***Sweet Pea’s Licensed Child Care Home***

***Desoto*, Texas**



**Monday – Sunday**

**6:00 AM – 6:00 AM**

**January - December**

 **Owner/Director**

**Tameka Hill**

 (214) 727-2200

**tameka.hill@yahoo.com**

**Parent Handbook 2023**

***This policy is reviewed annually and updated if necessary.***

## Program Philosophy and Goal:

## We believe that the first years of a child’s life are by far the most important, helping to lay the foundation for all intellectual and emotional development.  We are committed to supporting your child’s development and learning. Through nurturing and individualized attention, we have created a caring environment in an educational setting that is safe, healthy, nurturing, warm, friendly, and fun atmosphere for your child, while ensuring they receive the guidance and structure they need. We strive to nurture your child’s ideas and imagination, acknowledge each child’s individuality, validate each personality, and help children learn to live, play, and work cooperatively. Our goal is to provide a place where children know that they are accepted, loved, protected, and wanted; helping to instill in each child a strong sense of self-worth and purpose. Each child is encouraged to develop at their own pace. Our job is to make sure that each child has numerous positive experiences and interactions throughout each day. Family childcare is the most natural learning environment, offering practical life skills and experience through positive learning experiences.

**Curriculum Goal:**

 Our curriculum identifies goals in all areas of development.

* **Social**: To help children feel comfortable in school, trust their new environment, make friends, and feel they are a part of the group.
* **Emotional**: To help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude toward life.
* **Cognitive**: To help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.
* **Physical**: To help children increase their large and small muscle skills and feel confident about what their bodies can do.

The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with children, are all designed to accomplish the goals of our curriculum and give your child a successful start in school.

### ADMISSION REQUIREMENTS:

Enrollment in our program is open to all families in our community. We operate on a non-discriminatory basis. No one shall be excluded from any of our programs because of race, color, religion, disability, sex, or national origin. Only the children’s parent or legal guardian may enroll a child(ren) (proof of custody may be required). All forms provided to you upon enrollment must be completed before your child may attend. All requested personal information is kept confidential. We must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)’s file. Parents will be required to comply with all state regulations and center rules as set forth in this Parent Handbook.

**Items to provide upon admission:**

* Admission form completed.
* Shot record for each child.
* Any doctor’s written instruction for any type of special care
* A photograph of each child with parents/guardian or extended family and pets

## Parent/Guardian visit facility:

Parents are encouraged and welcomed to visit the family childcare learning home unannounced and at any time that their child is in care. I invite you to observe the premises and equipment with securing prior approval. Any information requested by the parent concerning the operation of the family childcare learning home or the care of the child will be provided to the parents.

## Family participation:

Parents are welcome to participate in the success of their child’s early learning program by:

* Parent/teacher conferences
* Book and supply donations
* Reverse field trips (the field trip activity is brought to us).

## Drop-off and pick-up procedures:

Upon arrival (drop off) and departure (pick up), parents must accompany their child(ren) into and out of the home and sign their child(ren) in/out on the sign-in sheet provided.

School-age children are not allowed to sign themselves in or out, so please allow for additional time for this process without being rushed.

If someone other than those designated on the application, arrives to pick up your child(ren), please ensure that they have proper identification and you have contacted me to advise of this change before the child is released.

Unless it is an emergency, I ask that you please refrain from entering the home while on the phone. This will allow you to provide your undivided attention to your child and the staff if any communication is necessary.

## Parent/Teacher Conferences and Assessments:

My goal is to offer parent/teacher conferences three (3) times per year in January, May, and September. These conferences will include a discussion of the assessment performed for your child and how we can work together to assist your child in meeting their developmental goals. I assess your child’s strengths, needs, and likes through our daily activities. As everyone may need to hold their conference in a format other than face-to-face, you may request to hold your conference via phone call, zoom, or any other electronic video format (ex. Duo, Facetime). Resources can be provided to enhance age-appropriate activities and skills to meet the developmental milestones of your child.

**Tuition Fee structure:** Full-time = 3 days or more per week.

Newborn – 4-year-old **$ 250.00/week**

After-schoolers **$ 175.00/week**

Drop-in **$ 40.00/day**

Holidays/Teacher in-service days **$ 40.00 day**

Tuition is due on **Monday** by 6:00 pm for the current week of care or on the first Monday of each month if paying monthly.



