

McKINNEY ISD

I N F A N T &
T O D D L E R

**Parent Handbook
2021-2022**

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MCKINNEY

INDEPENDENT SCHOOL DISTRICT

Dear Parent/ Guardian,

Thank you for choosing to enroll your student in McKinney ISD's Childcare Programs. We are dedicated to providing your student with the best of care, along with quality educational programs that are tailored to meet individual needs.

Our goal is for you to have peace of mind, while working in MISD, knowing your student is in a loving environment. We are all on the same team and your student should come home with nothing but positive experiences!

We are excited about being a part of McKinney ISD and providing this benefit to existing employees. Our handbook will provide you with information regarding staff, programming, payments, policies, and much more. Please take a moment to read through it carefully, as we know your student's experience in our program is important to you.

At any time, throughout the year, if you have any questions, please do not hesitate to call our main office at 469-302-2300 or e-mail me at pparmley@mckinneyisd.net.

Sincerely,

Dr. Pamela Parmley
Director of Childcare Programs
pparmley@mckinneyisd.net

Mission Statement of MISD Childcare Programs

MISD Childcare exists to create a positive, learning environment for children ages 6 weeks through five years of age by providing structured, educational programs and activities that are fun, engaging and age-appropriate.

Core Beliefs of MISD Childcare

We Believe...

...parents have an expectation for quality childcare.

...it takes the whole community to educate a child.

...children should have the opportunity to interact and create relationships with positive role models.

...children should have a variety of relevant learning opportunities that are differentiated for their ages, stages and needs.

... an atmosphere of love and gentleness is the most conducive approach to the development of a healthy, happy child.

Vision Statement of MISD Childcare

...create a positive, nurturing environment in which children have a sense of belonging.

...implement educationally appropriate activities and lessons, as well as provide children with successes to increase self-confidence.

...assure that each child is involved and has the opportunity to learn through play and direct instruction.

...provide a sound program with staff who utilizes proactive techniques in order to provide security and structure.

...present a curriculum which encourages kindergarten preparedness.



2021-2022 School Year



Non-School Day - Closed
School Day - Open
Teacher Workday- Open 7:00a - 4:30p
Bad Weather Day

July				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

August (22)				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September (21)				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October (21)				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November (17)				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December (13)				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January (20)				
Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

February (20)				
Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March (18)				
Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April (19)				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May (16)				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

The Office of Childcare Programs

Director	Dr. Pamela Parmley	pparmley@mckinneyisd.net 469-302-2306	Preschool Supervisor - MBHS	Kristin Bell	krbell@mckinneyisd.net 469-302-3590
Coordinator	Cody L. Bell	cbell@mckinneyisd.net 469-302-2302	Preschool Supervisor - MHS	Faith Crist	fcrist@mckinneyisd.net 469-302-5805
Coordinator / Club 360	Daniel Gibson	dagibson@mckinneyisd.net 469-302-2308	Infant & Toddler Supervisor – Lawson	Patricia Carley	pcarley@mckinneyisd.net 469-302-2420
Finance Specialist	Lorie Harvey	lharry@mckinneyisd.net 469-302-2307	Preschool Supervisor - MNHS	Linda Hazelton	lhazelton@mckinneyisd.net 469-302-4523
Finance Assistant	Carmen Alejos	calejos@mckinneyisd.net 469-302-2304			
Secretary	Azaleah Barreto	abarreto@mckinneyisd.net 469-302-2305			

Office of Childcare Programs
2107 W. Eldorado Pkwy. Ste. 109
McKinney, TX 75070

MISD Preschool @ MHS
1400 Wilson Creek Parkway
McKinney, TX 75069

MISD Preschool @ MNHS
2550 Wilmeth Road
McKinney, TX 75071

MISD Preschool @ MBHS
600 N. Lake Forest Drive
McKinney, TX 75070

MISD Infant & Toddler @ Lawson
500 Dowell Street
McKinney, TX 75071

Program Overview

MISD Infant & Toddler is a fee-based program located at Lawson Early Childhood School. The program begins at 6:30am and operates until 5:30pm. The program operates from August through May and follows the MISD workday calendar for teachers (operational hours are 7:00am – 4:30pm on teacher workdays). The program begins on 08/02/2021. MISD Infant & Toddler offers care to students younger than 24 months by 09/01/2021.

