



acts of Love

EARLY CHILDHOOD EDUCATION CENTER

2016-2017 Parent Handbook

Physical Address:
207 Sonny Drive, Suite 104
Leander, Texas 78641

Mailing Address:
PO Box 1595
Leander, Texas 78646

Website: www.actsoflovecec.com
Phone number: 512-528-9948

Table of Contents

About ACTS of Love	4
Mission Statement.....	4
Purpose.....	4
ACTS Church Leander.....	4
Administration.....	4
Staff.....	4
Goals and Objectives.....	4
Community Partnerships	5
General Policies	5
Enrollment.....	5
Fees.....	5
Hours.....	5
Daily Sign In/ Sign Out Procedures.....	5
Daily Procedures.....	6
Late Pick-Up.....	6
Bad Weather Days.....	6
Daily Routines.....	6
Curriculum	6
Sample Daily Schedule	7
Outdoor Play.....	7
Breakfast/Lunches/Snacks	7
Breastfeeding.....	7
Food in the Program.....	7
Menus	8
Clothing and Personal Items.....	8
Discipline and Guidance Policy.....	8
Biting or Aggressive Behavior	9
Health and Medical/ In Case of Emergency.....	9
Daily Health Checks	9
Screenings	9
Health Exams	9
Accidents and Injuries.....	9
Medical Home and Medical Insurance	9
Updated Information.....	10
Immunizations.....	10
Illness	10
Communicable Disease.....	10
Medications.....	11
Emergency Action Plans	11
Health Services	12
Counseling Services.....	12
Emotional Wellness in the Classroom.....	12
Disability Services.....	12
Parent Involvement.....	12
Parent Participation and Expectations	12
Parent Rights.....	12
Parent Responsibilities	12
Home Visits and Parent- Teacher Conferences	13
Parent Communication	13

Volunteers.....	13
Program Visitation	13
Withdrawal.....	14
Complaint Procedure.....	14
Modifications of this Agreement	14
Other Policies	14
Child Care Licensing	14
Child Abuse and Neglect Reporting Policy.....	14
Media Release	14
Smoking/Drugs/Alcohol/Guns.....	15
Cell Phone Use.....	15
Other Terms/Signatures.....	15
Requirements Regarding Gang-Free Zones for Child Care Centers	15

About ACTS of Love

Mission Statement

At ACTS of Love, it is our goal to provide you and your child with quality, Christ-centered childcare that nurtures and facilitates the growth and development of your child through cognitive, social, physical, and spiritual experiences.

Purpose

ACTS of Love Early Childhood Education Center is a ministry of ACTS Church Leander and exists to serve young families in the Leander, Texas area. We provide childcare specifically for children whose parent(s) are enrolled in and attending school within Leander Independent School District. We function as a ministry to our immediate community and are dedicated to serving our neighbors by providing quality Christ-centered care that focuses on God's love, forgiveness, and provision. This ministry is dedicated to helping young parents develop a positive lifestyle for themselves and their young families.

ACTS Church Leander

ACTS stand for Adventure. Community. Transformation. Sending. We are sending changed people into a changing world. ACTS Church Leander shares a building with ACTS of Love and strongly supports the center as whole. For more information about ACTS Church Leander, please visit their website: www.actschurchleander.com

Administration

The ACTS of Love Early Childhood Education Center is a ministry of ACTS Church Leander. Our program is governed by a church-appointed board and administered by the Director. The Director is under the supervision of the Elders and Leadership of ACTS Church Leander.

ACTS of Love Board Members:

Katie Evans, Director
Dr. Grant Carey, Elder
Bonnie Hahn
Jennifer Beard
Elizabeth Van Hoorn

ACTS Church Leander Leadership:

Gabe Kasper, Pastor
Rick Masselink, Acting President
Dr. Grant Carey, Elder
Phil Hohle, Elder
Tony Gatica, Elder

Staff

Our teachers are crucial to the quality of our program. Providing good physical care is just the first step in building the trusting and secure relationship your child needs in order to thrive. Our teachers have been carefully chosen for their warmth and nurturing skills, their sensitivity to the child's needs, and their ability to recognize each child as a unique individual. Our teachers participate in ongoing training that includes CDA certification courses, leadership training conferences, staff meetings and workshops. Our teachers are certified in pediatric CPR and first aid. They also receive a minimum of 24 hours of training/enrichment each calendar year. Most importantly, our teachers love children and love to see them grow, explore, and develop!

