



**Little CHUMS
Parent Handbook
2018/2019**



September 2018

Dear Parents:

Welcome to Colonial Hills United Methodist School. You have chosen a program that has specialized in Early Childhood Education since 1970. Educational excellence, developmentally appropriate learning, and a positive Christian atmosphere are all notable features of our school.

This handbook has been prepared to better acquaint you with our school policy. Please read and refer to this handbook as a guide to help you understand school policy, and your role as parent(s) in supporting our school program.

If you have questions, please call the school office at (210) 349-1092.

Sincerely,

Kristan Schrader
School Director

Colonial Hills United Methodist School does not discriminate based on race, color, creed, or national ethnic origin in the administration of programs or employment.

INTRODUCTION

Colonial Hills United Methodist School offers quality Early Childhood Education in a Christian setting.

Colonial Hills School was founded in 1970 as part of Colonial Hills United Methodist Church's ministry to children and their families. Currently our school serves students 18 months through Kindergarten. Our school is state licensed. Our school also serves as a training center for university students who are entering the field of early childhood education.

Colonial Hills School is managed by the School Director. The Colonial Hills School Board meets four or five times yearly to approve the school budget and to set policy for the school. The board is composed of: the School Director, Pastor, the Director of the Child Development Center, the Director of the Lunch Bunch Program, the CHUMC Director of Family Ministries, CHUMC Finance Committee Representative, parents of four currently enrolled CHUMS children, one CHUMS teacher representative, one member-at-large from the CHUMC congregation, and at least one Little CHUMS parent representative.

HOURS OF OPERATION, HOLIDAYS, CLOSURES

Classes are held Monday through Friday from 8:45 AM – 2:30 PM. You may choose any combination of these days. Early Bird drop off is available Monday through Friday from 8:00 a.m. to 8:40 AM. Late Bird is available from 2:40 PM to 3:30 PM.

The school office is normally open from 7:45 AM to 3:30 PM on school days. If we are not in, please leave a message on the voicemail, and your call will be returned as soon as possible.

When inclement weather requires special precaution, the school may be forced to close. If either the Northside or Northeast School District closes due to bad weather conditions, Colonial Hills School will also close. Listen to your local TV or radio for information about school closures.

ENROLLMENT REQUIREMENTS

Before the child's admission to the school, proper forms must be completed and returned to the school office. The forms include the enrollment form, the emergency medical authorization and the medical record form which must be signed by the parent and/or a physician. **This medical form must be received before your child can attend class.**

A child is considered enrolled when his/her name has been written into the appropriate class list and the required fees have been paid. These fees include September and May tuition, a registration fee, and a supply fee.

The school makes an effort to accommodate all children, but our school reserves the right not to accept a child whose needs require individual attention and/or resources that cannot be provided by our available staff. The school reserves the right to refuse care for a child if the parent's account is delinquent and if the parents have failed to pay outstanding charges.

Each parent must provide a current telephone number where he/she can be reached in the event of an emergency. Two alternate persons shall also be indicated and have a current number listed on both the enrollment form and emergency card. The emergency card will be sent home at the beginning of each school year. If you prefer not to have your phone number and/or address released for class lists or listed in a school directory, please notify the school in writing by **September 14.**

REGISTRATION POLICY INFORMATION

2018/2019 registration is on a FIRST-COME FIRST-SERVE basis. When a class is filled, a waiting list will be established for

the 18/19 school year. The list will remain in effect through the 18/19 school year only.

The registration fee is **NON-REFUNDABLE**. The fee is \$100 for the first child in each family, \$75 for the second child, \$50 for the third, and zero for the fourth child in the same family.

Tuition and supply fees paid in advance will be refunded **ONLY** if the following criteria are met:

1. The school is notified before **March 29, 2018** that you are withdrawing your child.
2. The class is at capacity.
3. We are able to fill the place vacated by your child.

TUITION AND FEES

Colonial Hills School is a nonprofit corporation. Our budget is set annually, and we are completely dependent on the tuition generated yearly for school operating expenses. Like any business, Colonial Hills United Methodist School has monthly operating expenses such as facilities usage, custodial fees, office expenses on a twelve month basis, etc.; therefore, tuition is based on a school year, and collected in nine equal payments.

