



MISD Infant & Toddler Employee Childcare Parent Handbook

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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 adawson@mckinneyisd.net.

Sincerely,

Amy Dawson
Director of Childcare Programs
adawson@mckinneyisd.net

The Office of Childcare Programs

Director of Childcare	Amy Dawson	adawson@mckinneyisd.net 469-302-2306
Secretary	Nicole Thompson	nthompson@mckinneyisd.net 469-302-2300
Finance Specialist	Lorie Harvey	lharry@mckinneyisd.net 469-302-2307
Club 360 Program Coordinator	Maggie Darden	mdarden@mckinneyisd.net 469-302-2308
Employee Childcare Coordinator	Jennifer Harris	jharris@mckinneyisd.net 469-302-2304
Infant & Toddler Supervisor @ Lawson	Trish Carley	pcarley@mckinneyisd.net 469-302-2420
Preschool Supervisor @ MHS	Faith Crist	fcrist@mckinneyisd.net 469-302-5737
Preschool Supervisor @ MNHS	Linda Hazelton	lhazelton@mckinneyisd.net 469-302-4524
Preschool Supervisor @ MBHS	Hannah Byrd	hbyrd@mckinneyisd.net 469-302-3590

Office of Childcare Programs
510 Heard Street
McKinney, TX 75069

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

Employee Childcare Calendar

2024-2025 School Calendar

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
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29	30					

October 2024						
Su	M	Tu	W	Th	F	Sa
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27	28	29	30	31		

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
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February 2025						
Su	M	Tu	W	Th	F	Sa
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March 2025						
Su	M	Tu	W	Th	F	Sa
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23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
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27	28	29	30			

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- School Closed
- Bad Weather Make up Days
- Open Staff Development/Teacher Work Day
- Summer Program
- First and Last Day of School

July 31-Aug 7	Staff Development/Teacher Work Days
Sep 2	Labor Day - Closed
Sep 3	Staff Development/Teacher Work Day
Oct 11	Staff Development/Teacher Work Day
Oct 14	Holiday-Closed
Oct 15	Staff Development/Teacher Work Day
Nov 4-5	Staff Development/Teacher Work Days
Nov 25-29	Thanksgiving Break-Closed
Dec 23-Jan 3	Winter Break-Closed

Jan 6	Staff Development/Teacher Work Day
Jan 20	MLK Day-Closed
Feb 17	Holiday-Closed
Feb 18	Staff Development/Teacher Work Day
Mar 17-21	Spring Break-Closed
Mar 24	Staff Development/Teacher Work Day
Apr 18	Good Friday-Closed
May 23	Staff Development/Teacher Work Day
May 26	Labor Day-Closed
May 27	Staff Development/Teacher Work Day

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 07/31/2024. MISD Infant & Toddler offers care to students younger than 18 months by 09/1/2024.

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. If a student develops a food allergy throughout the year, you must turn in a food allergy plan within 24 hours in order to attend. MISD Infant & Toddler is a NUT FREE Center.

An allergy plan needs to be turned in for any other allergies such as ant bites, bee stings, etc.

[MISD Individualized Health Plan - Life Threatening Allergy](#)

Arrival

Locations	Drop-off Time	Pick-up Time
MISD Infant & Toddler	No later than 8:00am	No later than 5:30pm

Parents are to walk their student to door #19 where you will be greeted by a staff member. Parents will drop off child at the classroom door with teacher. Please sign in at the kiosk before taking your child to their classroom. This includes parents who work on the Lawson campus. It is a 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.

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. Parents must knock/buzz in and be identified prior to entering. Visits should be kept to a minimum as our days are scheduled and parents visit may interrupt the flow of the day and the learning environment of all students in the classroom. To speak with the Supervisor, parents can call/email and schedule an appointment.

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. They 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, the parent must turn around and exit the parking lot. They will then have to park along Wolford Street and walk along the back sidewalk to door #19.

Attendance

If a student will not be attending MISD Infant & Toddler because of a scheduled appointment, vacation, or other planned absence, please notify the staff in advance. Although it is

not recommended for a student to be picked up by a sibling who is a minor, we recognize this may be the only option for parents. The minor needs to be listed in Eleyo as an authorized pick up and bring their school identification.