Goals and Objectives

Goals for children:

- To learn about and experience God's love
- To explore the world around them
- To grow and develop as individuals through a variety of positive, age appropriate learning experiences

Goals for parents:

- To learn about and experience God's love
- To continue their high school education
- To benefit from the services provided, which promote a healthy lifestyle for young families and to be an active participant in providing a good start for their children

Goals for staff:

- To learn about and experience God's love
- To pray for the children, their parents and co-workers daily
- To glorify God by providing quality Christ-centered care in the planning and delivery of positive, child focused learning experiences for all children
- To focus on God's love, forgiveness and His provision personally and professionally

Community Partnerships

In order to serve our community and our families the best we can, ACTS of Love has formed partnerships with other programs in our community. These partnerships are explained as follows:

Opportunities for Williamson-Burnet Counties Head Start and Early Head Start: ACTS of Love has elected to be a Head Start partner. ACTS of Love currently serves as an Early Head Start Location. Children enrolled in our center may be dually enrolled in the Early Head Start/Head Start Programs of Williamson-Burnet County. By partnering with Head Stat, we are able to provide daily meals, diapers, and other consumables to our children as well as various health services. In addition, as children age out of our center, they will be transitioned to classrooms at the Bagdad Early Head Start center.

Parents As Teachers: Parents as Teachers is a free early education program provided by Leander ISD for families with children ages birth to 5 who are interested in learning the best ways to ready their child for school success. All children enrolled in ACTS of Love will have the option of dual enrolling in Parents As Teachers and will be assigned a Parent-Teacher Educator

General Policies

Enrollment

Enrollment in the ACTS of Love Program is limited in order to maintain a low student-to-teacher ratio. Your child will be placed in a class not only according to his/her age, but also his/her mobility. Once a child is able to walk, he/she will move into a class with other children who are mobile. After a child turns 2 years old, the child will transition to an Early Head Start facility.

Fees

ACTS of Love is a 501(c)3 non-profit organization and exists to provide a ministry to young families in our area. ACTS of Love is completely free to families who are enrolled and is funded by the generous donations of individuals and community partners.

Hours

ACTS of Love Early Childhood Education Program hours are Monday through Friday, from 8:00 a.m. until 4:30 p.m. Our program follows the Leander ISD academic calendar and rulings for all days of operation, holidays, and weather-related closures.

In order to ensure the safety of our center, our doors remain locked at all times. Just ring the doorbell and someone will come let you in ☺ If your child will be arriving late, or needs to be picked up early, please notify the Director ahead of time so that teachers and staff can plan accordingly.

Daily Sign In/ Sign Out Procedures

You must sign your child in each morning when you are dropping-off and you must sign your child out each afternoon when you are picking-up. **If someone other than yourself will be picking up your child,**

it is your responsibility to let the teacher know and to make sure that they are listed on your child's registration form as an authorized pick-up person. They will be required to show their photo ID when picking up your child. If changes are made after your child's morning drop off, you must call the director and let her know of the changes being made and who will pick your child/children up that day. You may list as many people as you wish on the emergency contact form as authorized people to pick up your child. However, if someone comes to pick your child up that is not listed on your child's registration form or you have not authorized this through the director, they will not be allowed to leave the school with your child. Please understand that this procedure is in place for the safety of your child/children.

Daily Procedures

Arrival: When you arrive at the center, please walk/bring your child to his/her room and sign them into the classroom. Please do not leave your child in an unsupervised room.

Departure: As stated above, children will be dismissed only to those adults whose names appear on the Emergency Contact Form. Parents or the responsible party picking up your child are required to sign them out with the teacher. Please make sure that your child's teacher or designated teacher is aware that your child is leaving.

