





Parkview Christian Childcare Center

Daycare & Preschool

"Lo, Children are a heritage from the Lord"
(Psalm 127:3)

Dear Parents,

Parkview Christian Childcare Center (PCCC) is a ministry of Parkview Baptist Church. We are a Texas licensed Daycare and Preschool. Our purpose is to assist you in caring for the total child spiritually, cognitively, emotionally, and physically. We strive to do all that we can to see that your child has a safe environment with a conducive and enjoyable educational experience.

Our classrooms are small, with an excellent teacher to child ratio. Students leave our care well prepared for their elementary years. The concepts of sharing, friendships, God's love, and basic ideas of reading, writing, and math are professionally presented throughout the day. Feel free to call for more information regarding ways that we may meet your needs.

Yours for the children

Virginia Collier

Director

Hours of Operation

Parkview Christian Childcare Center operates Monday thru Friday, twelve months of the year. We open at 6:30 AM each morning. The facility closes promptly at 5:45 PM, and the doors are locked at this time. The time on our clock can be verified with: (254) 756-5555. Please call if you know that you will not be on time. Late fees will be assessed promptly at 6:00 PM. This gives a 15 minute grace period before late charges are assessed. All late fees are due the day they are incurred. The following are late fee charges:

6:00 PM-6:05 PM.....	\$10.00
	\$15.00 second time & thereafter
6:06 PM-6:10 PM.....	\$2.00 more
6:11 PM-6:15 PM.....	\$2.00 more until 7 PM
7:01 PM-7:05 PM.....	\$15.00 first time
	\$20.00 second time & thereafter
7:06 PM-8:00 PM.....	\$1.00 each additional minute
8:00 PM we will call the proper authorities.	

Remember, your child will be waiting to see you, so please do not arrive late.

Note: Late pickup fees are due no later than the following day the child was late being picked up. Any other arrangements must be cleared through the director. If the fee is not paid the following day, and prior arrangements have not been made, an additional \$10.00 per day fee will be assessed until the fee is paid. All fees must be paid Monday of the following week for the students to be admitted.

School Closings

Parkview Christian Childcare Center observes the following holidays. ***Please note that tuition is still due.***

School Year and Summertime:

- New Year's Day
- Good Friday
- Memorial Day
- July 4th
- Three days in August for teacher orientation, training, and classroom preparation
- Labor Day
- Thanksgiving Day and the Friday after
- Christmas Eve
- Christmas Day

Bad weather closings:

In case of inclement weather, you will need to check television stations 6, 10, and 25. Be sure to check **all three** stations, due to the fact that it becomes hard for us to get through to some of the stations as a result of the large amount of school, business, and organization calls. If you see a listing for Parkview Christian Academy or Parkview Christian School, but no listing for the Center appears, ***note*** that if the Academy closes, we will be closed also. We also observe the same late openings as the Academy.

Arrival and Attendance

When you arrive at the Preschool entrance at the rear of the building, you will need to sign your child in by using the time clock. To sign in a child, the person dropping off the child will type in the code provided by the preschool. If your name does not appear on the welcome screen please notify the front desk and they will inform you of your log-in code. It is important that your child arrive in time to join the group and participate in all of the day's activities. Each class follows daily lesson plans, and a **curriculum** which is mostly taught in the morning hours between 8:30-11:30. Please try and make every effort to have your child here by **8:20 AM**, so that he/she may advance at the same level as the other children in the class. Irregular arrival times create confusion and a feeling of being left out of the group.

Mid-day/Afternoon Pick up

When you pick up your child, please sign him/her out in the same method as above. Only authorized persons may pick up your child. If someone other than the parent comes to pick up the child, that person must be listed on your Child Identification Sheet. If a child is to go home with someone not on the form, a parent must call (and be able to state your child's code). (Anyone you wish to permanently add to the form must be done in person at the front desk.) The staff will ask for some form of photo identification and match it to a name on the Child Identification sheet before releasing the child. For your child's safety, please do not send in older siblings to pick up his/her younger sibling. Once your child has been released from the classroom by the teacher to the person picking him/her up, the staff is no longer responsible for that child(ren).

Withdrawal and Re-Admittance

Anytime a child is withdrawn from the Center for any period of time in which no tuition is paid, and the child returns, there will be a full re-enrollment fee due. We do not issue refunds on any fees paid for any reason and all fees must be kept current for admittance.

Please give at least two weeks notice so a replacement can be found for your child's spot and the income of the center can remain stable. If you withdraw without notice or after a week has already begun, your account will be charged for the week's tuition. You will be responsible for paying for that week. The success of our business depends upon the prompt payment of all accounts.

