreed, will result in the forfeiture of your child's position in a classroom and your Enrollment Deposit. The Enrollment Fee is nonrefunded for any reason.

Termination of Enrollment

A parent **must give a two week written notice** to terminate their child's enrollment at TACE. Failure to give proper 2 week notice will result in the parent being responsible for the two weeks of tuition (the 2 week notice) even if your child is not in attendance plus all late fees and legal costs due to the breach of the Childcare Tuition Contract.

Restrictions for a Child

Parents should fill in the section for special problems or any restrictions your child may have on the Admission Information Form #2935, page 1, when you enroll your child. Please note if your child has any medical concerns, legal issues (custody, protective orders, etc.), learning disabilities, food allergies, limitations on physical activities, or any other restrictions that could affect how we care for your child. It is so important that parents keep us informed of any changes in their child or circumstances surrounding the child. **Through a Child's Eyes** assumes no legal responsibilities for the care of a child if the parent or legal guardian of the child fails to disclose relevant information concerning the child. We want to give all our children the best care possible. Of course, all information shared with us will be kept confidential and only given to TACE personnel on a "need-to-know" basis.

Information Privacy and Protection

Because of federal and state laws, **Through a Child's Eyes** must keep all information on a child, including the child's educational and medical records, private and confidential at all times. These records must be stored in a safe and

secured location with no public access. The only access is on a “need to know” basis by the Operations Manager, other TACE managers or the center Director, during a parent conference or during an audit by the state of Texas. No child’s records can leave the facility without a court order or subpoena.

Nondiscrimination Policy

Through a Child’s Eyes has a strict policy of nondiscrimination of any kind when enrolling children or hiring employees.

Disabilities and Special Needs

TACE has a strict policy against discriminating against a child with disabilities or special needs when applying for enrollment. If we have the space available in the age appropriate classroom and can accommodate the needs of that child, we will gladly accept that child. We are also willing to adapt our facilities to accommodate a special needs child if not cost prohibited.

Arrival and Departure Times

TACE requires all children to be in school no later than **9:00am (9:30 for Baby Beginnings)** each morning. The **Kindergarten Readiness Program** (in Building #2) requires each child be at school by **8:15am**. All doors will be locked at the cut off times and any late children will only be accepted with a doctor’s note up to 11:00am. We **will not accept** late children after **11:00am** for any reason. Due to lunch and nap times for the children, we also recommend that no child be picked up from school before **2:30 pm**.

Attendance

Each day at **9:30am** a daily attendance is taken in each classroom by the Lead Teachers. **Through a Child’s Eyes** must maintain accurate daily attendance records for the children in our care. If your child has been absent for more than three consecutive days, please notify the office. We truly care about your child and want to be aware of any illnesses or other situations that may have an effect on that child.

All TACE students are enrolled on a year round basis, including summers, spring breaks, and all holiday breaks. No part time attendance will be allowed. If your child is unable to attend school for any reason, the parent will still be responsible for the tuition payment. If the tuition payments are not paid when they are due, late fees will apply as stipulated in the Childcare Tuition Contract each parent signs and accepts.

All families enrolled in the CCDS Program, Workforce Solutions Alamo, must check in their children electronically daily. Failure to do so, could result in the termination of your child’s enrollment at our school and off the program.

Inclement Weather and School Cancellations

If the need arises to close **Through a Child’s Eyes/Baby Beginnings** while the children are in school due to inclement weather, we will notify each family by telephone, text, or on our Facebook page. During the night, should the weather take a turn for the worse, we will call in all closings to KGNB Radio (**1420AM**) and post on our Facebook page. If both NBISD and CISD school districts are closed, TACE will also be closed. Of course, we will do our best to keep our

doors open if possible. The decision for any closings will be made by the school's Operation Manager, Directors and the owner.

Emergency Preparedness Plan

The school has a formal plan for all weather and various other emergencies that may place the children in danger while in our care. The plan is available in our offices for review by the parents and a yearly meeting is held to discuss this plan with the parents. The children are also trained and they practice the drills under the supervision of their teachers on a monthly basis.

Sign In/Sign Out of Children

Each morning and every afternoon, there will be a Sign In & Sign Out clip board in the room where your child will arrive in or depart from. It is imperative for the safety of the children that each parent signs in their child each morning and signs out their child each afternoon. This is a state requirement that must be done daily. Please be sure your name is legible.

Release of Children

Every parent completes an Admission Information Form #2935 which designates who is allowed to pick up their child. If a parent is sending someone to pick up their child, please inform that person that they will need to present photo identification before we can release the child. It is imperative that this person is on your child's Pick Up list as noted on the Admission form. If not, you must make arrangements prior to this person picking up your child or we will not release the child. You may call the school, fax the school or send a note for a "one time" pick up request. This person must present photo identification at the office or we will not be able to release your child to this person. If you need to add an additional person to your Pick Up List, you must come into the office and do it in person. **No child can legally be released to anyone (including a family member) who is under 18 years old.**

If your child's visitation is governed by a divorce decree or paternity suit, we must have a copy of the actual court order giving us details of the conservatorship relationship of both parents of the child. We are governed by the courts to abide by the orders as designated. We do our best to work with both parents for the best interest of the child, but we must follow a court order.

No child will be released to anyone whom we detect has been drinking or using drugs. If we notice anything that could impair your ability to drive a vehicle or care for that child, we will ask you to step into the office to discuss the possibility of calling for another person to drive and care for the child. If you choose not to accept our request, then we will automatically call the police and let them handle the matter.

Lock Doors of the School

Through a Child's Eyes will be locked down daily from **9:00am – 3:00pm** and **Baby Beginnings** from **9:30am – 4:00pm** for security purposes.

Visitors

All visitors to **Through a Child's Eyes** must check in at the office and sign in on the Visitor's Log in the front lobby. This includes relatives and friends for special

Illnesses

If a child becomes ill in our care, a parent will be contacted immediately to pick up their child **within the hour**. We will try to advise the parent of any symptoms at the time of the call, such as fever, vomiting, lethargy, loss of appetite, irritability or diarrhea. The child will be removed from the classroom and will be cared for in the office until a parent (or designee) arrives to pick up the sick child. Extra sanitizing and hand washing procedures will be implemented immediately when a child has been vomiting or had diarrhea. No child can be readmitted back into **Through a Child's Eyes** until the child has been free of fever (without the aid of Tylenol or other fever reducer) or diarrhea for a minimum of 24 hours. We try our best to keep all contagious illnesses to a minimum, but we can only do this with the cooperation and consideration of our parents.

Communicable Disease

When a communicable disease is suspected, the ill child is calmly separated from the well children and taken to the office for care. A parent is called immediately and advised of what we suspect. If a Communicable Disease is suspected, the parent is required to pick up their child within 30 minutes of the phone call and take their child to the doctor for a diagnosis. After obtaining an official medical diagnosis, the parent has the responsibility to notify the school as soon as possible with the **written** diagnosis from the doctor.

Then TACE must then contact the Comal County Health Department for any special instructions. The teacher of the classroom where the child was in attendance is instructed to completely sanitize the room immediately. All TACE teachers will be notified that a contagious disease has been verified and to be aware of any symptoms in other children. A Contagious Disease Notice is then posted at all doors and in the hallway describing the symptoms of the disease or illness. This notice is posted in a public, visible place that can be seen by all parents. We will then send a written notice to each family asking that all parents keep an eye on their children for the next couple of days for any symptoms of the illness and to inform the school immediately if their child becomes ill.