Allergies (food)

The Department of Health and Human Services requires that any student with a diagnosed food allergy have a Food Allergy Plan signed by their doctor. Students who do not have a Food Allergy Plan on file will not be allowed to attend MISD Infant & Toddler. Please plan ahead and get these prior to the 1st day of attendance.

Arrival

Locations	Drop-off Time	Pick-up Time
MISD Infant & Toddler	No later than 7:25am	No later than 5:30pm

Parents are to walk their student into the program and sign him/her in using our Procure Software System. It is a daycare licensing regulation to record attendance daily, so we do ask that parents make time to complete this task with their student each morning and afternoon. Please do not skip the procedure.

Parents are allowed to visit the program at any time to observe their student, the operation and/or the activities. They must sign in as a visitor and put on a badge. It is not recommended for parents to linger in the program as it may hinder the independence and growth of their student and also disturb the routine and learning of the other students in the classroom.

In the event a parent works at Lawson Early Childhood School he/she is not allowed to use a school key to enter the room. They must knock/buzz in and be identified prior to entering. Please keep these visits to a minimum as our days are scheduled and your visit may interrupt the flow of the day and the learning environment of all student in the classroom. To speak with the Preschool Supervisor, please call or email and schedule an appointment to talk about your student and their progress in the classroom.

When dropping off, parents are asked to enter the staff parking lot and drive alongside the back of the building for drop off and pick up. Parents are asked to park in the fire lane with their hazard lights on. Parents must be out of the fire lane by the time the busses will be unloading-NO EXCEPTIONS. If the busses are already parked in the lane, you must turn around and exit the parking lot. You will then have to park along Wolford Street and walk along the sidewalk to the school. For children ages 6 weeks to 3 years old, parents will enter at door number 18. Please contact the Infant & Toddler Supervisor if picking up early. Due to the design of MISD Infant and Toddler, we ask that the district employee with badge access be the primary drop off and pick up person.

Attendance

If your child will not be attending MISD Childcare because of a scheduled appointment, vacation or other planned absence, please notify MISD Childcare Staff in advance. Should a parent request that a child be checked out of MISD Infant & Toddler by a minor/sibling, he/she will be asked to provide a hand-written note authorizing the release. Although it is not recommended for a child to be picked up by a sibling who is a minor, we recognize this may be the only option for parents (form must be completed prior to 1st occurrence).

Bathroom

During the early years, there are many transitions regarding bathroom use and personal needs. MISD Childcare staff members are trained to be sensitive to these needs and utilize consistent methods. We ask that you send any needed personal supplies daily (wet wipes, disposable diapers, pull-ups, etc.). We do not permit the use of cloth diapers at MISD Infant & Toddler. Parents will receive a daily summary, via Tadpoles App, informing them of their child's bathroom habits.

Bulletin Board/General Information

The following items will be available for parents and staff during regular hours of operation. They will be located on a table near the front office.

- (1) License issued by TX HHS;
- (2) The letter or form from the most recent Licensing inspection or investigation;
- (3) The Licensing notice *Keeping Children Safe*;
- (4) Emergency and evacuation relocation plans;
- (5) Licensing *Notice of Availability for Review of*:
 - (A) The most recent fire inspection report, if applicable;
 - (B) The most recent sanitation inspection report, if applicable;
 - (C) The most recent gas inspection report, if applicable; and
 - (D) The applicable Licensing Minimum Standards;
- (6) Telephone numbers specified in §744.405 of this title and
- (7) Any other Licensing notices with specific instructions to post the notice.

