

Bethany  
Lutheran  
Child Development Center  
  
2021-2022 Parent Handbook



10101 Walnut Hill Lane, Dallas, Texas 75238

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# **IMPORTANT!!!**

**The “Covid Parent Policy 21-22” addendum supersedes any written policy in this handbook. Please refer to it for update Covid procedures. This document is available online at [www.bethanycdc.net](http://www.bethanycdc.net) on the Parent Handbook tab.**

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**BETHANY CDC CONTACTS**

Janna Hopkins, Director	214-348-9691 cdc@bethany.net
Melinda Bockemehl, Assistant Director	214-348-9691
Stephanie Ouellette, Curriculum Coordinator	214-348-9691

**Other Important Numbers:**

Medical, Law Enforcement & Fire Emergencies	911
Poison Control	1-800-764-7661
PRS Child Abuse Hotline	1- 800-252-5400
TX Dept of Family & Protective Services	214-951-7902

*A copy of the Minimum Standards of the Texas Department of Family and Protective Services and of the most recent Licensing inspection report are available in the CDC office. The Texas Department of Family and Protective Services website is [www.tdfps.state.tx.us](http://www.tdfps.state.tx.us).*

## BASIC INFORMATION

### Hours

Mon-Thur 9:00 am to 2:30 pm.

### Programs Offered

Young 2s	Preschool 2s	Young 3s	Preschool 3s	Young 4s	Pre-K
21 months by 9/1	2 years old by 9/1	3 years old by 10/1	3 years old by 9/1	4 years old by 12/31	4 years old by 9/1

Children can attend 1, 2, 3 or 4 days depending on class availability.

***Children entering the 3's & Pre-K programs must be completely potty trained.***

Bethany does not have the facilities or supplies required to change children in these classrooms. While we realize that accidents will happen, by definition accidents are unusual incidents and should rarely happen.

A potty trained child:

- no longer wears diapers or pull ups
- can tell the teacher when they need to go potty
- is able to attend to their own hygiene

If your child is not completely potty trained please contact the Director to create a plan of action.

## PHILOSOPHY AND MISSION

### Our Philosophy

Bethany Lutheran Child Development Center is the church's primary ministry to the community. We believe that children are precious gifts from God, and we are dedicated to providing a caring, Christian atmosphere in which children can learn and grow to their fullest potential. Our program provides age-appropriate learning and play activities designed to help children grow and develop in all areas – spiritually, physically, socially, emotionally and intellectually.

### Our Mission

Bethany Lutheran CDC is a community of parents, teachers and church members, who are dedicated to nurturing the whole child within a Christ-centered environment.

***"...and the child grew and become strong in spirit." Luke 1:80***

\*\*\*

## CALENDAR

### School Holidays

Although Bethany Lutheran CDC generally follows the Richardson ISD school calendar, we do have some differences. In order to be sure that we offer approximately the same number of days, (approximately the same number of Mondays, Tuesdays, Wednesdays and Thursdays) you may note one or two days not on the RISD calendar.

**Please refer to the calendar attached to the back of this handbook.**

### Monday Holidays

- This calendar year there are 31 Mondays, 31 Tuesdays, 31 Wednesdays and 31 Thursdays.
- Students who attend on Mondays will have 4 make up days during the year to help balance the days off.

## ENROLLMENT POLICY & PROCEDURES

We accept children without regard to race, ethnicity or religion, with the understanding that they will receive a Christian education. Children are enrolled on a first-come basis, with payment of the registration fee. Teachers' and church members' children are allowed to register early.

### **Forms**

The following forms must be signed and returned before your child can begin school.

