



# **MCKINNEY|SD**

## **CHILDCARE PROGRAMS**

### MISD Summer Preschool Parent Handbook

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This handbook contains information specific to Preschool Summer Camp, but does not include all of MISD policies/procedures. It is meant to be a supplement, which outlines unique features of the preschool program and at times may be more restrictive than MISD policies/procedures.



	SUN	MON	TUE	WED	THU	FRI	SAT
<b>MAY 2024</b>				■	■	■	■
	■	■	■	■	■	■	■
	■	■	■	■	■	■	■
	■	■	■	■	■	■	■
	■	■	■	29	30	31	
<b>JUNE 2024</b>							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						
<b>JULY 2024</b>		1	2	3	■	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	■			

First Day of Summer Program: Wednesday May 29

CLOSED: July 3, 4, 5

Last Day of Summer Program: Tuesday July 30

Preschool Summer Camp is a childcare program developed by McKinney Independent School District. The program is designed to be fun and exciting. Students are divided by age into appropriate classrooms. Each classroom will have a teacher/leader.

Preschool Summer Camp is required to be licensed by the Health and Human Services. The program will follow the guidelines stated in the "Minimum Standards for Child Care Centers" as well as all MISD policies and regulations.

[Minimum Standards for Child Care Centers](#)

For additional information please contact the Office of Childcare Programs at 469-302-2300 or visit the website at [MISD Department of Childcare](#).

## **Mission Statement of Childcare Programs**

MISD Childcare Programs exists to provide a safe, consistent environment for students by providing structured, educationally enhanced programs and activities that are fun, engaging, and age-appropriate.

## **The Office of Childcare Programs**

Director of Childcare	Amy Dawson	<u>Email Amy</u> 469-302-2306
Secretary	Nicole Thompson	<u>Email Nicole</u> 469-302-2300
Finance Specialist	Lorie Harvey	<u>Email Lorie</u> 469-302-2307
Employee Childcare/Preschool Coordinator	Jennifer Harris	<u>Email Jennifer</u> 469-302-2304
Club 360 Program Coordinator	Maggie Darden	<u>Email Maggie</u> 469-302-2308

Mckinney High Preschool  
1400 Wilson Creek Parkway  
McKinney, TX 75069

## **Allergies (food)**

TX Childcare Regulation (HHS) requires that any child with a diagnosed food allergy submit 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 camp. Please plan ahead and get these prior to the 1<sup>st</sup> week of camp you need for your child to attend. Forms must be turned in on the Wednesday prior deadline of the 1<sup>st</sup> week your child is scheduled to attend camp.

MISD Individualized Health Plan – Life Threatening Allergy

***MISD Infant/Toddler Preschool Summer Camp is a Nut Free Program.***

## **Arrival**

Parents are to walk their student into the building and sign him/her in using Eleyo. 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. You will then be directed to the appropriate classroom.

Parents are allowed to visit the program at any time to observe their student, the operation and/or the activities. Parents 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 disturb the routine/learning of the other students in the classroom.

## **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. If your student is not yet potty-trained, the staff will continue to emphasize these skills at school. 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 in our preschool programs.

The younger 2's will have scheduled times throughout the day to go to the bathroom and will be encouraged and supported as needed. The 3's and up will be reminded / asked throughout the day but are allowed to go as needed.

Children in diapers who are not potty trained are changed every two hours or as needed in between. If your child is in diapers, please bring a surplus of diapers and wipes to keep on hand at the center. Be sure to label them with your child's name.

## **Bulletin /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. The DFPS Minimum Standards for Child Care

Centers and the most recent licensing inspection is also available for parents (hard copy is available online).

- (1) License issued by Health and Human Services;
- (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.

## **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 suspicion ([www.txabusehotline.org](http://www.txabusehotline.org)).

## **Communication**

We welcome your feedback and input. All questions and concerns regarding MISD Preschools should be addressed with the staff or the Employee Childcare Coordinator. Please do not contact the campus staff or principal, as the program is managed separately from the campus.

The MISD Preschools are licensed and governed by the Minimum Standards for Licensed Childcare 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.

The MISD Preschools have a direct line to speak with staff. Please note, the line may not be answered immediately, as the program on site does not have a receptionist and caring for students is our top 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 will return calls during their “planning hours” (i.e. nap time). Student absences from the MISD Preschools are not considered an emergency and may be reported by leaving a message on the program line.

## **Discipline and Guidance Practices**

MISD staff members are trained in positive strategies for preventing and managing inappropriate behavior. In addition, staff members are trained to communicate with

parents/guardians regarding behavior through verbal feedback. 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 or hitting 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 one 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 Preschool Summer Program 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 a Coordinator may be held to determine conditions for return to program.

## **Dress Code**

Students are expected to conform to the MISD student dress code. In addition, they 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, your child may not be allowed to participate. To view the McKinney ISD dress code, please click this link.

[McKinney ISD Student Dress Code](#)

## **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.

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, 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 HHS Childcare Regulation 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.

## **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 Preschool Summer Program, 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 members will contact parents to make them aware of the situation.

## **Hours, Days, Months of Operation**

Preschool Summer Camp is a fee-based program located at McKinney High School. The program opens at 6:30 a.m. and continues until 6:30 p.m., Monday through Friday (except for 7/3-5/24) The first day of operation will be May 29, 2024 and the last day will be July 30, 2024.

## **Illness Exclusion Criteria**

MISD Preschool Summer Program recognizes that 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 Preschool Summer 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.

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:
  - 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.
  - 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. 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.

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 Preschool Summer Staff 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 Preschool Summer Staff indicating that the 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 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.*

Preschool Summer 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.

### **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 online via Eleyo. 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 being dropped from enrollment.

