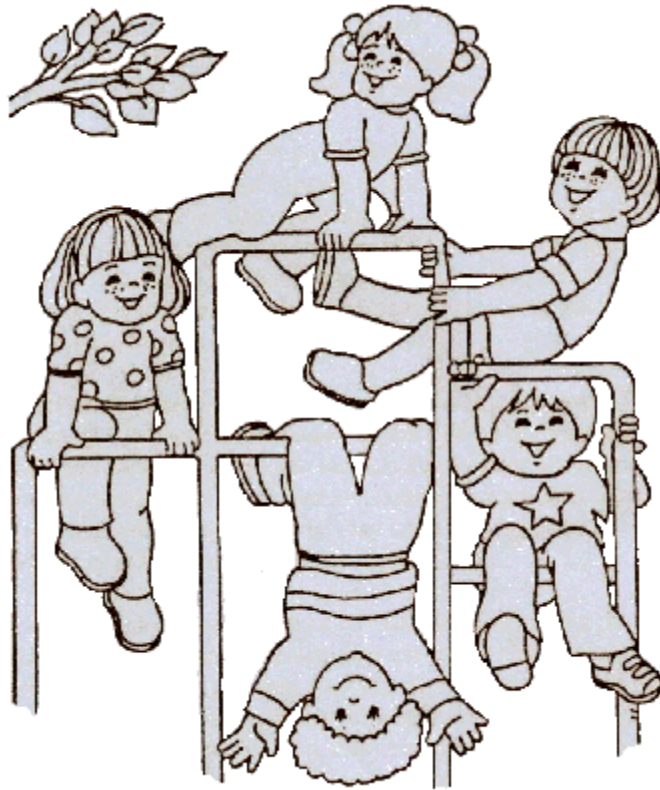


# Day Care Handbook

The Episcopal Day School  
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Brownsville, Texas 78520-8310  
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Day Care Extension, #345



**A Program of Caring For Children**

Sandra M. Garza  
Director of Day Care

Dear Parents,

We consider our Day Care Program to be a very important service offered to the parents and students of the Episcopal Day School, and consequently we take our **Mission** very seriously. **[Mission Statement: to provide early morning and after school Day Care for the students of the Episcopal Day School in a secure, nurturing, interactive environment where emphasis is placed on instilling in each child a love of learning and a respect for himself/herself and others.]**

Our philosophy parallels the purpose and philosophy of the School. The Day Care staff recognizes our role in reinforcing the values by which we hope our students will live: respect for others regardless of their differences, responsibility, honesty, integrity, and compassion. We do this by providing a safe and nurturing environment, through Christian guidance, and through modeling positive acceptance and interaction with peers and adults. We furnish the students with the opportunity to develop these values through a myriad of activities including collaborative play, individual exploration of learning materials, creative art projects, story time, etc.

Our Day Care Program has been licensed by the Texas Department of Human Services since 1987. We are regulated by the Texas Department of Family and Protective Services and are required to meet all state standards and guidelines for day care centers. We are monitored by state officials, who visit our school to check records, child/staff ratios, space requirements, etc. A copy of the *Day Care Center Minimum Standards and Guidelines* and a copy of the most recent Licensing Inspection Report are available in my office for your perusal. You can also contact the TDFPS at any time by calling 956-316-8275 or 956-547-7226, or by visiting their website.

All Day Care personnel are required to meet state mandated requirements. A part of these requirements includes attending 15 + hours of seminars a year. [This does not include the First Aid and Adult and Child CPR training that they must attend annually.] Techniques and strategies learned at these seminars provide the staff with opportunities to periodically adjust the Day Care Program and to expand or alter their roles, all of which enhances our effectiveness with the students. This includes daily lesson plans prepared in advance.

The Day Care Staff and the Administration make all decisions concerning the program under the following conditions: they are made collaboratively, they are in the best interest of the students, and they are based on research and/or good practice. Our beliefs, assumptions, and decisions are in constant review and discussion. We meet frequently to review concerns, strategies, progress, etc. We also deliberate on how to maintain and improve our existing physical facilities and Day Care resources in order to assure that our students are in a safe and secure environment.