COVID Form	Information about our protocols associated with preventing the spread of coronavirus. These follow the CDC guidelines for schools.
Registration Form	Information on this form must be kept current at all times. This completed form and the registration fee will hold a place for the child in the class
Developmental Information Sheet	This information helps the teacher understand your child and develop activities that will help him or her develop to his or her fullest potential.
Physician's Statement	You can attach a copy of the child's immunization record, but the form must be signed by the physician and for Pre-K Students must include hearing & vision screening.
Immunization Record	Each child must be current on his/her immunizations. If you are withholding immunizations based on religious beliefs, we must have a written statement signed by the leader of your religious community..
Authorization for Emergency Medical Attention	This form allows us to take action if an emergency concerning your child occurs. This insures the quickest possible attention to the situation. It must be signed by a parent or legal guardian.
Insurance Letter	This letter provides information on Bethany Lutheran CDC's liability insurance coverage. It must be signed by a parent or guardian.
Discipline Statement	This is a statement of Bethany Lutheran CDC's disciplinary policy. It must be signed by a parent or guardian.
Allergy Release & State Action Form	This form provides us with information on any allergic conditions & required actions.
Directory Information	Gives Bethany Lutheran CDC permission to publish your child's information in our directory.
Field Trip Policy	Bethany does not offer any off campus field trips. Your signed Handbook receipt page signifies that you are aware of this policy.

### **Immunizations**

The following summarizes the Texas State Minimum Vaccine Requirements for children in Child-Care Facilities

Age	Vaccines Required
By 16 months	Two doses each of polio, Hibc, and hepatitis Bd Three doses of DTaP/DT/DTP Two doses each of polio and hepatitis Bd One dose of MMRb, d and Hibc
By 19 months	Four doses of DTaP/DT/DTP Three doses each of polio and hepatitis Bd One dose each of MMRb, d, varicella, and Hibc on or after first birthday
By 25 months	Four doses of DTaP/DT/DTP Three doses each of polio and hepatitis Bd One dose each of MMRb, d, Hibc, varicella, e, and hepatitis Ad received on or after 1st birthday
By 43 months	Four doses of DTaP/DT/DTP Three doses each of polio and hepatitis Bd Two doses of hepatitis Ad One dose each of MMRb, d, Hibc, and varicella, received on or after 1st birthday

### **Exemption**

If one of the required immunizations is contraindicated or poses a significant risk to the health of the child, we require a written statement to that effect, signed by the child's physician.

### **Vaccine Preventable Diseases**

- Each staff member is required to keep up-to-date on all vaccinations to protect themselves and the children for whom we care from vaccine-preventable diseases that can be transmitted in a child care setting.
- Bethany CDC recommends that all employees follow the state recommended schedule. ([www.cdc.gov/vaccines/schedules/downloads/adults/adult-schedule.pdf](http://www.cdc.gov/vaccines/schedules/downloads/adults/adult-schedule.pdf))
- Additionally, CDC encourages all employees to receive a flu shot each year.

### **Discharge Policy**

Bethany Lutheran CDC reserves the right to drop or terminate enrollment after consultations with parents/guardians when the welfare of the child or group would make this advisable.

### **Tuition and Fees**

By paying the registration fee, parents can secure a place for their child for the school year. The supply fee is due before school starts.

#### Enrollment Fees:

- Registration Fee: \$200
- Supply Fee: \$25 per day attended (1 day a week=\$25, 2 days=\$50, etc.)

#### Tuition Fees:

- Tuition is based on the yearly cost of operating the CDC.
- It is due the 1st day of the month and is not refundable. **Payments made after the 5th of the month are subject to a late fee.**
- It may be paid in cash or by check or online at <https://my.cheddarup.com/c/tuition-payments-7762>
- For convenience, we allow parents to pay in monthly installments over the course of the school year.
- We do not prorate for holidays, closings due to circumstances beyond our control, or absences due to illness or vacation.

- If the school is closed to make repairs, we will provide make-up days for affected students. If a student is unable to attend the designated make-up day, we cannot guarantee another opportunity to make up missed days.
- Please put tuition checks in the Tuition box at the top of the ramp. Please do not hand checks or money to teachers or the director when students are arriving or leaving. **Please do not put tuition checks in your child's bag or lunch box.**
- All paper work must be turned in and fees paid by the 1st day of school.
- Bethany Lutheran church members get a 10% discount on tuition.