Outside Play

We feel daily outside play, weather permitting, is a must for all children. The Texas Department of Protective and Regulatory Services requires that we take the children outside thirty minutes per day based on the fact that there are more germs in a closed, re-circulated air room than there are outside in the fresh air. We ask that you please dress your child for the weather--shorts in the summer, hats, coats, and mittens in the winter. Children who are too ill to go outside should be kept at home or have a doctor's note stating that the child should be kept indoors.

** Accidents are prominent when flip flops or backless shoes are worn, therefore they are strongly discouraged.*

Bringing Things to School

Parkview Christian Childcare Center is not responsible for the loss or damage of things brought from home. However sometimes it helps a child to feel more secure if he/she brings a favorite toy or stuffed animal from home. The following are our policies concerning things brought to the center:

1. Bring one (1) item only in addition to a stuffed animal
2. Nothing with small pieces
3. The item must fit inside the child's cubby and still allow room for school supplies.
4. If it is something you don't want other children handling, please notify the teacher so she can keep it on her desk.
5. All things brought to school, including coats, hats, mittens, blankets, etc., must be clearly labeled with the child's first & last name.

The following are things we **do not allow** children to bring to school:

1. War toys (guns, swords, knives, or anything representing a war or a fighting theme)
2. Action figures (regardless of whether they represent good, evil or neither; i.e. movie figures, Batman, Power Rangers, etc.)
3. Barbie dolls (or any Barbie type doll, including accessories)
4. Money
5. Ink pens
6. Permanent markers

We use age appropriate videos and cassettes only, which must be approved by the Director before using. A child may certainly bring a video or cassette for "Show and Tell," but it may not be viewed or played without prior approval.

Potty Training Guidelines

Definitions:

POTTY TRAINED- Potty trained is when a child has the ability to ask the teacher to use the toilet, and when the child has the ability to use the restroom properly without assistance, and can cleanly wipe his/herself.

ELIMINATION ACCIDENTS- If a child had three (3) accidents concerning elimination within a 5-day period (starting from the date of the first accident and not counting weekends) the child must be withdrawn for a minimum of two (2) weeks for additional training. Tuition is still due to secure the child's enrollment in the class.

Our current program does not have a program for three year olds who are not potty trained.

Accidents

Sometimes accidents happen when children have a disagreement with a playmate. Even though our teachers are alert and attentive, accidents can still occur. Minor bumps and bruises will be cared for by the teacher, and noted on an accident form presented to the parent at the end of the day. Parents need to sign this form and return to the front desk. A copy of the form can be given to the parent. If a serious injury should occur, you will be notified immediately. Therefore, up-to-date emergency contact phone numbers must be kept in your records at all times.

Hold Harmless Provision that must be signed states the following:

“By signing the Handbook Acknowledgment, I/We hereby indemnify and hold harmless Parkview Christian Childcare Center, its staff, associates, and/or its affiliates in the event a health emergency and/or personal injury to a child should arise while in the care of PCCC. I/We are assured that PCCC will make its best effort to ensure the safety of the children in its care and that it adheres to the strict guidelines set forth by the Texas Department of Human Services. I/We also understand that I/We are responsible for maintaining adequate health and liability coverage for my/our child(ren) that is/are enrolled in PCCC. Students enrolled in PCCC are not covered by medical or accidental insurance while participating in center activities. Additionally, I/We understand that PCCC does not provide health or liability insurance for the child(ren) while under the care of PCCC.”

Birthdays

Birthdays are special times for children. Certainly if you care to bring special treats you may. We encourage you, if you are bringing something, to bring cupcakes or cookies, fruit or small sandwiches. (i.e. finger food treats) If you bring a cake, you need to bring plates and plastic spoons or forks. The children do better with cupcakes, and they are fun to help parents decorate. Fruit or sandwiches are always the best choices. If you have birthday invitations and every child in the class is invited, you may give them to the teacher to distribute. If you are inviting a limited number of children or a child or children in another class, please bring them to the front desk for distribution.

School Parties

Notification of school parties will be sent out in advance with special instructions. Teachers may have a sign up sheet to request food items for the party. We appreciate your participation and generosity at these times.

