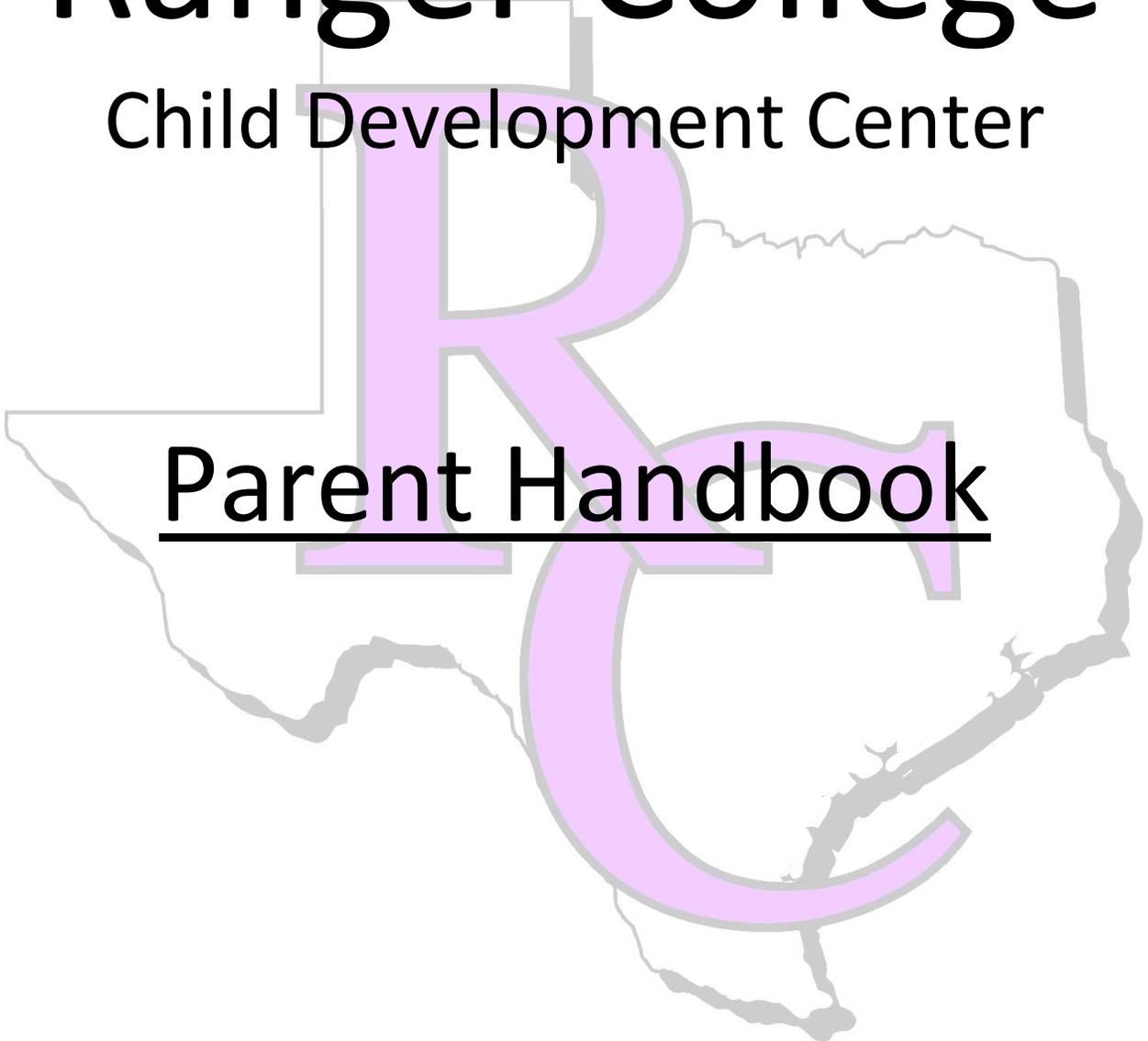


# Ranger College

Child Development Center



## Parent Handbook

1815 W. Lingleville Road  
Stephenville, TX 76401



## WELCOME

The Ranger College Child Development Center and After School program was established to provide quality child care programs aimed at helping parents fulfill work, study, and family responsibilities without sacrificing their occupational or educational goals or the quality of their family life. With that goal in mind, the Ranger College CDC and ASP serves multiple roles for staff, faculty, and students at Ranger as well as the community of Stephenville. The mission of Ranger College Child Development Center and After School Program is to provide a learning experience for college students engaged in the study of child development and education, and to provide a pleasurable learning experience for children enrolled in these programs. The programs and policies are designed to be consistent with the college mission as an institution of higher education, while placing as foremost the quality of care received by the children enrolled. This handbook will provided an overview of those roles well as important information regarding program policies and activities.

One role of the Ranger College CDC and ASP is to provide an environment that facilitates research and learning opportunities for faculty and students. This environment will not compromise the quality of the program that children experience or intrude upon the privacy of children or their families. The staff of Ranger College CDC and ASP may participate in research activities with a variety of faculty and students across campus.

An additional role of Ranger College CDC and ASP is to provide the community with a model of high quality, professional childcare. This model includes provision of a curriculum that reflects the current understanding of the best child care practices. Professional staff of the Ranger College CDC and ASP is expected to be active in the childcare community by participating in professional associations and sharing their expertise with other child care groups in the community.

The Ranger College CDC and ASP administrative staff, teachers, and faculty work as a team to make recommendations concerning programming, planning, and other functions. We encourage parents to discuss their concerns with teachers and directors, whenever questions or problems arise. As part of the annual program evaluation of the program, parents are asked to complete a questionnaire rating their satisfaction with various aspects of program operations. We look forward to working with you to provide a positive experience for children.

## OPERATIONAL POLICIES

### Enrollment

The Child Development Center will accept children ages 12 months - 5 years of age. The After School Program will accept children enrolled in the pre-k – 4th grades. The Summer Program will accept children entering K-4<sup>th</sup> grades.

All enrollment and permission forms must be completed prior to the children's first day in the program. A current shot record verifying that immunizations are up-to date is required at the time of enrollment of the CDC.