This informational handbook has been prepared to give you some insight into who we are and what we do and to hopefully allay any concerns that you might have. We look forward to working with you to provide understanding and loving care for each individual child enrolled in our Day Care Program. Remember that our door is always open for parents to visit Day Care and participate in our activities. Do not hesitate to contact me if you have any questions or concerns about our policies or procedures.

Sandra M. Garza, Director of Day Care

## **ENROLLMENT REQUIREMENTS**

- To be eligible for the EDS Day Care Program, a child must first be enrolled as a student at the Episcopal Day School.
- A Day Care Enrollment Information Form to comply with the Texas Department of Family and Protective Services must be completed.
- All up-to-date immunization records and results of TB testing must be on file in the main office.
- The Episcopal Day School does not discriminate against any child based on the child's race, color, creed, national/ethnic origin.

## **FINANCIAL POLICY FOR DAYCARE**

### **Automated Timecard Machines**

- Students are clocked in or clocked out of Day Care at one of three timecard stations – two are in the Kinder Building, and the other is in Jones Hall.
- This system facilitates our billing and allows families to keep track of the total number of hours their children have attended Day Care.

### **No Registration Fee**

- **A \$5.00 (Five Dollar) User Fee per Month per Child** will be charged in addition to the hourly Day Care Fees for services rendered.

### **Monthly Day Care Rates**

- 0-15 hrs. = \$3.00 per hour
- 16-25 hrs. = \$2.50 per hour
- 26-50 hrs. = \$2.25 per hour
- 51 + hrs. = \$1.75 per hour
- There will always be a minimum of a \$2.00 charge per month for any month Day Care is used. less than 1 hour and more than 5 minutes. Please note that there will also be the \$5 User Fee [Refer to "No Registration Fee"] along with the minimum charge.

**\*\*\*WE UNDERSTAND THAT INDIVIDUAL PARENTS OR CARPOOLS MAY SOMETIMES RUN A FEW MINUTES LATE, BUT IN ORDER TO BE FAIR AND CONSISTENT TO ALL FAMILIES, WE MUST ABIDE BY THIS POLICY UNIFORMLY.**

### **Payments**

- Bills will be e-mailed to you or mailed to your specified address at the first of every month.
- Payments received after the 10<sup>th</sup> of the month will be assessed an additional late fee of \$15.
- After 5:45 pm, a late pick-up charge of \$1.50 per minute will be assessed. [Refer to "Grace Periods."]

## **Grace Periods**

- Once a child is clocked into Day Care, a 5-minute grace period is allowed daily before charges are incurred.
- Day Care ends at 5:45 pm each day. After a 5-minute grace period, a **\$1.50 per minute late pick-up charge will be assessed.**

**For more financial details, please refer to the Financial Policy section of this handbook beginning on page 27.**

## **PERTINENT INFORMATION**

### **Hours of Operation**

- For 3K-6<sup>th</sup> grade students, early morning Day Care is available in the Health/Art room from 7:00 to 8:00 am. The Day Care rates will apply.
- For 2<sup>nd</sup>-6<sup>th</sup> graders, Day Care is available from 7:30 a.m. to 7:55 a.m. at the picnic area. (This is a free service.)
- After school Day Care is also available. For 3K students, this time is 11:45 p.m. For 4K and 5K students, this time is 12:00 p.m. For 1<sup>st</sup> thru 3rd graders this time is 3:10 pm. For 4<sup>th</sup> thru 6<sup>th</sup> graders, this time is 3:25 p.m.
- All students who have not been picked up during regular dismissal are automatically placed in Day Care pending the arrival of their parents/guardians. For 3K students, this would be at 12:00 p.m., for 4K and 5K students, this would be at 12:15 p.m., for 1<sup>st</sup> thru 6th graders, this would be at 3:40 p.m.
- After school Day Care ends at 5:45 p.m.

### **Dismissal Policy**

Refer to page 24 for the school's dismissal policy.

