

MISD DAYCARE

Parent Handbook
2011-2012



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M.I.S.D. DAY CARE

ENROLLMENT INFORMATION

2011 - 2012

PLEASE COMPLETE AND RETURN THE FOLLOWING ITEMS INCLUDED IN YOUR ENROLLMENT PACKAGE:

1. Admission Information
2. Child Information Form
3. Parent Contract
4. Illness Exclusion
5. Permission Slip (Lunch)
6. Payroll Deduct Form
7. Authorization for Emergency Medical Care

You will need to provide your child's:

- 1. Birth Certificate**
- 2. Complete Immunization record**
- 3. Copy of Parent and or guardian drivers' license**

Registration fee is \$125 per child yearly due on the first day your child attends MISD Day Care.

If you have any questions, I will gladly help you in any way I can.

Thanks,

Marie Simonton
Co- Director



Day Care Calendar
2011 - 2012

August 12, 2011 - June 1, 2012

The day care will be closed on the following days.....

September 5-----Labor Day

November 21 – 25-----Thanksgiving Holidays

December 19 - 30-----Christmas Holidays

January 16-----Martin Luther King Day

March 12-16-----Spring Break

April 6-----Good Friday

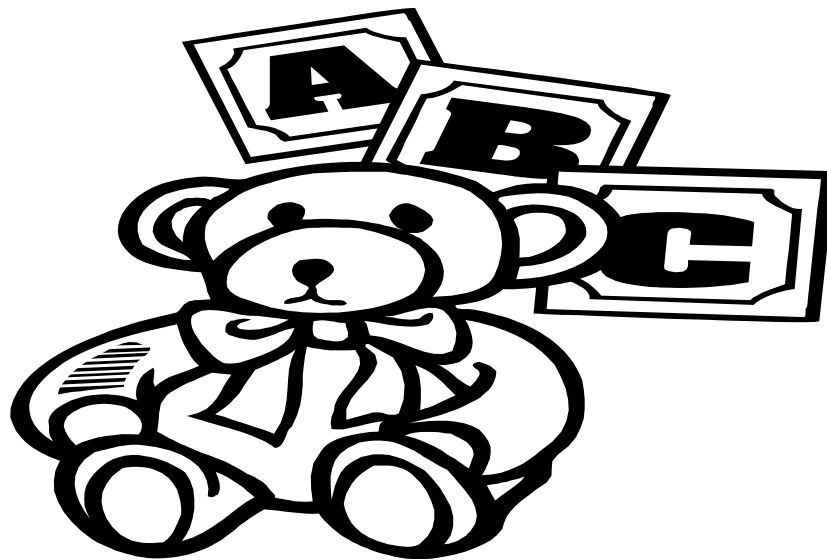
May 28-----Memorial Day

GOALS AND PURPOSE

The goal of MISD Day Care is to provide every child with an equal opportunity of learning.

The purpose will be to provide quality child care with a structured program revolving around a child care atmosphere. This can be best achieved through a combined effort between the concerned parents and staff members.

All questions concerning the care of your child should be directed to the Co- Director (Marie Simonton @ 936-597-3079)



M.I.S.D. DAY CARE CENTER
RULES, POLICIES, AND PROCEDURES

M.I.S.D. Day Care is a state licensed day care facility member, and has been given the highest rating of four stars by the Texas Licensed Child Care Association.

Children must be at least 6 weeks of age in order to attend the day care center.

HOURS OF OPERATION: 6:30 a.m. – 5:30 p.m.

A late fee of \$1.00 per minute will be charged for children picked up after 5:30 p.m. Please contact our co-director Marie Simonton for special arrangements if you will need extended hours for a particular day. We will make every effort to accommodate your needs.

PAYMENT PROCEDURES

Payroll deduction will be made for all employees having children in the day care.

Registration Fees:

Yearly - This is a non-refundable fee paid per child yearly.