No call – no show will also result in an additional **$40.00 per day**. After two (2) days, your child will be dropped from care.

Class supplies associated with daily activities are replenished every 6 months, February, and August. The annual supply fee is **$100.00**, which equals **$25.00** a quarter. The supply fee does not include any fees associated with a field trip, birthday parties, etc.

**Child Care Assistance (CCA)**

Meeting attendance standards for CCA consists of having less than 40 total absences in a 12-month eligibility period. Absences due to chronic illness, disability, or court-ordered custody or visitation agreements can be removed from the absence count. Childcare providers are required to notify CCA if a child has five (5) consecutive days of absences. If 40 absences (8 reports of 5 consecutive absences) are accumulated during a child's 12-month eligibility period, CCA will start the termination process. The parent will have the opportunity to provide documentation for review if the absences were due to a chronic illness, disability, court-ordered custody or visitation agreement, or other extenuating circumstance. As a courtesy, parents are advised when their children accumulate 15 absences and again at 30. Some cases may not be terminated based on eligibility. The 5 days may be during the same week (Monday – Friday) or across multiple weeks (Wed, Thurs, Fri, Mon, Tues). The information should be reported on the 5th day of absence.

## Late payments and refund information:

I value you and your child, and I pray that you value the service rendered to you and your family. You can demonstrate your appreciation by paying your tuition in a timely manner.

There will be an automatic **$10.00** per day late tuition fee if tuition is not paid by 6:00 pm on Monday. If tuition and late fees are not paid by Tuesday, your child(ren) will not be allowed to attend until all fees are paid.

Late pick-up after **6:00pm** will result in a **$5.00** per minute late charge, which must be paid

**Reason for a refund**: You are entitled to a refund if:

* you paid your tuition and I have to close due to an emergency or unscheduled doctor’s appointment.
* the weather prevents attendance, road travel etc.

## Absences:

In the event your child must miss one to five days of childcare, full tuition is still due and at the required time. I ask that parents provide a 24-hour notice if possible, or before 9:00 am on the same day if the child will be absent.

## Holiday closures:

**Sweet Pea’s** will be closed on the following holidays:

* + **New Year’s Day**
	+ Martin Luther King Day
	+ President’s Day
	+ Memorial Day
	+ July 4th
	+ Labor Day
	+ Thanksgiving Day and the day after
	+ **December 25th – January 2 for Christmas Break**

If the holiday falls on a Saturday, we will be closed on the day before (Friday). If the holiday falls on a Sunday, we will be closed the day after (Monday).

## Provider vacation:

**Sweet Pea’s** will be closed for vacation for one (1) week annually. Families will be provided with a 30-day notification of the specific dates.

## Family vacations:

Each family will be awarded a (1) week’s vacation. This week’s vacation must be taken using five (5) consecutive days. I am requesting that each family provide a two-week notification of their dates to use the vacation days.

## Clothing guidelines:

Each family is encouraged to provide a full change of labeled clothes for the current season for their child(ren). For safety purposes, open-toe shoes are not allowed. Soiled clothing will be placed in a plastic bag to be taken home. When dressing your toddler, please refrain from using one-piece garments such as onesies which add a challenge to the diaper-changing process.

In addition, families of infants should provide:

* + Diaper bag (to remain at the center)
	+ Diapers
	+ Wipes
	+ Bottles
	+ Formula
	+ Infant play yard (used as a crib)

## Inclement weather policy:

In the event of inclement weather (snow, tornado, flooding, etc.) we will follow the closure schedule of **Desoto ISD**. All families enrolled will be called and texted regarding early closure, pick-up procedures, full-day closures, and reopening dates. I also encourage you to contact me if you have any questions during this time.

## Withdrawal from program procedures:

In the event a parent/guardian decides to permanently withdraw from (name of your facility), a written two-week notice is required. This will allow us to provide the child with a positive farewell experience.

In addition, we reserve the right to give verbal notice of immediate termination of care for a child for any of the following reasons (but not limited to):

* Failure to pay
* Routinely late picking up your child
* Serious illness of the child
* Physical or verbal abuse to any person on the property
* Our inability to meet your child’s needs
* Failure of the child to adjust to this facility after a reasonable amount of time

## Physical activity:

Refer to Child Care Regulations (CCR) Minimum Standard 747.2104

## Sunscreen and Insect Repellent Policy

Sunscreen and insect repellent must be:

1. labeled as safe for the age of the particular child;
2. in the original container; and
3. within the expiration date noted on the product.