Children who have had a communicable disease can **only** be readmitted to the school with a written note from a health care worker such as a physician, local health authority, advanced practice nurse or a physician's assistant.

The following diseases may be considered as a **communicable disease**:

AIDS/HIV Infection	Amebiasis	Campylobacteriosis
Chicken Pox	Pink Eye	Scarlet Fever
Hand, Foot, Mouth Disease	Cryptosporidiosis	Scabies
Cytomegalovirus	Escherichia Coli	Fifth Disease
Viral Gastroenteritis	Giardiasis	Head Lice
Hepatitis A	Hepatitis B	Herpes Simplex
Impetigo	Measles	Tuberculosis
Bacterial Meningitis	Viral Meningitis	Mononucleosis
Mumps	Otitis Media	Whooping Cough
Pharyngitis	Pin Worms	Ringworm
Rubella	Salmonellosis	Shigellosis
	Streptococcal	

children's events, contractors, children's special services, etc. We are required to keep a record of everyone who enters the school.

Early Release Days for School Children

All School Age children who are enrolled in the TACE After School Program will be picked up and brought to **Through a Child's Eyes** on early release days as designated by the NBISD and CISD school calendars. Parents should notify TACE immediately if there is a change in their official school calendars. There will be an additional charge of \$10.00 per child per day in addition to the weekly fee. There is an additional fee of \$25.00 per day plus the regular weekly rate for a full day of care during the school year.

Health Requirements

At the time of enrollment, each child must have Admission Information Form, page 2, filled out and signed by their doctor stating the dates of their vaccinations and verifying a statement saying the doctor has seen your child in the last year and the child is physically able to take part in a daycare program. This form must be turned into the office prior to the first day of attendance. All children entering the school must be current on the vaccinations for their age Group as directed by the Comal County Health Department. Any religious exemptions must have an affidavit from the state and must be approved by our Director prior to the child's start date.

Immunization Requirements

Through a Child's Eyes abides by all the immunization requirements of the Comal County Health Department for children in childcare. For any information concerning immunizations, please contact the county health department at 830-221-1150. Immunizations change constantly so please refer to www.co.comal.tx.us/health.htm for your most recent updates.

Immunization Records Updates

Our office staff is constantly updated children's records, especially for immunizations. Infant's immunizations are updated at the ages of 3, 5, 7, 16, 19, 25, and 43 months.

Hearing and Vision Screening

Every child after the age of 4 and before the age of 5 is required by the State of Texas to have a Hearing and Vision Screening Test. Since your four year old child is due to have a series of immunizations, be sure to request a Hearing and Vision Screening Test from your child's doctor at the same time.

Medical Emergencies

For any medical emergencies, our teachers are first instructed to render 1st Aid/CPR to the child immediately; while another adult calls 911. When the life of a child is at risk, we will take every precaution necessary to stabilize and save the life of that child. If emergency care is sought for a child, the parents will be called immediately and informed of the status of the child. If a child is taken to the hospital, a manager or teacher will also go to the hospital to render help with the child until a parent or family member can arrive at the hospital.

Medication Dispensing

If any child needs to be given medication while in attendance at **Through a Child's Eyes**, the parent will need to fill out an Authorization for Dispensing Medication Form #7236 and bring it to the TACE office for approval, along with the prescription medication. The medication must be in the original packaging from the pharmacy.

When filling out the form, parents, please be sure to be specific about the dosage and times to administer the medication to your child and that all 8 spaces at the top of the form are completed:

1. Name of Child
2. Name of Medication
3. Prescribing Physician
4. Prescription #
5. Expiration Date of Medication
6. Dosage to be Given to the Child
7. When to Give the Medication to the Child
8. Final Date of Dispensing medication

When the form is completed, the parent should sign and date it. Infants Pain Reliever/Fever Reducer Medication (children over 2 years old only) should also have an Authorization to Dispense Medication Form #7238, although not prescribed by a doctor. The only information you will need to fill in would be: Child's Name, Name of Medication, Expiration Date, Dosage, When to Give and Continue Medication Date.

For children under 2 years old, TACE must have a doctor's note to dispense the Pain Reliever/Fever Reducer Medication to your infant. The doctor's note for this is good for six months, only. We will strictly follow the instructions and weight requirements as labeled on the medication for dispensing this medication, unless directed differently in a physician's note. We are able to assist with breathing treatments for our children with a doctor's prescription and the medication in the original packaging.

There is no prescription needed for TACE to administer sunscreen, baby powder, diaper cream, gum ointment, teething tablets, basic lotions and ointments for rashes, burns, insect bites, etc. Parents should fill out the Medication Permission Form (nonprescription medications and lotions) and label the medication. Parents, please remember to replace your child's sunscreen each summer or sooner.

TACE is able to accommodate refrigerated medication which is kept in a Medication Box separate from food in the refrigerator. Each classroom also has a separate non-refrigerated Medication Box that is kept away from the reach of all children. All medications and Authorization Forms must be taken to the office first and once approved, will be taken to your child's classroom.

Incident/Illness Reports

From time to time, almost every TACE parent will receive an “Incident/Illness Report” concerning their child. We are required to fill out this form for the following circumstances:

1. Accidents including the following but not limited to a child getting a:
 - Break in the Skin
 - Scrape or Scratch
 - Bump or Lump
 - Red Mark
 - Any injury to the face or head
2. Incidents Involving a Child
 - Incidents are any event that could put a child at risk or any injury that showed no visible signs of an injury.
3. Illness of a Child
 - Vomiting
 - Fever over **100.6** degrees
 - More than 3 Diarrhea, Smelly Stools

These reports are necessary to inform all parents of anything that has happened to their child while at **Through a Child's Eyes**. There will be an extra copy for the parent to keep after they have signed the TACE copy at the bottom of the page. The TACE copy will then be filed in your child's medical file.

The top part of the form has basic information about the child and the date and time of the incident or illness. Section A will be completed if there was an incident or an accident involving your child. Section B will be completed if there was an illness while your child was in our care.

Sanitizing

Sanitation procedures and practice are very important to any facility in which a lot of people live and work together. Our school has an annual Sanitation Inspection conducted by the City of New Braunfels and we are subject to additional inspections at any given time. The Annual Sanitation Inspection is posted on the bulletin board in the front lobby for parents and visitors to review. It is imperative that **Through a Child's Eyes** keeps their facility, grounds, and equipment clean, repaired and well maintained on a daily basis to protect the health and well being of the children that attend our school.

This includes, but is not limited to:

1. Sanitizing toys that have been mouthed by a child.
2. Machine washing cloth books & toys weekly and when contaminated.
3. Machine washing all crib linens when soiled and daily.
4. Sanitizing sleeping mats when soiled, used by another child, and weekly.
5. Keeping all floors, ceilings, vents, fans, window blinds and walls clean and repaired.
6. Using only lead-free paints.
7. Keeping all parts of the child care facility well lighted, heated and ventilated.
8. Sanitizing all table tops when soiled.

9. Keeping all cleaning products locked away from children.
10. Exterminating on a quarterly basis

Hand washing is such an important part of good health practices and has been proven to reduce the spread of infectious diseases. **Through a Child's Eyes** have specific requirements for employees washing their hands and washing the hands of the children in the school.

