

Honey Grove ISD Day Care

# Operational Policies

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Honey Grove, TX 75446  
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### **Philosophy**

We believe in providing a safe, nurturing, and educational environment in a loving community setting. Within our setting, children are involved with warm, caring, and experienced adults. Our curriculum offers developmentally appropriate activities that foster individual, social, emotional, and physical development.

We know that children are full of curiosity and energy! Our goal is to provide experiences that challenge growth, yet are within each child's range for success. Constant supervision and encouragement of the children allow us to be flexible to mold each day around their interests.

One important emphasis in the area of guidance and discipline is to help the children get along with each other and to understand how their actions may affect others. We feel children should work toward self-discipline. Letting children explore problem solving among themselves is important in the development of relationships. Our students will be guided into appropriate behavior through positive modeling as well as active listening and negotiation.

Our program has a community spirit and family-oriented goals. We want to create unique place where diverse groups of children can experience the wonders of childhood together. Each child is treated like family as they receive all the care, supervision, and affection they need to feel secure and loved.

Because of the relationship we have with the school district, our students begin learning the "Warrior Way Procedures" upon enrollment, giving them the advantage of learning the concept of "school" in a developmentally appropriate manner. We work closely with the Pre-K and Kinder teachers in the development of curriculum and lessons that will provide the students with the requisite academic and social skills to begin school.

### **Hours of Operation**

We are open from 7:00-a.m. to 6:00 p.m. Monday through Friday, with the exception of school holidays. A school calendar will be provided to inform parents of holiday closings. Day Care fees are not charged on the days that the Day Care is closed. Daycare will be open during all teacher workdays, staff development days, and during the summer (except for Fourth of July Holiday).

### **Inclement Weather**

In the event of bad weather, the Day Care will follow the school district in closings or early release. Parents will not be charged for closings as such. In the event the Day Care closes during the day, payment adjustments will be made, and parents will be charged for the part of the day attended.

### **Attendance**

Please call the Day Care if your child is not going to be in attendance or arrive late. We ask that all children arrive by 7:50 each morning so they may have breakfast and begin the daily routine.

### **Schedule of Fees**

- Full Time--\$85 per week—Enrolled as a child attending 4 or 5 days per week.
- Part-Time--\$55 per week—Enrolled as a child attending 1-3 days per week. If a child attends more than three days in a week, the account will be billed \$85.
- Late Fee--\$1 per minute after 6:00. This will be strictly enforced.
- Beginning August 23, 2010, there will be no discounts for multiple children enrolled in Day Care.
- Prices are subject to change and a two week notice will be given to parents if this occurs

### **Policy Regarding Payments**

Day-Care Payment must be made in advance. If the account is delinquent, you will receive a notice. If your account is delinquent greater than \$170, you will receive a "termination of services" notice. If after receiving the notice the account is not brought up to date, then your child will no longer be allowed to continue in Day Care. In the event of extenuating circumstances, please meet with the director to make financial arrangements. Parents are responsible for making payments whether the child is in attendance or not, provided that the Day Care is open. Credit will not be given if the child is absent.

### **Daily Schedule and Routine**

Consistency is extremely important for children, therefore we try to closely adhere to the following schedule, keeping in mind certain things may impede the schedule. Please have your child arrive by 7:50 each day so they may be a part of our routines and procedures. Our schedule is as follows:

7:00-8:00—Arrival, Welcome and Breakfast  
8:00-8:30—Pledges, Morning Songs, Circle Time  
8:30-9:15—Outside Play (weather permitting) or Indoor Centers  
9:15-10:15—Circle Time and Hands On Activities  
10:15-10:40—Clean up time, prepare for lunch  
10:40-11:15—Lunch Time  
11:15-12:00—Gym Time  
12:00-12:30—Return to classroom, Prepare for Nap Time  
12:30-2:30—Nap Time  
2:30-3:30—Wake Up Time, Afternoon Snack  
3:30-4:00—Center/Free Play  
4:00-4:15—Afternoon Story Time  
4:15-6:00—Outside Play/Centers

### **Special Events**

We take many opportunities to celebrate during the school year. If there is a specific holiday, event, or celebration for which you desire your child not to participate, please let the teachers know.

### **Meals**

The children are served breakfast, lunch, and snacks, in accordance with the guidelines of the United States Department of Agriculture. Menus are sent home monthly. If your child has an aversion to the served food, then he or she may bring a lunch from home, though we discourage this, for we try to encourage children to try new things to eat. Food is never used as a punishment or reward, and children have access to water at all times. If your child has an allergy, please bring a doctor's statement indicating as such. Without a doctor's statement, the food will be served.

### **Illness**

We have the Honey Grove ISD School Nurse available to assist in the assessment of ill children. If you child is ill with the following symptoms, please do not send him/her to Day Care. If he/she becomes ill with these symptoms during the school day, you will be asked to come and get him/her.

- Fever of 100 degrees or over within the last 24 hours
- Vomiting or Diarrhea within the last 24 hours
- Flu Like Symptoms
- Mucus Drainage that appears to be infected (green)

Other symptoms may occur, and based on the director's determination, you may be required to pick your child up due to illness.