Aerosols, as well as combined sunscreen and insect repellents, are prohibited. Prior to use at a center/school, sunscreen, and repellent should be applied to the child at least once at home to test for any allergic reaction. A Parent Release-Sunscreen and Insect Repellent form must be signed by the parent/guardian before either are used. This form must be updated annually.

#### Sunscreen:

Sunscreen/sunblock must provide UVB and UVA protection with an SPF of 15 or higher. Sunscreen may be provided by a parent/guardian (labeled with the child’s full name) or made available by the center/school. Sunscreen will not be used on infants under 6 months of age unless accompanied by a doctor’s note. School-age children may apply sunscreen to themselves with adult supervision for proper application.

#### Insect Repellent

Insect repellent may not be used on an infant under 2 months of age. Insect repellent should be used only when recommended by public health authorities or requested by a parent/guardian. The repellent should contain a concentration of 30% DEET or less.

Repellents not containing DEET may only be used if safe for the age of the particular child. Oil of lemon and eucalyptus products may not be used on children under the age of 3. Insect repellent should be applied to a child’s skin only once a day but may be sprayed on clothes for later trips outside. School-age children may apply insect repellent to themselves with adult supervision for proper application.

## Screen time policies:

747.2105 May I use a screen time activity with a child?

1. You may not use a screen time activity for a child under the age of two years.
2. You may use a screen time activity to supplement, but not replace, an activity with a child who is older than two years.
3. If you use screen time, you must ensure that the activity is related to the planned activity, is age-appropriate, does not exceed one hour per day, is not used during mealtimes, snack time, nap time, or rest times, does not include advertising or violence and is turned off when not in use.
4. school-age children may use screen time without restriction for homework.

## Nutrition education and procedures:

I will provide healthy options for all meals and snacks. Breakfast, lunch, afternoon snacks and dinner are currently offered. Our menus are approved and follow the guidelines of the Child and Adult Care Food Program (CACFP). No child will go longer than three hours without a meal or snack. Foods hotter than 110 degrees are kept out of the reach of children.

Snacks are provided to after-school students as they arrive.

If your child is on a special diet or has a food allergy, we must have a written notice from your child’s doctor stating the specific allergy and an emergency plan.

In the parent resource area, you should find information pertaining to food allergies and precautions.

During special occasions such as birthdays and holidays, only commercially packaged foods or food that is prepared in a kitchen that is inspected by local health officials are allowed.

Foods brought from home for breakfast, lunch, and/or snack:

* Should be labeled with the child’s name and date.
* Should meet nutritional requirements as set forth by CACFP. Menu samples will be available if needed.
* Will be stored at an appropriate temperature until eaten. (ex: refrigerated)
* Will not be shared with other children.

## Breastfeeding policies and resources:

A designated nursing area is available away from the general play area. You must be willing to cover up as to respect those that are in my home and to prevent the children from asking you questions. Breastfeeding resources will also be made available.

## Procedure to all parents to update contact information at all times without staff assistance:

Parents must notify me via email or text message of any change in cell phone, home, or work phone numbers and addresses and those of the emergency contacts. We are requesting this for safety purposes in case we may need to reach you in case of an emergency. We require that someone listed on the admission form of each child be available within thirty (30) minutes’ notice to pick up a sick child.

## Pets:

**Sweet Peas** does have 4 who are vaccinated. Vaccination records are available upon request.

## Review of licensing inspection report:

Parents may ask at any time to review a copy of the most recent Child Care Licensing inspection report which is always posted on the Parent Communication board. This report specifies which deficiencies were earned in regard to the minimum standards.

Minimum Standards for Licensed and Registered Child-Care Homes may be accessed online at [**www.hhs.texas.gov**](http://www.hhs.texas.gov/).

**Child Care Regulations**

 **8700 N Stemmons Freeway #104**

**Dallas, TX 75247**

**(214) 583-4253**

**(800) 582-6036**

**Texas Abuse and Neglect Hotline** [**www.txabusehotline.org**](http://www.txabusehotline.org/)

**(800) 252-5400**

## Infant Care:

The infant Daily Report will give me the provider and you the parent information on your child. You will receive a blank report and return it on the day of your arrival, your infant’s last meal, bowel movement, wet diaper, meal, medication is taken, and what type of activity you enjoyed together. In turn, we will send the logged information of your infant home with all of the information that applies to those that are in our care.