Employees must wash their hands:

1. Upon arriving at the child care center & before starting to work.
2. Before eating or handling of food.
3. Before giving medication.
4. After diapering a child.
5. Before feeding a child.
6. After assisting a child using the toilet.
7. After personal toileting.
8. After handling any body fluids, such as wiping noses, mouths, bottoms or tending sores.
9. After outdoor activities.
10. After handling raw food.
11. After eating or drinking.
12. After using cleaning products

Children must wash their hands:

1. Upon arrival at the school.
2. Before eating.
3. Before playing in a water table.
4. After a diaper change.
5. After using the toilet.
6. After outdoor activities.
7. After playing in sand.
8. After feeding or touching animals.
9. Any other time that the caregiver believes the child has come in contact with a substance that could be harmful to the child.

Diaper changing of infants and toddlers is another area for sanitation concerns. Every precaution is taken to keep all of our children clean and dry when wearing diapers. If the child has a BM, the caregiver is required to wear disposable gloves and wash her hands and the baby's hands after disposing of the soiled diaper. All soiled clothing of the infant will be bagged and placed in their diaper bag in the diaper bag cabinet. We are not allowed to rinse or clean any soiled items, so be sure to check your diaper bag each day.

All diaper changing tables must be sanitized after each diaper change and the table should be kept separated from any play or feeding area. There must also be a hand washing sink in all diaper changing areas. All diaper changing supplies must be kept out of the reach of children at all times. Caregivers with any open sores will not be allowed to change diapers.

Discipline and Guidance

Every parent and employee will be asked to sign that they have read and received a copy of the Discipline and Guidance Policy for **Through a Child's Eyes**. Our policy for discipline is that discipline must be individualized and consistent for each child, appropriate to the child's level of understanding, and directed at teaching them acceptable behavior and self-control.

As caregivers we try to focus on positive methods of discipline and guidance that encourages self-esteem and self-direction such as using praise and encouragement of good behavior, reminding the child daily of behavior expectations by using clear and positive statements, redirecting behavior by using positive statements, and by using brief "time outs" which are appropriate to the child's age and development.

Through a Child's Eyes will not allow or tolerate any harsh, cruel, unusual, or unfair treatment of any child such as the following:

1. Corporal punishment or the threat of corporal punishment.
2. Punishment associated with food, naps, or toilet training.
3. Pinching, shaking, grabbing or biting a child.
4. Hitting a child with a hand or instrument.
5. Putting anything in or on a child's mouth.
6. Humiliating, ridiculing, rejecting, or yelling at a child.
7. Subjecting a child to harsh, abusive or profane language.
8. Placing a child in a locked or dark room, bathroom or closet with the door closed.
9. Requiring a child to remain silent or inappropriately long periods of time for the child's age.
10. Threatening a child with no visit from Santa or Easter Bunny.

Please feel free to contact the Director or any of the management team at

Through a Child's Eyes if you have any questions about our discipline policy.

Child Abuse/Neglect

Child abuse and neglect are against the law in Texas, and so is the failure to report it! As a caregiver of children in a daycare facility, if we suspect that a child has been abused or neglected, we are required to report it to the Texas Department of Protective and Regulatory Services or to a law enforcement agency within 48 hours. If your child comes to school with a bump, bruise, large cut, etc., please inform the teacher of the situation and the circumstance surrounding the injury. Every lead teacher maintains a daily log of any unusual markings or bruising on their children and they must notify the Director immediately of any concerns. It is so much better for you to communicate with us about the circumstance surrounding the child's injury, so we don't get alarmed. These children are very important to us and it is our responsibility to protect them.

Abuse can be mental, emotional, physical, or sexual injury to a child or failure to prevent such an injury to a child. Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where he or she is at risk of harm.

If you suspect abuse or neglect, you may call the **Abuse and Neglect Hotline** at **1-800-252-5400** or **210-337-3399**. Your report is confidential and is not subject to release under the Open Records Act.

Behavior Problems

Through a Child's Eyes expects all their children to be respectful and polite to other children and their teachers. As parents, you may be called in for a Parent Conference to discuss your child's behavior. A Counseling & Instruction Program will be developed to correct your child's behavior. Sometimes, parents need a little reinforcement in creating structure and providing consequences for their children. The staff at TACE has been very successful in working together with parents to improve the behavior of their children.

TACE will not allow any child to mistreat another child or our teachers. Hitting, biting, spitting, throwing rocks or other objects, kicking, slapping, teasing, scratching, using profanity or vulgar language and fighting will not be tolerated at **Through a Child's Eyes**. If a child continues to demonstrate this type of behavior after repeated counseling, that child's enrollment at TACE will be terminated.

Transportation

Every person that drives our TACE vans must have an excellent driving record, demonstrate maturity and control when working with children and take a yearly 2 hours Driver's Safety Course. Each van is equipped with a 1st aid kit, fire extinguisher and a seat belt for each child. Each van also carries an attendance log, emergency parent contact information, and Consent for Emergency Medical Treatment forms for each child being transported in that van. **Through A Child's Eyes** address & phone number and our owner's name and phone number is carried in the vans at all times. Each driver has a known route they will be following and must carry a cell phone with them at all times. **Through a Child's Eyes** does abide by the most current state children's seat belt and booster seat laws of the Texas Department of Public Safety.

Children are transported in our TACE vans if they are part of our After School Program and we transport them to and from their elementary schools each day school is in session. We also use our vans to transport the children in our Pre-Kindergarten class for field trips during the school year. School Age children who attend our summer camp programs will also be transported to and from activities in our TACE vans.

Children are never left unattended in a van and every child is accounted for before exiting the van. Loading and unloading of the children is done at a curbside, sidewalk, protected parking area or a driveway. No child is allowed to cross a street without adult supervision. The driver is not allowed to stop and pick up an additional child once they have left the school.

In case of emergency break downs, the driver will call TACE immediately for alternative transportation. The driver will need to then evaluate the situation to determine if it would be safer for the children to exit the van and go to another location until help arrives. If the driver does move the children, he or she would

inform the school as to where the children are newly located. The parents will then be notified of this incident.

In case of an accident involving children in the van, the driver should immediately evaluate the injuries of the children and perform 1st aid as needed. As he or she is doing this she should also be calling 911 to request emergency help and then call the TACE to let the School Director know that there has been an accident. At this point, the driver will need to evaluate the situation to determine if it would be safer to relocate the children to another location. The driver will make every effort to stabilize the children and calmly control the situation until emergency help can arrive. Once the call has been received at the school, the Director or a manager will then immediately go to the sight of the accident to render help. The office staff will then notify each parent by phone about the accident and any details they may have concerning their child.

Nutrition, Breakfast, Lunches, and Snacks

Each parent will be asked to read, sign and accept the Nutrition and Food policy of **Through a Child's Eyes**. Our policy states that **Through a Child's Eyes** is not responsible for the daily nutritional requirements needed for a child. Each parent is required to send a lunch for their child on a daily basis. TACE does furnish nutritional snacks to all the children at 9:00am and 3:00pm each day. Fruit juice, milk or water is also offered at lunch time and at snack times. Each classroom will post a weekly snack menu and both menus (toddlers & infants) will be posted on the Parent Bulletin Board in the front lobby.

For children 12 months and older, **Through a Child's Eyes** only serves 100% fruit or vegetable juice to their children, with no sugar added. Water and milk (whole milk) is available to all children at all times.