Monthly tuition will be payable no later than the tenth day of each month. After the tenth day of the month a \$30.00 late fee will be charged. There are **NO** credits for illnesses or vacation time. There is a \$25.00 fee for checks returned due to insufficient funds. Tuition payments may be paid online, mailed or brought to the school office. Tuition is: two mornings \$245.00; three mornings \$325.00; four mornings \$425.00; five mornings \$505.00.

Each January new tuition rates and fees will be published for the following school year. A 3% discount is given if tuition for the entire year is paid at once. A 2% discount is given if tuition for the fall semester is paid by August 15 and tuition for the spring semester is paid by January 10.

CLASS ASSIGNMENTS

Student class assignments are made after thoughtful consideration for each child individually and as a class member. We are unable to guarantee individual teacher requests.

Your child will receive a letter inviting him/her to a "Get Acquainted Party" before the start of school. Both NEISD and NISD calendars are consulted, and then a Colonial Hills United Methodist School Calendar is set. Please consult your child's teacher and our webpage (www.colonialhills.info) for the most up to date calendar.

EDUCATIONAL PHILOSOPHY

Our goal is to provide a program that combines developmentally appropriate teaching techniques and current educational philosophy with a secure and stimulating environment. Each child has the opportunity to grow creatively, physically, spiritually, emotionally, mentally and socially at his/her own rate. Time and space are organized to encourage active exploration by each child. Freedom of choice and self-directed time are scheduled in addition to teacher directed time and structured activities. Children experience joy in learning and build positive self-esteem as they discover and explore. Concrete experience provides the conceptual background necessary for the later development of all abstract learning. Children learn by "doing." In the learning environment, each child's imagination, independence, curiosity and creativity is encouraged. Our curriculum encourages children to be actively involved in the learning process, to experience many developmentally appropriate activities, and to pursue their own interests while learning about life and how they relate to the community and to the world.

CURRICULUM

LITTLE CHUMS

Our toddler curriculum, *Reach for the Stars*, consists of hands-on activities that help children develop habits of observation, questioning, listening, creativity and discovery. This fun and interactive program helps each child develop the skills necessary for success in preschool.

Your child will learn through their senses, interactions with caregivers, and their environment using child directed and center-based activities in each classroom. Multi-sensory learning and play opportunities encourage your child to develop more concrete ideas about his or her little corner of the world.

ENRICHMENT CLASSES

A daily music and movement class and an outdoor classroom laboratory are provided for all Little CHUMS classes.

RELIGION

Christian holidays are celebrated. Part of the music curriculum includes Christian music. There is a special time Bible stories are read to the students, and the Christian way of life is modeled.

DISCIPLINE

Modeling the expected behavior, redirecting children to an acceptable activity and setting clear limits are methods of positive guidance techniques used at Colonial Hills. Children are given opportunities to develop social skills such as cooperating, negotiating, and talking with the person involved to solve interpersonal problems. Children are taught to express their feelings in a socially-accepted manner. When dangerous or disruptive behavior persists, brief time-out periods may be used in the classroom or the school office. Corporal punishment is never used. In cases of extreme inappropriate behavior or continuous behavior problems, parents will be notified. Cooperative plans for resolution will be developed. Colonial Hills United Methodist School believes in a positive atmosphere for learning.

Students will be taught to respect one another's rights and privileges so that acceptable discipline can be maintained during all school activities.

CHUMS embrace the *Conscious Discipline Program* for classroom management. This evidence-based program creates a school family where children learn crucial life skills. As members of a positive and healthy classroom environment, children easily learn responsibility, helpfulness, acts of kindness, good problem solving skills, trust, and skills to self-regulate.

Discipline problems which have reached a level to warrant a visit with the Director will result in a note sent to the parent(s) and a phone call home each time the child is brought to the Director so that the parent(s) are aware of the situation at hand. The note must be signed and dated by one of the child's parents and returned to the school. If necessary, the school may request that the parent(s) seek professional counseling for the child.

In the event that serious behavior problems cannot be resolved, the student will be dismissed from Colonial Hills United Methodist School.