**Liability Insurance Sweet Peas** **has/do not have liability insurance**. Proof of insurance is available upon request.

# PROCEDURES FOR CONDUCTING HEALTH CHECKS

Health checks will be conducted daily before the parent/guardian leave the premises. This health check is a quick evaluation of a child’s body, mood, and behavior. The purpose is to notice any illnesses or health concerns the child might be experiencing. If I think the child is ill and should not be in care, I will ask the parent/guardian to make alternate childcare plans for the day.

# ILLNESS AND EXCLUSION

These guidelines are for the welfare of all children in care. To provide a safe and healthy environment we rely on our parents to monitor their children with these guidelines in mind.

Outdoor play is essential to your child’s development. We feel that if your child is too sick to play outdoors then they are too sick for group care. A child that is ill or has a temperature of 101 degrees or above should be kept at home. All children shall have direct contact with a staff member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior. A child that is too ill to remain in the center shall be supervised and cared for until the child can be cared for elsewhere. The child will be sent home if he/she is running a temperature of over 101 degrees, if he/she is vomiting or has diarrhea, or if it is suspected that he/she has a contagious disease.

In the event you are called to pick up an ill child, you must pick your child up within 30 minutes or the overtime rate of $5.00 per minute will be applied. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the admission form. If no one is available by contact after 30 minutes the overtime rate will apply. The center reserves the right to request the child to see a physician or have a physician’s note prior to returning.

# DISPENSING MEDICATION

**Tameka Hill or designative** staff will only administer medication that is prescribed by a doctor or medications required for allergic reactions. All staff will know which children (if any) use emergency medications, and where the medications are stored and will be trained on how to administer them if necessary.

Prescription medications must be in the original container with a prescription label that includes the child’s name, physician name, the date the medication was prescribed, and the dosage instructions. Parents will be required to complete a Medication Administration Form for all medications administered while the child is in care.

The staff will not administer any other medication by mouth that is not prescribed by a physician. Parents/guardians of the child are welcome to administer the medication themselves; however, they must inform us of the medication given and the time and dosage given, even if it was given at home prior to arriving for childcare. This includes, but is not limited to, Tylenol, medication for pain, or severe cough. We will record this information on the parent/teacher communication log.

If a child requires a topical cream or ointment, the parents/guardians must inform the staff and a medication administration form will be required.

### PROCEDURES FOR HANDLING MEDICAL EMERGENCIES

The admission form will give us your consent to call an ambulance or your child’s doctor, or dentist if he/she needs emergency care. Please list your child’s doctor, dentist, and the hospital you would prefer on the Admission Form. Also, list phone numbers, addresses, and additional emergency numbers of contacts. If your child has any allergies (food or environment) or is on any medications, please provide this information in writing. Immunization records should be presented on or before the first day, the child attends the center. A photocopy of these will be kept on file. When your child receives additional immunizations, you are required to provide a current photocopy of it so that we can update your file. Whenever any medical information changes – it is your responsibility to notify us.

## Hearing and Vision Screening Requirements

As part of the [Health and Safety Code, Chapter 36,](http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.36.htm) the Hearing Screening Program requires that all children enrolled for the first time in any public, private, parochial, or denominational school or in a Department of Family and Protective Services

(DFPS) licensed child care center and licensed child care home in Texas, or who meet certain grade criteria, *must be screened or have a professional examination* for possible hearing problems.

The [requirements for hearing and vision screening](https://www.dshs.texas.gov/vhs/pdf/VHSRequirements.pdf) [PDF 584KB] apply each year for children enrolled in any licensed child care center and licensed child care home or school program at the ages or grades listed below:

Screening requirements: all children who will be 4 years old by September 1 When screening form must be done - within 120 days of admission.

**Transportation:** Transportation is not provided, except in the event of the need to evacuate the home.

## Field Trips:

Field trips only take place when all parents can provide transportation for their child(ren) Parents are encouraged to participate in field trips as they are an extension of the child’s learning in the classroom. Consent forms are required to be completed prior to a scheduled field trip; this does include an occasional walk to the park. Field trips will not include infants unless adequate parent participation is available.

## Water Activities:

Water activities are held outside and can include a small toddler pool with no more than two (2) feet of water, squirt bottles, and/or sprinkler play.