Pizza Day Fees:

- We order cheese pizza once a month, rotating days each month. Look for these days designated in the school calendar. This is a small fund raiser for the CDC, and therefore, unused pizza days are not prorated. Fee varies by days attended.

Pre-K Graduation Fees:

- We celebrate the passage from preschool to kindergarten with a graduation ceremony and party. To pay for this, we add a \$30.00 graduation fee to the May invoices of our Pre-K students.

Late Fees:

- Tuition paid after the 5th of the month may be subject to a late-payment fee, which will be assessed at the following rates:

6-11th	11 – 16th	After the 16th
\$10.00	\$20.00	\$30.00

Returned Check Fee

- If a check is returned, you will be billed the amount of the returned check fee charged to Bethany Lutheran CDC by our bank.

Late Pick Up Fee

- Children need to be picked up between 2:20 and 2:30 p.m. Children worry when they are the last child left in the classroom, so if you cannot pickup your child by 2:30, please let us know so that we can explain the situation to your child.
- If your child is not picked up by 2:35 p.m. you will be assessed a late pickup fee of \$10.00 plus \$1 per minute for every minute past 2:35 on your next tuition invoice.

***If you are separated/divorced and the non-custodial parent picks your child up late, the custodial parent is responsible for late fees.***



## **BEGINNING THE SCHOOL YEAR**

Please be sure your child comes to school with the following every day:

- A nutritious **lunch**
- **A sippy cup** for Young 2's, Preschool 2's and Young 3's
- **A reusable sports-type water bottle** ONLY for Preschool 3's, Young 4s and Pre-K.
- Labeled disposable **diapers** or pull-ups for Young 2's and Preschool 2's
- **Nap mat** or quilt/blanket/sheet and special blanket or toy needed to make your child feel secure for a successful rest time (Young 2's, Preschool 2's, Young 3's & Preschool 3's only)
- A **complete weather-appropriate change of clothing**, including underwear and socks.
- **Closed toe shoes**
- **One box of wipes** to keep in your child's classroom. These will be used by the teachers.

***Please label EVERYTHING with your child's name.***

### **Parent Orientation**

The State of Texas requires that we explain our policies and procedures to parents, and parent orientation is the most efficient way to accomplish the review. Parent orientation will be digitally provided this year.

### **Separation Anxiety – Drop & Run!!**

It is normal for children to be anxious about a new situation. Children pick up on their parent's anxiety, so if you are experiencing separation anxiety, so will they.

To help your child separate you can:

- Talk to them about how much fun they will have at school and the exciting new things they will learn - be happy and upbeat.
- Reassure your child that you will be back to pick him/her up in just a few minutes.
- If your child cries for an extended length of time, we will call you.
- Sometimes children need shorter stays for a week or two, and you may want to pick them up before rest time for a few weeks. Bethany Lutheran CDC will work with you to help your child adjust.

### **Signing In and Out**

It is vitally important that you sign your child in and out every day. In an emergency, we use the sign-in sheets to take head counts and to contact you, if necessary. If your child is not signed in, we have to rely on memory as to whether your child is in school that day.

### **Important to Communicate**

- Parents must inform the staff when their child comes to school with an injury.
- So that we can be sensitive to your child's needs - it is helpful if parents also let the teachers know of unusual behavior due to changes in schedules, family situations, lack of sleep, etc.
- Please call when your child will not be at school for any reason.
- Check your email and child's backpack/lunchbox for notes, announcements, invoices, etc.

### **Drop Off/Pick Up Procedures –**

- Drop off and pick up are at the glass doors facing the interior of the parking lot as well as the glass doors in the circle drive.
- Doors will be open for drop off as follows:
  - All 2's & 3's Classes will be dropped off promptly at 9:00 AM and picked up promptly at 2:15 PM.
  - All 3's & 4's Classes will be dropped off promptly at 9:15 AM and picked up promptly at 2:30 PM.
  - **SIBLINGS:** Please bring in siblings according to the older child's time slots. Thank you!

