

TEGA



Childcare Development Handbook

Palaestra Preschool – Afterschool Care – Summer Kids' Day Out

Updated July 2012

OPERATION TIMES

TEGA operates from September through May. Hours are 8:30am – 1:00pm for part-time care, and 8:30am – 6:00pm for full-time care. Early drop off begins at 7:30am.

KDO Summer Camp operates June-August. Hours are from 8:30am-6:00pm. Early drop begins at 7:30am.

STATEMENT OF PURPOSE

Our program is designed to provide high quality care in a safe and nurturing environment that promotes physical, emotional, creative, social and cognitive development for children.

ENROLLMENT PROCEDURES

Prior to participation, all required registration information must be completed.

CALENDAR

A calendar for the school year is given during the first month of classes.

CLASS RULES

Our class rules are very simple

1. Be nice to your classmates, our toys, and the teacher.
2. You can't say, "you can't play."—If a child wants to play in a center, the children must allow him to join in the play. A child may never be allowed to tell another child to go away.

CONFERENCES

We will schedule two parent/teacher conferences per year for our Pre-K class. These conferences will allow parents and teachers to discuss the child's progress in all areas of their development. If a parent would like to set up additional conferences, they are welcome to speak to the child's teachers.

CURRICULUM – Palaestra Program

TEGA CDC provides an integrated, hands-on environment that fosters exploration, experimenting and discovery. Our staff chooses resources and text that help us provide a developmentally appropriate program of education. Below are a list of our goals and objectives.

Socially

- learn to play, work & communicate with peers & adults
- adjust to group situations
- accept others that may be different from self
- develop a sense of community
- accept change in environment and routines

Emotionally

- develop a positive self-concept
- be free to risk failure and make mistakes
- show independence and responsibility
- channel emotions in appropriate & acceptable outlets

Physically

- develop gross and fine motor skills
- develop hand-eye and eye-foot coordination
- become aware of his/her body
- learn basic gymnastics skills

Creatively

- provide opportunities for creative expression
- become familiar with the use of scissors, glue crayons and all other art supplies
- expose children to rhythm, beat and music

Intellectually

- continue to develop language use and understanding (ex. alphabet recognition and writing skills)
- develop pre-reading and reading skills (ex. distinguish left from right / top from bottom and phonics)
- gain awareness of shapes and colors
- develop number skills (ex. counting, use of calendars, time and measurement)
- enrich lives with appropriate children's literature
- expand science concepts (ex. body parts, 5 senses and observe, understand, collect and investigate nature)
- develop listening skills
- develop an ever-increasing attention span

To adequately prepare for **Kindergarten** we recommend that 3 year olds attend 2 or more days a week, and 4 year olds attend 3 or more days a week.

CURRICULUM – ASC and Kids’ Day Out

The curriculum includes indoor sport games, outdoor sport games, arts & crafts, swimming, snack, game room fun, themed activities, and gymnastics. Please refer to the daily schedule for specific program information.

DISCIPLINE

Our main goal is to develop children into individuals who are aware of their actions, how their actions affect others, and how the choices they make can help them resolve difficulties and conflicts. When we encounter situations that require us to intervene we will use the following procedures:

Discipline will be:

1. Individualized and consistent for each child;
2. Appropriate to the child’s level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

Caregivers will 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; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age.

We make every effort to communicate with parents and encourage you to do the same. Occasionally, a student will display persistent disruptive or harmful behavior. Parents will be asked to attend a parent/teacher/director conference to discuss resolutions. Cooperatively, parents and the teacher will decide on the appropriate action to take. In the most extreme cases, a child may be placed on probation. Unfortunately, if behavior issues continue to impact the learning environment, the child may be dismissed from the program.

DRESS CODE

Please dress your child in clothes that are suitable for gymnastics, playtime, and arts and crafts. Each child must also bring a complete change of clothes, which includes socks and underwear in a labeled Ziploc bag daily. Childcare licensing requires that students are offered outdoor play time twice a day. While we typically do not go outside if the temperature is above 100 degrees or below 35 degrees we ask that you dress your child appropriately for the weather. During the fall and winter months please send a labeled coat daily.

DROPPING OFF YOUR CHILD

The facility opens at 7:30am for early drop. From 8:00 - 8:30 we will have “greeting time.” This allows parents the opportunity to briefly talk with the teachers. After 8:30 the teachers will be busy working with students. If you do arrive late, observe what is going on, and help your child become involved. When leaving, we ask that you never sneak out. Always tell your child good-bye, give them hugs and kisses, then leave. We ask that once you leave, you do not re-enter the room without prior approval (this leads your child to believe if they cry you will return, and when you do not return, they become very upset). We do invite you to stay as long as you want and come visit as often as you like.