### Notification of Changes

Parents are expected to notify the program staff immediately and in writing of any change in name, address, employment location, and/ or phone numbers so they can be contacted in case of an emergency.

Without accurate information concerning your place of employment, we cannot inform you if your child becomes ill or has an accident. If the name and/or number of the child's physician changes, this information must be provided to the program staff as soon as possible. A form for these purposes can be obtained from the office.

### Hours

The Child Development Center opens at 7:30 a.m. and closes at 5:30 p.m., Monday through Friday. There is a \$5.00 per minute charge added to your bill if your child is not picked up by closing time.

The After School Program opens at "end of the school day" (approximately 3 p.m.) and closes at 5:30 p.m., Monday through Friday during the school year. The program will operate on all school days as well district early release days. There is a \$5.00 per minute charge added to your bill if your child is not picked up by closing time.

## **Tuition**

Child Development Center:

Contracts are per semester and payments are due monthly: Preschool Class \$500 per month for full time care, \$409 per month for 4 days per week, and \$313 per month for 3 days per week and \$209 per month for 2 days per week. Toddlers classes (2 years) are \$558 per month per month for full time, \$455 per month for 4 days a week and \$348 per month for 3 days a week, and \$231 per month for 2 days a week. Infant classes (12-23 months) are \$587 per month for full time, \$486 per month for 4 days a week, \$371 per month for 3 days per week, and \$246 per month for 2 days a week. We also offer the option for you to pay the daily drop in rate which is \$32 for preschool, \$33 for toddlers, and \$35 for infants. Fees include breakfast, morning snack, lunch, and afternoon snack while the child is in attendance. All fees are subject to change however, 30 day notice will be given before the changes occur.

Payments are due in FULL by the 1<sup>st</sup> month (or first working day of Month) or you may split the payments per month and pay the first half on the 1<sup>st</sup> and the second half on the 15<sup>th</sup>. If the account becomes more than 30 days past due the child's space will be forfeited and the account will be turned over to collections. It is further understood that should the account be placed with a collection agency for collection, the payer(s) listed on file, will be responsible for all collections cost.

An insurance/supply fee of \$125.00 per year per full time child, and \$100.00 per year per part time child, and \$80.00 per year per After School Program child is due with the first month of the semester's payment. Supply fees may be split up into 2 semester payments (fall & spring): \$75.00 per full time child for the fall semester and \$50.00 in the spring semester, \$50.00 per part time child for the fall and spring semesters, \$40.00 per ASP child for the fall and spring semesters.

For children enrolled part time at the CDC:

If you would like to change your child's schedule, please notify the Director, in the writing, at least 30 days in advance of the requested change. Requests are granted only if there is availability. Part time schedules may only be changed to full time if there is a full time slot available.

Requests for additional days and/or hours of care must be submitted in writing to the Director at least one week in advance. Temporary changes may not be in effect for longer than one week. Families will be charged additional tuition for childcare during times that are not part of the child's regular schedule. Requests will only be approved if space is available. Requests made due to emergency situation and/or Program holidays falling on regularly scheduled days can be accommodated only when space is available and with the approval of the Director. Part time is not available for all semesters.

After School Program:

The After school Program is located at:  
1815 W. Lingleville Road in Stephenville  
254.968.1070

Tuition for the After School Program is \$50.00 per week (\$40.00 supply fee per semester) and is due the first day your child attends each week. This fee includes an afternoon snack when your child is in attendance. All fees are subject to change however, 30 day notice will be given before the changes occur. Operation hours for the after school program are “end of school day” until 5:30 p.m.

Payments are due in FULL on the 1<sup>st</sup> day of the month. A late fee of \$20.00 will be assessed if payment is not received by the 10<sup>th</sup> day of the month. If the account becomes more than 30 days past due the child’s space will be forfeited and the account will be turned over to collections. It is further understood that should the account be placed with a collection agency for collection, I, we or either of us, will be responsible for the collection costs.

A two-week (14 calendar days) notice is required prior to the withdrawal of the child from the center for any reason. Fees must be paid for the month, even if the child does not attend the program during the period. There will be not deductions for illness, vacation, holidays, or other days that the program may be closed.

### **Drop in Care**

Children may attend the After School Program as a “drop-in” or as-needed basis. Please contact the program staff prior to the day your child will attend. Requests will only be approved if space available. Requests made due to emergency situations van be accommodated only when space is available and with the approval of the Director. Children that attend as a “drop-in” will be charged\$32 for preschool, \$33 for toddlers, and \$35 for infants per day.

### **Meals (RCDC and RASP)**

Breakfast is served at 8:30 a.m., morning snack during the 10 a.m. hour, lunch is served between 11:45-12:00 depending on the age group, and the afternoon snack is served during the 2 – 3 p.m. hour. Please make every effort to have your child here by these times if they will be eating. Additionally, if your child arrives after 9:00 a.m. and has not eaten please notify staff, we will provide a small healthy snack. We believe full bellies make way for learning minds. Children who are hangry tend to have a difficult time focusing, often display challenging behaviors and do not interact with peers in a positive way. Foods high in sugar (ex: pop-tarts, sugar-coated cereal, and donuts) do not prepare children for a day of learning. Lifelong eating habits are developed during the early childhood years. Children in the program will learn to eat a well-balanced and healthy diet. Weekly menus are posted and in advance for the convenience of parents. Whenever possible, these menus are followed. When substitutions are made, the parents are informed on the menu posted by the front door. RCDC uses the United States Department of Agriculture recommended meal patterns and portion sized for school children as

a guide. Copies of these guidelines are available in the center office. Healthy, nutritious foods are emphasized. No artificial juice or fruit flavored drinks are served. Foods and beverages sweetened with NutraSweet or other artificial sweeteners are not served. Low sugar and low sodium items are offered daily. Fresh fruits and vegetables and whole grains will be included as often as possible. Children are encouraged, but not forced, to eat the foods that are offered. Teachers eat with the children to set an example for desirable social conduct and provide information about nutrition and eating habits. Children should not bring food to the center. Food exceptions will be made only in the case of allergies or a special diet prescribed by a physician or religious dietary restrictions. Parents must file a request for special diets that fit these exceptions.