### **School Holidays and No-School Days**

- Our Day Care Program observes the same holidays observed by the school. It will be closed for Labor Day, Thanksgiving, the Christmas holidays, Charro Days, Spring Break, Easter holidays, Memorial Day, early dismissal days, and during the summer break.
- Day Care will be provided on parent-teacher conference days and Mid-Year Teacher Work Days.

### **Change of Clothes**

Please provide your child's Day Care staff with a change of clothing. Accidents do happen on a regular basis, and the staff wants to be ready. The clothing must be marked with your child's name and placed in a plastic bag for easy storage.

## **Lunch and Snacks**

3K, 4K, and 5K students, who stay for Day Care after dismissal of their classes at 12:00 pm, must bring a lunch. Lunch usually begins around 12:15 pm, and parents and grandparents are always welcome to join their kindergartner for lunch. Suggestions that will help make lunchtime run smoothly are:

- Be sure your child's lunch box is clearly marked with his/her name.
- Please send everything your child needs at lunchtime including spoons and forks for special food items, napkins or a paper towel, etc.
- Prepare food so that it is ready to eat (i.e., if your child eats his fruit peeled and cut up, please send it that way).
- The Day Care staff will be happy to heat any hot dogs, soups, leftovers, etc. in the classroom microwave.
- Please spend some time teaching your child to open and close his/her thermos bottle, as well as the lunch box.

An afternoon snack will be provided by the Day Care Program for all students in Day Care. If your child has any food allergies, please inform the Day Care Director, and fill in the designated section on the Day Care Enrollment Information Form.

Weekly menus are posted near the time card machines in the Kindergarten building and in Jones Hall.

The Day Care staff has undergone food-handler training through the Brownsville Department of Public Health. This training is updated on a yearly basis, and our food-handler licenses are posted in both the kindergarten kitchen and the kitchen area in Jones Hall.

## **Naps**

All children attending Kindergarten Day Care will be required to lie down for 1 hour per day. This rest time is basically from 1:00 pm to 2:00 pm. Our Day Care staff provides each child with his/her own mat and blanket. Our blankets and mat covers are laundered on a weekly basis. If your child wishes to use a special pillow or blanket, please make sure they are properly marked with his/her name, pick them up at the end of the week to be laundered, and return them the following Monday. We ask that you not send stuffed animals or other items for your child's naptime - this can create a slight disruption in our routine.

## **DISCIPLINE AND GUIDANCE POLICY**

Positive discipline and guidance in our Day Care Program is designed to promote self-discipline and acceptable behavior. Our system is based on mutual respect where each child is viewed as a person, as a valuable source, with worthwhile ideas and skills.

We notice and praise what the children are doing right. This builds up their self-esteem and self-respect as well as creating a relationship that brings out the best in both the children and the Day Care staff. It also allows the staff to be what we are meant to be, the bearers of success messages for the children in our influence and care. For more information on our Discipline Policy, refer to Student Behavior, p.38.

## **MEDICAL GUIDELINES**

The Day Care Staff follows the same Medical Guidelines found on pages 33 and 34 of this handbook.

### **Procedures for Handling Medical Emergencies**

If a child becomes ill while in our care the Day Care staff will:

- Contact the parent to pick up the child
- Care for the child apart from other children
- Give appropriate attention and supervision until the parent picks up the child
- Give extra attention to sanitary measures in case of vomiting and diarrhea

In case a critical illness or injury requires immediate attention of a physician the Day Care staff will:

- Contact the parent and the physician identified on the child's record
- Give the child first-aid treatment or CPR if needed
- Contact emergency medical services

## **INSPECTIONS, FIRE SAFETY, AND EMERGENCY PRECAUTIONS**

- The Episcopal Day School is inspected annually by the Brownsville Department of Public Health, the Brownsville Fire Marshall's Office, a local plumbing service to check the gas lines, Puente Fire Extinguisher Company to check our fire extinguishers, and is under contract with a local pest control company.
- Fire drills are conducted on a monthly basis, and fire alarms and fire extinguishers are both checked monthly by the Day Care Director.
- The school has a Severe Weather and Building Level Crisis plan which was put into effect during the 1999-2000 school year, and severe weather drills are conducted yearly.