EMERGENCY PROCEDURES

In the event that a child needs medical attention, we will first contact a parent or guardian. If we cannot reach you, we will phone your emergency contact. If those 2 attempts fail, we will call 911 and request ambulatory services.

FIELD TRIPS

Written permission is required for all field trips. You will be given advanced notice and an outline of activities. We must have a written permission slip and required money, before your child will be allowed to participate. Transportation to and from field trips will be provided by TEGA. Parents are always welcome to transport their own children and participate in field trips. Parents are also encouraged to help volunteer during field trips. And, although we want you to have fun with your child, we remind you that when you volunteer, you agree to help with the entire class. Children 18 months - 2 yrs will not leave the facility for field trips. Summer KDO campers ages 18 months – 4 years do not take fieldtrips.

GRIEVANCES

If you have a complaint, please speak to the Director. If you do not feel that your complaint was handled correctly, speak to the Management. We take parent grievances very seriously and will take immediate corrective action whenever possible.

GUM

Gum should not be brought to or chewed at TEGA.

HEARING & VISION SCREENINGS

All children that have reached their 4th birthday must have a vision and hearing screening within 120 days. You may also present proof of an exam if an exam has been conducted in the past year.

HOURS

We will open at 7:30 AM. As mentioned previously, we ask that you do not drop off your child before that time. Classes conclude at 1:00 pm. Extended care is from 1:00-6:00. We give parents a 10 minute window before we consider you late. After that time you will be charged \$1.00 per minute. Please note that the late fee will be added to your account that day.

HOME ACTIVITIES

We will schedule an at-home activity for our Preschool students once a semester. These fun projects are designed to give you and your child something to do, which they can then share with their classmates. An example of an activity that we like to assign at the beginning of each year is a book called “*All about (Your child’s name)*.” It includes pictures of family, pets, their home and room, a vacation, birthday party, friends, etc. This book will be left in our book center so that your child may look at familiar pictures when needed. Look for information on our first project in the parent newsletter.

ILLNESS

When a child becomes ill at school, the child will be separated from the group to avoid spreading the illness. You must always have a current phone number where you can be reached while your child is at school. Parents should sign a release allowing emergency medical care in the event of a serious illness or injury.

For the safety of your child, if exposure to a communicable disease has occurred or is suspected, we reserve the right to require proof of diagnostic testing and a negative test result, or proof of treatment prior to re-admittance to school.

*Please keep your child at home if they show signs of any of the following: sore throat, fever, earache, inflamed eyes, rash, ringworm, diarrhea, vomiting, runny nose with discoloration, cough and congestion if accompanied by fever, headache, discharge from eyes, ears, or nose, impetigo, or any communicable disease. **A child should not be brought to school until they have been symptom free for 24 hours without medication.***

The Texas Department of Human Services requires exclusion from care for the following illnesses:

- Fever until they have a normal temperature without anti-fever medication for 24 hours
- Diarrhea/vomiting until they are symptom free for 24 hours
- Chicken pox until 6 days after last crop of blisters
- Common Cold/Flu until after the acute stage
- Guardia until after release by doctor
- Head lice/ scabies until treatment has been underway for 24 hours
- Impetigo until treatment has been underway for 24 hours
- Infectious hepatitis until written release by physician
- Meningitis until written release by physician
- Mumps until 9 days after swelling
- Pink eye (conjunctivitis) until release by physician
- Poliomyelitis until written release by physician
- Rubella (German measles) until 5 days after rash begins
- Streptococcal (infections, scarlet fever) until treatment has been underway for 24 hrs
- Viral hepatitis until written release by physician

LICENSING INSPECTION

Parents are welcome to view our most recent licensing inspection or review the Minimum Standards. To contact the TXDPRS please call 698-6969 or to report abuse please call the PRS Hotline at 1-800-252-5400 and visit their website at www.dfps.state.tx.us or www.txchildcaresearch.org.

LUNCHES

Students enrolled should bring a labeled lunch box with everything your child will need, including a spill-proof drink, utensils, napkins and bibs if needed. There is a microwave in the classroom if you would like to send something that needs to be heated. Please be aware that because you are providing meals for your child, TEGA is not responsible for its nutritional value, or for the daily food needs of your child. However, we encourage the children to eat their nutritional food first, before we offer any desserts provided.

MEDICATION

We prefer not to administer medication. However, if necessary, medication will only be given if we have a written, dated, and signed request from a parent or physician. Prescription medications should be in the original container, labeled with the child's name, date, instructions, and the doctor's name. Non-prescription medications should be labeled and dated. Directions must be on the container. If your child does not meet the requirements on the label (i.e. too young), we must have a note from a doctor.

*All medication must be signed in to the medical record book and medicine turned into the front desk.

MUSIC and MOVEMENT

We feel that no curriculum is complete without a strong emphasis in music. Music and movement is vital to developing creative expression, imagination and self-esteem in our preschool students.