Cancellation

Infant & Toddler Care requires a **two-week advance, written notice via email** in the event your child is withdrawing from the program. The notice must be given to the Office of Childcare Programs and the Infant & Toddler Supervisor. If notice is given after a child has withdrawn, full tuition will be charged for the month.

Changes in Policy

In the event that a policy of MISD Childcare changes, we will make every effort to notify the parents in writing prior to the change.

Communication

Communication with parents/guardians is important to the development of a child. During the year, teachers may ask for a parent conference to review the development checklists and progress of their child.

In addition, we welcome your feedback and input. All questions and concerns regarding MISD Childcare should be addressed with the Preschool Supervisor or the Director of Childcare Programs. Please do not contact the campus staff or principal, as the program is managed separately from the campus.

MISD Infant & Toddler is licensed and governed by the Minimum Standard Rules for Licensed Child-Care Centers by the Texas Department of Health and Human Services. All MISD Childcare Programs are operated by MISD; therefore, MISD Childcare Programs are also governed by the regulations of the Texas Educational Agency.

Each MISD Childcare program has a direct line to speak with staff. Please note, the line may not be able to be answered immediately, as the program on site does not have a receptionist and caring for children is our first priority. In the event of an emergency, you may also use the main Childcare Programs office number at 469-302-2300.

If you leave a message at the program, the staff can return calls during their "office hours" (i.e. nap time). Student absences from MISD Infant & Toddler are not considered an emergency and may be reported by leaving a message on the program line.

Child Abuse and Neglect

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). Any District employee, agent, or contractor has an additional legal obligation to submit the oral or written report within 48 hours of learning of the facts giving rise to the Abuse and Neglect

All MISD Childcare staff are trained in recognizing and reporting child abuse and neglect. This reporting is required by law should the staff have cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse, neglect, or is a victim of indecency with a child by any person. The call is typically made immediately but must be made no later than 48 hours after the hour the staff first suspects that the child has been or may be abused or neglected or is a victim of indecency with a child.

Parent trainings are available to help recognize and report child abuse and neglect. Information on this topic is available at each site. Contact the Preschool Supervisor for details (www.txabusehotline.org).

Discipline and Guidance Practices

MISD Infant & Toddler Staff are trained in positive strategies for preventing and managing inappropriate behavior. In addition, staff are trained to communicate with parents/guardians regarding behavior. Internal documentation is kept on severe behavior incidents.

Should a concern arise regarding a child's behavior/needs, parents will be contacted to discuss/review the situation. Staff will utilize a variety of appropriate interventions to address the inappropriate behavior.

If inappropriate behavior continues, or if a child's behavior becomes unsafe for him/herself or others, he/she may be suspended temporarily or permanently from membership.

Fighting, hitting or biting of any type will result in suspension.

In the event a parent is contacted to come and pick up his/her child due to behavioral concerns, the parent must make arrangements to come to the program as soon as possible, as we do not have "in-school suspension" areas or staff to provide a one-on-one ratio.

Temporary suspension may be from 1 to 3 days of the regular program. When a child is suspended, parents will be contacted to pick the child up from the program. A child who is suspended from MISD Infant & Toddler are may not come to the program on the days he/she is suspended and parents must make other arrangements for care. Refunds are not given for days missed due to suspension.

A meeting with the Preschool Supervisor or Director of Childcare Programs will be held to determine dismissal from the program. Ultimately, if a child's needs are greater than can be met in our staff to child ratio, MISD Infant and Toddler would not be a suitable option for care.

Dress Code

1. Students are expected to conform to the MISD student dress code.
MISD Student Dress Code
2. Students must wear tennis shoes at all times (In the event your child is wearing sandals, crocs or other shoes that are not deemed safe for gym games/outdoor play, your child may not be allowed to participate).
3. Students must wear shorts under skirts.
4. Students may not wear necklaces. (TX HHS Regulation)

Drills

Emergency drills will be conducted which include Fire, Tornado and Lock Down. Drills will be handled using the same procedures as MISD schools.