Illness

The following is our policy concerning the exclusion from attendance due to illness or injury:

1. When a child has diarrhea or vomits two (2) or more times in one hour
2. When a child has a temperature of 100.4 when checked in the ear.
 - i. Before returning to the Center, the child must be free of fever for 24 hours prior, without the use of fever reducing medicines.**
 - ii. If a child is sent home with fever, he/she must be excluded from attendance the next day, without exception.**
3. When a child has a green discharge from the nose, whether or not accompanied by other symptoms such as a cough
4. When we **suspect** pinkeye (*Symptoms: Inside lower lid is tomato red in color. The white of the eye is pink and cloudy, and/or there is discharge and matting.*)
 - i. Your child may return to the Center when he/she has been out for two (2) days following the day he/she was sent home, and when he/she returns with medicine, or has written consent from a physician, stating that the child may return to school.**
5. When a child has a ringworm (These are a highly contagious fungus.)

6. When a child feels bad enough that he/she is unable to participate in the daily activities, whether or not the child has an elevated temperature or symptoms
7. Parkview Christian Childcare Center has a **No Nit Policy**. This means that a child with head lice or nits shall be excluded from the center and shall not be re-admitted while **any nits whatsoever** remain on the head. Before being re-admitted to the classroom, the child and his parent must go to the office to be checked.

Illness Pickup Policy

If it becomes necessary for the Center to call and ask that your child be picked up due to illness, injury or inability to participate, arrangements need to be made for your child to be picked up **within 30 minutes of the call**. In case of sickness or emergency, it is crucial that **all** phone numbers be kept current in your child's file and on their identification sheet.

*Note: There is no credit on tuition due to illness, injury or non-attendance, due to the fact that you are not paying for days of attendance, but rather for your child's place in our facility. If your child must be out longer than two weeks and you want his/her place reserved, we will be happy to set up a payment schedule for past-due tuition upon the child's return, **only if written consent from a Physician is presented.***

Medication

The following is our policy concerning the administration of medication to a child while in our care:

- A Medication Form must be completed **daily or for the week**.
- All medications will only be given according to the **physician's directions**.
- All medications shared with a sibling must be accompanied with a note from the physician, stating that the child who is not on the medicine bottle label is able to receive the medication.
- Medications may not be given past the expiration date on the medication's container.
- All medications must be administered from the **original bottles or containers** with the following information noted on the label:

- Child's name
- Physician's name
- Date
- Name of the medication
- Amount to be given and for how many days it is to be administered
- Time to be given
- The route of administration (ex. Oral, etc)
- Precautions
- Storage Requirements
- Expiration date

- Over-the-counter medications may only be given if:
 - * The child observably meets the requirements on the label,
 - * Or if the medication is accompanied by a signed note from the child's physician, and written on a prescription pad or other letterhead paper. The information written must include the same information as would be written on a medication container. (See above)
- Sample medications must be accompanied by a signed note from the physician on a prescription pad or other letterhead paper, stating the same information which would appear on the medication container. (See above)
- Medication which needs to be refrigerated will be kept in the refrigerator in the front office.
- Medication which does not need to be refrigerated will be kept in a medication container in the front office.
- Please be sure to check the information written by the office staff on the Medication Request Form to see if, and when the medication was administered.

Medical Emergencies

If, at any moment, a child has a medical emergency, the center will proceed in the following manner:

1. Call 911.
2. Apply CPR and First-aid to the child, as needed.
3. Look over the child's ID sheet and notify parents or the adult who is next on the list if the parents cannot be reached.

Parents will be notified of policy changes via personal letters, memos on their child's computer sign-in/out page, or in their child's Little Pacer or diaper bag. Personal letters are to be signed and returned to the front desk ASAP. Memos may also be taped on the entrance computer and at the reception desks.

Note: Please look daily for any notes, reminders, or receipts addressed to you in your child's cubbie or Little Pacer or diaper bag.

Discipline and Guidance Practices

At Parkview Christian Childcare Center, we provide positive methods of discipline and guidance that encourage self-esteem, self-control, self-direction, and Christ-like behavior which include at least the following:

1. Using praise and encouragement of good behavior rather than focusing solely upon unacceptable behavior.
2. Daily reminding a child of behavior expectations by using clear, positive statements.
3. Redirecting behavior using positive statements.
4. Using brief, supervised separation or timeout as is appropriate to the child's age and development.

If the above disciplining procedures have been taken and the child continues to engage in disruptiveness, the parents will be called.

We **DO NOT** believe in using corporal punishment, threats or ridicule as a means of discipline with the children. This behavior is prohibited within our staff and will not be tolerated. Please report, to the director, any negative behavior witnessed so that it may be dealt with.