COMMUNICATION

Newsletters, notices, and notes from the teacher will go home in your child's folder that will be kept in his/her tote. A class calendar will be sent home in your child's tote at the beginning of each month. Please read it to see what activity or special event is planned for the day and also to promote conversation with your child about their day. *Please be sure to check your child's tote daily.* Email is usually the preferred mode of communication from the teacher. Make sure the teacher has your updated information so that you don't miss anything important.

DAILY SCHEDULE

Each classroom has a daily schedule posted. The schedule has been designed to alternate between large and small group time and active and quiet activities as well as to allow sufficient time for centers and outdoor play.

SIGN IN/SIGN OUT PROCEDURE

When your child is dropped off each day, please sign in next to your child's name and indicate your time of arrival on the clipboard list outside teacher's door. At pickup, repeat the process by signing your name and time. If you carpool or have other people bring or pickup your child, please make them aware of this policy. Children can **ONLY** be released to your preauthorized list.

AUTHORITY TO PICK UP

Staff members can release your child only to other adults who have been authorized in writing to pick up your child. Authorized persons are identified on the Enrollment form, and the Pick-up Authorization form.

Please be mindful that it is the teacher's responsibility to be actively involved with the children at dismissal time, so we ask that you limit time talking with the teacher during this time. Parent conferences may be arranged for longer discussions.

LATE PICK UP

Children should be picked up promptly at 2:30 PM. Late pick up will be discouraged by a late charge of \$5.00 per five minutes late, beginning at 2:35 PM. After 2:35 PM, you will pick up your child in room 2 in the Education building. If your child participates in the Late Bird program, and you are late to pick up, you will be charged the late fee at the same rate after 3:35 PM.

SAFETY PRECAUTIONS

Never leave children unattended in your car. Also lock your car and do not leave your purse or other valuables in sight. This is for your safety and well-being, as well as for that of your children and possessions.

BIRTHDAYS

Birthdays are special occasions at Colonial Hills. You may bring a birthday treat for snack time. Please discuss the details with your child's teacher. Suggested treats are **store bought** small muffins, cookies, or lightly iced mini-cupcakes. NO off-campus trips are allowed for birthday celebrations. Special entertainment may not be brought in for parties. Birthday recognition during class time is meant to be low-key. If birthday party invitations are distributed at school, **ALL** children in the class must receive one. Please try to include all children in the birthday celebration. Hurt feelings from being excluded may last a lifetime. A special book may be donated to the school library in honor of your child's birthday. After the gift is shared with the child's class, a bookplate is put on the flyleaf stating who donated the item. The book is then placed in the school library for all students to enjoy.

CLOTHING

As you plan your child's wardrobe, consider the variety of activities that your child participates in on a typical day. We suggest comfortable and washable clothes that are free of complicated fasteners. The children will play in sand, gravel, and grass, so we recommend tennis shoes. **NO CROCS OR SANDALS PLEASE.** Boots are **NOT** allowed except during Western Week. All clothing that your child wears or brings to school must be labeled with his/her name. Be sure that your child has adequate clothing for outdoor play. A light jacket is often required for outdoor play. In addition, please put a change of clothes in a Ziploc bag in your child's tote.

*CHUMS t-shirts are worn the first day school day of each month for "Spirit Day".

WATER ACTIVITIES

Parents must grant permission in the Parent Agreement Form for their child to participate in water activities such as wading pools and sprinklers.

ILLNESS, MEDICAL REQUIREMENTS AND HEALTH PRECAUTIONS

MEDICAL FORMS

Each child must have a current medical form on file in the office listing proof of immunizations. This form must be signed by you and your physician and must indicate the status of your child's immunizations.

ILLNESS POLICY

If a child is well enough to come to school, we will expect him or her to go outdoors with the class, weather permitting.

If your child becomes ill (a temperature of 100 or higher) while at school and you are called, please pick up your child promptly. We will not ask this of you unless it is necessary.

Children must be free of symptoms of illness for 24 hours before returning to school. These include:

- a runny nose that is not clear or opaque (yellow or green discharge indicates a probable cold or infection)
- cough, unless allergy related
- internal symptoms such as diarrhea, nausea or vomiting
- fever higher than 98.6
- conjunctivitis (pink eye)
- sore throat or difficulty swallowing
- moist or open sore(s)
- mouth sores (including cold sores)
- rashes of unknown origin

Our teachers are authorized to refuse admittance to a child who has or has had, within 24 hours, those symptoms. We ask that you not put our teachers in that awkward position. If you are in doubt about bringing a child, call the school office and discuss the symptoms with the Director. Your child's teacher will do a health check on your child daily.