- Please strive to be on time – the teachers have planned wonderful lessons for the kids.
- Doors will be open for pick up at 2:15 p.m.
- At all other hours, visitors must be buzzed in via intercom as doors will be locked.
- You will need to pick your children up from the classroom and sign them out, just as you signed them in.
- Children need to be picked up between 2:20 and 2:30 p.m. After 2:35 p.m. late fees apply.
- If we do not hear from you by 2:45, we will call people on your emergency contact list.
- If we have not heard from you and have been unable to reach anyone on your contact list by 3:30 p.m., we will contact the local authorities as required by state licensing.

### **HEARING AND VISION SCREENING – PRE-K ONLY**

Children 4 years of age or older, must be screened for possible vision and hearing problems within 120 calendar days of enrollment. This screening is usually done at the 4yo check-up so your pediatrician can provide documentation of the results.

*Alternatively, a local organization can provide these screenings on the CDC campus at a nominal fee*

### **CDC OPERATIONAL POLICIES & PROCEDURES**

#### **Animals**

- Per state policy, pets are not allowed on school property without prior consent from the Director.
- If an animal is to be present in a classroom as part of a lesson, parents will be notified in advance and complete documentation for the animal’s health must be provided and available at the school during the visit.
- The safety of our children will remain the top priority in this and every situation.

#### **Cell Phones**

Parents are STRONGLY encouraged to keep Bethany CDC a cell phone free zone. Please complete your call before entering the building so that you may give your full attention to your child when dropping off or picking up.

#### **Child Abuse Policy**

- Child abuse is a crime.
- All employees are trained annually to recognize and increase awareness about any suspected abuse. Employees are also taught to recognize warning signs of abuse.
- If you’d like more information on recognizing child abuse, please ask to review our statistics.
- We are required by law to report any suspected abuse to the proper authorities. To report suspected child abuse call 1-800-4-A-CHILD (1-800-422-4453)

#### **Child Product Safety**

- We review the United States Consumer Product Safety Commission (US CPSC) recall list on a regular basis to ensure that all of our toys are safe.
- You may view all current and past recalls through the CPSC’s Internet website at: [www.cpsc.gov](http://www.cpsc.gov).

#### **Code of Conduct**

- Each employee of Bethany CDC will act in a manner which promotes confidence in the integrity of the profession and shows their commitment to the students, parents and school.

- All employees will respect the dignity, rights and opinions of others, working in partnership with parents to create an exceptional learning environment.

**Communication from Bethany CDC**

- Check your child’s backpack for daily updates and notes.
- Newsletters will be sent via email monthly to keep you informed about what your children are learning, special events and other items of interest.
- We will also notify you by e-mail of upcoming events, and important information.
- You can find information on our website ([www.bethanycdc.net](http://www.bethanycdc.net)) and on our Facebook page, Bethany Lutheran CDC.

**Contact Information**

Texas Department of Family and Protective Services	<b>214-583-4253</b>
PRS Child Abuse Hotline	<b>1-800-252-5400</b>
PRS Child Abuse Website	<a href="http://www.hcps.org/prs_mission_statement.htm">http://www.hcps.org/prs_mission_statement.htm</a>
Minimum Standards Rules at the Texas Department of Family & Protective Services	<a href="http://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp">http://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp</a>
US CPSC	<a href="http://www.cpsc.gov">www.cpsc.gov</a>

**Discipline & Guidance**

- Bethany Lutheran CDC believes in a consistent, loving approach to discipline. Teachers affirm good behavior and redirect children when behavior is not acceptable. Positive firmness is used to help children find appropriate responses to their emotions.
- Occasionally children are asked to sit and think about their behavior during a supervised separation from the group. The time they are given to think is about one minute per year of age.
  - If the behavior is particularly disruptive, the child will be taken to the director’s office. The director will talk to the child and attempt to determine the cause of the behavior. The child will be returned to the group within 10 minutes.
  - If the child’s behavior poses a risk to the child or others, a parent will be called to pick the child up from school for the remainder of the day.
  - We understand that young children are sensitive and respond to changes in their environment differently. Sometimes they are just having a bad day. Other times they may be testing the boundaries of what is acceptable; both are normal.
  - Children will never be subjected to physical punishment, threat of physical punishment, humiliation or abusive language. Punishment will not be associated with naps, snacks, or toilet training.