Emergencies

In the event of an emergency that requires assistance from the local fire or police department, a MISD staff will immediately contact 911 to report the emergency. MISD Infant & Toddler Staff are responsible for assisting and transporting all students safely out of the building in case of emergency. Students with special needs or disabilities will be assisted out of any MISD building and into safety according to their specific needs. Non-ambulatory children will need to be transported out in a wheeled mover, stroller, Bye-Bye Buggy or evacuation crib.

Once the group of students has arrived at the designated meeting location, the staff will take attendance to ensure that all students are present. During any evacuation, MISD Infant & Toddler Staff will collect a portable laptop or printed student records and carry it with them.

This will enable staff to have access to all student records for the duration of the evacuation/relocation.

In the event the students must be evacuated/relocated from the campus, the students will be moved to an alternate location (disclosed by MISD Safety and Security). Each MISD Preschool Staff will have a record of students in attendance for the day. Emergency communication with local authorities, parents and licensing will be initiated by the Childcare Programs office. In the event of an emergency, you may contact the Childcare Programs office at 469-302-2300. Students will be released to parents or authorized pick-ups according to direction from MISD Administration, MISD Security and/or McKinney Police Department.

Enrollment (based on child's age on Sept 1)

Any child or grandchild of a MISD employee from the ages 6 weeks-23 months may participate in MISD Infant & Toddler. MISD Infant & Toddler enrollments can be completed online at: <http://www.mckinneyisd.net/departments/childcare/registration/>.

It is the responsibility of the enrolling parent to update the form should any changes occur in phone/work/or other information including updates in immunization records.

Fire Lanes

Parents must not park in the fire lanes, as it is against the law. They are to use the designated parking space for childcare. Parking in the fire lanes may result in your car being ticketed and we cannot be held responsible for any fines incurred.

Gang Free Zone / Gun Free Zone

A gang free zone is a designated area around every school in McKinney ISD where prohibited gang related activity is subject to increased penalty under Texas law. The gang free zone is 1000-foot perimeter around MISD property. The Gang Free Zone is communicated to parents during the registration process, perimeter signs, and handbook. All MISD Schools and properties are designated as "Gun Free Zones".

Head Injury Report

Injuries to the head are taken very seriously. In the event a child receives an injury to the head during MISD Infant & Toddler, the child will be examined closely for signs of complications. Any signs of dizziness, headaches, nausea, staggering, difficulty breathing or extreme drowsiness will be addressed immediately. Staff will contact parents to make them aware of the situation and complete a Head Injury Report.

Head Lice (Pediculosis)

If it is determined that your child has Head Lice (Pediculosis), you must follow the guidelines listed below.

1. Child must be picked up and remain home for the next full school day.
2. Parent must provide proof of treatment given.
3. Nurse must check child before they are readmitted.
4. Staff will send the MISD Lice Fact Sheet to all parents.

Illness Exclusion Criteria

MISD Childcare recognizes that a child's health/immunization information must be kept current along with the enrollment forms and the MISD Health Form. Parents are also asked to include allergies, special diets, and/or emergency health information per the MISD Health Form located on the MISD website. At this time, MISD does not offer health checks for enrolled children.

Parents may be called in the event a child becomes sick and is not able to participate in our regularly scheduled activities. A child who becomes ill will be separated and the parent will be contacted immediately to come for him/her. It is important to note that our Infant and Toddler Program is designed to take care of well children, not children who are acutely ill.