\$125.00 yearly

Day Care Fee Schedule:

September - May (monthly)

August & June (daily rate)

Infants (0-17 Months/all Staff)	\$775.00 monthly	\$48.75 daily
All Staff	\$575.00 monthly	\$28.75 daily
After School (only)	\$200.00 monthly	

High School Students Requirements

All high school students that have a child at MISD Daycare must volunteer on a daily basis.

Any person under the age of 18 or a person who does not have a high school diploma or equivalent or a 16 or 17 year old who attends high school but has not graduated can be counted in the child/caregiver ratio, provided that:

1. You don't leave the person alone with or in charge of a group of children or the child-care center.
2. The person works in the same room with and is supervised by a qualified caregiver.
3. The person is expected to obtain a high school diploma.
4. Background check through the Texas Department of Family & Protective Services.
5. Fingerprint-based check through the Texas Department of Family & Protective Services.
6. Complete orientation
7. Complete eight hours of pre-service training.

The background check can be conducted at MISD Daycare center. Once MISD Daycare receives the results usually within 48 hours the individual will be required to schedule the fingerprint based check.

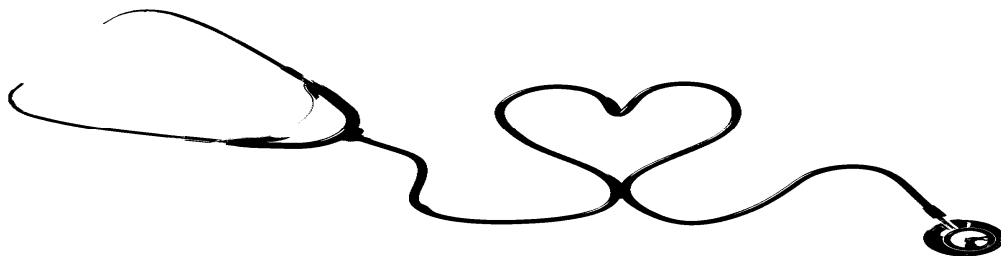
The fingerprint-based check through the Texas Department of Family & Protective Services will cost each individual \$44.50.

MISD Daycare center will conduct the orientation as well as the pre-service training for each individual.



MEDICAL POLICIES

- ◆ Emergency Medical Care Information must be on file at all times. Always notify the day care if there are any changes in your emergency information.
- ◆ **Age appropriate immunizations will be required. You will have 30 days to update your child's immunizations from the date of the notice sent from the office.**
- ◆ **All children enrolled in child care that are four years old by September 1 of each year will be required to have a vision and hearing screening from a health care professional. A copy of these results must be kept on file with your child's records.**
- ◆ If your child becomes ill during the day and you are called to come and pick up your child from the day care center, we expect you to arrive in a reasonable amount of time. We have been instructed by the state day care licensing office and Children's Protective Services, to inform them if a sick child is left in our day care center for an unreasonable amount of time. Please make the necessary arrangements to pick up your sick child if you are called. **If your child becomes ill with a fever, we will not accept him/her back into the day care center until they have been free of fever for 24 hours, or you produce a doctor's note stating that the child may return to day care.** Please understand that we must follow all guidelines and regulations from the state in order to keep our licensed status. These policies are made in the interest and safety of all of our children.



(See illness exclusion page back of handbook.)

EMERGENCY MEDICAL TREATMENT

Day care emergencies will be handled in the following way:

- ◆ Caregiver will notify Marie Simonton Co-Director the qualified person left in charge, who will call the school nurse, and notify the parents;
- ◆ In the case that 911 must be called, the call will be placed then the parent will be notified;
- ◆ Give first-aid treatment or CPR if needed;
- ◆ Contact the physician identified in the child's record;

MEDICATION

- ◆ Parents must sign an authorization for child-care center employees to administer each medication. All medication will be administered according to label instructions.
- ◆ The medication must be in the original container labeled with the child's full name and administration instructions.
- ◆ Staff must administer the medication in amounts according to the label directions and may be only amended by a physician.
- ◆ Staff will administer the medication only to the child for whom it is intended, and may not administer the medication after its expiration date.