Meals

Parkview Christian Childcare Center believes that each child should be provided with meals that fulfill their metabolic, growth and energy needs. We provide the following:

Morning Breakfast

Lunch

Afternoon Snack

** A schedule of meals to be served is listed near the front time clock computers*

Morning Breakfast

Each morning, a light breakfast is served accompanied by a serving of milk. You are more than welcome to send breakfast with your child(ren); however, any food brought should be disposable. Please refrain from sending items that must be washed, refrigerated or microwaved. Breakfast is served between 8:00 and 9:30 am, so we ask that you not allow your child to bring food into the classroom after this time as it causes a distraction.

Lunch

A nutritious lunch is served each day between 10:45 am and 12:30 pm. Each lunch meal is nutritionally balanced and includes at least one serving of Meat, Vegetables, Fruit, and Beverage. Please check the meal plan each week to ensure that your child doesn't have any food allergies to any meal served that week. If in fact your child does have a food allergy, please notify the child's teacher and an alternate lunch will need to be provided by you.

If you should arrive at school before 8:30 AM your child will automatically be on our lunch count. If your child will be arriving after 8:30 AM you must call the school before 8:30 AM to place him/her on the lunch count. If you do not call before 8:30 AM, your child will need to bring a lunch that day.

If your child is going to be picked up prior to lunch, you will need to notify his/her teacher or the front desk when the child is dropped off, as your child may have already been put on the lunch count. If the school is not notified of an early pickup, there will be a \$3.00 charge.

Due to limited refrigerator space, we cannot store individual lunches or snacks in the refrigerator. Also, please do not send lunches or snacks that must be microwaved. Lunches from home need to be sack type lunches and must be well-balanced. Please ensure that your child's name is on all lunch boxes, lunch sacks, and sippy cups sent to school.

Lunch visitors are always welcome! However, visitors must be 18 or older. All visitors must check in with the front desk upon arrival. In order to receive a lunch from the school, you must notify the school no later than 8:30 am on the day you wish to receive a school lunch. The charge for receiving a school lunch is \$3.00.

Immunization/Tuberculin Requirements

Each child enrolled at the child-care, from birth through 17 years of age, must meet applicable immunization requirements. We must have a shot record in their file by their enrollment date. The following information must be on the immunization record:

- (1) Child's name and birth date
- (2) Number of doses and vaccine type
- (3) Month, day, and year your child received each vaccination
- (4) Signature of the physician or general practitioner who administered the vaccine.

The tuberculin requirements vary across Texas. If the regional Texas Department of State Health Services or your local health authorities requires testing for tuberculosis, we must have a document stating that your child is free of tuberculosis. As of the present date, tuberculin testing is not required for children.

Vision and Hearing Screening

All children who are four years of age or older must have on file proof of vision and hearing screenings conducted by a licensed or certified screener or a health-care professional. A signed statement from the child's parent that the child's screening records are current and on file at another program or school the child attends away from the center will also suffice. The statement must be dated and include the name, address, and telephone number of the other program or school that is attended.

Enrollment Procedures

Here at Parkview Christian Childcare Center, enrollment shall be open to any child, provided the child meets the age requirement of the center, and if we are able to meet the needs of that child. The director and the teacher will decide if a child's physical, emotional, social, or intellectual conditions prohibit or inhibit the child's acclimating into the program. We will make reasonable accommodations to fit all children into the program. If your child cannot adjust, we recommend that you withdraw your child. However, all efforts will be made to accommodate your child before this is necessary. Enrollment shall be granted without discrimination in regard to sex, race, color, disability, or national origin.

We Must Have the Following Upon Enrollment

The Department of Human Services requires us to have the following documents on file before your child's admission to the Center:

1. Birth certificate (copy)
2. Updated shot record
3. Enrollment sheet
4. Identification sheet
5. Social security card (copy)
6. Hold Harmless agreement
7. All children who turn four years old by September 1st, must have a vision and hearing test within 120 days of enrollment and a copy of the results must be provided to the Center.

Other items required upon admittance

1. Registration fees paid
2. Full change of clothes (pants/shorts, shirt, underwear, & socks labeled with child's name)
3. Child-sized kinder mat, labeled
4. Small blanket and small pillow, labeled

You will receive a school supply list from your child's teacher upon registration. **Everything** you send with your child **must** be labeled with the exception of the large boxes of tissues and the small school supplies. (*Note: We cannot accept full sized mats, blankets, or pillows due to space restriction*)

Communication and Visitation

Teachers are busy in the mornings receiving and welcoming students, as well as directing activities. In the afternoon, if your child stays for the extended day his/her teacher may have left for the day. If you need to meet with your child's teacher please ask for a parent's note at the front desk. Your child's teacher will be happy to get back with you about scheduling a conference time. It will not be appropriate to discuss the children or incidences in the school with anyone other than your child's teacher or the director. The teachers are interested in answering your questions or discussing your concerns, but we will ask that this not be done in the presence of the children or other adults. Should any parent feel that his/her concerns are not being heard, that parent should contact the director.