The following is a list of symptoms that prohibits a student from being at the center:

1. An illness that prevents the student from participating comfortably in the child-care center activities including outdoor play.
2. An illness that results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other students in care.
3. A health-care professional has diagnosed the student with a communicable disease, and the student does not have medical documentation to indicate that the student is no longer contagious.
4. A student with any of the following symptoms must be excluded from school until such time as the student is symptom free for 24 hours:
5. For any other reason deemed necessary by the school for the safety of students and staff.
 - a. Vomiting or diarrhea. Students must remain home the next school day. Then they may return when they are 24 hours symptom free without the use of medication to control the symptoms.
 - b. Temperature of **100.0** or greater. Students must remain home the next school day. Then they may return when they are 24 hours symptom free without the use of fever reducing medications such as Tylenol/Motrin/Advil.
 - c. Any undiagnosed rash. Students can return only with a doctor's note, stating that the student is no longer contagious.
 - d. A rash with fever is an automatic exclusion. The child must stay home for the next school day. They must be fever free for 24 hours before returning without the use of fever reducing medication and must have a note from the doctor stating that they are no longer contagious.
 - e. For any infection, antibiotics must be taken for a minimum of 24 hours prior to re-admittance to school
 - f. Lice (Please see Lice Policy)

- g. Hand Foot and Mouth; students may return when the blisters are dried up and the student has been fever free for 24 hours.
- h. Undiagnosed scaly patches on the body or scalp. Can return with a doctor's note stating that they are not contagious.
- i. Red, draining eyes or discharge from the eye
- j. Intense itching with signs and symptoms of secondary infection
- k. Open, draining lesions or wounds
- l. Jaundice
- m. Pain and/or swelling at angle of jaw
- n. Discharge from the eyes/ears or profuse nasal discharge
- o. Symptoms of possible communicable disease such as lethargy, abnormal breathing, mouth sores with drooling, sore throat, headache, profuse nasal discharge, discharge from the ears, abdominal pain, behavior changes or other signs that the student may be severely ill.

We ask that when your student is sent home for an illness that you notify us with a diagnosis, and bring a doctor's note for them to return. If your student's illness does not require a doctor's visit, please send an e-mail to the Preschool Supervisor indicating that your student has been symptom free for 24 hours and is able to return to school and participate in all activities. *In the event of a medical emergency requiring 911, parents will be contacted along with school officials. A staff will remain with the student until the parent arrives. Enrollment information on the student will be made available to the medical personnel treating the student.*

MISD Infant & Toddler Staff are trained in administering medication, First Aid/CPR and defibrillator use All staff are trained in procedures for handling incidents and monthly drills are conducted in fire, tornado and lock downs.

Immunizations

Each student enrolled or admitted to a childcare center must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education and appropriate immunization and health records must be received prior to the first day of the program.

Inclement Weather/Emergencies

In the case of inclement weather and McKinney ISD closes, MISD Infant & Toddler will also be closed. In the event of a school delay, the program will be delayed for the same amount of time the district is delayed. For example: if the schools are delayed for two hours, MISD Infant & Toddler will open at 8:30 a.m. Please Note: MISD Childcare Programs will not credit for school days closed due to inclement weather.

If the weather begins to worsen throughout the day and road conditions are poor, we ask that you try to pick up your student up as soon as possible. This will allow our staff to also get home safely, before the conditions are not suitable for driving.

When outside temperatures exceed 95° Fahrenheit, outdoor activities may be limited to 10 minutes or less. In addition, students will not be allowed outside during high humidity days or when Heat Alerts/Advisories, Ozone/Smog Alerts are in effect for the city of McKinney.

When outside temperatures and or wind-chill factors are at or below freezing (32° Fahrenheit), students will not be allowed outside. Please remember to dress students accordingly for cold weather days.

Please make sure that your student has a change of clothes appropriate for the weather/change of seasons.

Late Pick Up

Late fees will be assessed at \$1.00 per minute beginning at closing time. Late pick up fees are due on the next day the student returns to the program. You are welcome to pay these fees by check or online. The staff do not have cash on hand for change, so exact fees are appreciated. Credits on your account cannot be used to pay late pick up fees. Credits can be used toward tuition only. Consecutive and or excessive late pickups of 3 or more could result in additional fees of \$5.00 per minute or being dropped from enrollment.