1. If there is a substitute in your child's room, please be prepared to show identification.
2. The ACTS of Love Program has no legal authority to refuse either parent the right to pick up their child unless a court has granted temporary or permanent custody to one parent or to a third party, or has issued some other order pertaining to the child. The school must be furnished with a copy of the document.
3. If a parent appears to be under the influence of alcohol, or other drugs, as determined by the Director or another Staff member upon arrival, a person of the staff's choice for help will be called. We want to ensure that the child and parent arrive home safely. If the parent refuses, the police will be called immediately.

Late Pick-Up

We understand that sometimes situations arise that may cause you to be late for picking-up your child. If something comes up that makes it impossible for you to make it to the school on time to pick up your child, please call the director and let her know the situation. Otherwise, please understand that it is important that all teachers and children leave the school on time. Repeated late pick up will be grounds for dismissal of your child from the program.

Bad Weather Days

If Leander ISD closes schools or has a late starting time/early dismissal due to snow or other bad weather conditions, the ACTS of Love program will also close and/or start late. Please listen to local TV, radio stations and check the website for announcements. Even if Leander ISD chooses to have school during inclement weather we reserve the right to close to ensure the safety of our staff and students.

Daily Routines

Curriculum

Teachers will plan activities based on the interests and needs of the children. We want learning to be fun and we want your child to love coming to school! Each day will include indoor and outdoor play and activities to help develop social/emotion skills, Language/Literacy, Perceptual/Motor skills, Cognitive ability, Art/sensory skills, and knowledge of God's love. The curriculum your child's teacher designs will fit the needs of your child individually, and will provide lots of opportunities for your child to learn, explore, create, and develop in all facets of life! We believe that a child absorbs his/her concept of God from people, things, and experiences that are a part of his/her environment. Thus, a love and appreciation for God, Christ, and the things that God has created are experienced through appropriate activities.

Sample Daily Schedule

8:00am - 8:30am	Drop-off/Diaper Change and Health Check with Parent
8:30am- 8:45pm	Wash Hands/Pray/Breakfast/Brush Teeth
8:45am – 11:30am	Indoor/Outdoor Play and Teacher-Led Activities
11:30am – 12:15pm	Was Hands/Pray/Lunch/Brush Teeth
12:30pm – 2:00pm	Nap Time/Quiet Time
2:30pm – 3:00pm	Wash Hands/Pray/Snack
3:00pm – 4:30pm	Indoor/Outdoor Play and Child-Directed Activities
4:00pm – 4:30pm	Diaper Change/Pick-Up

*Diapers will be changed as needed

*Infants will be fed on demand

*Children will nap as needed

No child will be made to nap, although rest time is encouraged.

Outdoor Play

We will be outside at times throughout the day unless the weather is below 40 degrees or above 100 degrees. Please make sure your child has appropriate clothing and footwear, or appropriate clothing will be provided.

Breakfast/Lunches/Snacks

Breakfast, Lunch, and afternoon snack will be provided by ACTS of Love /Williamson-Burnet County Opportunities through the Child and Adult Care Food Program. Children will receive at least 2/3 of their recommended daily nutritional allowances. All meals will be prepared at the Bagdad Head Start center and delivered to ACTS of Love. Meals will be served at approximately 8:30 am (Breakfast), 11:30am (Lunch), and 2:30pm (Snack). If a child is not yet eating table food, formula and baby food will be provided to the child by ACTS of Love and Williamson-Burnet County Opportunities. If a child is breast-feeding, parents may breast feed at our center and/or bring frozen breast milk to be kept at the center. Breast milk must be labeled with the child's first and last name and the date which the breast milk was expressed. Each child will need to have an "Infant and Toddler Nutrition History and Preference" form on file at all times. This form must be updated each month until the child turns 1 year old, and again at 15 and 18 months old.

*****Special Feeding Requirement:** ACTS of Love must have written approval from a physician, or a registered or licensed dietician or therapist in order to serve a therapeutic or special diet. This documentation must provide as much detail as possible describing how the child is to be fed and must be signed/date by the professional.

Breastfeeding

ACTS of Love recognizes and encourages a mother's right to breastfeed or provide breast milk for her child while in care at our facility. Therefore, we will provide a comfortable place inside ACTS Church Leander that enables a mother to breastfeed her child. In addition, LISD Parents as Teachers has a lactation specialist who is available to work with nursing moms for free. Please contact the director for more information.

