

OPERATION TIMES

TEGA operates from August through May. Hours are 8:30am – 6:00pm for full-time care. Early drop off begins at 7:00am during the academic school year and is free of charge.

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

After School Care: August – May of the academic school year Monday - Friday, TEGA provides pick up from designated schools. Once at our facility students will be given a nutritious snack and then divided into age groups. Students will then rotate in their groups to outdoor play, turf room, game room and homework room. Care concludes at 6:00pm. Each day. TEGA will provide early pick up for school designated early dismissals, as well as camp days for school holidays.

*See camp dates

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 in our program, all registration information is completed online through TEGA's registration page. Students 6 weeks old – 5 years old must have a current shot record, and wellness check on file. A meeting with the director must be scheduled prior to the student's attendance.

TUITION

Tuition is billed monthly, and drafted automatically on the 25th of the preceding month. Parents may opt out of auto-draft by paying the full amount due at least one business day prior to the 25th. Tuition is calculated on a 36 week school year, which allows for a holiday break in December and a Spring break in March, and is divided into equal monthly payments.

CONFERENCES

We will schedule two TEGA parent/teacher conferences per year for our Pre-K class. This conference allows parents and teachers to discuss children's progress in schoolwork, achievement and classroom behavior. If a parent would like to set up an additional conference, they are welcome to contact the child's teacher and center director.

DROPPING OFF YOUR CHILD

The facility opens at 7:00am for early drop off. 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. All students must be present and accounted

for by 9:00 am. TEGA feels that for each student to gain the most from the programs we provide it is vital that students arrive on time each day. 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.

Pick Up Procedures:

Preschool – parents should sign students in and out in the preschool binders located at the front desk, entry way of red building and outside the 3's classroom. Parents must check students out with the child's teacher. If you are having someone other than the designated parent / guardian on your child's registration form, the individual must be an approved contact person and provide a driver's license.

After School Care: Parents should come to the front desk and sign their child out of the attendance book. At that time a staff member will call for your child. Persons other than the designated parent/guardian must be listed as a contact person, as well as provide a driver's license.

IF TEGA IS NOT NEEDED FOR PICK UP: If your child is not needing to be picked up from school by TEGA's transportation team a parent / guardian must phone / notify the TEGA's front desk personnel no later than 1:00 pm to be marked as a no pick up. TEGA staff will not be able to leave a school until every student has been marked present unless they are on the no pick up list. If students do not come to the day care pick up area in a timely manner, TEGA staff will phone parents to confirm pick up plans prior to leaving the campus. If parents are unable to be reached within 15 minutes TEGA will then contact the school's office to determine if the student was marked present that day.

HOURS

TEGA will open at 7:00 AM during the academic school year (August – May). As mentioned previously, we ask that you do not drop off your child before that time. Full-time care concludes at 6:00pm. We give parents a 5 minute window before we consider you late. After that time you will be charged \$1.00 per minute, per child for late pick-up. Please note that the late fee will be added to your account that day. If a child has not been picked up within 30 minutes of the designated pick up time TEGA is required to contact Child Protective Services.

SUPPLIES

TEGA provides an abundance of supplies for the children. However, please refer to the supply list for your child's class for supplies needed. Each class will be responsible for a few supply items each month. The teachers will send home reminders pertaining to these supplies.

TEGA CURRICULUM

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

Social

- 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

Emotional

- Develop a positive self-concept
- Be free to risk failure and make mistakes
- Show independence and responsibility
- Channel emotions in appropriate and acceptable outlets

Physical

- Develop gross and fine motor skills
- Develop hand-eye and eye-foot coordination
- Become aware of his/her body
- Learn basic gymnastics skills

Creative

- Provide opportunities for creative expression
- Become familiar with the use of scissors, glue, crayons, and other art supplies
- Expose children to rhythm, beat, and music

Intellectual

- 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 three year olds attend two or more days a week, and 4 year olds attend 3 or more days a week.

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

REST TIME

Children enrolled in TEGA and KDO 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, and they will be sent home 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.

KDO CURRICULUM

The Kid's Day Out curriculum includes indoor sport games, outdoor sport games, arts & crafts, swimming and gymnastics. Please refer to the posted daily schedule for specific activities.