***Parents are expected to abide by our Disciplinary Policy while on the CDC premises.***

**Food and Parties**

Snacks and Lunches

- We serve a daily snack and encourage parents to sign up to provide these for your child’s class.
- The children love to be recognized when they bring snack. It’s also fun to coordinate the snack with the letter of the week!

- Please remember to be aware of any allergies in your child’s classroom. Some examples of great classroom snacks are:

- |                 |                          |
|-----------------|--------------------------|
| ✓ Pretzels      | ✓ Cheese-its             |
| ✓ Goldfish      | ✓ Graham crackers        |
| ✓ Ritz crackers | ✓ Animal crackers        |
| ✓ Cheerios      | ✓ Cheese cubes or sticks |
| ✓ Fruit         |                          |
| ✓ Raisins       |                          |

- If your child cannot eat the foods listed above, you will need to send a snack for them in addition to a lunch.
- Children need to bring a nutritious lunch with them each day. Lunches should contain foods that children can eat by themselves and that can be kept and eaten at room temperature.
- We do not have the facilities or staff for heating lunches or keeping food refrigerated.
- For children in the Young 2 programs, food needs to be cut into bite-size pieces and they need to bring a sippy-cup.
- Please **NO** sippy cups in **Preschool** or **Pre K**. Those students may bring a juice or milk box with their lunch.

**Please do not send bottled drinks, carbonated drinks, or candy in your children’s lunches. They will be returned to you unopened.**

#### Food Allergies

- Bethany Lutheran CDC does allow peanut butter; however, we will work with parents to take whatever measures necessary to protect your child. We are very aware of the dangers of food allergies.
- Children with a known food allergy must provide the school with a completed food allergy emergency plan form signed by the parents and health care provider.
- This is an individualized plan prepared by the child’s health care professional that includes:
  - A list of each food the child is allergic to
  - Possible symptoms if exposed to a food on the list
  - The steps to take if the child has an allergic reaction

***The school must keep a copy of the plan in the child’s file, post it as specified as 746.403, and take it on any field trip.***

#### Birthday Celebrations

- Birthdays are recognized at school by singing “Happy Birthday.”
- Parties are NOT allowed at school, but parents may arrange to bring a special snack to help celebrate the child’s birthday. The following rules apply to birthday snacks:
  - **You must tell your child’s teacher that you would like to bring a special snack.** Because of food allergies, the teacher will provide you with information on appropriate food items for the class.
  - Foods should be simple. Please avoid messy frostings. Fresh fruit, cheese, crackers, donut holes, cookies, and small muffins without nuts are usually fine.
  - No candles or balloons please.
- If you are having a party for your child in your home, please do not bring invitations or thank you notes to school. Please refrain from talking about the party at school.

#### Gang-Free Zone

- The purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.
- ***Any gang-related criminal activity or anyone engaging in organized criminal activity within 1000 feet of Bethany CDC is a violation of this law and is therefore subject to increased penalty under state law.***

## **Notice of Availability for Review**

These documents are available in the office for parents to review:

- The most recent fire inspection report
- The most recent sanitation inspection report
- The most recent gas inspection report, if applicable
- The Minimum Standards Rules applicable to child-care centers
- The most recent evaluation of the CDC conducted by the Texas Department of Family and Protective Services

## **On-Site Breastfeeding Location**

You may breastfeed your nursing child at Bethany CDC if desired. Please use the Lounge (located past our classrooms and adjacent to the bathroom) at your convenience. Additionally, you may provide breast milk for your child while he or she is in our care.