## Safety procedures while on field trips:

Ms. Hill uses the sign-in sheet for the day of the field trip and the name-to-face procedure to count the children before leaving the facility. Children have counted again upon arrival to the destination and again upon return from the field trip.

The children are allowed to go to the restroom prior to leaving in an effort to decrease the chance of separating from the group. A well-stocked first aid kit and emergency contact information for each child are also available on field trips.

### SAFE SLEEP POLICY FOR INFANTS

#### (Birth through 12 months old)

Each infant will be provided a regularly scheduled naptime that allows the infant to maintain his/her own pattern of sleeping and waking periods.

An infant may remain in the crib for up to 30 minutes after awakening if the infant is content and responsive.

Infants are not allowed to sleep in a restrictive device to reduce the risk of strangulation, injury, and positional asphyxiation. If an infant falls asleep in a restrictive device, the infant will be removed from the device and placed in a crib as soon as possible. Infants may sleep in a restrictive device or be swaddled and laid down if they have completed a Sleep Exception Form which will include a signed statement from a healthcare professional stating that it is necessary to sleep in a restrictive device.

Infants not yet able to turn over on their own must be placed in a face-up sleeping position in the infant’s own crib unless you have a completed Sleep Exception Form that includes a signed statement from a healthcare professional stating that a different sleeping position for the child is medically necessary.

Infants will not have their heads, faces, or cribs covered by items such as blankets, linens, or clothing at any time.

All cribs must be/have:

* A firm, flat mattress that snugly fits the sides of the crib and that is specifically designed for use with the crib model number. The mattress must not be supplemented with additional foam material or pads
* Sheets that fit snugly and do not present an entanglement hazard
* A mattress that is waterproof or washable
* Secure mattress support hangers and no loose hardware or improperly installed or damaged parts
* A maximum of 2 3/8 inches between crib slats or poles
* No corner posts over 1/16 inch above the end panels
* No cutout areas in the headboard or footboard that would entrap an infant’s head or body
* Drop gates, if present, which fasten securely and cannot be opened by a child
* Documentation that each crib meets the applicable federal rules at Title 16, Code of Federal Regulations, Parts 1219 or 1220, concerning “Safety Standards for Full-Size Baby Cribs” and “Safety Standards for Non-Full-Size Baby Cribs,” respectively, or documentation that each crib is a medical device listed and registered with the U.S. Food and Drug Administration.

## Discipline and Guidance Policy

Discipline will be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding.
3. Directed toward teaching the child acceptable behavior and self-control; and
4. A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
	1. Using praise and encouragement of good behavior instead of focusing only on 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.

## Prevention of Suspension and Expulsion of Children

In an effort to prevent expulsion and suspension of children when's childcare well adopt the following policy;

* use developmentally appropriate practices that provide for interactive learning environments, diversity, age-appropriate expectations, small group activities, and teachable moments and best practices in child development.
* Continue to participate in professional development, training, and education to ensure we have the skills to support children’s social and emotional health.
* Develop and implement classroom schedules that meet the needs of the children.
* Adapt learning environments to promote healthy social interactions with others.
* Develop and maintain healthy and nurturing relationships with the children.
* Develop and maintain strong relationships with parents.
* Develop and implement classroom expectations that are developmentally appropriate clear and consistent.
* Provide opportunities for family engagement.
* Ensure fairness and equity.

**Prior to Expulsion** Sweet Peas will follow these guidelines:

* Obtain parent permission to identify and engage the services of mental and behavioral health consultants and community resources.
* Decrease the number of days and hours in care for a specified amount of time.
* Documents efforts to prevent and reduce expulsion.
* Provide accommodations that are reasonable for this facility.

If expulsion must take place, Sweet Peas will assist the child and family in transitioning to another program by utilizing behavioral consultants and community resources to assist in finding the most appropriate placement for the child.

#### Parent Acknowledgment

I, the parent/guardian of

*(child’s name)*

acknowledge that the Expulsion and Suspension Policy was explained to me and I have read and received a copy of the Expulsion and Suspension Policy.

**Parent/Guardian Name:**  **Date:**





# ACCOMMODATING FAMILIES AND CHILDREN

This document outlines our policy and process in supporting families and children who may need additional accommodations, including home language, differing abilities, and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the public and in the parent’s primary language. Please notify the director if you or your child require accommodations and we will ensure that we do our part in making sure your needs are met.