Food in the Program

- Food allergies must be documented by a medical professional
- Each center is a Nut Free and a Nut Butter Free Zone
- All meals and snacks will be served family style, when possible.
- Snack and meal times are used for learning and developing good health habits
- Meals and snacks incorporate socialization, self-help, decision making, and communication skills
- The ACTS of Love and Head Start food program adheres to strict requirements including the types of foods, amounts served, and presentation style.

- Children will remain on infant and toddler food up to the age of one, unless otherwise indicated by a medical professional.
- Children's nutritional needs are reviewed three times per year, special dietary needs and feeding problems will be given individual attention. We will identify specific nutritional needs of each child.
- Bringing treats or snacks to the center requires prior approval. Parents are encouraged to select nutritious foods such as muffins, fresh fruits and vegetables, raisins, crackers, cheese, etc. All food brought in must be prepackaged and in the original container and unopened.

Menus

Infants not yet on table food will be served formula/breast milk, (at 4 months) infant rice cereal, (at 6 months) single ingredient Gerber baby foods. Children 12 months and older will be offered whole milk and table food. You will receive a monthly menu listing all the meals to be served. If you do not want a certain meal served to your child, please notify the Director and you will be responsible for providing an alternative meal (excluding food substitutions as determined by a medical professional).

*****Please note:** If you choose to provide the child's meals/snack, ACTS of Love is not responsible for its nutritional value or for meeting the child's daily food needs.

Clothing and Personal Items

Washable, comfortable and weather-appropriate play clothes and footwear are suggested for children. Please do not send your child to school in something that you do not want to become ruined by paint or markers. Please label all removable items such as raincoats, sweaters, jackets, hats, backpacks, gloves, etc.

If you are able, please provide a complete change of clothing (this should include socks, underwear and outer clothing) to be kept at school. Because children of all ages have accidents from time to time, our staff will use the articles in the event of a mishap and will return the soiled clothing in a plastic bag. If for any reason you are unable to supply an extra change of clothes, or other items such as socks, shoes, jackets, etc., please let the Director know and she will be happy to assist you.

Discipline and Guidance Policy

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

A caregiver must only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on the 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; and

9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Never under any circumstances, will adults of the ACTS of Love program scream, hit, threaten, or in any other way physically or verbally abuse or misuse any child in their care. Parents cannot use physical discipline or verbal abuse on their own children while on the ACTS of Love property.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

Biting or Aggressive Behavior

While biting is not a normal behavior for all children, we understand that at times it happens. Biting is something that we consider serious and are trained to handle. Our teachers will work with the child, the family, and the class to create an environment that is safe for everyone.

Health and Medical/ In Case of Emergency

Daily Health Checks

A daily, visual, health check assessment will be given to your child as required by standard 746.501(26) by the classroom teacher. If there are changes in appearance/behavior that aren't the norm for your child, the teacher will note these changes and contact parents, if necessary.

Screenings

ACTS of Love/Early Head Start is mandated to provide developmental, health, and educational screenings to all children enrolled within the program. We will receive parental permission and inform parents prior to screenings.

Screenings will take place within 45 calendar days of the first day of attendance. Children receive screenings relation to speech, language, developmental skills, social emotional development, vision, hearing, height and weight. Results of your child's screenings are kept confidential and provided to you.

Health Exams

The following are health exams and records that parents are responsible for obtaining: Statement of Health, Complete Physical Exam (Well Child Check), Blood lead test with results (beginning at age 12 months)/Lead Screening Questionnaire, Hemoglobin test with results (beginning at age 12 months), TB skin test with results/TB screening questionnaire, Up to date immunization records, immunization exemption from the Department of State Health Service (if applicable), up to date dental exam (beginning at age 6 months; valid for 6 months), Permission from your child's pediatrician to administer ANY medication (including OTC medication, prescription medication, topical creams and lotions, etc.)

Accidents and Injuries

All staff members are trained in first aid and will handle all injuries. Minor injuries (bumps, scrapes, bruises) will be reported to parents by our Incident-Illness-Behavior form. In the event of an accident or illness requiring further medical attention, the child's parent will be called immediately. If we are unable to locate a parent, the director will call 911.