1. Open and/or partially healed sores and scratches must be covered by a bandage. If bandages must be changed during the day, you must fill out a medication release form and provide the bandages and medication, if necessary. If sore(s) persist, we may ask for a doctor's note explaining the nature of the sore.
2. Cold and allergy symptoms can be confusing. A child's sinus discharge may be thick and cloudy in the morning. If the discharge does not run clear by mid-morning, we will contact you to pick up your child.
3. Report to the school any contagious diseases your child contracts, such as chicken pox or strep throat. The program, in turn, will notify you if any contagious diseases are present in your child's classroom.
4. If your child is unusually quiet, listless, distressed or exhibiting unusual behavior, we will contact you and let you make the decision to pick them up or not. These are usually precursors to an illness, but can also occur if a child who was up late the night before or missed breakfast that morning.

Your child may return to school when he or she is symptom-free for at least 24 hours or has been on antibiotics for the appropriate time as determined by your child's pediatrician. If your child has been seen by a doctor and is told he or she may return to school sooner 24 hours, please provide a note from the doctor.

Let's work together to keep our school healthy!

MEDICATION

Only prescription medication will be administered to your child. You must sign a medication permission form in the school office, and notify your child's teacher and director of the time the medication is to be administered. All medications will be stored in the school office.

EMERGENCIES

In case of accidental injury or severe illness, we will first contact the child's parents, then the designated emergency

persons. If necessary, the school will arrange for emergency medical care. It is the parent's responsibility to keep the school records updated with current telephone numbers and emergency information.

ACCIDENTS

Parents will be informed of any accidents involving their child during school hours. A written report will be made and signed by the teacher, Director, and a parent or guardian. Such reports will be filed in the school office.

INSURANCE

Colonial Hills United Methodist Church carries liability insurance. The children are covered at school and on field trips.

PARENT INVOLVEMENT

Parents are always welcome visitors at Colonial Hills. Various special events are held on the school campus, and parents are encouraged to attend. Parent volunteers also plan class parties, drive on field trips, assist the classroom teacher when needed, work on school fundraisers, and volunteer for other activities through our **Be a CHUM** program.

SNACKS

Little CHUMS provides a snack along with water to your child each day. Water is always available to your child.

PEANUT AWARE AND NUT AWARE INFORMATION

To provide a safe environment for our students with nut allergies, CHUMS is a nut aware school. Parents are asked to not send any food containing peanuts, tree nuts or buy items that indicate on the nutritional label words such as "may contain traces of..." or "made on equipment that processes or manufacturers..." or "made in a facility that also manufactures..." The item should not be brought to school. This includes food for snacks and lunches.

Additional Allergy Information

- Children food allergies are on the rise and can develop overtime. If your child develops an allergy during the school year, please be sure to notify the school office.
- 25% of children may have their first reaction at school
- Peanut and nut tree allergies tend to have the more severe reactions. These reactions can be life-threatening.
- Always wash your child's hands before coming to school.
- We love celebrating birthdays and special events! For the safety of every child we ask that your child's special birthday snack be wrapped, store bought and peanut/nut free. Because we cannot monitor home baked goods, we are unable to serve home baked items at school.

NEGLECT AND ABUSE

The Texas Department of Family and Protective Services (DFPS) has a central place to report:

- Child abuse and neglect.
- Abuse, neglect, self-neglect, and exploitation of the elderly or adults with disabilities living at home.
- Abuse of children in child-care facilities or treatment centers.
- Abuse of adults and children who live in state facilities or are being helped by programs for people with mental illness or intellectual disabilities. These are run by the Texas Department of State Health Services (DSHS) or Texas Department of Aging and Disability Services (DADS).

If you suspect neglect or abuse of a child, call the Texas Department of Family and Protective Services at 1-800-252-5400 or go to the Texas Abuse Hotline www.txabusehotline.org.



Little CHUMS LUNCH SUGGESTIONS

There is a good chance that one or more children in your child's class have a peanut/nut allergy. Not only do we want to protect our children who have life-threatening allergies, we also want to promote healthy eating habits. Please remember to read all labels! Manufacturers may make changes. Consult www.snacksafely.com/snacklist for further information.