#### **Medication**

Please make every effort to ensure that your child takes all medications at home. Because that is sometimes not possible, if your child must take medication while at Day Care, you will be asked to complete the "Authorization for Dispensing Medication" form. All medication must be in its original container and labeled with your child's name and the date medication is left at the facility. Medication can only be administered in the amounts according to the label directions.

#### **Immunizations**

Please keep the Day Care informed of all immunizations given by providing an up to date shot record. It is required that children are up to date on immunizations in order to attend Day Care. If your child is delinquent in immunizations, he/she may be excluded from Day Care. Parents desiring not to immunize their child must complete a conscientious objection form and turn it in.

#### **Health Care Provider Statement**

It is required that each child have a statement from a Health Care Provider indicating that the child may take part in the Day Care program. Though we do not require this upon the initial enrollment, it will be required within 30 days of the child beginning the program. Parents whose child has not completed this requirement will be excluded from Day Care until it is completed, at which time, they may reenroll, provided the space is available.

#### **Minimum Standards and Guidelines**

Honey Grove ISD Day Care operates under the minimum standards set forth by the Department of Family and Protective Services. These guidelines are available in the director's office and parents may review them at any time. They are also available at [www.txdfs.org](http://www.txdfs.org).

#### **Dress Code**

Children will participate in outdoor activities as well as play in the Elementary School Gym. It is important that they are dressed appropriately for these activities. Sandals and Flip Flops are not conducive to such play, and we ask that children wear tennis shoes for this purpose. Children not wearing tennis shoes may sometimes be excluded for their own safety. During the warmer weather, we ask that children wear cooler clothing to prevent becoming over heated, and jackets are necessary for colder weather. We realize that as children develop their independence that it can be a difficult battle to fight regarding attire, but please help us in ensuring that your child's attire is going to help keep him/her safe and comfortable.

#### **Supplies**

Children need the following supplies:

- Nap Time Mat (usually blue and red)
- Travel Sized Pillow with Pillow Case (will be sent home each Friday for washing.)
- Blanket (will be sent home each Friday for washing.)
- Wet Wipes (all students, as these are used for many things)
- Facial Tissues
- Diapers if not potty trained
- Change of Clothes (Please provide clothes in season) ( bottoms, top, underwear, and socks)

We will ask for the replenishment of the consumable items as it becomes necessary.

Children need to bring the following supplies each August:

- 1 Package of Manila Paper
- 1 Package of Construction Paper
- 1 Package of Plain White Paper
- 1 Box of 24 count crayons
- 4 Glue Sticks

### **Nap Time**

The children in Day Care are required to have afternoon rest time. Children begin the process of lying down at approximately 12:30. They begin the “waking up” process at 2:30. It is a process to get the children to go to sleep and wake up. Please refrain from getting your child during these times. Nap time is a vital part of the day for our children, as they work hard and play hard in the mornings, and need the recovery time in the afternoon.

### **Behavior and Discipline**

The goal of Honey Grove ISD Day care is to encourage a child’s self-respect and to develop a personal responsibility for his/her actions. It is important for each child to learn self-control and to respect the rights of others while learning in a safe and caring environment. We will guide students to this end in a firm, but loving manner, using positive reinforcement as well as negative consequences, recognizing the differences in individual development.

The general rules of the Day Care Classroom are as follows.

1. Students will keep their hands, feet, and other body parts to themselves.
2. Students will speak kindly to others.
3. Students will follow the teacher’s directions.
4. Students will learn how to respect themselves and those around them.

Reinforcement of Positive behavior includes, but is not limited to:

1. Positive Note Home
2. Token/Prize/sticker
3. Line Leader or other classroom privileges
4. In building adventure (trip to fish tank, errand with teacher, etc...)
5. Visit to director for a treasure chest token

Consequences for negative behaviors are as follow:

1. Redirection of behavior
2. Time out (no more than one minute per age)
3. Conflict Resolution
4. Loss of privileges
5. Note Home
6. Visit with director

If a child is persistently misbehaving, disrupting the class, causing danger to self and/or others, then he/she may be excluded from day care for a minimum of one day for up to two weeks. During a child’s exclusion, payment will be expected. After a child has been excluded, and the behavior does not improve, then he/she will be withdrawn from the program.

### **Potty Training**

Most of the students in Day Care begin the process of Potty Training. The teachers are happy to assist in this milestone. Teachers will follow the same procedures that the parents follow at home, regarding potty training, such as the use of pull ups vs. underpants, the use of the same language, and other techniques employed by the parents. If the child is not being successful, the teachers will brainstorm with the parents to come up with solutions that will help the child succeed. We ask that if a parent is going to solicit assistance in potty training at school that they be consistent at home, as it can become counterproductive and frustrating for the child if it is inconsistent.

### **Safety**

Your child's safety is paramount to us, and we do everything in our power to prevent anything from compromising your child's well being. In addition to practicing fire, weather, and stranger-danger drills, we teach the students how to make good choices that keep themselves and those around them safe from harm. In the event of an accident, you will receive an Incident Report. If you have any questions or concerns regarding your child's safety, please contact one of the teachers or the director. A child who poses a threat to the safety of other children or the Day Care Teachers may be temporarily or permanently excluded from Day Care.

### **Release of Children**

Children will not be released to any person unless they are on the authorized list. When a child arrives, the parent must sign them in, and upon the departure of the child, the parent must sign them out.