For your convenience, each classroom is furnished with a refrigerator and microwave for food storage and warming. Most classrooms have food cubbies for each child, so feel free to stock up on extra food supplies for your child for the week. Please label all food, juice boxes, cups, bottles, etc. before bringing to school. Most children bring their lunches in a lunch box or bag. It will be the parent's responsibility to place the lunch box in the refrigerator, if the food needs to be refrigerated.

Through a Child's Eyes does not offer breakfast, but if your child is at school before 8:15am and wants to bring his own breakfast, we are happy to supply the milk, bowls and spoons and feed the breakfast. A lot of the children keep their individual boxes of cereal at school, so they can eat breakfast when they get to school. **No breakfast is served after 8:30am.**

If your child does not bring a lunch for the day, a lunch will be purchased from the TACE store and taken to your child's classroom. The price of the lunch will be charged to your child's account and a billing statement will be sent to you.

Don't forget Pizza Fridays! Sign up for pizza for your child is on Friday mornings at the office and the cost is \$2.00 per child for unlimited pizza (\$3.00 for school age children in the summers, school breaks and holidays). Please pay

for your pizza in cash at the office and not the classrooms. Parents may also pay for pizza monthly with their tuition checks.

Tuition Payments

In your enrollment packet, as parent or guardian you will be asked to sign a Childcare Tuition Contract. This agreement states that your tuition payments are due by 6:00 pm on the 1st day of the month for monthly payers or by 6:00 pm each Monday for weekly payers. There will be no tolerance for late tuition payments and late fees will be charged and collected on a daily basis. If your payment is paid past the due date, then you will be charged a late fee! If the late fees are not paid for the week, the balance will be carried over to the next week and payment will be expected immediately.

A late notice will be sent to each family who has not paid their tuition and a late fee of **\$5.00 per child per day** will begin to accrue until the entire balance is received. Partial payments may be received on accounts but accounts will still be subject to late fees. If account balances are not paid within 5 business days of the due date, your account will go into a “delinquent status” and a written collection notice will be sent to the parent. We will also be making phone calls to get in touch with the parent for payment arrangements. If all the tuition plus the late fees have not been paid in full by the 10th day, then a termination notice will be sent to the parent. This termination notice will state that your child’s enrollment will be terminated at the end of the week. Your child’s enrollment can only be reinstated if all balances are paid in full. If your account is “delinquent” more than three times, your child’s enrollment will be automatically terminated with no possibility of reinstatement. A filing to collect all money owed to **Through a Child’s Eyes** will be sent to the District Attorney’s office for collections on any delinquent accounts. The parent will also be responsible for all costs incurred for collecting money owed to **Through a Child’s Eyes**.

Full tuition is due every week or each month. There are no exceptions for sickness, grandparent visits, vacations, or holidays. If tuition payments are not paid on the due date, you will be charged a late fee of \$5.00 per child per day.

It is the parent’s responsibility to contact the office if their child has a birthday and the child is eligible for a lower tuition rate. **The revised rate decrease will go into effect the week or month following the child’s birthday.**

Supplies Needed for Child

A parent will be given a two day notice of any supplies their child may need for their care at school. Such items would include diapers, wipes, lunches, etc. If the parent has not supplied the requested item and the teacher runs out, the item will be purchased from the TACE Store and charged to the students account. The parent will then be sent a billing statement for the items.

Returned Checks(NSF)/Stop Payment Checks

There is a \$45.00 NSF fee charged for all returned checks. The tuition payment and the **\$45.00 NSF fee** will need to be paid in cash within 48 hours after notification or the balance will be subject to the standard late fees of \$5.00 per child per day from the date the check was received. Upon receiving two NSF

payments, the family will be required to make all tuition payments in cash only. There is also a \$100.00 fee charged for all stop payment checks. You will also be responsible for all costs of collection on both the returned checks and the stop payment checks.

CCS / Workforce Solutions/Alamo Program

All families involved in the CCDS program must have their monthly payments into our office no later than the 1st of each month or they will be reported to CCDS for a late payment. After three late monthly co-payments, you will be terminated from the program.

You will also be responsible to electronically swiping in your child or children each day. If a parent fails to do so, it will be counted as an absence for that child. You have limited allowed absences before you will be terminated from the program by your caseworker.

Please be sure to inform the office if your child will not be attending school for any reason. This information is also reported to CCS on a daily basis and any “no calls” will jeopardize your CCDS childcare benefits.

Tuition Tax Forms

Each **January 31st**, yearly tuition statements will be available to all families currently attending TACE. If you need a statement on a monthly basis, please contact our office and we will be happy to accommodate your needs. If your child no longer attends TACE, you will need to make arrangements to pick up your tuition statements from the office. A two –week notice is required on all tax form requests. We do not provide Tax Statements for any delinquent accounts.

Supply Fee

There is an annual supply fee of \$100.00 per family due September 1st to purchase bulk school & art supplies, new toys & equipment for the classrooms and the playgrounds for the children. This annual supply fee will be waived for any family newly enrolled within 90 days prior to the September 1st due date.

Family Discount

There will be a 5% tuition discount for families with more than one child attending **Through a Child’s Eyes** or the “**Baby Beginnings**”. There is also a 5% tuition discount for all active military families. No discount will be allowed on late fees, the Enrollment Fee, the Annual Supply fee, and the school year after-school part-time program.

Vacation Week

After a child has been enrolled as a student at TACE continuously for two years, they will earn a free vacation week. In order to receive the Free Vacation Week, the parent must turn in a Child Care Vacation Request Form to the office two weeks prior to the week requested. The child must **not** be in attendance at **Through a Child’s Eyes** during the free week requested for vacation. The week taken for vacation will become your anniversary date for the next year for your eligibility for your next free vacation week. Your free vacation weeks cannot accumulate from one year to another year.

Any family enrolled in the CCDS Program, Workforce Solution Alamo Program, is not eligible for a free week of vacation.

Late Pick Ups

Any child picked up after 6:00pm, will be charged a late fee of \$10.00 per family plus \$1.00 per child per minute from 6:00pm to the time of pick up. The late pick up fees will be billed to your child's account.

Safety Issues

Through a Child's Eyes is well equipped with an electronic smoke detector system (with battery back up) in both buildings. This system and all our fire extinguishers in the buildings and in our vans are annually serviced by a state licensed fire safety company. Our facility is also inspected annually by the New Braunfels Fire Department.

Through a Child's Eyes has monthly fire drills and severe weather & evacuation drills every three months. At the time of our monthly fire drills, we also inspect our carbon monoxide detectors in both buildings and every fire extinguisher in the buildings and vans.

Each classroom has an evacuation plan with two options for exiting the building in case of a fire. It is the responsibility of the teacher to locate the fire and then decide the safest route to evacuate her children to the designated meeting area outside the building. All fire drills must be successfully completed within three minutes.

Parking Lot Safety

One of our greatest concerns is for the safety of our children at the end of the day when children are being checked out of the classrooms by their parents. For their safety, please keep your child by your side and don't let them run ahead of you as you are leaving the school. **When you exit the front door, your child should be by your side at all times because the parent is responsible for the safety of their child from the time they sign them out to the car to their home.**

Our parking lot is very busy with parents pulling in and out of parking spaces, so each parent needs to keep control of their children all the way to their vehicle. No one is allowed to park their vehicle in the drive-under shelter by the front door or next to the "no parking" areas. This blocks the visibility of children exiting the front door. For the safety of our children, we must keep this area free of all vehicles. The only exception to this rule is when the drive-under shelter is opened due to rainy weather.