BREADS: (read labels carefully)

Crackers
Tortillas
Bread Sticks
Cornbread
Pretzels
Muffins
Dry Cereals
Sandwiches (no peanut butter)
Bagels
Pita Pockets
Graham Crackers
Teddy Grahams
Rice cakes

DAIRY PRODUCTS:

Cheese cubes/slices/string
Yogurt
Cream Cheese Spread
Milk

PROTEIN

Hard-boiled eggs
Ham/turkey lunch meat
Turkey/Chicken wraps
Tacos (bean/cheese/egg)
Beef Jerky
Turkey/Chicken Wraps
Sunflower spread

FRUITS: *(must be washed and sliced)

Bananas (do not need to be sliced)
Grapes - must be sliced*
Apples – sliced*
Raisins
Pears – sliced*
Oranges – sliced or peeled*
Cantaloupe – sliced or cubed*
Fruit Kabobs
Canned and dried Fruit
Avocado and guacamole
Clementines
Berries
Kiwi-sliced*
Plums, peaches, nectarines – sliced*
Tangerines
Honeydew - sliced or cubed*
Watermelon - sliced*

VEGETABLES (must be washed and sliced)

Celery
Carrots
Cucumbers
Sweet Peppers
Broccoli
Edamame
Cherry tomatoes (sliced)
Cauliflower
Sugar Snap Peas

*Please remember, no peanuts & nuts, popcorn, or hard candies are allowed at school.

*Due to choking hazards, grapes & tomatoes must be sliced lengthwise; hot dogs must be sliced lengthwise and in half.

*Water (school provides) will be served as the drink

****CHUMS is not responsible for the nutritional value of snacks and lunch that are brought from home.***

CONFERENCES

Close communication between parents and teachers is essential. At Colonial Hills United Methodist School, we believe that parents and teachers are partners in the education of children. Parent/teacher conferences may be held if there is a concern and more detail is needed. We ask that you request a time prior to or after the program. This will allow the teacher to be available for other parents when they are coming and leaving and allow for uninterrupted focus when you meet.

CLASSROOM PARTIES

About two weeks prior to the party week, a list will be posted and you can sign up for any requested item.

VISITORS

All outside doors are locked at 9:15 a.m. All visitors are required to sign in at the school office. If you arrive after 9:15 a.m., you must check-in with the office to obtain access to your child's classroom. . For breast feeding mothers, we offer a private space in room 3 B.

VISITING ALUMNI

As much as we have enjoyed having the opportunity to see and visit with our past alumni, we will no longer be able to allow alumni to stay in the classroom during the school day. Our school board decided that not only can we not take on this added liability, but we also cannot increase our student/teacher ratios and still maintain our licensing standards. Our responsibility is to our enrolled children. We must always give them the most of their classroom experience and maintain their safety. Please see your teacher about making other arrangements to visit with alumni before or after the school day.

STAFF

The school is staffed by caring, degreed or otherwise exceptionally well-qualified teachers. We are fortunate to have experienced teachers who have a genuine commitment to teaching young children. All of the staff participates in a continuous program of in-service training and in addition receives a minimum of 24 hours of Early Childhood Education credits yearly. The staff is also required to be trained in CPR and First Aid.

ADDITIONAL PROGRAMS

Our **CHUMS Program** is for children 3 years through Kindergarten. Hours are 8:45 AM. to 12:10 PM., Monday through Friday.

Our CHUMS **Early Bird and Late Bird Program** are offered Monday through Friday for those CHUMS students needing extra care. Early Bird is from 8:00 – 8:40 AM and Late Bird is from 2:40 – 3:30 PM.

For **Parent's Night Out** information (Saturday evenings) call the church office at (210) 349-2401.

SUNDAY WORSHIP SERVICES

Colonial Hills United Methodist Church extends an invitation to your family to visit our Worship Services. Worship Services are held on Sunday's at 8:30 AM, and 11:00 AM. For more information about the church and its programs, call (210) 349-2401.