Licensing Guidelines

MISD Infant & Toddler is licensed by the Texas Department of Health and Human Services. Each location has a posted license and follows the requirements set forth in the Minimum Standards for Childcare Centers. At any time, you may ask the program staff to review the most recent Licensing Inspection Report or a booklet of the Minimum Standards.

Texas Dept. of Health and Human Services
Childcare Licensing

1 (800) 582-6036

550 East 15th Street, Suite #120
Plano, TX 75074

972-516-5767 (fax)

CPS CHILD ABUSE HOTLINE

1-800-254-5400

Website:

<https://hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing>

Meals and Snacks- Infant and Toddler

Parents are responsible for sending their student's meal each day. This includes formula, breastmilk and any "baby foods". All foods sent in from home need to be labeled with the student's first name, last initial and daily date. This includes all bottles and cups. MISD Infant & Toddler do not practice "Baby led Weaning". Infants without teeth can have food made at home, but it must be pureed or smashed. As an infant begins to have teeth, you can provide foods that are cut or shredded into tiny pieces, but not whole, and they should be soft enough for the baby to swallow without the possibility of choking. MISD Infant & Toddler has a comfortable area for parents who are breastfeeding. Students are required to wash their hands prior to any snack or meal.

Medication

MISD Infant & Toddler does not administer fever reducing medications such as Tylenol and Motrin. WE cannot accept students who are taking medication to reduce fever, nor can you give fever reducing medication at the center. If these medications are needed, your student should stay home. Giving fever reducing medications such as Tylenol/Motrin/Advil to "keep fever away" is against policy. Fever is a sign of infection, which likely means the student is contagious, and may be spreading illness to others.

MISD Infant & Toddler will not administer breathing treatments or inhalers to students under the age of 3.

Other medications, such as antibiotics, will be given if needed during school hours, provided we have documentation from the doctor with instructions for dispensing.

Parents with students who have medications must complete an "**Authorization for Dispensing Medication Form**" prior to the student attending the program.

MISD has a no tolerance policy regarding possession of medication of any kind at any time (prescription or non-prescription). All medications administered at MISD Childcare must be brought in the original container with our medication administration form completed and discussed with the Preschool Supervisor.

With safety as an important priority, we recognize that at times students will get minor scrapes, bruises, etc. during our program. To address this issue, each site is equipped with first aid supplies. Staff utilizes written documentation regarding minor injuries to parents, how it was handled and the care your students received. MISD Infant & Toddler has access to the campus nurse for emergencies only and only for the hours she is required to be there. All medications will be administered by a MISD Infant & Toddler Staff.

Naptime

State licensing guidelines requires a supervised rest or sleep period to be provided after the noon meal. Infants will follow their own individual schedule. Blankets, toys and soft items will **not** be permitted in cribs of students under 13 months, due to the risk of Sudden Infant Death Syndrome.

State licensing guidelines requires a supervised rest or sleep period to be provided after the noon meal.

Parents of students 18-23 months are asked to provide 1 small blanket for their student/students. They may also bring a travel size pillow and 1 quiet item that is not bigger than a loaf of bread. The sheets are washed weekly, unless it is necessary to wash sooner. Nap items may be kept in the student's cubby, although we ask that you take them home on Fridays for washing.

Please label all items sent with your student with first and last name, as we want to ensure they are kept separate.