We also ask that each parent always park their vehicle in a parking space and that if that parking space is designated for the handicap that you must have a legal handicap parking tag in your vehicle. **Please, never, never leave your car running while unattended!**

Prohibited Items

Through a Child's Eyes will not allow the following items to be brought to school or be on school property:

1. Firearms and ammunition (except Law enforcement officer's weapons).
2. Hunting knives, bows & arrows or other weapons.
3. Toys that explode or project items out.
4. Cap guns and caps.
5. Darts.
6. Swords
7. Fireworks.
8. Illegal drugs.
9. Alcohol.
10. Cigarettes

Lead Teachers/Assistant Teachers

Each classroom has a Lead Teacher that is in charge of the activities, development, care and safety of the children in her classroom. An assistant teacher will also be assigned to most classrooms to aid the teacher. Each month you will see a listing of all Lead Teachers and assistant teachers on the TACE Parent Bulletin Board located in the front lobby. We do our best to minimize the number of different teachers in a class in order to give the children a sense of stability.

All of the teachers that are hired at **Through a Child's Eyes** go through an extensive interview and hiring process. Recently, we have started also fingerprinting our teachers for a more thorough Background Check. We know that our teachers are critical to the success of our school and we are very particular about the type of people we put in the classrooms with our children. First and foremost, each teacher must be kind, compassionate, patient and demonstrate a true love of children. Our Lead Teachers have an average of almost eight years of employment at TACE, which is unheard of in the daycare business.

Before employment begins, all teachers must pass a criminal background check, verification of their education records, attend a TACE New Employee Orientation, sign an affidavit of honesty and receive 24 hours of Pre-Service Training. Then we require all teachers, full time and part time, to obtain CPR/1st Aid Training and SIDS training (infant teachers) prior to their employment. They must also take the city's Food Handler Course. Every teacher is also required to have 24 hours of Continuing Education in Child Development classes each year. **Through a Child's Eyes** pays for a majority of these costs because we demand well qualified teachers around our children. We have an excellent staff that is held to very high standards.

Through a Child's Eyes also has regular staff meetings where we are constantly instructing and training our teachers. TACE management performs weekly inspections in every classroom. Our teachers are well trained and we have very high expectations for them.

A teacher's responsibilities include, but are not limited to the following:

1. Demonstrate competency, good judgment and self-control in the presence of children.
2. Relate to children with courtesy, respect, acceptance and patience.
3. Recognize and respect the uniqueness and potential of each child.
4. Do not abuse, neglect, or exploit children
5. Report suspected abuse, neglect, and exploitation to PRS or law enforcement officials.
6. Know & comply with the Minimum Daycare Standards of the state.
7. Know each child they are responsible for.
8. Properly supervise each child, adjusting for different ages and abilities.
9. Ensure that every child is safe and accounted for at all times.
10. Teach and develop the High Reach Curriculum to their students.

Assessments

All children at **Through a Child's Eyes** are periodically evaluated for developmental strengths and weaknesses for their appropriate age by the Curriculum Director, Ms. Joy. This information is confidential and parents can be reassured that our teachers and School Director use this information to provide the most appropriate care and instruction for that child to learn.

Infants

We will be dividing our infants into five-six different classrooms. Our goal is to have our infants divided by appropriate age groups, so that we can work on developing the appropriate skills at that particular level. We are proud to say that we have converted to a shoeless policy in our younger nurseries for all our little crawlers. At the younger infant age, we do a lot of talking and cooing with our babies. We also try to expose them to large, colorful objects and lots of dancing and singing. They love "patty cake" and "peekaboo" games. We encourage rolling, stretching, pulling up, crawling, and walking. Most of all, we just love on our babies and give them lots of attention.

Each infant parent will be given an Infant Care and Feeding Schedule to be brought with them for their baby's 1st day at TACE. This form will instruct the caregivers as to how you will want your infant to be cared for while they are in our care. We will need information on bottle feeding, cereal feeding, allergies, diaper changing information, pacifier, and some idea about the infant's current schedule and their likes and dislikes. We want the infant's transition into child care to be as easy as possible and we are very willing to accommodate your child's needs. This Infant Care and Feeding Form will need to be updated on a regular basis as your infant grows and develops. Parents are required by the state to update this form at least every 30 days.

We do ask that all bottles be prepared, labeled and ready to be given to your infant prior to coming to school. Whether you are sending breast milk or formula, we can accommodate your special needs for feeding you baby.

Every infant, through 17 months of age, will receive an Infant Daily Report, which informs the parents of the important things such as diaper changes, bottles

feedings, food eaten, naps taken and the general disposition of the infant that day. We will also make a request on the daily report for any supplies that are needed for your baby. We try to take out our infants each day for a little fresh air and vitamin C, weather permitting. As always, please feel free to call the office for any additional care instructions for your infant. Our nursery staff is excellent and you will enjoy getting to know and love these wonderful ladies.

Per new state laws passed by the State of Texas, no childcare workers can swaddle infants any longer. There are also no infant bedding or infant blankets allowed in a crib with an infant younger than 12 months old. We are required to adjust the room temperature to accommodate the infant instead of covering them with a blanket.

If your infant needs any supplies, it will be noted on their Infant Daily Report within a couple of days of running out of the supplies. If we actually do run out of any supplies during the day and the parent has not provided the requested supplies, these items will be purchased from the TACE Store and added to the child's account. Most of these items include such things as diapers, wipes and baby food.

Please be sure to label all items brought into the nursery that belongs to your child and that includes bottles, wipes, diapers, food, etc. There will be storage bins available for extra diapers, wipes and baby food, etc. for your infant. We do not share supplies. What you bring for your infant will be used **only** for your infant and no one else.

Infants who are close to turning 12 months old will be involved in more physical activities. These children are usually walking or close to walking and ready to start sleeping on a napping mat instead of in a crib or play pen. Most of these older infants are very interested in finger foods and trying to experiment with an eating utensil. We have been very successful in teaching the older infants some basic sign language which helps so much with their communication skills with their teachers and other little classmates.

Parents should bring enough prepared bottles (or cups) for the day, plenty of labeled diapers, a large box of labeled wipes, pacifier (if needed), blanket and extra clothing. TACE supplies all linens, which are washed daily or each time they are soiled. If the infant is eating baby food, we have little storage baskets for each child. Please be sure to label each jar and feel free to bring enough for the week. We also have storage cabinets for all diaper bags in the younger infant rooms.

Our infants also follow a daily schedule, as all our TACE children do, and each child's diaper is changed a minimum of every two hours. If your infant needs diaper rash ointment or creams, Infants Pain Reliever/Fever Reducer medications, or teething gels, please reference the section on Authorization to Dispense Medications. You must fill out the form and bring it to the office along with the medications in their original containers. Please remember that we can not dispense Infants Pain Reliever/Fever Reducer medications for any child under two years old without a note from a doctor.

Our infant rooms have very strict sanitation requirements that all staff must follow. We do a lot of diaper changing, so this means we do a lot of cleaning, sanitizing, and hand washing. All rooms are entirely cleaned and sanitized every night to be ready for the infants the next morning.