After school program:

Snack will be provided each day and will be available from 3:45-4:15pm.

### **Rest (CDC)**

Children at the CDC will be given an opportunity to nap or rest each day. Children who do not sleep will be encouraged to rest quietly for at least a minimum of 30 minutes and a maximum of 90 minutes. Children who do not fall asleep after this time will be offered quiet alternative activities. Rest time is part of the daily schedule posted in each classroom. Each child will need to bring a travel size pillow or pillow pet and a blanket. All bedding items are to be taken home each week to be laundered.

### **Closings (CDC and RASP)**

Child Development Center:

The Child Development Center will be closed on the days when the college is closed. Days that we will be closed are posted outside the classroom at all times. Please be aware that the College can close early or unexpectedly. Additionally, the CDC will not operate on Good Friday each Year. This day is reserved for center maintenance.

Ranger After School Program:

The RASP will be closed during the SISD holidays and closures.

### **Observations**

College students may conduct observations of the children enrolled in RC CDC and RC ASP. As a laboratory school, students enrolled in Early Childhood Education, Interdisciplinary studies, Kinesiology, Nursing, and/ or Psychology may conduct observations and/ or interact with the enrolled children. At no time will a non-staff member, volunteer or observer be left alone with the children. All volunteers or observers must complete a background check, participate in orientation and continue to take training that applies to early childhood.

### **Policy Changes (CDC and ASP)**

Parents will be notified in writing prior to any policy changes. Changes in fees will occur at the beginning of a fall semester and parents will receive prior notification before any changes are made.

### **Children with Special Needs (CDC and ASP)**

The Ranger College CDC and ASP will accept children into the programs who will benefit from the group experiences provided. The programs reserve the right to determine if the program and/ or facility can be adapted to meet a child's needs. Enrolled children who are identified as having a special developmental, educational, or behavioral needs may be referred for evaluation.

## **HEALTH AND SAFETY**

### **Health**

The goal of Ranger College CDC and ASP is to provide child care to healthy children. Neither the physical facility, nor the staffing is designed to care for children who are sick. Sick children need closer supervision than we can provide. Lack of separate ventilations systems mean that having ill children in the program presents the possibility of infecting others. We understand that parents need to be at work without interruption and that RC stresses the importance of employees reporting to work in a dependable manner. However, if we take a child who is ill and that child infects other children, work schedules of many people can be interrupted. We use the guidelines developed by the American Academy of pediatrics and the American Public Health Association to protect the children and to minimize the inconvenience to parents. Parents who repeatedly fail to follow policies related to the exclusion of ill children from the program may be required to withdraw their child from the program.

Current immunization records for staff, volunteers, (including TB testing) and children will be kept on file.

Children RCDC will have a hearing and vision screening once during a physical year. Free hearing and vision screenings will be offered for every student each semester.

### **Employee Immunization Policy**

All employees of the CDC and ASP are encouraged by policy to take part in vaccinations. The Ranger College CDC and ASP encourages employees to be vaccinated for: pertussis, and the flu, meningitis, and hepatitis B. These are not requirements instead recommendations for a healthy work place.

### **When Should A Child Stay Home?**

1. Fever

The child's Temperature should be normal without medications for 24-hours before the child is brought to the program (this includes temperatures due to teething and/ or ear infections). If your child has a fever in the evening, he/she should not be brought to the program in the morning, even if his/her temperature is normal. Temperatures often are lower in the morning and rise again in the afternoon.

Fever is Defined as an oral temperature of 100.4 degrees or greater, rectal temperature of 100.1 degrees or greater, or armpit temperature of 99.4 degrees or greater.

1. Vomiting

If your child vomits during the night, he should not be brought to the program the next day, unless you are confident that the vomiting was not due to an infectious condition and he/she can eat a normal diet.

2. Diarrhea

Diarrhea is defined by the Centers for Disease Control as more than one abnormally loose or watery stool. While loose stools can have many causes, a child who has two abnormal loose stools should not return to the program until bowel movements have normal consistency. A child can also be excluded from the program after one loose stool if the stool can't be contained.

3. Colds

If there is no FEVER associated with the cold, and if the child is not terribly uncomfortable, the child can come to the program.

4. Earache

Keep your child at home and see your pediatrician. The child can return to the program when the pediatrician advises. In case of ear discharge, even without pain, contact your physician. After a physician has determined that a serious condition does not exist, the child can be cared for in the group, unless he/she cannot be comforted and/ or IF he/she runs a fever of 101 or higher. Your child must remain at home for 24 hours fever-free without medication.

5. Conjunctivitis (pinkeye)

Your child's eye must be completely free of discharge and your child must have been on medication for at least 24-hours before returning to the program IN the case of

impetigo, lice, ringworm, pinworms, rashes, chicken pox, thrush, etc. Your child must be NON CONTAGIOUS before returning to the program.

A child returning to the school after a contagious disease must have a written statement from his or her doctor. Any special instructions or limiting of child's activities after an illness be presented in writing to the Director.

### **Daily Health Inspection**

For the safety and protection of children, each receiving teacher will follow the recommendation of the Centers for Disease Control by providing each child with a daily health check, prior to his/her entering the group. Each child will be checked for the following:

- Severe coughing
- Breathing difficulties
- Yellowish skin or eyes
- Pinkeye (tear, redness of eyelid lining, irritation, swelling, discharge of pus, etc.)
- Infected skin patches
- Feverish appearance
- Unusual behavior- crying more than usual, less active, or seeming unwell.

### **When Children Need to Leave the Program Due to Illness**

Children who become ill will be isolated from others immediately. Parents will be notified as quickly as possible. If he or she cannot be reached, the child may be taken to the emergency room or local hospital, if necessary.

Parents are expected to have an alternative child care arrangement to use when children are ill. Parents are also expected to promptly (within one hour) remove their children from the program when any of the following conditions exist:

- Fever, vomiting, Diarrhea, Pinkeye, (as defined above)
- Signs of possible illness: Lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs.
- Rash with fever or behavior change: Until a health care provider determines that these symptoms do not indicate a communicable disease.
- Presence of Symptoms of known contagious disease or infestation examples: Chicken pox, impetigo, pertussis, mump, measles, shingles, hepatitis A, rubella, lice, scabies, herpetic, gingivostomatitis, etc. even in the absence of fever.