Below are ways that our program will partner with families:

1. If specific therapies are needed during the day while the child is in our care, we will provide space to accommodate sessions.
2. Participation in all comprehensive care meetings if needed.
3. Complete supporting documentation from authorized medical professional for any accommodations related to child’s physical or developmental needs.
4. Provide materials and resources in parents/child’s primary language.
5. Provide a bulletin board posting information for families and parents on the program’s policy of cultural inclusiveness.
6. Provide lesson plan strategies that meet the needs of children requiring accommodations.

# ADDRESSING CHALLENGING BEHAVIORS

When a child in care displays challenging behaviors on a reoccurring basis, a behavior management program will be implemented over a two-to-four-week trial period, no longer than four weeks. This program will be devised based on the individual needs of each child. A behavior management program will usually consist of the following steps:

1. A formal discussion will be carried out weekly with the child’s parents to gain information regarding the child’s behavior and to discuss ways of dealing positively and consistently with the challenging behavior. Parents will be encouraged to implement similar strategies from the program at home to reinforce positive behavior. Examples of strategies used in the program will be:
	1. praising good behavior,
	2. listening to the child,
	3. setting limits by choosing a few simple rules, explaining the rules and repeating them periodically.
	4. incorporating activities into the curriculum to reinforce good behavior for example through role play, arts, and crafts, and reading favorite stories at storytime etc.
2. All incidents will be recorded and shared with the child’s parents. Confidentiality will be respected, and information will only be shared with the parties concerned.
3. At the end of the 4-week period of the behavior timeline, parents will be informed about their child’s needs for the future, and they will have 2 weeks to find alternative childcare arrangements.

Parents may be advised to refer their child to other Professional Services, such as Early Childhood Intervention (ECI). These services can assist parents with identifying if their child’s needs are being met and if they require any additional support. The importance of early cooperation in a behavior management program by parents is imperative to complete a successful behavior management program.

Please sign indicating you understand our policy.

**Parent Signature Date**

## Emergency Preparedness Plan

**(Minimum Standard 747.5003)**

## Evacuation, relocation, and sheltering/lock-down:

* 1. In the event of an emergency evacuation or relocation the children will be moved to **inner hallway** which will be our designated safe area in the home or if we must evacuate the home, we will relocate to **Woodridge Elementary School 1001 Woodridge Dr. Desoto, Texas 75115.**

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* 1. Children will be relocated to the alternate shelter using our personal vehicle. Children who are younger than 24 months will be carried or walked to the vehicle, if possible. Assistance will also be provided to children who may have limited mobility, or mental, visual, or hearing impairments. Any assistive devices available will be relocated with the child.
	2. Map to **1001 Woodridge Dr. Desoto, TX 75115**

816 Woodridge Dr, DeSoto, TX 75115

Head east on Woodridge Dr toward Woodridge Ct

0.4 mi

Turn left

394 ft

Turn left

177 ft

1001 Woodridge Dr

DeSoto, TX 75115



* 1. At the time of an emergency, children will be accounted for using the daily sign-in sheet which will be taken to the alternate shelter location.

## Communication:

A copy of each child’s admission form will also be taken to the alternate shelter location. The admission form includes the contact information for parents and emergency contacts for each child. Parents and Child Care Regulations will be called and texted regarding our location. I will communicate with local authorities by calling 911 or the non-emergency phone number (972) 000-0000 for the police department.

(1) Continuous childcare will be provided to the children using items prepared in advance in a backpack. The items include books, writing papers, writing utensils, games, and snacks.

(2) As the need to evacuate ends, children will be reunited with their parents/guardians. Parents will be required to sign each child out for the day.

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**Terms of Agreement Acknowledgement**

I, (We), fully understand and agree to the contents of Wynn’s Child Care Parent Handbook. This agreement may be renegotiated at any time.

Parent/Legal Guardian **Printed** Name:

Parent/Legal Guardian **Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Relationship to the child(ren): Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

Parent/Legal Guardian **Printed** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Legal Guardian **Signature**:

Relationship to the child(ren)

Email address:

Date:

Co-signer Signature:

(Required if the parent(s) are under age 18. Co-signer is obligated to policy compliance and financial terms stated in the Parent Handbook).

Date:

Primary Caregiver Signature:

Date:

***This page will be placed in the child’s file and a copy of the Parent Handbook provided to the family.***

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