### **Meals and Snacks**

ARAMARK is McKinney ISD's food service provider. ARAMARK offers breakfast and lunch meal programs, after-school snacks, catering, nutrition education, and retail design and operations. Under the direction of the food service professionals with ARAMARK, McKinney ISD is able to focus on providing an excellent education to students, while ARAMARK ensures that the district is in compliance with all federal and state regulations. The ARAMARK team is devoted to helping students flourish!

A breakfast and lunch will be served each day by Aramark at MISD Preschool Summer Program. An afternoon snack will also be provided. Water is available at all times. Children under 2 years of age will need to bring all snack and meals for the day.

### **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 taking medication to reduce fever, nor can parents give fever reducing medication at the center. If these medications are needed, the 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 Preschool Staff will not administer breathing treatments or inhalers to students under the age of 3. Students over the age of 3 will be determined on a case-by-case basis by the Preschool Supervisor/Teacher and the MISD Health Department.

Other medications, such as antibiotics, will be given if needed during preschool 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 - 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 Preschools must be brought in the original container with our medication administration form completed and discussed with the Preschool 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.

### **Naptime**

State licensing guidelines requires a supervised rest or sleep period to be provided after the noon meal. Children under 18 months will need to complete a [Feeding/Nap Schedule Form](#). Parents 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. Cots will be provided for all students. The cots are student specific and labeled, to ensure each student remains on his/her assigned cot. 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.

In the event a student is not sleepy or is "growing" out of a nap, we are required to have them rest for at least one hour or an age-appropriate rest. After this initial hour, if he/she is not sleeping they will be given an alternative quiet activity. We do ask that parents talk with their student about this needed rest time and how rest is important for their growing bodies.

### **Parent Concerns**

MISD Childcare Programs welcomes your feedback and input. All questions and concerns regarding the program can be addressed with Employee Childcare Coordinator. 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 Preschool 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 Preschool 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 Preschool 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. The staff will send an individual note to each parent.

**Payment Options and Requirements**

**Summer Membership Fee:** \$30.00 per child

5 days per week, M-F		4 days per week, M-Th		3 days per week	
6 weeks-11 months	\$260/week	6 weeks-11 months	\$208/week	6 weeks-11 months	\$156/week
12 months - 23 months	\$240/week	12 months - 23 months	\$192/week	12 months - 23 months	\$144/week
2 years old	\$220/week	2 years old	\$176/week	2 years old	\$132/week
3 years old	\$210/week	3 years old	\$168/week	3 years old	\$126/week
4-5 years old	\$200/week	4-5 years old	\$160/week	4-5 years old	\$120/week

**Payment Options:**

- 1) Accounts will be billed weekly. Payment by credit card will need to be made online through Eleyo - <https://mckinneyisd.reg.eleyo.com/> . You must be registered on Eleyo to make a payment. Tuition is not payroll deducted over the summer.

The person listed on the online summer application as the primary parent/guardian will be the person responsible for the full payment of this account and any fees incurred due to late pickups. Please

Note: MISD Childcare Programs will not credit or refund for any days closed due to inclement weather, for illness or days missed.

## **Personal Belongings**

Students are discouraged from bringing personal toys, cell phones, iPads, money, or other items not necessary for school activities to Summer Camp. In the event a child's personal items become a distraction to others or the program, they can be taken by staff members and stored until parents arrive to claim them. MISD and Preschool Summer Program are not responsible for lost, stolen or damaged items.

## **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**

Parents are required to walk into the building and sign their student out daily in the Eleyo system. Please bring your identification to verify authorize pick up until staff are familiar with all families.

## **Visitors**

Due to increased caution regarding the spread of communicable diseases, visitors will not be allowed in the building without an appointment. Appointments must be made 24hrs in advance by calling 469-302-2300.

## **Emergency Preparedness Plan**

Evacuation (On Site): McKinney High School Parking Lot  
Relocation Point: MISD Stadium  
500 Dowell Street, McKinney, TX 75071

### Evacuation and Relocation Procedure

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. Childcare staff are responsible for assisting all students safely out of the building in case of emergency and to MISD relocation vehicles if necessary. Students with special needs or disabilities will be assisted out of any MISD building and into safety according to their specific needs. Once the group of students has arrived at the designated meeting location, the staff member will take attendance to ensure that all students are present. During any evacuation, a Summer Camp Manager will collect a portable laptop or printed student records and carry it with them. This will enable staff members to have access to all student records for the duration of the evacuation.

Each Club 360 Summer Camp staff will have a record of students in attendance for the day. All parents will be notified via email explaining the change in location immediately. Students will be released to parents or authorized pick-ups according to direction from MISD Administration, MISD Security and or McKinney Police Department.

### Sheltering/Lock-Down Procedure

In the event of emergency in which assistance is required from the local police department, a MISD Staff member will immediately contact 911 to report the emergency. Childcare staff are responsible for assisting all students to the closest lockable room. The students will be instructed to sit on the floor and remain absolutely silent.

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### Important Numbers

MHS Address:	1400 Wilson Creek Pkwy, McKinney, TX 75069
Emergency Number:	911
MHS Telephone Number:	469-302-5721
Office of Childcare Programs:	469-302-2300
Poison Control:	1-800-222-1222
Child Abuse:	1-800-252-5400 <a href="http://www.txabusehotline.org/">http://www.txabusehotline.org/</a>
Texas DFPS Intake #:	1-800-582-6036
Child Care Licensing:	550 E. 15 <sup>th</sup> Street, Suite 120, Plano TX, 75074
Kathleen Tortaloni (Lic. Rep.):	469-340-9648
Tiffany Hall (Lic. Super.):	469-229-6929