### **Communication with Parents Regarding Illness**

When a communicable disease has been introduced into the program, parents, will be notified. The program also will report these occurrences to the local health department when required.

Parents are urged to notify the program when their child is known to have been exposed to a communicable disease outside the program.

If a child is diagnosed with a communicable disease that could be considered dangerous to other children and staff, RC leadership reserves the right to close the program to protect the health of the children and staff. The decision to close the program for illness, and the decision for how long to remain closed, will be made after consultations with local care professionals and the health and safety professionals of the institution.

By policy, NO SMOKING is allowed in the Child Development Center or in anywhere located within the property lines of the Ranger College Erath County Center.

### **Medications**

We advise you to give any medications to your child at home whenever possible. Prescription medications must be prescribed for that child (no sibling substitutions). The medication must be administered to the child with written parental permission and as stated on the label directions, or as amended by a physician. Parent must complete and sign a medication form before any medication can be administered.

After School Program:

Medications will not be administered.

### **Allergies**

If your child has allergies, please discuss them in detail with the program staff and provide a written description on the enrollment forms. The staff of the program will take appropriate precautions. If at any time your child develops an allergy, please let us know immediately.

### **Fire/Weather/Lockdown:**

“Fire drills” will be performed and documented monthly. All fire evacuation routes are posted in the classrooms and throughout the hallways. Severe weather and lock down drills will be performed four (4) times a year and documented.

### **Communicable Diseases**

When a communicable disease has been introduced into the program, parents, will be notified. The program also will report these occurrences to the local health department when required. Parents are urged to notify the program when their child is known to have been exposed to a communicable disease outside the program.

If a child is diagnosed with a communicable disease that could be considered dangerous to other children and staff, RC leadership reserves the right to close the program to protect the health of the children and staff. The decision to close the program for illness, and the decision for how long to remain closed, will be made after consultations with local care professionals and the health and safety professionals of the institution.

### **Emergencies and Safety**

All staff members are CPR and First Aid Certified.

In the case of an accident or illness requiring immediate emergency treatment, parents will be notified as soon as possible. If the parents cannot be reached immediately, the child's physician may be contacted. In some cases, paramedics will be called and the child may be transported to the hospital. Parent's choice of hospital will be used when appropriate. A RC CDC or RC ASP staff member will stay with the child until parents are located. Staff physicians will be used if the child's doctor is not immediately available. Ranger College CDC, ASP, and/or its designated employees shall be authorized to secure and consent to such medical treatment. The charges for this transportation and any medical care will be the responsibility of the parents.

In less serious situations, parents will be contacted and asked to transport the child. It is the parents' responsibility to be certain that the program has current work and home phone numbers. Without current information, the program has no way of contacting parents in an emergency. Parents must leave information that will allow us to make contact in the event of an emergency or an illness. If a parent is not at their place of employment on a particular day, it is important that the program be given temporary contact numbers. In the case of a minor accident, report with the details of the event. A copy of the report will be made available to the parents when the child is picked up.

### **Fire/Weather/Lock Down Drills**

"Fire drills" will be performed and documented monthly. All fire evacuation routes are posted in classroom. Severe weather drills will be performed three times a year and documented.

"Lock down drills" will be performed twice a year and will be documented. Students and teachers will remain behind closed doors until the University gives the all clear signal. University procedure for Emergency Preparedness can be found with the director of each program.

Documentation of drills is available in the office of the Children Development Center.

### **Bad Weather:**

Students will be moved to the Child Development Program classroom for shelter-in-place activities (such as tornado or severe storm).

## **Fire:**

Students will exit building at safest point and travel to designated “safety zone.”

## **Erath County Center Evacuation**

In the event the Child Development Center is directed to evacuate the Erath County Center, children will be relocated to Jaycee Park Pavilion located directly south at 1325 N. Harbin Dr., Stephenville TX, 76401. Children will remain at Jaycee Park Pavilion until they are signed out by a legal guardian or returned to the Center under staff supervision.

## **Gang Free Zone**

Ranger College Child Development Center is a Gang Free Zone has a zero-tolerance policy regarding gang activity. Childcare centers in the state of Texas are designated as gang free zones, which means gang related criminal activity or engaging in organized criminal activity within 1000 feet of a center is subject to increased penalty under state law.

## **Breastfeeding**

Parents and guardians who choose to breastfeed will be accommodated. Breastmilk can be provided by guardians to be fed to children or guardians can make arrangements to schedule breastfeeding times at the facility. A private consultation area without windows is available for parents who participate in breastfeeding and desire a quiet space to breastfeed their child. Sanitization is available with a handwashing sink and hot water.

## **Daily reports**

Teachers will communicate daily with parents upon arrival and departure. Teachers may send home weekly reports regarding child(s) progress/milestone in the class.

## **Abuse and Neglect**

Employees are required to obtain a minimum of 24 clock hours of training each year relevant to the age of the children on prevention, recognition, and reporting of child abuse and neglect, in accordance with Texas Department of Family and Protective Services, Rule S746.1309 of Minimum Standards for Childcare Centers.

Resources are available at

<http://www.dfps.state.tx.us/Training/Reporting/resouces.asp> for employee and parents on increasing awareness and prevention of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect. Ranger College Child Development will work with community organizations to provide guidance and contact information for parents/caregivers on preventing and reporting abuse or neglect.

The staff will use methods for increasing employee and parent awareness of issues regarding child abuse and neglect, including warning signs that a child maybe a victim of abuse or neglect; ongoing training through staff meetings, discussion, and updating resources as they become available. This information will be available in our parent corner. Included will be information and strategies from local resources such as a children’s advocacy center or campus programs. Phone numbers for local assistance for parents of children who are victims of abuse will be included in the parent corner. This information may include contacts to doctors or medical clinics.

### **Release Authorization**

Children will not be allowed to leave the program with anyone except the person(s) designated on the enrollment form. In order to ensure safety and confirmation of identity, a photo of the guardian designated on the enrollment form, their child, and their driver’s license will be taken at time of enrollment and saved on file for referral. Until digital and security software is set in place, no one aside from the guardians listed at the time of enrollment will be permitted to pick up a child.