Bathroom

During the early years, there are many transitions regarding bathroom use and personal needs. Our staff are trained to be sensitive to these needs and utilize consistent methods. We ask that parents 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

MISD Infant & Toddler requires a **two-week advance, written notice via email** in the event a 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 Infant & Toddler 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 feedback and input. All questions and concerns regarding MISD Infant & Toddler should be addressed with the Supervisor or the Employee Childcare Coordinator. 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.

MISD Infant & Toddler 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 priority. Please refrain from contacting the child's teacher via classroom phone or text message during program hours. They will be engaged with students and counted in ratio. In the event of an emergency, parents may also use the main Childcare Programs office number at 469-302-2300, or leave a message on the infant and toddler office phone at 469-302-2420.

If a message is left, a staff can return calls during their "planning 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

MISD Infant & Toddler 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 I&T 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 within the hour, 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 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 Supervisor 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

Students are expected to conform to the MISD student dress code.

[McKinney ISD Student Dress Code](#)

Students must wear **Tennis Shoes** at all times (In the event a student is wearing sandals, clogs, cowboy boots, or other shoes that are not deemed safe for gym games/outdoor play, the student may not be allowed to participate). Children who are of the age to wear shoes, must keep them on at all times throughout the day, this includes nap time. Once the student turns 12 months of age or if the student begins walking earlier than 12 months, the student must wear shoes.. Students must wear shorts under skirts. Students may not wear necklaces. (TX HHS Regulation)

Students need to come to school dressed and ready for the day.

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 member will immediately contact 911 to report the emergency. All 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, a staff will take attendance to ensure that all students are present. During any evacuation, a staff member 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). The 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, parents 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)

MISD Infant & Toddler enrollment/placement/tuition is based on the age of each student on September 1st. This standard allows an efficient transition from each age-based classroom to the next. Tuition rates are locked in at the beginning of the year based on each child's age/placement.

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

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 also 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 the program hours of operation, 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 an Incident Report.

Head Lice (Pediculosis)

If it is determined that a child has Head Lice (Pediculosis), parents 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 Infant & Toddler recognizes that a student'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. Currently, MISD Infant and Toddler Program does not offer health checks for enrolled students.

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 pick up. Student needs to be picked up within the hour. Refusal to pick up your child could result in termination from the program.

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. Any reason deemed necessary by the school for the safety of students and staff
5. 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 without the use of medication or fever reducers:
 - * NOTE: 24 hours always means the full next day*
 - a. Vomiting or diarrhea. Students must remain home the next school day. 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. They may return when they are 24 hours symptom free without the use of fever reducing medications such as Tylenol/Motrin/Advil. Staff will not recheck a fever, once a fever has been indicated, the fever stands.
 - c. Any undiagnosed rash. Students can return only with a doctor's note (stating that the student is no longer contagious). Any rash with blisters must be dried up before returning to school.
 - 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. Students must remain home the next school day.
 - 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.
- p. Students who have been transported by ambulance or admitted to a hospital or urgent care for treatment should email the infant and toddler supervisor with a doctor's release noting they are allowed to return to school prior to coming to school.
- q. Students who have been under anesthesia for any reason must stay home a minimum of the full next school day.
- r. Students who have taken any form of laxative must stay home until the symptoms have subsided.
- s. Students who need a breathing treatment to sustain their day must stay home.
- t. If the campus nurse determines a student would benefit from a breathing treatment, the student will need to be picked up.
- u. If the student has irregular stats such as pulse ox level or heart rate, student will need to be picked up immediately.
- v. Illnesses such as Flu, RSV, and Covid, children must stay home for 3-5 days depending on the severity of the illness. Before returning to school, parents must check in with the supervisor about their return date.

When a student is sent home for an illness, the parent must notify the staff with a diagnosis and email a doctor's note to the Supervisor prior to their return. If the student's illness does not require a doctor's visit, the parent should send an e-mail to the Supervisor indicating that the student has been symptom free and fever free without the use of fever reducers for 24 hours and is able to return to school and participate in all activities.