COLONIAL HILLS UNITED METHODIST SCHOOL'S CONFLICT RESOLUTION POLICY
STEPS USED TO SOLVE A PARENT/SCHOOL CONFLICT

1. Parent/Teacher conference (problem discussed)
2. Director/Teacher/Parent conference (problem discussed, action decided)
3. Problem resolution: reasonable time limit set
Take matter to the School Board if appropriate/necessary
4. Mediation with Church panel is required. (Panel consists of Church Administrator School Director and others decided by Church)
5. If conflict cannot be resolved, the school reserves the right to expel said student(s),
6. **NO** refunds of any fees paid.

LICENSING INFORMATION

We are licensed by The Texas Department of Family and Protective Services. You may view our license and our most recent Licensing Inspection Report in the school office. Our local licensing office may be reached at (210) 337-3399 or at www.txchildcaresearch.com.

POLICY ON CHILD SAFETY

Intent: To create a policy that identifies children with behavioral issues and help parents obtain professional services for the child while assuring the safety of all persons at Colonial Hills United Methodist School. At CHUMS, we believe in the research of Dr. Ross Greene at Massachusetts General Hospital who says "Children do well if they can." If a child is having difficulty, it is up to parents, teachers and professionals to determine the cause of the upset and seek appropriate help.

Target Population of Children: Generally, this policy applies to children three through seven years of age. Physical expressions of frustration are considered age-appropriate for non-verbal children. Physical expressions of frustration occur in older children, but can be with most children, redirected in more appropriate means using the Conscious Discipline Techniques of Dr. Becky Bailey.

Definitions: A *pattern of aggression* is defined as more than four events of aggression during a five- day period. *Aggression* is defined as pushing, shoving, biting, hitting, throwing objects, scratching, kicking, spitting or any other behaviors that could result in injury to the child or others around them.

Initial Response

Our School strives to provide a stimulating, age-appropriate environment that supports the needs of young learners. The school incorporates the classroom management techniques of Dr. Becky Bailey. When a child show signs of upset, the staff will first try and identify a pattern of triggers that cause frustration. Whenever possible, the staff will manage the environment to eliminate the trigger or redirect the child. The classrooms each have a Safe Place where children may go at any time to manage their upset alone or with the help of a staff member.

If a child has a temper tantrum and becomes a direct threat to him/herself or those around them, they will be physically restrained by a trained teacher until they regain composure. This restraint involves sitting on the floor with the child between the staff person's legs with shoes removed to prevent injury from kicking, and holding the child by the wrists to

prevent scratching, hair-pulling and hitting. The staff member will calmly repeat "I will keep you safe and not let you hurt yourself or others. When you are breathing with me, I will know you are safe." When the child is calm, the staff member will soothe them until they are ready to re-join the group.

The classroom staff will document aggressive acts and participate in meetings with parents. At the end of the week, the parent will receive a brief summary of the child's behavior.

Follow-Up

Level One: The school understands that occasional physical aggression in young children occurs. If this aggression occurs on a more regular basis, it may be a sign of distress. Each child has one event where there will be no formal consequences. Subsequent to that first occurrence, when a child initiates an *unprovoked* injury on another child or adult that necessitates first aid and a written Accident Report, the parents of the child inflicting the injury will receive notification of the incident along with the written policy. The parent will indicate written receipt of the policy.

The exception to this is if an injury requires the attention of a medical professional. In that case, the school reserves the right to take whatever steps necessary to assure the safety of the children.

Level Two: If a pattern of aggressive behaviors emerges that poses a direct threat to other children or staff, the parents of the aggressive child will be called in to immediately meet with center administration. They will receive a letter detailing the child's behavior to take to the appropriate professionals to evaluate the child. The parents will have ten working days to provide written documentation that the child has been evaluated and is deemed capable of functioning in a group setting without causing a direct threat to the safety and welfare to themselves or others before allowing them to return. If the parent is unwilling to comply, care will be terminated immediately.

If, during the ten-day evaluation period, the child has more than one aggressive episode, the parents will be contacted to pick up their child immediately. If the child has to be picked up more than twice, the center may suspend enrollment until the center receives notification from a professional that the child is capable of functioning in a group setting. If there is any question about the child's condition, the parents will sign a release permitting center administration to discuss the child's behavior with the professionals to determine the best way to meet the child's needs.