No child may enter or leave the premises of the program alone if a court has issued an order limiting or restricting access of a parents to a child, a court stamped “filed” copy of such an order must be presented to the Directory of the child development program and a new enrollment form completed before we will restrict a parent’s access to his/her child.

Child Development Center:

Parents must bring children into their classroom each morning and come in the classroom to pick up the child in the evening. Parents will leave their child in the presence of CDC staff member. Parents must sign in and out daily on the sign-in sheet by the classroom door this authorizes care for the child.

After School Program:

Parents must sign their child out daily on the attendance sheet. When arriving at the after school program a staff member will sign the child in.

### **Clothing and Personal Belongings**

#### Clothing

Children should wear washable, weather appropriate, comfortable clothing each day. A variety of activities including physical exercise, water/ sand play, and art (using tempera and finger paint) are planned each day. Each child must have a least one complete change of clothing (including socks and underwear) available in the center at all times. The center does not provide changes of clothing. If your child’s clothing becomes wet or soiled and you have not

provided fresh clothing, the center will provide clothing (shirts, shorts, or sweat pants, sock) and will charge your account. All clothing (including underwear, caps, gloves, jackets, as well as extra pants, shirts, or dresses) must be marked with the child's name. The Center is not responsible for lost clothing.

### Personal Belongings

Each enrolled child will have a storage space assigned for his/her personal belonging. (NOTE: the storage spaces do not have locks. Valuable items should be left at home.) Due to the activities that action figures and toy weapons encourage, such as fighting between children, running in the classroom, etc., Program policy will be that these kinds of toys will not be allowed. Due to the desire to provide fairness of all children, it is asked that all toys be left at home since material and activities are provided at the program for the children's use. If a child does bring a toy into the Program, he or she will be asked to place the toy in his or her storage space and the toy may be taken home at the end of the day.

Children are encouraged to bring one sleepy toy, such as a stuffed animal or doll, a pillow and a blanket. (NO PLAY TOYS!) Due to limited space in lockers it is asked that items brought by the children be small enough to fit in the lockers.

### Birthdays (CDC)

A child's birthday is an event to celebrate and we encourage you to include your child's friends in the birthday plans! If you would like to provide a special treat for your child's birthday, please schedule the date and time with teachers. You need to plan to provide enough for each child in the group. Parents are asked to limit chocolate and caffeinated beverages on birthday party menus. We don't want to discourage the custom of sharing small treats or "favors" with those children who participate in the celebration but we ask you to limit the amount of sugary treats. At the same time, it is important to remember that NutraSweet's and other artificial sweeteners are not appropriate for preschool children. Remember that latex balloons present a choking hazard for children under 4 years, although Mylar balloons can be enjoyed by all ages. Please understand that children in the group cannot be expected to bring gifts for the birthday child.

### Curriculum

A more complete description of the philosophy, curriculum, and daily routine for these ages' groups is available in the RC Child Development Center Curriculum Statement. The Creative Curriculum, developed by Diane Dodge is to guide the program in these classrooms. The curriculum emphasizes that all three areas of development (social/emotional, cognitive, and physical) are equal important and are interdependent. The activities are planned by the teachers who actually work with the children. Planning is based upon principles of child development AND the individual abilities and interests of the children in the classroom. Children are allowed choices in the material and activities they wish to pursue, and they are

provided blocks of time long enough to become engaged in a activity or the completion of a project. Routines focus on accepting responsibility, becoming more autonomous and independent, learning to work out disagreements in socially acceptable ways, and respecting others in the group. Curiosity is encouraged, and the value of play as central to learning is recognized.

### Special Classes

Computer, dance, swimming, gymnastics and other special lessons may be offered at the program. Parents are responsible for any costs billed by the provider of the service.

### Information about Toddlers and Twos

The Creative Curriculum for Infants, Toddlers, and Twos has helped teachers understand developmentally appropriate practice and how to create daily routines and meaningful experiences that respond to children's strengths, interests, and needs. Our curriculum focuses on the five routines and eight experiences that are essential to the development and learning of children birth at age 3. With intentional planning and maintaining flexibility to respond to the changing interests and abilities of young children. We can provide optimal learning experiences.

### Information about Preschoolers (3, 4, & 5-years old)

Learning Centers included in the Child Development Center are:

Blocks – working with blocks give the child opportunities to plan and problem-solve. He gains an understanding of size, shape, comparison and number concepts.

Home Living/ Dramatic Play – the child's family and home are the biggest part of his/her world, the child spends much of his/her time in Dramatic Play imitating the things he/she sees at home. Through the child acting out, the child is able to bring together the things he/she is learning and feeling about his/her world. Dramatic Play helps the child to better understand others and gives him/her a clearer view of the child's capabilities.

Listening/Library – Children learn the value of reading through happy experiences with books and story tapes. Language grows and the child begins to tell stories using flannel boards, puppets, and pictures. In these ways, the child is preparing for reading.

Manipulatives – Puzzles, stacking toys, interlocking objects, beads, etc., allow a child to practice problem-solving skills. Working with these kinds of materials helps children develop such skills as eye-hand coordination and manual dexterity and helps them to understand number concepts.

Math/Science – The more a child knows about his world, the more independent and confident the child becomes. Science materials on display (animals, sea shells, plants,

magnifying glasses, magnets, etc.) encourage the child to ask questions, to be aware of what is going on, and to look for answers. The Sand and Water Table gives opportunities to practice skills such as number concepts, fine motor control, and conservation of volume.

Writing/Drawing – Being able to use pens, pencils, paper, etc. to write and draw freely, children being to gain control over small muscles in their hands, which allows them to begin making purposeful marks. The more opportunity there is to experiment, the more creative the child becomes. The child also begins learning certain marks have certain meanings. The child prepares him/herself for learning to write letters and words.