All **Through a Child's Eyes** infants and some of the young toddlers will begin their journeys with us at our "**Baby Beginnings**" located at 1278 Hillcrest, just a few minutes away. This is truly a special place of elite infant care just for our precious little ones. They will relocate to our school on Common Street at approximately two years of age.

Toddlers

Our toddler classes begin around the age of two years old. All these children are full of life and experimenting and exploring in many different ways. They are starting to develop their social skills and learn how to play with others and share their belongings. They are singing and dancing and stringing words into sentences. They love dressing up and imitating others. They are learning all about shapes, colors, sounds and textures and they love to be read and told stories.

Most of the TACE children start working on toilet training between 2-3 years old. We like to coordinate this adventure with each child's family to ensure that the child is getting the same instructions at home. We all have the same goal and we don't want to confuse the child! The child is ready to potty train when they are keeping their pull ups mostly dry and can tell you they need to potty. Our potty training is only done with the child wearing panties/underwear. With this age group, it is very important to send your child with extra clothing, lots of extra clothing!

These children follow a strict daily schedule and enjoy 30-40 minutes on the playground in the morning and afternoon. We provide many opportunities for thinking skills and sensory development, such as shape and item sorting, stacking toys, puzzles, and take-apart toys. We also work on developing small muscle groups by introducing large size washable crayons and markers, paper and art projects, large size vehicles, animals and toy people.

Large muscle development is done through introducing the children to low climbing structures, small riding toys, toys for pushing & pulling and rhythm instruments. Language development is done through puppets, simple picture books and pictures of familiar objects. TACE encourages dress up and dramatic play to extend their social and emotional development. They also enjoy their home centers for pretend play.

Each toddler will be assigned a hook and a cubby. Feel free to label and send extra food for the week for your toddler. Our two year olds use the High Reach Curriculum, which they work on daily. Our teachers also incorporate Spanish vocabulary words into the curriculum as they teach. This a great age for introducing so many new concepts because the children are like little sponges.

Pre-Kindergarten Children and Kindergarten Readiness Program

Most of the TACE Pre-Kindergarten Children are made up of our 3, 4 and 5 year olds who will be preparing to attend kindergarten in a year or two. **Through a Child's Eyes** has an excellent reputation for our Kindergarten Readiness Program and we always have our children prepared for their kindergarten experience. Our 3 & 4 year old classes are stepping stones into the TACE Kindergarten Readiness Program.

Teaching of the curriculum is very important at this age, so we required that your child be at school no later than 8:15am, if you want them to participate in Circle Time. The Kindergarten Readiness students will be taking some field trips during the Summer Camp Program. Each child must wear their lime green TACE shirts on all field trips. If they do not bring their shirts, one will be purchased for \$8.00 and added to the child's account.

Each May, **Through a Child's Eyes** will have a graduation ceremony with approximately forty Kindergarten Readiness Program children in a special graduation ceremony for the children and their families. Many of these children have been at **Through A Child's Eyes** since they were infants, so it is very emotional time to see these children in their caps and gowns graduating. There is usually a nominal fee of \$20.00 for their graduation cap & gown, invitations, and diploma which is due in February.

At this age, most of these children can take care of themselves with a little help from their teachers. They can cut easily with scissors and can completely dress themselves. They know how to share, take turns, follow commands and make their own good choices.. Many of them have a best friend and will notice when one of their friends is sad or upset. A hand dominance will be established at this age and most children should be putting up their toys by now.

These children will know their colors and some of their letter shapes. They should be able to write their name (upper & lower case), identify numbers and draw more detailed pictures. They can listen to a story from beginning to end and understand simple concepts. Dramatic play, block building, stories and books, science and nature activities, art & music, sensory and problem solving are all important at this age.

Each Pre-K student will have a hook and food and a storage cubby. Please feel free to label and bring extra food for the week. Each room has a refrigerator and microwave for food storage and warming. A change of clothing is still advisable at this age. These children are offered a nap after lunch each day, so be sure to send a small travel pillow and blanket to school. Please remember to take home your child's blanket and pillow each Friday to be washed.

School Children

Through a Child's Eyes has an After School Program for children who attend the local elementary schools from kindergarten through 5th grade (12 years old). TACE provides transportation to and from schools each day in our TACE vans. If your child is involved in the After School Program, you will be asked to fill out

a transportation form at the time of enrollment. You must be at TACE each morning by **7:00am**, if you would like your child to be transported to their elementary school. The vans must leave for the schools by **7:00am**, so we have very little time to get your child in the van and properly seat belted.

TACE drops off and picks up from elementary schools in both CISD and NBISD school districts. We normally leave around 2:30 pm each afternoon to start picking up the TACE children from their schools. Parents need to understand that it is the elementary school's responsibility to have your child in the daycare van line. We are not allowed to get out of the vans at most schools. If your child misses the van run to the daycare, parents should call their child's elementary school to complain. We can only pick up and transport the children the teachers from the elementary schools bring to the vans. For our older children, they need to also be very prompt about getting on the vans with the rest of the children. If your child will not be riding the van for any reason, please notify the TACE office so we can inform our van drivers.

The After School children start to arrive at TACE in the afternoons between 3:00pm - 3:15pm. They are immediately fed a snack and juice and given some time to unwind from their day at school. Next, the children will have the opportunity to work on their homework in a quiet location. If they choose not to do homework, they may play outside on the playground. At 5:30pm, the teachers will gather the children back into the classroom to rest and prepare to go home.

The children who attend Goodwin will be dropped off at the school in the afternoons. TACE will transport the Goodwin children in the mornings, The Goodwin parents will have to fill out some additional paper work for CISD prior to school starting.

TACE offers our School Age children full day placement for their Christmas and Spring Breaks from their elementary schools. Please see the tuition schedule for pricing or call the office for any questions. Enrollment Packages for each camp will be sent to every After School parent 2-3 weeks prior to the breaks.

Through a Child's Eyes also has a large Summer Camp for School Age children. The packets for the Summer Camp should be ready the first week of May each year. The summers for our camp children are full of adventure and fun! Be sure to sign up early.

Valet Pick Up Service

Valet Pick Up Service is available for every parent who has a child at both of our schools. Just give us a call at either office and we will gladly take the second child to your vehicle. CCS Parents must enter each school daily to check in their children for the electronic attendance swipe.

Clothing and Personal Items

Children of **all ages** need extra clothing when they attend daycare. Children can wet themselves, spill food, get dirty on the playground, etc. We like to keep our children clean and dry at all times. Parents, please check each day to make sure your child has extra clothing or we may be calling you. Label all clothing, bags,

bottles, cups, lunches, blankets, pillows, diapers, wipes, etc. if possible to help us keep up with your child's belongings.

It is also important that you dress your child appropriately for the weather each day. We always try to take the children outside for fresh air twice a day, even if it is really cold or hot! The children need the vitamin C and the exercise and a break from the classroom. So please, be sure your child has a jacket, sweater, coat, hat and gloves, if needed. There are no restrictions on the types of shoes the children can wear, but tennis shoes are the best!

TACE ask that all toys and electronic games be left at home. We have so many problems when children bring their own toys and games because not every child can play with it and it usually ends up missing or broken with someone not happy. If toys or electronic games are brought to TACE, we absolutely will not be responsible for them nor will we spend any time looking for lost toys or games. The only exception to this rule will be the Show & Tell Fridays.