NO OVER THE COUNTER MEDICATIONS WILL BE GIVEN TO A CHILD YOUNGER THAN 2 YEARS OF AGE, UNLESS WE HAVE A DOCTOR'S NOTE FOR EACH TIME THAT PARTICULAR MEDICATION HAS TO BE ADMINISTERED (SUCH AS MOTRIN, TYLENOL, COLD OR COUGH MEDICINES, ETC). THIS IS A STATE LAW ISSUED BY TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES.

ADDITIONAL POLICIES

- ❖ Please dress your child in comfortable clothes for the day.
- ❖ We require children to have a complete change of clothing to be kept in their cubbies, (pants, shirt, underclothes and socks). Please label all clothing with your child's name. If the extra clothing is used please remember to bring another set the following day.
- ❖ Please prepare your child's bottles at home. **All infant articles must be labeled with your child's full names** (bottles, pacifiers, baby food, etc).
- ❖ If your child runs out of diapers, the day care will provide diapers at a charge of \$.25 per diaper used.

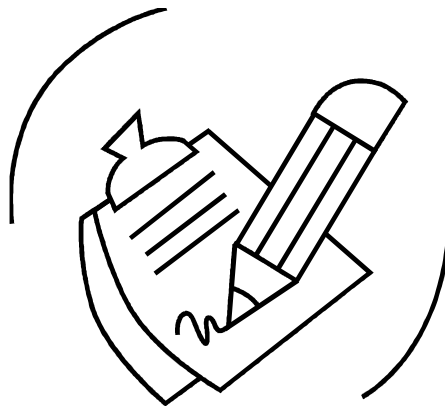
PARENTAL NOTIFICATION

Parents will be notified about the following:

- ❖ A note will be sent home notifying parents of any communicable disease or school closings due to fire, theft, flood, or sewage problems.
- ❖ A poster will be placed on the office door of the daycare or on the locked gate in case of daycare closure.
- ❖ Periodically a newsletter will be sent home to inform parents of upcoming events such as Grandparents Day, Thanksgiving Feast, Christmas Program, etc.
- ❖ If the daycare should have to close during the school day, parents will be notified by phone.
- ❖ Any changes in enrollment procedures and policy changes.

RELEASE OF CHILDREN

- ❖ Children will only be released to their parents or adults listed on the children's information sheet.
- ❖ A certified copy of legal papers needs to be on file for parents with custody issues.
- ❖ Children will be released to individuals authorized on our student information sheet. Our staff will verify the identity and record the driver license number and request the signature of that person.
- ❖ Please note that day care employees will not provide transportation for the children enrolled in day care.
- ❖ **Parents must sign their children in and out of the day care daily. We will require a signature from whomever the child is released to.**
- ❖ Parents who are chronically late picking up their children will not be able to utilize the day care. You will receive a statement at the end of the month.
- ❖ The Day Care is not responsible for items brought from home.



Gang Free Zones

House bill 2086 of the 81st Legislature, Regular Session, 2009: Under the Texas Penal Code any area within 1000 feet of a child-care center is considered a gang-free zone. Where criminal offenses related to organized criminal activity are subject to harsher penalty.

Safety of Children's Products

- ◆ M.I.S.D Daycare center's co-director will review all recalls issued by the Consumer Product Safety Commission (CSPC).
- ◆ When a children's product is considered unsafe the center's co-director will remove all recalled items from daycare center.

Emergency Preparedness Plan

M.I.S.D. Daycare center has an Emergency Preparedness Plan set with the Montgomery Elementary School.

Please see Emergency Response Information Booklet included in Parent Packet.