- ***In the event there is an accident requiring immediate medical attention (i.e., a broken arm, leg, concussion, etc.) we will contact 911 first and then notify the parent(s).***
- **Always be sure the school knows where to contact you. Keep all phone numbers and addresses current in our records.**

Medical Home and Medical Insurance

One of the Head Start goals is to make sure that all Head Start children have an ongoing and accessible source of health care. Therefore, all children will be required to have a source of medical insurance. The Head Start family advocate will assist you in obtaining Medicaid or CHIP if needed. Referrals requesting services for children and their families may come from Head Start staff and/or parents. Head Start must receive a Release of Information authorization from parents-guardians before sharing any information with

any outside community agency. Any information is considered confidential. Staff will follow up with families regarding their satisfaction with referrals.

Updated Information

It is important that all information on file stays current. If any information regarding your child changes, such as the name of your child's physician, the name of the person to contact in an emergency when a parent cannot be reached, as well as current home and work phone numbers and cell phone numbers, please let us know immediately.

Immunizations

Child Immunizations: Each child enrolled must meet current immunization requirements as specified by the Texas Department of Health. We will only enroll children meeting these requirements. During enrollment in the ACTS of Love Program, each child must stay current with these immunizations, and we require that as immunizations are given to your child you bring us documentation for our files. If you are choosing not to immunize your child, you must meet all requirements listed in the "Immunization Exemption Form." You may find more information about what is required for the specific age of your child at the Texas Department of Health website at www.tdh.state.tx.us/immunize.

Staff/Volunteer Immunizations: Staff and volunteers will not be required to have current/updated vaccinations, but are highly encouraged to follow the guidelines set forth by the Texas Department of Health.

Illness

Your child may not be brought to school if he/she is ill. **We are depending on you to help us maintain this policy.** Parents will be notified to pick up their child immediately if signs of illness occur during the day. **Your child may not return to school for 24 hours from the time they are picked up from school.**

An ill child **must not** be admitted for care if one or more of the following exist:

- The illness prevents the child from participating comfortably in facility activities.
- **Fever** (within the last 24 hours) If your child has an ear reading of 100.4 or greater or an armpit temperature of 99.4 degrees or greater accompanied by behavior changes or other signs of symptoms of illness, this indicates that the child cannot be included in school activities and you will be notified.
- **Diarrhea** (within the last 24 hours) children will be sent home after two incidents of diarrhea in one day
- **Vomiting** (within the last 24 hours) Vomiting will necessitate our sending your child home.
- **Impetigo** (until all lesions have healed)
- **Pink Eye** (24 hours after antibiotic has been administered)
- **Strep Throat or Sore Throat** (24 hours after antibiotic has been administered)
- **Persistent Cough**
- **Head Lice** (all nits removed from hair and proper cleaning treatment received)
- **Chicken Pox** (at least one week after eruptions appear or until lesions are dry)
- **Rash**
- **Persistent Nasal Drainage with color**
- **Other communicable disease**

If your child is going to be absent from school due to illness or for any other reason, please call the director and let her know so that teachers and staff plan accordingly for the day.

Communicable Disease

- During the course of the year it is expected that your child may be exposed to common communicable disease.
- Parents will be notified in writing if a child in their classroom has been sent home with a communicable disease.

- If your child is excluded from school, children must be fever and symptom free for a minimum of 24 hours before returning to school.
- If the parent can provide an official note from the child's physician stating that the child is not contagious, then the child will be allowed to return as long as they are fever free without fever reducing medication.
- If your child is sent home with lice, they will not be able to return until a treatment is done, nits are removed, and there are no live lice in the hair. The child will need to report to the office and be rechecked before returning to the classroom. Children must be retreated 7 days after the first treatment. A pamphlet on the lice prevention and treatment will be provided to the parents of the child. Parents should be aware of the common disease and routinely check their child for signs and symptoms of illness.

Medications

If possible, every effort should be made by parents to administer prescribed medication to their child before or after school hours.