SNACK

TEGA offers morning and afternoon snacks during the school year. A snack calendar will be posted on the bulletin board for parents to view. If you need a hard copy you may request one from the front desk at the main building. We ask that if your child has allergies that they have a personal snack from home sent daily that is clearly labeled with students first and last name, as well as AM or PM Snack. Please remember **TEGA is a PEANUT FREE FACILITY!**

LUNCHES

Students enrolled should bring a labeled lunch box with everything they 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. Please remember that **TEGA is a PEANUT FREE FACILITY!**

INFANT SAFE SLEEP POLICY

In order to keep nap times as safe as possible we ask that parents follow the following guidelines:

- Infants may not sleep with a pacifier that has an animal, clip or tag attached
- Infants must sleep on their backs unless they are able to roll over independently
- Infants may not be swaddled or have loose blankets, we ask that each infant provide a sleep sack if a blanket is needed
- Infants may not wear any type of necklace while sleeping
- Infants are required to take all naps in their cribs

BREASTFEEDING

TEGA recognizes that breastfeeding supports optimal health and development. Parents have the right to breastfeed or provide breast milk for your child while in our care. TEGA will provide a comfortable place with a seat in our facility to enable a mother to breastfeed her child.

SUNSCREEN AND INSECT REPELLENT

TEGA will administer sunscreen and bug spray as weather and time of year requires. If you do not want your child to use sunscreen or bug spray please notify your child's teacher and provide a personal supply that will be used specifically for your child.

DRESS CODE

Please dress your child in clothes that are suitable for gymnastics, playtime, and arts and crafts. If your child dresses in a skirt or dress we ask that shorts be worn underneath so that he or she may participate in all gymnastic activities. Each child must also bring a complete change of clothes, which includes socks and underwear in a labeled Ziploc bag daily. Child care 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 40 degrees we ask that you dress your child appropriately for the weather. In fall and winter months, please send a labeled coat daily.

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 "cool down time" 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. Cooperatively, parents and teachers will decide on the appropriate action to take when necessary.

TEGA takes harmful actions to other students and teachers very seriously. We therefore work on a three strike policy. Parents will be notified immediately and asked to pick up their student from school for the remainder of the day. After the third harmful behavior the student will be on a three day suspension from the program to ensure the safety of other students. If harmful behavior continues after returning from suspension the student will be dismissed from the program. TEGA Kids Superplex reserves the right to terminate care for the child for discipline problems at any time.

FIELD TRIPS

Written permission is required for all field trips. You will be given advance notice and an outline of activities. We must have a written permission slip and any 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. Children 18 months - 2 yrs will not leave the facility for field trips. For summer KDO, only participants entering 2nd grade and up take field trips.

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.

PARENT LETTERS

We will send home monthly calendars containing our curriculum and activities. Emails will also be sent out to update parents of events, changes, and activities. Please make sure you have a current email address in the TEGA parent contact system.

PROGRESS REPORTS

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

HOME ACTIVITIES

We will schedule an at-home activity for TEGA CDC students once per 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.

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.

PARENT CODE OF CONDUCT

Keep in mind that young children are present in our building. Adult language is not appropriate for young children. TEGA Kids Superplex prohibits swearing or cursing on our property.

Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. TEGA Kids Superplex reserves the right to terminate care in the event of disruptive behavior from a parent or a guardian.

TEGA Kids Superplex must follow certain rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents/guardians, must follow these rules while on our property.

PARENTAL INVOLVEMENT

Parents are every child's first and most important teacher. Research has shown that parental 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 RESPONSIBILITIES

- Students must be signed in and out by the custodial parent or adult person approved by the parent(s). Parents who fail to sign children in or out may be charged a \$5 penalty for each occurrence. Please understand that due to liability issues, the staff of TEGA Kids Superplex is not permitted to take children home from our center. If there are restrictions for pick up arrangements, a court copy of said arrangements must be on file at TEGA.
- Students should not bring toys to TEGA, unless the teacher makes a request. We ask that accessories be kept to a minimum due to daily gymnastics lessons. TEGA will not be responsible for any personal belongings that are lost damaged or broken.
- Help us provide the best environment possible for educating your child:
 - Communicate any concerns regarding our program or your child immediately to the supervisor or director.
 - Pick up and read the notices and information in your child's folder, posted in the facility, or via email

- Pick up your child's papers/projects and daily notes each day. Their work is important to them and daily notes are an additional means of communication between educator and parents.
- Please be aware of your child's snack and lunch times (posted outside of your child's classroom), and make sure your child arrives on time to be included in those meals. It is very difficult to try and feed a child later than the scheduled meal time, and causes a disruption to the classroom schedule.
- Please do not allow your child to bring gum or candy into the facility.
- Periodically check your child's supply of extra clothing, and take soiled clothing home promptly.

The Texas Department of Family and Protective Services does not allow smoking on the premises, either indoors or outdoors.