Federal Health Reform and Nursing Mothers

President Obama signed the Patient Protection and Affordable Care Act, H.R. 3590, on March 23 and the Reconciliation Act of 2010, H.R. 4872, on March 30, 2010. A mother is entitled to breast-feed her baby in any location in which the mother is authorized to be.

Sec. 165.001. LEGISLATIVE FINDING. The legislature finds that breast-feeding a baby is an important and basic act of nurture that must be encouraged in the interests of maternal and child health and family values. In compliance with the breast-feeding promotion program established under the federal Child Nutrition Act of 1966 (42 U.S.C. Section 1771 et seq.), the legislature recognizes breast-feeding as the best method of infant nutrition.

Added by Acts 1995, 74th Leg., ch. 600, Sec. 1, eff. Aug. 28, 1995.

Sec. 165.002. RIGHT TO BREAST-FEED. A mother is entitled to breast-feed her baby in any location in which the mother is authorized to be.

Mothers may nurse their children in the Infant Room (room 49)



MEALS/SNACKS :

- ❖ M.I.S.D. Day Care does not provide meals and snacks. Therefore, it is the responsibility of the parent to provide nutritious meals and snacks for their child.
- ❖ The three, four and five old class will be eating lunch in the cafeteria. If you want your child to eat food provided by cafeteria, you must set up a lunch account with child nutrition. (The prices below are subject to change)

Breakfast	\$1.10
Lunch	\$2.10

- **Please sign and return permission slip allowing your child to eat lunch in M.E.S Cafeteria.**

In Back of Handbook.

- ❖ Your child may bring their own breakfast, but no one will be given breakfast after 8:20 AM.
- ❖ Due to the lack of storage space, parents are asked to send the snacks on a weekly basis.

CENTER VISITORS

Parents and other immediate family, approved by parents, are always welcome to visit or observe in the classroom. No prior notice is necessary. However, if you are planning to stay all day, please advise the classroom teacher that you will be staying and the capacity in which you will be participating.

Parents are welcome to call and set up meetings with their child's teacher for updated progress of their child and express their input into their child's care. We invite parents to share information, pictures, and stories.

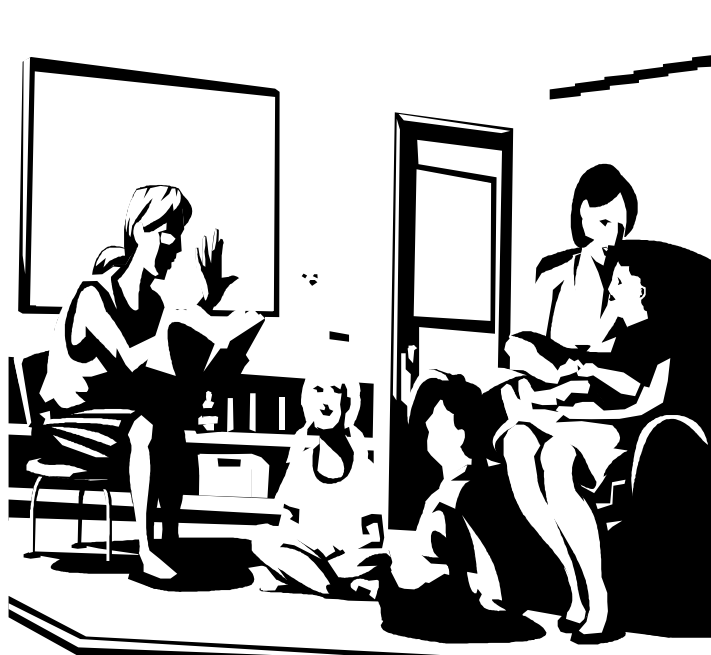
If you have anything you would like to share with us that you think might be of interest to our children, or have a question concerning your child's class, our policies and procedures of the child care center, please make an appointment with your child's teacher or contact our co-director Mrs. Marie Simonton @ (936)597-3079 or our CEO Mrs. Wendy Graves @ (936)597-3080 for a parent teacher conference.