### **Information about School-Agers (4-7 years old)**

#### **5- to 6-year-olds**

- Are willing to play cooperatively, take turns, and share
- Show jealousy toward siblings and friends
- Understand their own feelings
- Understand the consequences of their actions
- Enjoy playing alone, but prefer to play with friends
- Can dress themselves
- Are able to use words to describe their own feelings
- Show empathy and offer to help when they see another in distress

#### **7- to 8-year-olds**

- Show a competitive spirit when playing games
- Befriend children of the opposite gender
- Show an interest in joining a club or sports team
- Form a sense of humor and enjoy telling jokes
- Can distinguish between fantasy and reality
- Are able to do pretend play with another child or group of children
- Help out with chores at home, such as clearing the table after a meal or tidying up personal belongings

Staff will foster learning and engagement to encourage positive personal and social growth in each child.

### **Daily Schedule**

The Daily Schedule for the Child Development Center is flexible and subject to change to meet the needs of the children. As children develop throughout the year the daily schedule as well as the lesson plans will go through several changes to reflect their increased attention span. Each child will be encouraged to rest for 30 minutes and those who do not sleep will be given individualized activities. An overview of the schedule is included below:

### Child Development Center

8:30-9:00

Breakfast

9:00 – 11:00

Curriculum (am snack 9:45)

11:00 – 12:00

Recess/Gym

12:00 – 12:30 pm

Lunch

12:30 – 3:00

Nap

3:00 – 3:30

Snack

3:30 – 5:15

Curriculum

### After School Program

Dismissal of school 3:00 – Students arrive: free play, group time, snack, homework and outdoor play

Activity time (choice of scheduled small group activities): creative art, crafts, music, physical activities, team games, dance.

4:00 – special interest areas: science, math, reading, writing

5:00 – free play

5:30 – clean up prepare to leave

## DISCIPLINE AND GUIDANCE POLICY

Discipline must be individualized and consistent for each child, appropriate to the child's level of understanding and directed toward teaching the child acceptable behavior and self-control. A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements, and;
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;

6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed;
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

When a child persists in inappropriate behavior that is excessive and beyond age expected behavior, the classroom teacher will monitor the child's classroom interactions and document problematic behavior. Parents will receive written documentation to include the action taken by the teacher/director to discontinue the behavior. If the child's negative behavior continues to escalate, a meeting between the Lead Teacher and parent will take place in an effort to explore options to deal with the behavior. Once a strategy has been decided upon by both parent(s) and teaching staff, it will be implemented immediately. If parents are uncooperative or appear inconsistent and the behavior of the child continues or escalates, a meeting with the parents, Lead Teacher, and Director will occur. All documentation will be discussed and the plan of action will be re-emphasized. If the behavior of the child is so severe that the child is creating a major disturbance in the classroom, creating an unsafe atmosphere where the child or other children could be harmed, or hitting, kicking, biting, or harming assigned teachers in any way, the center administration may recommend a professional evaluation.

#### **When a Child May Be Asked to Leave The Program**

Children who cannot follow appropriate behavior limits, and whose behavior endangers the safety of other children in the group, may have child care services withdrawn. If such a situation arises, the Child Development administration will make every effort to afford parents with at least a two weeks' notice.

#### **Transportation/Field Trips**

Child Development Center:

The program does not provide any type of transportation. Field trips will be taken with walking distance of the center. Permission slips will be given to parents more than 48 hours in advance of field trips. A note will be posted on the front door letting parents know when the field trip will take place, where, and when we will return.

After School Program:

Transportation to and from the CDC is to be arranged by the guardians. Parents are responsible for picking children up daily. Staff members will not provide transportation under any circumstance. Students will not have field trips during this program.

#### **Water Activities**

Child Development Center:

Weather permitting, the Child Development Center will have “Splash Day” every Friday during June, July, and August (until school starts). This will be on Friday mornings from 9:30-10:30 am. The Child Development Center uses Aveeno sunscreens. Permission slips for the administration/application of sunscreen will be sent home each summer and kept in each child’s permanent file.

## **Animals**

Child Development Center:

In order to provide an opportunity to help children learn responsibility, the center has a pet goldfish. Maintenance and care of the goldfish and aquarium will be addressed daily.

If we have visiting animals for the children to see or touch, we will notify parents in writing of when the animals will be present.

## **Parent Involvement**

Parents are welcome to visit the program at any time during hours of operation without securing prior approval.

We encourage parental involvement with the program by:

1. Inviting parents to participate in family nights and other social functions with the program;
2. Inviting parents to visit the program and share skills and interests with the children;
3. Inviting parents to accompany us on field trips when possible;
4. Publishing a monthly newsletter with program news, curriculum information, and parenting information;
5. Providing detailed curriculum plans including learning objectives, daily activities, and song and activity ideas for home follow-up for each instructional unit;
6. Providing informal opportunities for regular written and oral communication;
7. Providing the opportunity to participate in parent/teacher conferences to discuss your child’s developmental progress. Formal conferences are scheduled three times per year: Fall, Spring, and Summer. Anytime a parent has a concern or inquiry, a teacher, and/or administrator will be happy to schedule a time to meet.

Additional information of interest to parents is posted on the Parent’s Bulletin Board near the front lobby. The program provides an annual Parent Questionnaire as part of its formal program evaluation.

Parents are expected to follow the policies and procedures of the program and to cooperate with program staff. All parents are provided with a Parent Handbook, which describe policies,

procedures, and expectations. Parents receive notice of changes in policies and procedures through memos and through the monthly newsletter. Repeated failure to follow program policies and/or to cooperate with program staff may result in a child being withdrawn from the program. If such a situation arises, the Child Development administration will make every effort to afford parents with at least a two weeks' notice.

### **Appointments and Phone Calls**

If you need to speak with a teacher or a director, please make an appointment to ensure that time will be made available for you. If you call during the time when curriculum is being implemented, please let the office know that you are a parent and this it is important for you to speak with a teacher. If we can deliver a message for you, we will be happy to do so. We try to keep classroom interruptions to a minimum so that our teaching staff can teach. Questions or concerns about the after school program should be forwarded to the main office of the Ranger College Child Development Program – 254.968.1071 or emailed to [hhaile@rangercollege.edu](mailto:hhaile@rangercollege.edu).