Field Trips

Each summer, our school age children and our pre-school children will be taking various field trips to locations mostly in the New Braunfels area using our TACE vans. The staff at **Through a Child's Eyes** spends a lot of time planning and organizing these field trips to ensure the safety of all the children. If your child is unable to attend the fieldtrip for that day, TACE can not accommodate your child that day at school.

All field trip notices must be posted 48 hours in advance and kept posted on the classroom door while the children are gone. TACE must have a signed permission slip for each child that plans to attend the field trip, along with a Medical Consent Form and the emergency parent contact information for each child on the field trip. Each parent must also sign the Field Trip Posting Sheet for each field trip or they will not be allowed to go on the field trip.

Each child must be wearing a safety green TACE shirt in order to attend a field trip. The state also mandates a separate child to caregiver ratio for field trips and also a separate child to caregiver ratio for any water activities. Through a Child's Eyes always exceeds those ratios required by the state, because we strive to keep our children safe at all times.

Of course, there is always a CPR/1st Aid certified teacher on all our field trips, even in each small group. A 1st Aid Kit is carried on the van and out on the field trip, along with a cell phone for emergency calls.

In early May each year, parents of School Age Children and Pre-School Children will be receiving TACE Summer Camp Packets. These camps are very popular, so we encourage all TACE parents to sign up early to be sure to get placement for your child. Enrollment into TACE Summer Camp will be on a first come basis.

Nap Time

By state law, TACE must provide a supervised sleep or rest period after the noon meal for all children 18 months or older who are in our care more than five consecutive hours. This nap period can not exceed three hours. At TACE, we

will encourage a nap, but never force a child to nap. We do expect a child that is not napping to be quiet and respectful of other children who are sleeping. As children get older, we understand that children may not require as much sleep, so we will offer them an alternative quiet activity such as reading.

Each child is assigned their own sleeping mat and each room will have a diagram identifying where each mat is to be placed to ensure proper supervision of the children by the teacher at all times. Your child should also bring a small pillow and a blanket for nap time. We ask that you take your child's pillow and blanket home when it becomes soiled & dirty or at least each Friday for washing.

Special Events

Muffins for Moms	Doughnuts for Dads	50's Dance Concert
Christmas Party	Thanksgiving Feast	Valentine's Party
Pumpkin Patch	Wurstfest- Oma & Opa	Fall Festival
July 4 th Activities	Easter Party & Egg Hunt	Fall Festival Party
Cinco de Mayo	Veteran's Day Parade	Pre-K Graduation
Santa Visit	Show & Tell Fridays	Jesus' Birthday Party
End of Summer Picnic	Annual Fundraiser	Parent Nite Out
Easter Bunny Visit	Splash Days	Fall & Spring Photos
Week of the Young Child	Resurrection Story	Decorate Easter Cross
Martin Luther King	Grandparents' Day	Christmas Socks
Our Favorite Team Day	Pre-K Graduation Picnic	Field Trips
TACE Book Fair	Summer Reading Program	Food Experiences
Vacation Bible School	Children's Bible Study	& More!!!

Water Safety

During the summer, our School Age Children and Pre-K Children will go on field trips to Rio Vista Pool. TACE strictly enforces the child to caregiver water ratios on all water events. All TACE children will be required to wear their safety green TACE shirt while in the swimming pool at all times.

TACE also has "**Splash Days**" in the summer for our toddlers on the playground at the school. These events are heavily supervised to ensure the safety of all the children. We do not allow wading pools of any kind to be used at our school. Splash Day notices will be posted prior to the event. Be sure to send a towel and some type of water shoes for the splashing and extra dry clothes(including socks and shoes) for afterwards.

We must abide by any City and County Water Restrictions that are announced and this could possible affect our Splash Days Schedules. Any changes in our monthly schedules will be announced to our parents.

Children's Photos

From time to time, we take photos of the TACE children to be used around the school for name tags, decorations, photo albums, parent gifts, etc. We may even use the children's photos for community thank you notes, newspaper & phone book ads, Facebook, etc. If you do not want your child's picture used in any decorations or advertising, we must request that the parent provide us with a written request to remove their child from any photos taken at the school or any school events. If TACE does not receive a written request from the parent to

exclude their child from TACE photos, then we will assume we have the parent's permission to photograph their child, while in our care at **Through a Child's Eyes**.

Movies

No movies will be allowed to be shown at the school unless the movie is part of the curriculum which has been approved by the Director and Curriculum Manager. It should also be noted on the monthly calendar. Movies are not shown for entertainment purposes, but strictly for educational purposes on an age appropriate basis.

Combining Classes

For the first 45 minutes and the last 45 minutes of each day, we are combining some of our age groups together in one classroom, while children and teachers are arriving to and leaving school. We usually open and close the school with the infant room, a toddler room in the main building and the Pre-K room in the second building. We have analyzed the attendance times extensively and try to manage the opening and closing times as safe and cost effective as possible. As always, we abide by the child to caregiver ratios established by state laws.

Curriculum

Through a Child's Eyes uses a curriculum for all our children beginning with infants through our Kindergarten Readiness Classes. This curriculum has been developed by TACE over many years and we are very pleased with the results. Our students seem to be very well prepared for their kindergarten classes in the public and private schools. As the teachers teach the curriculum, they are incorporating Spanish words into the curriculum vocabulary.

Physical Fitness

Each Lead Teacher prepares a daily Outdoor Activity Schedule for the development of the large muscles groups and large motor skills. These activities are mainly done on the playground. Our playground times are usually around 20-30 minutes both in the morning and the same in the afternoon, but could vary depending on the weather and the temperatures.

Sign Language

A Sign Language Curriculum has been written and implemented with our infants from 6 months through our young two year olds. The children eagerly learn the hand motions, which enable them to communicate with others more efficiently at a younger age. This is such a great transition for our older infants until they are able to verbalize more sounds and words. We have even noticed an elevated atmosphere of sharing and caring for each other since the Sign Language Curriculum has been introduced to the children.

Computers

There are computers in our classrooms from 3 year olds through the Pre-Kindergarten classes to be used for educational instruction in children's curriculum programs.

Calendars

All Lead Teachers, from infants through Pre-Kindergarten, prepare a monthly activities calendar for their classroom. This calendar is posted in each classroom and available to all parents. We incorporate our curriculum from our infants through our five years olds for instruction in our classrooms and during our playground time.

Class Schedules

Each classroom has a daily class schedule that is followed by the teacher. We find this structure is important for stability in a child's life. The schedules are posted inside the classrooms on the bulletin boards and are available to all parents. Our infants follow more of a block type schedule verses an hourly schedule.

Music & Art

Each teacher incorporates age appropriate art and music into her curriculum each day. Just look at the classrooms at **Through a Child's Eyes** and you can see our love of art in the most creative ways.

Playground

Through a Child's Eyes has one of the largest, best equipped playgrounds anywhere! We are very proud of it and our children just love playing on it! There are daily, weekly and monthly inspections done on the playground equipment and the grounds are cleaned and maintained daily.

Each one of our age groups is separated on the playground by fencing to ensure the safety of our little ones. We always try to take our infants outside each day, weather permitting. We have a 4-seater stroller and a 6-seater stroller for strolling our infants and young toddlers in our parking lot.