## **Parent – Teacher – Child Relationship**

- Early childhood education is a three-way relationship among the parents, the teachers and the child. We encourage your questions and concerns and depend on you to contact us anytime you have a question or concern. Your children's welfare is our primary concern.
- We encourage you to visit your children's classes often to observe your child's relationships with others and see their progress throughout the year. It is generally best to visit classes in the morning because the children rest after lunch. Simply sign in at the office to visit your child's classroom. – **THIS IS NOT ALLOWED WHILE COVID MEASURES ARE IN PLACE.**
- Lesson plans and snack menus are posted outside the classrooms. Teachers provide daily information sheets for children in the Young 2's and Preschool 2's and weekly emails in the Preschool programs.

## **Parent – Teacher Discussions**

- Please schedule conference times (in person, email or on the phone) with teachers to discuss issues with your children. Pickup and drop off times are hectic and not conducive to productive discussions. If you keep a teacher engaged in conversation during drop off, she is unable to give her full attention to the children.
- If you'd like to meet with the Director to discuss policies or procedures, please email or call to schedule an appointment.
- We will be happy to schedule one-on-one time with your child's teacher during the afternoons.

## **Parental Involvement**

- Your involvement is key to building a strong school program. We need your help to properly educate and nurture your children.
- All parents are encouraged to join our Bethany CDC Parents Association. This is a great way to become more involved in your child's class and get to know other families. Forms are available in the office.
- The Director welcomes the opportunity to visit with you anytime you have a question or concern about anything involving the operation of the center.
- Your active involvement is key to our success. Ways you can become involved include:
  - Volunteering in your child's classroom
  - Participating in school celebrations and room parties by supplying specific items and helping to setup and clean up. (Signup sheets will be posted outside classrooms)
  - Participating in school fundraisers & special events

## **Personal Toys and Other Items**

- We do not allow children to bring toys, jewelry or other treasured items to school except for specific purpose. Other children will want to play with the item, which usually causes a disagreement and could end with a broken toy or lost treasure.
- We provide age-appropriate toys which are selected to complement the current theme for the week. We also rotate toys weekly, so children have plenty of variety.

- Bethany Lutheran Church and the CDC cannot be responsible for lost, misplaced, or broken items.

### **Philosophy and Daily Activities**

Bethany Lutheran CDC believes in learning through discovery. We provide age-appropriate materials and activities that children can use to explore different themes and learn about the world around them.

Children also participate in a short chapel service Tuesday & Wednesday each week, where they hear Bible stories, sing and pray.

We offer a variety of activities that include the following:

- |                               |                           |
|-------------------------------|---------------------------|
| - Directed and free play      | - Climbing and running    |
| - Group activities            | - Singing songs           |
| - Eating lunch with others    | - Language and expression |
| - Art and craft projects      | - Nature and science      |
| - Dramatic play and centers   | - Exploring math concepts |
| - Blocks and puzzles          | - Spanish                 |
| - Hearing and telling stories | - Music and movement      |

### **Outdoor Play**

We will spend time outside on the playground every day that weather permits. Please be sure that your child has warm clothing for cold days, and that each piece is clearly labeled with your child's name.

**For safety, we require that they wear closed-toe shoes.**

**Please, no flip flops or boots.**

### **Special Programs**

- We incorporate special programs into our curriculum, including Music and Movement, Spanish, and Science.
- From time to time we try to have outside guests present programs on specific subjects.

### **Rest Time**

The state requires us to have a rest time. Although younger children tend to nap, older children may rest by listening to music or stories. After resting quietly for several minutes, children who do not sleep can participate in quiet activities. We never wake a sleeping child.

### **Water Activities**

During certain units of study, students will have the opportunity to use the water table for dramatic play. They will be provided with protective clothing during this time.

### **Costumes, Money and Jewelry**

- Please do not dress your children in costumes or jewelry to attend school. Most costumes are not made well enough to withstand a day of play and some present hazards to children.
- Jewelry can get lost or broken and can be a choking hazard.
- Money tends to disappear. Please keep these items at home because the CDC cannot be responsible for their loss or destruction.