- First dosage must be given by the parent at home; or if at school, the parent must administer the first dosage.
- Please notify us if your child is receiving any type of medication at home, so we are aware and can watch for side effects or allergic reactions.
- Prescribed medications must be in their original container at the center, with a written statement from the physician, and medication request form from the parent.
- Non-prescribed medications will not be given at the center.
- Over the counter medications will only be given with a written statement from physician (ex. Destin, creams, lotions, ointments).
- A log will be kept at the center of all medications administered.
- All medications (including diaper cream) to be administered at the center must be in the original container and must be kept at the center until the child no longer requires it. Medications, lotions, and creams should not travel back and forth between the center and the home.

Parents should make every attempt to give these medications prior to the child coming to school. All medication forms may be picked up in the office. Forms are valid for only 6 months. Staff will maintain documentation of when and who administered the medication to your child. Medication will only be given after all up to date forms have been provided. Medication will be administered by staff who have received proper training.

Emergency Action Plans

- In the event of a crisis situation such as tornado, fire, earthquake, or civil disturbance: No child will be dismissed from school unless a parent/guardian or designated emergency contact person comes for him/her and has proper identification. All parents/guardians who come for their child must sign them out in the classroom or temporary release station.
- Once a month our children will participate in a fire drill. During this time, classes are expected to exit the building in under three minutes. If you are on campus during one of our fire drills, please exit the building with your child's class. Every three months, we will also practice tornado drills. Classes meet in approved drill locations, set by the Fire Marshall, to practice the tornado drill protocol. Our goal in these drills is to help the staff and children to be ready in case of an emergency.

Our temporary release station is:

Norton Moses Lodge
201 Sonny Dr
Leander, Texas 78641

Emergency Phone Number: 281-733-5447

- We are prepared to care for your children in times of critical situations. Staff has been trained in CPR and First Aid and they are all aware of the Major and Minor Medical Emergency Procedures. Staff will

stay with children at all times and will seek assistance from EMS/911, Hospital Emergency Departments, Poison Control, and local Police. **The Emergency Preparedness Plan is available in the office for all parents to view.**

Health Services

Counseling Services

A licensed professional counselor from the Head Start Program will regularly visit our center. He or she will consult with your child's teacher about any emotional or behavioral concerns. The counselor is available to meet with parents to discuss any concerns you have about your child.

Emotional Wellness in the Classroom

We encourage positive emotional wellness of all children by providing nurturing responsive relationships, supportive environments, activities based on your child's needs/abilities, assisting children with emotional, cognitive, and social development, and by actively teaching social skills, coping skills, problem solving skills, emotion recognition, appropriate emotional expression, conflict resolution, and other skills your child need to succeed in school and in life.

Disability Services

Each child in our care will receive screenings in the areas of speech and language, hearing and vision, cognitive thinking, motor skills, and social/emotional development. Referrals can be made with parent consent to the local Early Childhood Intervention program, Leander ISD, Child Find, or private therapy. The Disability coordinator works with families and children and provides information and resources. If your child is eligible for ECI or ISD services, you will participate in developing an Individual Family Service Plan (IFSP) or Individual Education Plan (IEP) that will ensure your child's individual needs will be addressed and integrated into all daily activities.

Parent Involvement

Parent Participation and Expectations

Parents are expected to support and uphold the ACTS of Love program policies. This cooperation allows the program, the staff, and the children to flourish. If at any time misunderstandings develop between the ACTS of Love program and the home, it becomes the obligation of both to resolve these in a Biblical fashion, going directly to the parties involved for clarification and explanation. It greatly benefits the child when teachers and parents work together to promote the child's development. We strongly encourage you to keep ongoing communication with your child's teacher so that your child's daily experiences at school are positive and beneficial to his/her development and growth.

If you have any suggestions for improvements of the school and/or the services offered, please feel free to submit these ideas at any time. Suggestions can be made in writing and discussed with the director.

Parent Rights

- To understand that I play an important part in the planning of policies affecting the operation of the program
- To know that I am always welcome in my child's classroom.
- That I will be informed regularly of my child's progress.
- That I will be informed of community resources concerning health, education and the betterment of family life.