A doctor's note with a diagnosis and suggested return date does not supersede our policies.

Please provide doctor's notes for any known medical diagnoses such as eczema, clogged tear duct, etc.

If a child's behavior changes after an injury, the parent will be notified to pick up the child to be monitored at home.

In the event of a medical emergency requiring 911, parents will be contacted along with school officials. A staff member 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. Parents are required to keep immunization records up to date.

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 parents try to pick up the students 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 each 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. Credits on the 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 being dropped from enrollment.

Licensing Guidelines

The 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, parents may ask the program staff to review the most recent Licensing Inspection Report or a copy 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: [HHS Childcare Regulation](#)

Meals and Snacks

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 does 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, parents can provide foods that are cut or shredded into tiny pieces, and they should be soft enough for the baby to swallow without the possibility of choking. For allergy reasons, parents are encouraged to try new foods at home before they are sent to the program. Students are required to wash their hands prior to any snack or meal.

MISD Infant & Toddler will provide comfortable area for parents who are breastfeeding.

Medication

MISD Childcare Staff does not administer fever reducing medications such as Tylenol and Motrin. Students can't be admitted into the program that are fever reducing medications, nor can parents give fever reducing medication at the center. If these medications are needed, the student should stay home for the full next day, this includes for teething and pain. 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.

Parents must notify the supervisor of any medications their child is taking.

MISD Infant & Toddler Staff will not administer breathing treatments or inhalers to students under the age of three. Students put on breathing treatments must stay home a minimum of 24 hours (full next school day) before returning to school. Students who take breathing treatments as needed are permitted to return to school the next day. Students who need a breathing treatment to sustain their day should remain home until the treatment is no longer needed. Other medications, such as antibiotics, will be given if needed during Infant & Toddler 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. Medication must be in the original container. The health plan from the doctor and the pharmaceutical label must have matching instructions.

Medication - Over the counter

Medication - Prescription

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 Infant & Toddler must be brought in the original container with our medication administration form completed and discussed with the Supervisor.

We recognize that at times students will get minor scrapes, bruises, etc. during our program. To address this issue, the program is equipped with first aid supplies. MISD Infant & Toddler Center has access to campus nurses for emergencies only and only for the hours the nurses are required to be there (8:00 am - 3:00 pm). All medications will be administered by the campus nurse

or MISD Infant & Toddler Staff. Parents will be called before any medications are administered to their child.

Naptime

HHS Childcare Regulation guidelines require 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 18 months, due to the risk of Sudden Infant Death Syndrome.

Parents of students 12-17 months who are no longer sleeping in cribs are asked to provide 1 small blanket for their student. They may also bring a travel size pillow and 1 quiet item that is not bigger than a loaf of bread. Crib Sheets are washed weekly unless it is necessary to wash sooner. Nap items must fit into the students backpack and go home each day. Please label all items sent with the student with first and last name, as we want to ensure they are kept separate.

Parent Concerns

MISD Childcare Programs welcomes feedback and input. All questions and concerns regarding the program can be addressed with the Lawson Infant & Toddler Supervisor (469-302-2420). The program has direct lines to speak with staff. These phones are only answered during MISD Preschool hours, although **messages may be left at any time**. Parents are encouraged to use this line.

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 healthcare 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.
 - (4) Has been involved in any situation that renders the operation unsafe, such as a fire, flood, or damage to the operation because of severe weather.
- (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) 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) 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.

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 the 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, markers, dotters, etc. The staff will do their best to ensure clothing is protected from program supplies.

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. 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 child's account, 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) to pick up their student. Authorized persons must sign the student out before leaving using the Eleyo system.

Sign-Out/ Student Pick-up

After the student registration is completed, the parent will receive a confirmation email. Parent will pick up at door #19 where they will be greeted by a staff member. Staff will check the identification to make sure the person is an authorized pick up. Staff will check the student in and out on Eleyo then have the parent go to the classroom door to pick up student from the teacher.

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 staff member will escort and accompany the parent visitor. Parents have the right to visit the program if 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.