## HEALTH & SAFETY PRACTICES

Every staff member is responsible for providing a safe environment in the classroom and on the playground. We do this through the following:

- Daily inspect all parts of the environment for hazards.
- Daily check each child as he/she arrives for signs of illness.
- Teach and follow good health habits and safety rules.
- All teachers are trained and certified in Basic First Aid and CPR.
- All teachers have been thoroughly screened and passed all background checks as required by the State of Texas, as well as a state mandated FBI fingerprint check.

### Emergency Procedures & Evacuation

- The center will conduct fire drills monthly, several weather drills quarterly and lockdown drills.
- As part of our Emergency Action Plan all staff will continue to care for the children under their care until they have been reunited with their parents/guardians.
- The Director will check in with each teacher and facilitate arrangements to either return to the center, classrooms and/or return children safely to their parents/guardians.

### Emergency Action Plan / Sheltering In Place

The procedures for sheltering and lock-down of children and caregivers within the center to temporarily protect them from situations related to weather, disaster or an endangering person in the area are as follows:

#### Fire

- In case of fire, the fire alarm system will automatically sound and teachers know where all of the fire extinguishers are located.
- Children will immediately line up at the door of the classroom and teachers make sure they are all accounted for.
- Young 2 students (under 24 months of age) will be carried to the evacuation area by the 2 classroom teachers and all unassigned adults in the building
- Teachers will follow the emergency exit plan that is posted in each room. If any route is blocked, the posted alternate route will be taken.
- Everyone will gather in the area designated in the emergency exit plan.
- Teachers will take sign-in sheets and emergency backpacks. They will raise green card to signal "all clear"; raise red card to report a problem.

#### Tornado

- In case of a tornado, the director will blow long, slow whistle blasts using the emergency whistle.
- Teachers will take children immediately to center hallway.
- Children sit next to walls, tuck head between legs and hug their knees. All unassigned adults in the building will assist the Young 2s class with this drill.
- Teachers will take along sign in sheets and backpacks and immediately make sure all children are accounted for.

### Toxic/Chemical Spill or Release In Immediate Area

Bethany will await instructions from the responding emergency team of local authorities and follow these procedures:

- Stay inside.
- Turn of air conditioner/heating and all ventilation systems.
- Close all windows and doors.
- Director will listen to Emergency Radio Network for directions and/or will call Disaster Management at 214.670.4275.
- If evacuation is required, teachers will always take along sign in sheets and emergency backpacks.

## **Volatile Person on Premises**

In such a situation, teachers will be notified to follow these procedures:

- Children will immediately line up at the door and teachers make sure they are all accounted for.
- Young 2 students (under 24 months of age) will be carried to the evacuation area by the 2 classroom teachers and all unassigned adults in the building.
- Groups will quickly proceed to the Pre-K rooms near the office with their sign in sheets and emergency backpacks.

## **If We Must Evacuate:**

- Teachers will make sure all children are accounted for and then walk children to the designated emergency evacuation location – which is at **Lake Highlands Elementary School. 9501 Ferndale, Dallas, TX 75238**
- Young 2 students (under 24 months of age) will be carried to the evacuation area by the 2 classroom teachers and all unassigned adults in the building.
- We will always take along sign in sheets and emergency backpacks.
- If the area is unsafe to remain in (gas leak, etc.), we will use all necessary vehicles to relocate to the **Lake Highlands North Recreation Center located at 9940 White Rock Trail, Dallas, TX 75238**

## **Unscheduled Closings – [SEE COVID ADDENDUM FOR MODIFICATIONS](#)**

When weather makes it unsafe to travel, we follow the Richardson Independent School District's (RISD) closing policy. RISD closings are announced in the local media. If we close on a day that RISD is open, we will try to notify you before 8 am.

## **Administering Medication**

- Bethany Lutheran CDC cannot store or administer prescription drugs, insect repellent or sunscreen.
- Parents may not add medication to the child's lunch or store medications in their lunch boxes.
- If your child needs medication during school hours, you may bring it to the center and administer it to your child.