Parent Responsibilities

- I will make sure my child is well rested
- I will send my child to school every scheduled day
- I will read to my child at least 15 minutes a day

- I will actively participate in required home visits and parent/teacher conferences
- I will take part in my child's ongoing assessments
- I will be involved in all parent meetings and volunteer regularly at the center
- I will share my like and dislikes, ideas and program concerns with center staff.
- I will listen to the guidance from ACTS of Love staff to improve my child's development.
- I will obtain health exams and needed records.
- I will read and respond to all written notices, bulletins, and newsletters that are sent home.
- I will notify ACTS of Love in writing of any changes in information such as changes in address, phone number, emergency information, health issues or family situations.
- I will not use my cell phone at pick up or drop off
- I will not take pictures of other children
- I will not eat or drink items brought from home in the classroom
- I will set a good example in the classroom
- I will use appropriate language while in the classroom
- I will not spank my child while in the classroom
- I will follow the dress code while volunteering.

Home Visits and Parent- Teacher Conferences

Children and families will receive monthly parent/teacher conference. The purpose of these meetings is to help keep the parents/guardians informed of the child's progress, behavior, social, and physical needs. Please be considerate of staff time. If home visits need to be cancelled or rescheduled, please call the staff member with whom the home visit is scheduled. Home visits will occur in August (prior to the start of school), in February, and in May (prior to the end of school). Center visits will occur in September, October, November, December, January, March, and April.

Parent Communication

At the end of each day, you will receive a daily sheet with information about your child's day, such as diaper changes, feedings, naps, and teacher notes.

Monthly newsletters will be sent home and posted in the classroom. These newsletters will inform you of any activities involving your child. In addition, the school calendar, forms, and parent handbook can be found on our website: www.actsofloveceec.com

Special notes or changes in school schedules will be sent to you through email (please make sure you update any email changes with us) and can also be found on the website. Please read any letters and other notices carefully so that your communication with the school and teacher will be maintained.

Volunteers

If anyone wishes to volunteer their time and talents at the center, it is mandatory that they first meet with the Director. Volunteers must submit a criminal background check, TB questionnaire, and receive training, support, and supervision from the ACTS of Love staff. Volunteers can help in the center by organizing supplies, cleaning toys and classrooms, reading stories, and assisting teachers.

Other volunteer opportunities include Parent Trainings, Parent Committee Meetings, and Policy Council

Program Visitation

You are welcome to visit your child's classroom at any time. We feel these visits are best made after the first two weeks of school. You are required to stop at the school's office to sign in and out. All visitors are required to wear a visitors badge at all times while on the church property. If you wish to schedule a conference, please contact your child's teacher or the director. Parent/Teacher communication is vital for the best care of your child; however, these conferences need to be held when your child is **not** present in order to maintain his/her positive self-esteem.

Withdrawal

If you plan to withdraw your child from the program the school requires a 30-day notice. If you withdraw your child from the program without giving the proper notice you will not be able to re-enroll your child.

Complaint Procedure

If you have a complaint or concern:

- Express it promptly. Keeping it to yourself can cause ill feelings and friction, which decreases our effectiveness.
- Tell it to the right person. Concerns regarding the school or operations should be expressed directly to the Director.
- Express your concern clearly. Make sure the person to whom you are expressing your concern knows all the details of the situation; exactly what you are concerned about and why. Misunderstanding could lead to further problems and needless hard feelings.
- Pray about it. Ask God to help make your complaint in such a way that it will result in the improvement of our School.

Modifications of this Agreement

This handbook may be modified by ACTS of Love, by written notice to the parents, whenever any circumstances covered by the Handbook change.

Other Policies

Child Care Licensing

A copy of the last Child Care Licensing inspection is posted on the parent bulletin boards. Parents are encouraged to review the “Child Care Licensing Minimum Standards Handbook” which is located in the office. The number for your local Child Care Licensing Representative is located on the emergency phone number list in the office and in each classroom.

Child Abuse and Neglect Reporting Policy

No one likes to talk about child abuse, but it is a real issue and it happens to real children. Centers and staff members are required by law to report suspected child abuse, neglect or sexual molestation to the Texas Department of Regulatory and Protective Services (1-800-252-5400), www.tdprs.state.tx.us and the local police. Failure to report by a staff member is a Class B Misdemeanor. Aside from legal implications, the failure to make a report would mean neglect on our part to protect children in our care. We will not knowingly fail to protect any child.