Parent Concerns

MISD Childcare Programs welcomes your feedback and input. All questions and concerns regarding MISD Infant & Toddler should be addressed with the Preschool Supervisor or the Director of Childcare Programs. MISD Infant & Toddler has a direct line to speak with staff. This phone line is only answered business hours, although **messages may be left at any time.**

Parent Notifications

Parents will be notified after one or more of the following circumstances regarding their student:

- (1) Is injured and the injury requires medical attention by a health-care professional;
- (2) Has a sign or symptom requiring exclusion (see Illness Exclusion Criteria)
- (3) Has been involved in any situation that placed the student at risk. Or
- (4) Has been involved in any situation that renders the operation unsafe, such as a fire, flood, or damage to the operation as a result of severe weather.

(a) A MISD Infant & Toddler Staff will notify the parent of less serious injuries when the parent picks the student up from the operation. Less serious injuries include, but are not limited to, minor cuts, scratches, and contusions requiring first-aid treatment by employees.

(b) A MISD Infant & Toddler Staff will notify all parents of students in the operation in writing and within 48 hours of becoming aware that a student in our care or an employee has contracted a communicable disease deemed notifiable by the Department of State Health Services as specified in 25 TAC Chapter 97, Subchapter A

(c) A MISD Infant & Toddler Staff will provide written notice within 48 hours to the parents of all students in a group when there is an outbreak of lice or other infestation in the group. Staff will send an individual note to each parent.

Each student will have a designated cubby/locker to keep personal items. Although MISD Infant & Toddler Staff attempt to help students stay organized, the program cannot be responsible for lost personal property. Students are discouraged from bringing personal toys, games, or other items not necessary for program activities. In the event a student brings a personal item and it becomes a distraction, the item will be taken up by the staff on duty and returned to the parent at a later date.

During certain times of the year, parents may want to send in sunscreen and/or diaper cream. The sunscreen and diaper cream must be clearly labeled for your student and an MISD Medication Administration form will need to be completed by the parent.

Parents are asked to send students in comfortable clothing – as our activities will have a lot of movement and fun. Please make sure students are not sent in their best attire, as at times, art supplies may include paint. Staff will do their best to ensure clothing is protected from program supplies.

PROCARE

Procare is a server-based software program that MISD utilizes for student and staff tracking. This software will allow parents to check their own student out digitally. Each parent will need to be registered by a MISD Infant & Toddler Staff on their student's first day. If the parent has been previously registered, they will not need to be re-registered. Registration requires a bio-metric scan.

Release of Students

During the registration process parents will be able to designate who is able to pick up their student. In the case of shared custody or visitation rights, we must have a copy of the court document to determine who can add/change information. Corrections or additions to the information must be made in writing by the primary parent. Staff will not allow a student to leave with a person who has not been given parental permission.

In the event a person not listed arrives to pick up a student, we will call the parent listed. Students will not be released to a parent or an authorized pick-up smelling of alcohol/intoxicated. All persons allowed to pick up the student must be listed on the enrollment form, along with identification numbers (i.e. Driver's license) – this includes parents. All doors are secure and authorized persons will need to knock/ "buzz" in and must present picture identification (driver's license or similar) in order to pick up their student. Authorized persons must sign the student out before leaving using the Procure system.

Sign-Out/ Student Pick-up

All students should be dropped off and picked up in the school using PROCARE. All authorized pick-ups must provide a photo ID when picking up a student from Club 360 their first time. After the ID has been verified, a biometric scan (fingerprint) will be set up for that individual in our system. After the first time the individual will use the biometric scan system to pick a student up. If the form of I.D. does not match the information on the student's account or if the person does not have an I.D., a parent must be contacted to obtain direction. Once their pick-up authorization has been confirmed, the Infant & Toddler Staff will register the person on the PROCARE Child Tracking System.

Visitors

If a parent would like to visit the program, meet with a staff, or observe the program, they must sign-in as a visitor. A MISD Preschool Staff will escort and accompany the parent visitor. The parent must sign-in and sign-out to document the visit. Parents have the right to visit the program, as long as they are not interacting with other students and participating in the program as a volunteer. In addition, visitors must not engage in any activity that would make them appear to be a district representative. Prior appointments/arrangements are greatly appreciated.