### ***Exception***

If your child has a potentially life threatening condition (such as severe asthma or allergic reactions that can cause anaphylactic shock), Bethany Lutheran CDC will make an exception to the policy. Parents must discuss the condition with the director and provide a signed release with specific instructions from the child's physician on how and when to administer the medication through the documentation referenced on Page 18 (allergy emergency plan).

## **Over-the-Counter Creams and Ointments**

- Bethany Lutheran CDC staff will administer certain over-the-counter creams and ointments.
- The cream or ointment must be given to the teacher in the original container along with a form (obtained from Bethany Lutheran CDC) giving the teacher permission to administer the cream or ointment, and specific instructions for administering the medication.

## **Minor Injury**

- For minor injuries, the teacher or director will administer standard first aid, cleaning wounds and applying ice packs or Band-Aids.
- The teacher will fill out an accident report form and have the parent sign the form.
- A copy of the signed Accident Report form will be placed in the child's folder and one will be sent home.

## **Medical Emergency**

If an injury is serious and requires immediate emergency attention, the teacher will immediately call for help.

- The child will never be left alone.
- The teacher will administer CPR and/or first aid.
- The director will call 911 for transportation to the hospital, and will pull the child's Emergency Release Form.



- Director or designated CDC personnel will accompany child to the hospital, while the staff notifies the parent, where the child was taken. In most cases: **Presbyterian Hospital, 8200 Walnut Hill Lane, Dallas - phone: 214-345-6789**

#### **Illness Guidelines – SEE COVID ADDENDUM FOR SPECIFICS**

In addition to the policies outlined in the COVID addendum, children should not be in school under any of the following conditions:

- An oral temperature of 100.4 degrees or armpit temperature of 99.4 degrees or greater. ***Children should be fever free for 24 hours before returning to class.***
- Any signs of illness such as diarrhea, vomiting, rashes or unusual behavior.
- Communicable diseases such as Hand/Foot/Mouth, Chicken Pox, Conjunctivitis or Fifth Disease. Children diagnosed by a healthcare professional will not be allowed to return without a doctor's release to return to school.
- They cannot comfortably participate in activities or outdoor play.
- The child needs more care than caregivers can provide without compromising the health, safety and supervision of the other children in the classroom.
- The child shows symptoms of possible severe illness, such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes within 24 hours, rash with fever, mouth sores with drooling, behavior changes or other signs that the child may be severely ill.

***Thank you for helping keep our students healthy.***

#### **Lice**

The Texas Department of State Health Services recommends the following treatment for head lice and their eggs:

- Use an over-the-counter FDA-approved shampoo treatment that you find at the drug or grocery store. Follow the directions on the packaging exactly.
- Remove as many eggs as possible with a special comb that comes with the head lice treatment.
- At the same time, treat your home as follows:
  - Soak combs and brushes for 5-10 minutes in some of the lice shampoo for 1 hour or in very, very hot water.
  - Wash sheets, blankets and other bedding in the hottest setting of water in the washing machine. Dry in a hot dryer.
  - Dry-clean non-washable items, tumble them in a very hot dryer or seal them in a plastic bag for 1 week
  - Vacuum furniture, carpets and mattresses thoroughly.
- Treat hair a second time 7 to 10 days after the first treatment (or follow the instructions of the manufacturer of the lice treatment) to make sure that you kill any lice that may have hatched from eggs that might have been missed during the combing. There is no need to cut hair. Lice like to crawl on short hair just as much as long hair and they need the same treatment.
- Be sure to treat vehicles and check family members.
- Child may return to school when no live lice are present.

## THINGS TO REMEMBER

### **Changes in Information**

The child's parent or guardian will need to inform the CDC office immediately of any changes in medical records, insurance information, phone numbers and other contact information, and other important information we need to properly care for your child. We will notify you by email about any policy changes or handbook updates.

***Please sign the enclosed paper signifying you have received this handbook.***

***Thank you!***

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