The playground is strictly monitored by every teacher when she is outside with her class. No teacher is allowed to sit down and they must be constantly roaming the playground watching for every child. Every child is accounted for when leaving the playground to return to the classroom.

Property Destruction

Any child who is found to be maliciously destructing school property will be held responsible for the replacement of the item or the cost of the item as determined by the owner of the school. The parent will be advised of the damage and given 5 days to replace the item with something acceptable to the owner of the school. If the destroyed item is not replaced by the family within 5 days, the school will then replace the item and the cost will be added to the parent's account. Our intent is to teach a child responsibility for taking care of their things so that they and other classmates can enjoy good toys and equipment in their classroom and on their playground.

School Photos

Through a Child's Eyes arranges each fall and each spring for a professional photographer to come to our school and take photos of the children. There is no obligation to purchase any of the photos. The photographer will present a

wonderful package of your child's photos for those who would like to purchase any of the photos at a very reasonable price.

A picture form will be sent home for each child prior to Picture Day. The parent must sign and return this form to the office to give the photographer permission to photograph your child. Without this signed form, your child's picture will not be taken.

The photos are usually taken in the morning, so if any parent wants to change their child's outfit, they must be there to do so. The teachers do not have the time to change any child's outfit. Also, if you would like a special photo request such as several siblings in the same photo, please notify the office.

Birthday Parties

Through a Child's Eyes does allow a child's birthday to be celebrated if requested by the parents a week prior to the event. The party must be held at the 3:00pm snack on the day requested in the child's classroom. The family will be responsible for bringing the cupcakes, party favors, etc. All party goods must be safe (no candles allowed) and enough for all children in the class plus the teacher. Please remember that by city code, no homemade food can be served. We will also allow parents to put party invitations in a child's cubby as long as every child receives an invitation, otherwise the invitations should be distributed by another means. If you would like to send cupcakes for your child's birthday, the teacher will serve them to your child's class during their 3:00 pm snack time.

Fundraisers

Through a Child's Eyes has an annual fundraiser each year that runs for two weeks during the school year. All money raised is applied towards large purchases for the school for both the classrooms and the playgrounds.

Cleaning & Maintenance

The cleaning of our school is done each night after the school has closed for the day. Minor maintenance is also done during the night with the major maintenance repairs being done on the weekends. The law requires us to keep a Maintenance Log documenting all repairs done at the school, which is subject to a state audit.

Pest Control

TACE is treated every quarter for the control of insects, rodents and other pests by a pest control operator licensed by the Texas Structural Pest Control Board. The pest control service uses chemicals that are considered safe for young children and a notice is posted on the bulletin board in the front lobby after each treatment. All spraying is done at night while the children are not in attendance.

Communication with Parents

Through a Child's Eyes is always striving to improve our communication with the parents of our children. If you have any suggestions, we are always encouraged by your willingness to participate with any improvement for the procedures we use at the school.

In our infant rooms, there is a communication board that tells what your child ate, their nap time, potty notes, etc. This is a great source of information. For more details, please feel free to ask your child's teacher. For our younger and older

infants, we send home the “Infant Daily Report”. Of course, you will see the “Reminder” notices when a parent needs to bring something for their child such as diapers, wipes, change of clothes, etc.

If your child has an accident or an incident that puts the child at risk, then you will be receiving an Accident/Incident Report to review and sign. If your child receives a serious injury or a small injury to the facial area, then we will call the parent immediately and inform you of the incident.

From time to time, you will see reminder notices posted at the front and side doors and in the hall ways of the school. There is also, lots of children’s information and community news on the parent bulletin board in the front lobby. You are always welcomed to stop a manager or come into the office to ask about the latest school news. We love talking to parents.

Information Changes

Through a Child’s Eyes requires that all parents notify us immediately in writing of any changes involving their address & phone numbers or any other information that was originally given to TACE on their enrollment forms. Any changes to the designated people on your Pick Up List for your child must be done in writing. Please think of us first when you have any changes to your personal information, especially phone number changes.

Policy Changes and Parent Notifications

By state law, all major changes to our center’s policies must be done in writing and each family must sign and accept all policy changes. TACE has a policy that we will review our policies monthly in order to stay current with all state and federal laws. At least once a year in January, every TACE family will receive a Parent Handbook and Packet to update personal information for their child’s file. Please take the time to correctly fill out your information, so we can be very prompt to our response in an emergency situation.

For weekly announcements and school news, Parents should frequently look at the Parent Bulletin Board in the front lobby of the school and also on the entry doors and in the hallways. You will also see announcements on the bulletin board at your child’s classroom door and in your child’s cubby. There will also be photos and events posted on Facebook.

Legal (Custody) Situations

The staff at **Through a Child’s Eyes** chooses to remain neutral as much as possible during divorces, paternity suits, custody cases and CPS cases. No information will be given to any party about a child unless subpoenaed through a court case. If subpoenaed to appear in court, prepare a written report, answer a questionnaire, etc. there will be a base charge of \$250.00 to the party requesting the subpoena. Any work done involving a court case that takes us more than two hours, there will be an additional charge of \$150.00 per hour to the requestor, whether requested to appear at court or prepare any type of paperwork for the court case.

When written information, such as reports, evaluations, home studies, etc. are requested, we must have a 30 day notice to comply to the written request. All legal requests must be submitted through the owner of **Through a Child's Eyes**, Denise Prince at 2047 E. Common St., New Braunfels, TX 78130.

If a child is party to a divorce and custody law suit, the proper documentation must be submitted prior to the first day of attendance or if already in attendance, and an order has been put in place, we must receive the documentation the very next school day.

*****This is an overall set of regulations and rules that we have prepared for the operation of Through a Child's Eyes, Baby Beginnings and any of its affiliates. These rules are by no means inclusive of all the rules for the school. We reserved the right to amend a rule or add new rules as we deem Necessary in the daily operations of both schools.**

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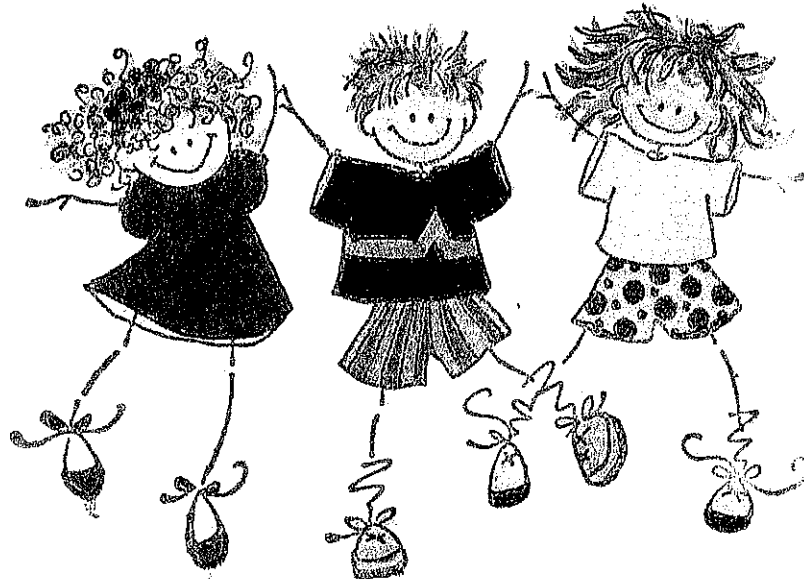
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We Love Through a Child's Eyes!