PARENT INVOLVEMENT

Parents are every child's first and most important teacher. Research has shown that parent involvement has a positive effect on children, and can enhance academic performance, self-esteem, and a child's motivation to learn. Therefore, we welcome parents to volunteer to help in the classroom or on field trips and encourage you to...

- help your child attend regularly.
- teach your child self-reliance by encouraging him/her to do things for himself.
- confer often with the teachers about your child.
- report any upsetting experiences that may help the teacher better understand your child.
- take an interest in the program and whatever your child brings home.
- understand that many things done in class are intangible and your child will not always bring something home.
- take time to listen to your child's daily experiences and discuss them with real interest. However, do not become alarmed if your child does not mention his/ her daily activities. You may initiate a conversation by saying, "Tell me what you did today."

PARENT LETTERS

We will send home a monthly newsletter informing parents of upcoming events and passed accomplishments of their student.

PARTY INVITATIONS

In order to keep children from being excluded, we ask that if you are going to distribute party invitations at school, you send one for everyone in your child's class.

POLICY CHANGES

We will notify parents of any operational or policy changes in writing. Parents will be required to sign, date and return the policy change form to the office.

PROGRESS REPORTS

We will send home progress reports for preschool students at the end of the 1st and 2nd semester.

REST TIME

Preschool children enrolled will participate in a rest time following lunch. You will need to send a labeled nap mat, pillow, blanket, and a bag to store nap mat belongings in. Nap mats may be stored at TEGA, they will be sent on every Friday for parents to wash. We ask that you wash your mat regularly. Children who do not regularly nap will rest for 1 hour and then be allowed to play quietly.

SIGNING IN & OUT

Parents or guardians must sign-in and out each day. We will only release your child to you or any person noted on your registration form. Persons authorized to pick up your child will be required to present a photo ID. If we have any reservations we will phone the parent or guardian.

SNACK

Every morning, there will be a snack time. At this age, children are very picky eaters. Instead of forcing them to eat food that we provide, we ask that you send a light snack. For convenience, we have snacks available in the lobby. Please put your child's name on their snack, and put it in our "snack basket" each morning. TEGA will provide a drink and snack for children enrolled in extended care from 1:00-6:00.

SPECIAL ACTIVITIES

We will have special activities outside of class where families are invited to get together and have fun. Look for information in your parent newsletter concerning our other "special activities."

SUPPLIES

TEGA provides an abundance of supplies for the children. However, please refer to the registration packet for basic supplies that must be purchased by parents. Each class will be responsible for a few supply items each month. The teachers will send home reminders pertaining to these supplies.

TOYS

Children should NOT bring toys to TEGA, unless the teacher makes a request. We ask that accessories be kept to minimum – due to gymnastics being taught daily. TEGA will not be responsible for any personal belongings that are lost, damaged, or broken. Play guns, knives or aggressive toys are strictly prohibited and should not be brought to show-and-tell.

TUITION

Tuition is due on the 1st of each month. Statements are emailed monthly during the school year. Failure to pay by the 10th will result in a \$10 late fee. Tuition is paid by the calendar month. Our tuition is based on a full school year. Since we do not charge extra for months with 5 weeks, we do not prorate for months with 3 weeks. I understand that if my check is returned or I am late with payments, TEGA will require automatic credit/debit card payment for future payments. The returned check fee is \$25. KDO registration and tuition requirements are made available in March of each year.

VIDEOS

At times we will watch a video. TEGA will provide the movies. All movies we watch must be rated G.

VOLUNTEERS

We always welcome preschool parents to volunteer in the classroom and on field trips.

WEATHER

We will follow the decision of FISD during inclement weather. If FISD closes, TEGA will close. If FISD announces a delayed start, please phone the facility or check our website. TEGAkids.com

WATER ACTIVITIES

KDO 3 & 4 year olds will have a swimming lesson with a certified water safety instructor during the summer season. 2 Year olds will have water play days once a week. They may participate in other water activities such as the sprinkler. We will stay within the minimum required standards for ratios at all times.

WITHDRAWAL

Your child's spot is reserved from the date of registration through **May 31, 2013** Therefore, if you decide to withdrawal your child, we require a 30 day written notice. We also urge you to set up an appointment with the Director to discuss your reason for leaving, and to provide us with an objective opinion about the strengths and weaknesses of the program.

****GANG-FREE ZONE**

TEGA is designated as a "Gang-Free Zone". Gang related or organized criminal activity within 1000 feet of our program is prohibited and subject to increased penalty under Texas law.

****United States Consumer Product Safety Commission (CPSC)**

A children's product is considered to be unsafe if it has been recalled by the CPSC. CPSC recalls may be accessed at: www.cpsc.gov or dfps.state.tx.us

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