WEATHER

We will follow the decision of Frenship ISD during inclement weather. If FISD closes, TEGA will close. If FISD announces a delayed start, please phone the facility. *Licensing requires that childcare facilities have outdoor play (ODP) offered twice a day. We generally do not go outside if the temperature is below 40 degrees or above 100 degrees. Please make sure that your child is appropriately dressed for the day's weather.*

HOLIDAY CLOSINGS 2017 - 2018

After School Care:

September –	TEGA Closed for Labor Day 4th
November –	TEGA Closed November 22, 23, 24
December –	TEGA Closed Dec. 25 th – January 1 st **
March --	TEGA Closed March 12 th - 16 th **

Early pickups and camp days are posted on our website. Parents will receive email reminders as well.

TEGA Palaestra:

September –	TEGA Closed for Labor Day September 4 th
November –	TEGA Closed November 22, 23, 24
December –	TEGA Closed Dec. 25 th – January 1 st
March -	TEGA Closed March 12 th – 16 th
May --	TEGA Closed May 25 th – Teacher Work Day

***Winter Camp** will be offered on January 2nd – 5th. Additional fee applies for camp days / camp weeks. Students must be pre-registered by December 5th to attend the Winter Camp. *Please note that we must have a minimum of 10 preschool students, 10 school age students, and 4 infants registered to hold the camp.

***Spring Camp** will be offered the week of March 12th – March 16th. Students must be registered for the camp no later than February 26th. Additional fees apply for camp days and camp weeks. *Please note that we must have a minimum of 10 preschool students, 10 school age students, and 4 infants registered to hold the camp.

EMERGENCY PREPAREDNESS PLAN

TEGA maintains an emergency preparedness plan designed to ensure the safety of children during an emergency while in our care. The full emergency preparedness plan is available for review by parents upon request.

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, 911 will be called and ambulatory services requested.

GANG-FREE ZONE

TEGA is designated as a “Gang-Free Zone”. Gang-related or organized criminal activity within 1,000 feet of our program is prohibited and subject to increased penalty under Texas law.

ILLNESS

When a child becomes ill at school, the child will be separated from the group to avoid spreading the illness. There must always be a current phone number where you can be reached. 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 any 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
- Giardia 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

IMMUNIZATIONS

The Texas Department of State Health Services requires that children enrolled in child-care facilities be immunized against: diphtheria, pertussis, tetanus, poliomyelitis, *Haemophilus influenzae* type b (Hib), measles, mumps, rubella, hepatitis B, hepatitis A, invasive pneumococcal, and varicella diseases. Immunizations needs vary depending on the age of the child, and the minimum number of doses required for each vaccine is indicated on the schedule at the back of this handbook. More information can be found at www.ImmunizeTexas.com.

Exclusions from this policy are allowed on an individual basis for medical contraindications and reasons of conscience, including a religious belief.

To claim an exclusion for medical reasons, a statement signed by the child's physician may be presented, and will be valid for one year from the date signed. To claim an exclusion for a reason of conscience, including a religious belief, a signed affidavit must be presented by the child's parent or legal guardian. More information on the requirements for exclusion may be obtained from the childcare director.

A copy of the child's complete immunization record must be on file with TEGA by the date of admission.

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.

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. Parents must log medication into the medication log (located in the sign in book). Medication must be given to the student's teacher to be kept in a safe space until administration.

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.

VACCINE-PREVENTABLE DISEASES

TEGA currently does not require its employees to obtain any immunizations for vaccine-preventable diseases.

VIDEOS

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

VOLUNTEERS

We always welcome TEGA CDC parents to volunteer in the classroom and on field trips. All volunteers must notify TEGA 1 week prior to event by submitting a background check form.

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.

WITHDRAWAL

Your child's spot for TEGA Owls Nest CDC and After School Care is reserved from the date of registration through **May** of that year. Therefore, if you decide to withdraw 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.

LICENSING INSPECTION

Parents are welcome to view our most recent licensing inspection or review the Minimum Standards. To contact the TXDPRS please call 806-698-6969. 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.

PREVENTION OF CHILD ABUSE

Child abuse and neglect are against the law in Texas, and so is failure to report it. TEGA provides annual training to employees to increase awareness of issues regarding child abuse and neglect, including warning signs of abuse and neglect, as well as methods for increasing employee awareness of prevention techniques for abuse and neglect. Anyone that suspects abuse should report it within 48 hours, and may use the child abuse and neglect hotline at 1-800-252-5400.

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

Texas Child Care Licensing: www.txchildcaresearch.org

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