We have an open center and parents are welcome at any time. Since we do teach a curriculum, and teachers are working from lesson plans, please check with the teacher in advance if you are planning an extended stay.

We welcome you and hope you will schedule as many extended stays as possible. Teachers can always use an extra pair of hands. If you are staying any day for an extended period time (30 minutes or more) it is policy that you check in at the front desk first.

Transportation, Field Trips, and Water Activities

We feel that field trips are essential to a child's learning process. Field trips are only planned for those children ages four and up. Notices of all field trips will be posted at least one week in advance. You will also receive a field trip transportation form to sign and return, with all information you may need on the form. For the safety of our children, please have your child here before the time noted so that we may be able to get them on the roll count and be ready to depart from the Center in a timely manner. Any children that arrive late will not be able to participate in that day's fieldtrip.

Parents are encouraged to participate in field trips or any special events with us as the teachers are always happy to have extra helping hands. However, for insurance reasons, parents may not ride with their child in our vehicles, but are more than welcome to follow or meet us there.

Also, we ask that children not be sent that day with any extra items such as toys, money, stuffed animals etc. unless they are required by your child's teacher. Any extra items brought will need to be held by the teacher.

Included in the Enrollment Information Packet is a section where you will give/not give permission for your child to participate in any of the above activities.

After-schoolers' or summer campers' enrollment packets include a place to give permanent permission. Therefore daily permission forms would not need to be signed.

(Should we have a water activity; information will be posted at the sign-in area well in advance of the activity.) All water activities will be treated in the above manner, like a field trip.

Animals

We do not have animals at our center except for an occasional show and tell. Any animal brought for show and tell must have an up-to-date shot record and a clean bill of health from a licensed veterinary. Below are listed some of the precautions that we practice at the center regarding animals at the center:

If we choose to have animals at the child-care center, we will:

1. Ensure the animals do not create unsafe or unsanitary conditions.
2. Ensure that children do not handle any animal that shows signs of illness, such as lethargy or diarrhea.
3. Ensure that caregivers and children practice good hygiene and hand washing after handling or coming into contact with an animal and items used by an animal, such as water bowls, food bowls, and cages.
4. Notify you in writing if any unusual animal should ever be present.

Miscellaneous Procedures

Any parental notifications will be handed out in your child's green Little Pacer or diaper bag.

Our open-door policy welcomes parents to call or drop by with any questions or concerns about the policies and procedures here at the center. These can happily be reviewed and discussed with the centers director. Sometimes an appointment may need to be made as our director may be in the classroom or with another parent.

Parkview Christian Childcare Center believes in open communication between the Director, Parents, and Teachers. If you need to meet with your child's teacher, please ask for a teacher's note at the front desk. Teachers are busy in the mornings receiving and welcoming students, as well as directing activities. In the afternoon, if your child stays for the extended day, his/her teacher may have left for the day. However, your child's teacher will be interested in answering your questions or discussing your concerns and will get back with you about scheduling a conference time. We do not feel that it is appropriate to discuss the children or any incidences concerning the school with anyone other than your child's teacher or the director. Should any parent feel that his/her concerns are not being heard, that parent should contact the director.

Parents are always welcomed to visit the child-care center to observe their child, at any time during the center's hours of operation; however, we ask that you sign in at the registration desk and pick up a visitor's badge. Someone will gladly show you around and let you observe. Try to not put a stressful situation on your child. Observations should be thirty (30) minutes or less.

Classroom participation is appreciated. Please make an appointment with your child's teacher to help in the class with a special project, have lunch with, or attend a field trip with your child.

If there are any changes in the child's home situation, we ask that parents please let the director and teacher know. We understand that this could affect the child's behavior, and notification of major changes will enable the teacher to find a positive means of addressing them.

Postings

- Information about Minimum Standards for child-care centers is available at the front desk. Parents are welcome to view it at any time during operational hours.
- You will find posted on the wall, behind our receptionist, our latest licensing, fire, health, and gas inspection reports.
- A complete list of all of our current employees is posted close to the entrance bulletin board.

Contact Information

Parents can contact the local licensing office at **(254) 939-4101**. You can also contact the Protective Regulatory Services (PRS) at their website - <http://www.dfps.state.tx.us>.

If you see any child abuse and need to report it, please contact the child abuse hotline at **1-800-252-5400**, and the director.