The School administration will meet with the parents to review the professional's findings. Together, the center, parents and professionals will determine a plan to best support the child. A schedule of meetings may be required to monitor the child's progress.

Level Three: If the pattern of aggression continues without documented improvement or if an injury is serious enough to require medical attention, the center reserves the right to terminate care to enable the family to find care that best meets the child's needs. Notice may or may not be given.

DIAPERING

In following with state-mandated licensing procedures, when changing diapers, our teachers must always:

1. Use a specific mat or area designated for diaper changes.
2. Wear gloves.
3. Dispose of the dirty diaper in individual plastic bags.
4. Use disposable wipes and discard after cleaning the child's diaper.
5. Use a sanitizing solution to sterilize the diaper changing area after each use.
6. Wash the children's hands after each change.

TOILET TRAINING

Our teachers are well-trained and familiar with potty training, and they can provide support and helpful information during this time. Beginning in January of each year, books about potty training are read to the children and simple discussions follow the story.

There is no pressure put on the children and our teachers follow the parent's lead when a child is in the midst of training. However, if a child does not show an interest in using the toilet while at school, we will encourage but not require.

When your child is ready to tackle using the potty at home **and** school, we prefer that you use and send the thicker training pants instead of regular "big kid" underwear to Little CHUMS. WE hope that this does not interfere with your personal preference, but thinner cloth underwear and present a sanitation concern when accidents "spill" through onto chairs and the floor.

BITING: EVERY PARENT'S WORRY

Biting, too, is a form of aggression, and it is probably the one behavior that upsets parents more than any other. What is interesting to note is that toddlers are very forgiving and can usually be seen, several minutes later, playing side by side with the biter as though nothing took place. It is often the parents who are less forgiving!

Expect your child to be bitten. Expect your child to bite. Put yourself in the place of the parent who has a biter, and put yourself in the place of the parent who has a child that has been bitten. Either way evokes strong emotions. It is important to remember that the biter parents will be as mortified as the parents of the bitten child are angry. The fact is that biting is usually experienced in social settings where issues of sharing or power arise that aren't present at home.

However, when a child bites, parents and care-givers must be consistent in how it is handled. The adult must stay calm and not over-react, and be firm but friendly. Tell the biter, in a firm voice, "Don't bite! I know you were angry when Melinda took your toy but you cannot bite. Tell her it was yours." Since this is a learning process, the biter needs to be engaged in helping the child that was bitten. This helps them see that their actions hurt another child. "See his tears? It hurt him." Helping hold the warm washcloth or bandage can allow them to both see first-hand the problem their reaction caused.

Two notes of caution: avoid over-rewarding the victim. This can lead to a dependency issue. Also, do not expect or ask the biter to apologize. Being "sorry" is not a concept they understand yet.

Why Do Infants and Toddlers Bite?

Young toddlers bite for different reasons than older toddlers. Teething and oral exploration, two hallmarks of infancy, can cause a child to bite. It's also possible that they are mimicking behavior such as kisses, or an older sibling or another toddler's true bite. Reminding them to "touch gently" or "close your mouth when you give kisses" can guide them through the rough spots.

Older twos often bite because they are seeking attention or are unable to express their thoughts verbally. It is rarely done vindictively.

EVACUATION and RELOCATION PLAN

In the event of an emergency requiring relocation, you will be notified through REMIND 101. Children will be transported to St. Matthew's School and Church located at 10703 Wurzbach Road, San Antonio, TX 78230. (210)478-5000. Permission for this relocation plan has been given by the principal, Alvin Caro and Facilities Manager Bernard Zarazue. The children will be transported by CHUMS and CHUMC staff and parents using large vehicles. The vehicles will continuously transport children until the relocation is complete. All children will be accounted for using the class rosters. CHUMS staff will supervise the children at St. Matthews School in the gym directed by the principal. Children will be provided with snacks. Books and writing materials will be available for the children. The director or appointed

supervisor will remain at Colonial Hills until all children and staff has been relocated. Students will remain under the supervision of their teachers until they are picked up by their parents or designated adult.

6/7/17 LL LC Handbook

REQUIREMENTS FOR 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 child care 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 child care 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 child care 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.

For further information please contact your licensing representative or your local licensing office.

Child Care Licensing/jr

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