### **State Regulations**

A copy of the Texas Department of Family and Protective Services Minimum Standards and a copy of the most recent licensing inspection report are available at the program at all times for parents to view.

If you have any questions, comments, or concerns about the policies or procedures of the Child Development Center, please contact us:

Child Development Program – 254.968.1071  
Child Development Center – 254.968.1070  
Program and Center Director Heather Haile ([hhaile@rangercollege.edu](mailto:hhaile@rangercollege.edu))

“We love to have program and center involvement. We have an open door policy for all parents, students, and interested persons. Stop by and see us.”

Ranger College Child Development Center

Local Licensing office:

Texas Department of Family and Protective Services  
1430 Southtown Dr.  
Granbury, TX 76048  
817.573.8612 (ext. 227)  
[www.dfps.state.tx.us/](http://www.dfps.state.tx.us/)

Child Abuse Hotline  
1.800.252.8400

## **Ranger College CDC Waiting List**

When all spaces in the center are filled, parents have the option of getting on the waiting list. Parents must complete an application for EACH child needing care.

### **Sibling Priority**

At this time, we honor only one priority for the waiting list: Siblings of children presently enrolled in the center. Siblings are listed at the top of the list without a priority number. We will notify you as soon as we have space available.

### **How Long Will I Be On The List?**

The average waiting period is six months. We cannot guarantee you a space. We advise you to contact other child development facilities and place your name on their waiting lists as well. Please feel free to call the last Friday of each month to find out your child's new waiting list status.

### **When I Am Offered a Space, How Long Do I Have to Decide?**

If we have a space available, we will notify you immediately. You will have three days from the date of notification to accept and to enroll.

If you refuse the space when we notify you, then we will call the next person on the list. It is advisable that you contact our office immediately when you receive a call. If we leave messages at home and/or work, and we do not hear back from you, then your failure to respond will be considered as a pass or refusal. The third time you refuse, we will drop your child's name to the bottom of the list.

NOTE: We do understand that you may have to enroll your child in another center, but we will still contact you if we have an opening.

### **Changes of Vital Information**

You must notify us, if there are changes regarding your phone number(s), address, and Ranger College affiliation. Failure to do so may result in losing an available space.

### **When I Get a Space, What Else Will I Need to Do?**

When you are offered a space in the center, the following are required PRIOR to your first day in our center:

1. Complete and return an enrollment packet.

2. Turn in the immunization record
3. Read and sign the Parent Handbook
4. Arrange several visitations for you child prior to his/her first day
5. Set up an appointment to meet your child's teachers

### **Touring the Center**

We give tours of our program by appointment only. For security reasons, we do not allow drop-in visits until after your initial tour. Give us a call, we will schedule a tour for you.



**Ranger College  
Childhood Development Center  
Full-time Payment/Enrollment Contract**

My child, \_\_\_\_\_, will be attending the Ranger College Child Development Center for the following semester(s):

\_\_\_\_ Fall 2016 \_\_\_\_ Spring 2017 \_\_\_\_ Fall 2017

Contracts are per semester and payments are due monthly: Preschool Class (3 – 5 yrs) \$550.00 per month for full time care per child. Toddlers classes are \$650.00 (for 12 mos. – 17 mos.) per month per child or \$625 (for 18 mos. – 24 mos.) per month for full time per child. Fees include breakfast, morning snack, lunch, and afternoon snack while the child is in attendance. All fees are subject to change however, 30 day notice will be given before the changes occur.

**All fees are subject to change.**

Payments are due in FULL by the 1<sup>st</sup> of every month (or first working day of month). A late fee of \$20.00 will be assessed if payment is not received by the 10<sup>th</sup> of the month. If the account becomes more than 30 days past due my child's space will be forfeited and the account will be turned over to collections. It is further understood that should the account be placed with a collection agency for collection, I, we or either of us, will be responsible for all collection costs.

An insurance/supply fee of \$125.00 per year per full time child. Supply fees may be split up into 2 semester payments (fall & spring): \$75.00 per full time child for the fall semester and \$50.00 in the spring semester.

If I am enrolling my child(ren) for the first time, a one-time non-refundable processing fee of \$25.00 is due with my first month of semester's payment.

If you would like to change your child's schedule, please notify the Director, in writing, at least 30 days in advance of the requested change. Requests are granted only if there is availability.

A two-week (14 calendar days) notice is required prior to withdrawal of my child from the center for any reason. Fees must be paid for the two-week period, even if my child does not attend the center during that period.

There will be no deductions for illness, vacation, holidays, or other days that the center may be closed.

I agree to the above and the rules of the center's parent handbook.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Ranger College  
Childhood Development Center  
Part-time Payment/Enrollment Contract**

My child, \_\_\_\_\_, will be attending the Ranger College Child Development Center for the following semester(s) and days:

\_\_\_\_ Fall 2016 \_\_\_\_ Spring 2017 \_\_\_\_ Fall 2017 \_\_\_\_ M \_\_\_\_ T \_\_\_\_ W \_\_\_\_ R \_\_\_\_ F

Contracts are per semester and payments are due monthly: Preschool classes (juniors and seniors) are \$200.00 per month for 2 days per week per child, and \$300.00 per month for 3 days per week per child. Toddlers classes (freshman and sophomores) are \$255.00 per month for 2 days a week per child and \$355.00 per month for 3 days a week per child. Fees include breakfast, morning snack, lunch, and afternoon snack while the child is in attendance. All fees are subject to change however, 30 day notice will be given before the changes occur.

**All fees are subject to change.**

Payments are due in FULL by the 1<sup>st</sup> of every moth (or first working day of month). A late fee of \$20.00 will be assessed if payment is not received by the 10<sup>th</sup> of the month. If the account becomes more than 30 days past due my child's space will be forfeited and the account will be turned over to collections. It is further understood that should the account be placed with a collection agency for collection, I, we or either of us, will be responsible for all collection costs. An insurance/supply fee of \$35 per semester for the fall and spring semesters per child is due with the first month of semester's payment

An insurance/supply fee of \$100.00 per year per part time child is due with the first month of the semester's payment. Supply fees may be split up into 2 semester payments (fall & spring): \$50.00 in the fall semester and \$50.00 in the spring semester.