In addition to the above, all ACTS of Love employees and volunteers are required to complete one clock hour of annual training focused on prevention, recognition, and reporting child abuse and neglect, including: (1) factors indicating a child is at risk for abuse or neglect; (2) warning signs indicating a child is at risk for abuse or neglect; (3) internal procedures for reporting child abuse or neglect; and (4) community organizations that have training programs available to child-care center staff members, children and parents.

If you as a parent suspect abuse or neglect, we encourage you to contact the Texas Department of Regulatory and Protective Services (1-800-252-5400), www.tdprs.state.tx.us and the local police

Media Release

I consent that photographs, artwork, audio, video, or writing submitted may be used by the ACTS of Love Program, it's assigns or successors, in whatever way they desire, including TV, CD, DVD, web page, publication, and any other form for the storage, retrieval and reproduction of information/images. Furthermore, I hereby consent that such information, photographs, videos, and the plates and/or tapes from which they are made shall be their property, and they shall have the right to sell, duplicate, reproduce and make other uses of such information, photographs, videos, recordings, and plates as they

may desire free and clear of any claim whatsoever on my part. You may opt out of this by checking the appropriate box on the backside of your child's Registration Form.

Smoking/Drugs/Alcohol/Guns

The use of drugs and alcohol is strictly prohibited on and around the property of ACTS of Love. Smoking is not allowed on or around the property of ACTS of Love or at sponsored events on or away from the school and/or church property. E-Cigs and Vapor devices are also prohibited on the property of ACTS of Love and at all sponsored events on or away from the school and/or church property. This policy is in place to help promote the health and safety of the children in our care.

Guns, Firearms, and other weapons are not allowed on ACTS of Love property at anytime .

Cell Phone Use

We ask that all parents, students, visitors, and staff keep cell phones and all other handheld devices on silent and out of sight at all times while in the center. This is to help maintain a peaceful atmosphere, protect all persons and personal belongings from injury or harm, and to help limit distractions so that proper attention can be given to the children in our center at all times. Please finish all phone calls before entering the center. If you need to make a phone call feel free to step outside to do so. The Director will have a phone at all times for emergency purposes but it is not to be used for personal use while children are in care.

Other Terms/Signatures

Parents are expected to cooperate with the policies of the ACTS of Love program, perform the obligations of parents set forth in this Handbook and abide by the rules, regulations and policies provided by the school. Parents must read the terms of this handbook and are encouraged to ask any questions they may have. Parents must release the ACTS of Love program and church, its director, church staff and school staff from any liability for injury or damages of any kind not resulting from gross negligence.

Requirements Regarding Gang-Free Zones for Child Care Centers

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your childcare operation or copies may be provided to parents.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your childcare center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

How do parents know where the gang-free zone ends?

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

What is the purpose of gang-free zones?

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does this mean for my day care center?

A childcare center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related

criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

When do I have to comply with the new requirements?

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care.

ACTS of Love Early Childhood Education Center is a weekday early education program licensed by the Department of Family and Protective Services (DFPS). The physical address for DFPS is 405 E. Elms Road, Killeen, Texas 76542. A copy of the Minimum Standard Rules for licensed childcare centers is available for you to review in the school office. You will find the most recent licensing report posted in the school office. ACTS of Love works as a partner with DFPS to ensure that we will help protect the health, safety and well being of your child. The local licensing phone number is (254) 526-9011. The general DFPS Child Care information Line is 1-800-862-5252 or you can visit the DFPS website www.dfps.state.tx.us. Texas state law requires the staff of this childcare facility to report any suspected abuse or neglect of a child to the Texas Department of Family and Protective Services or a law enforcement agency. The toll-free Child Abuse Hotline is 1-800-252-5400.

Parent Handbook: Written 03/15

ACTS of Love Early Childhood Education Center 2016-2017 Policy Handbook

I, _____, have fully read and understood the policies enforced by ACTS of Love Early Childhood Education Center. I agree to abide by all policies to ensure the proper functioning of the center itself and to ensure the safety and wellbeing of all children and families attending ACTS of Love.

Parent/ Legal Guardian Signature

Date

Parent/ Legal Guardian Signature

Date