If you would like to change your child's schedule, please notify the Director, in writing, at least 30 days in advance of the requested change. Requests are granted only if there is availability. Part time schedules may only be changed to full time if there is a full time slot available.

Requests for additional days and/or hours of care must be submitted in writing to the Director at least one week in advance. Temporary changes may not be in effect for longer than one week. Families will be charged additional tuition for childcare during times that are not part of the child's regular schedule. Requests will only be approved if space is available. Requests made due to emergency situations and/or center holidays falling on regularly scheduled days can be accommodated only when space is available and with the approval of the Director.

If I am enrolling my child(ren) for the first time, a one-time non-refundable processing fee of \$25.00 is due with my first month of semester's payment.

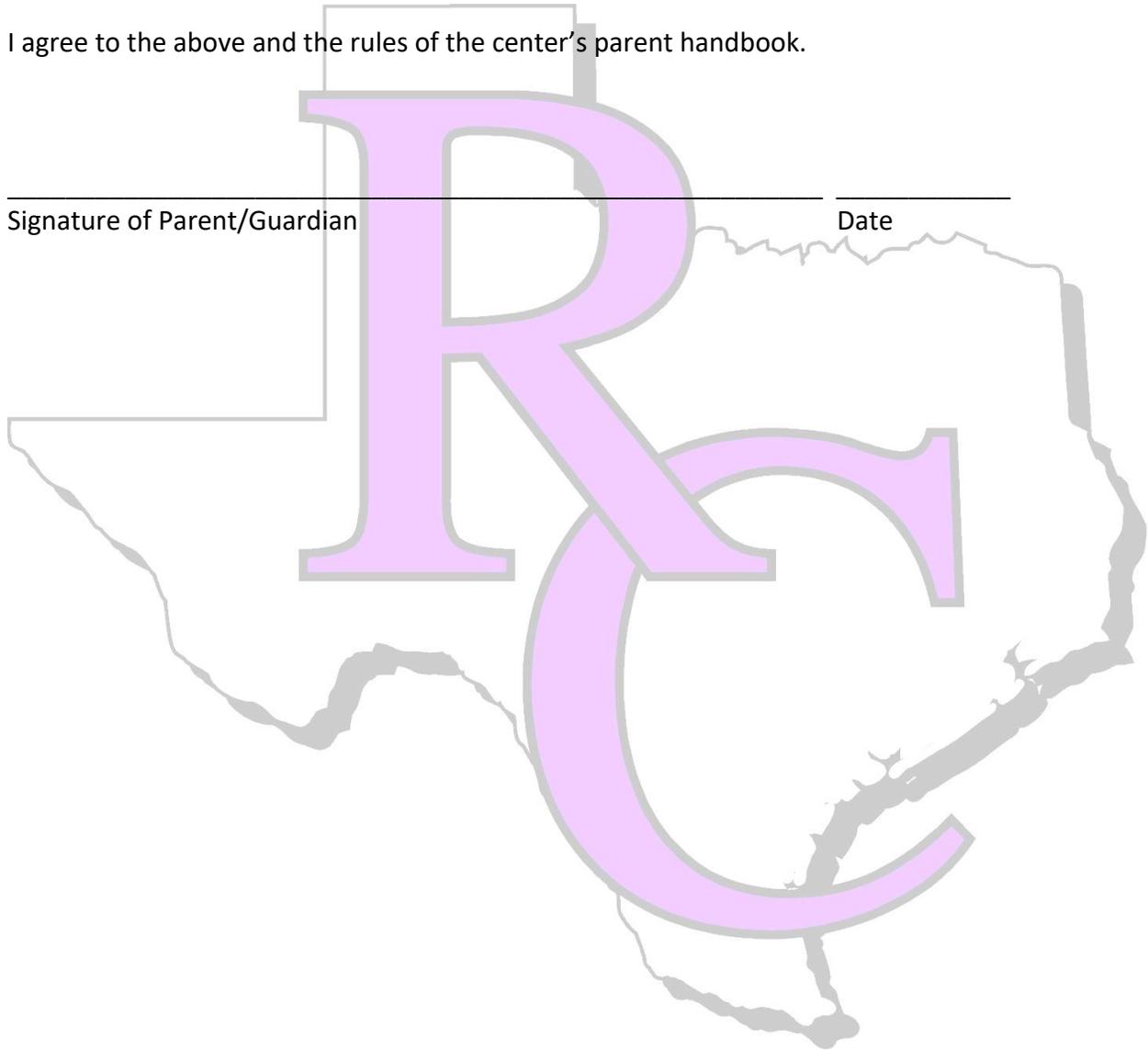
A two-week (14 calendar days) notice is required prior to withdrawal of my child from the center for any reason. Fees must be paid for the two-week period, even if my child does not attend the center during that period.

There will be no deductions for illness, vacation, holidays, or other days that the center may be closed.

I agree to the above and the rules of the center's parent handbook.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date



**Ranger College  
Childhood Development Center  
After School Program Enrollment Center**

My child, \_\_\_\_\_, will be attending the Ranger College After School Program at the Child Development Center for the following school year:

School year 2016-2017

Rate: \$100.00 per week (5 day attendance) and payments are due monthly. *Drop-in attendance not available at this time.*

Fees include afternoon snack while child is in attendance.

**All fees are subject to change.**

Payments are due in FULL by the Friday every week (unless other arrangements have been made with director). A late fee of \$20.00 will be assessed if payment is not made by the 10<sup>th</sup> day of attendance. If the account becomes more than 10 days past due my child's space will be forfeited and the account will be turned over to collections. It is further understood that should the account be placed with a collection agency for collection, I, we or either of us, will be responsible for all collection costs.

An insurance/supply fee of \$40 for the fall and spring semesters per child is due with the first month of the semester's payment.

If I am enrolling with child(ren) for the first time, a one-time non-refundable processing fee of \$25.00 is due with my first week of semester's payment.

A two-week (14 calendar days) notice is required prior to withdrawal of my child from the center for any reason. Fees must be paid for the two-week period, even if my child does not attend the center during that period.

I agree to the above and the rules of the center's parent handbook.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