LOCAL LICENSING

A copy of the Minimum Standards for Licensed Child Care Center and our most recent Licensing inspection report are available for parents to review at any time. Please contact our co-director Marie Simonton at (936)597-3079 or you may contact our CEO Mrs. Wendy Graves at (936)597-3080 if you would like to look at these.

For information about local licensing offices and additional parent guides, look on the Protective and Regulatory Services website at: www.dfps.state.tx.us. Or you can call (936)756-1551 (Switch-Board) and they will connect you with the appropriate person.

Child Abuse hotline is: 1-800-252-5400



DICIPLINE & GUIDENCE

746-2805 Minimum Standards

Discipline must 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.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include 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 clean and positive statements.
3. Redirecting behavior using positive statements,
4. Using brief supervised separation 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.

***Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. The aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and re-directing their behavior helps them to develop internal control of their actions and encourages acceptable behavior.*

Immunization Requirements for Child Care Facilities

2010-2011 Texas Minimum State Vaccine Requirements

AUTHORIZATION: This chart summarizes the vaccine requirements incorporated in Title 25 Health Services, §§97.61-97.72 of the Texas Administrative Code (TAC). This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services is granted authority to set immunization requirements by the Human Resources Code, Chapter 42

VACCINES: DTaP: Diphtheria, tetanus, and pertussis (whooping cough); Record may show DT or DTP
IPV: Inactivated Poliovirus
Hib: *Haemophilus influenzae* type b vaccine
MMR: Measles, mumps, and rubella vaccines combined
Hep B: Hepatitis B vaccine
Hep A: Hepatitis A vaccine
Varicella: Chickenpox vaccine
PCV: Pneumococcal conjugate vaccine

AGE WHEN ENROLLMENT

VACCINE REQUIREMENT

Younger than 2 months	No vaccines required
By 3 months	One dose each of polio, DTaP/DT/DTP, Hib _c , hepatitis B _d
By 5 months	Two doses each of polio, DTaP/DT/DTP, Hib _c , and hepatitis B _d
By 7 months	Three doses of DTaP/DT/DTP
	Two doses each of polio, Hib _c , and hepatitis B _d
By 16 months	Three doses of DTaP/DT/DTP
	Two doses each of polio and hepatitis B _d
	One dose of MMR _{b, d} and Hib _c
By 19 months	Four doses of DTaP/DT/DTP
	Three doses each of polio and hepatitis B _d
	One dose each of MMR _{b, d} , varicella _e , and Hib _c on or after first birthday
By 25 months	Four doses of DTaP/DT/DTP
	Three doses each of polio and hepatitis B _d
	One dose each of MMR _{b, d} , Hib _c , varicella _{d, e} , and hepatitis A _d received on or after 1 st birthday
By 43 months	Four doses of DTaP/DT/DTP
	Three doses each of polio and hepatitis B _d
	Two doses of hepatitis A _d
	One dose each of MMR _{b, d} , Hib _c , and varicella _{d, e} received on or after 1 st birthday

In accordance with the most recent General Recommendations on Immunizations adopted by the Centers for Disease Control and Prevention (CDC) issued by the Advisory Committee on Immunization Practices (ACIP) regarding the validity of vaccine doses administered less than or equal to 4 days before the minimum interval or age will meet this requirement.

MMR (or one dose of each of its components) must have been received on or after the 1st birthday if the vaccine was administered on or after September 1, 1990. Measles vaccine received prior to September 1, 1990 may have been administered in the calendar month of the 1st birthday.

Complete series of any *Haemophilus influenzae* type b (Hib) vaccine, OR one dose of any Hib vaccine given at or after 15 months of age. A Hib primary series and booster is two doses (two months apart) and a booster dose on or after 12 months of age, received at least two months after the last dose.

Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in lieu of the vaccine.

Texas Minimum State Vaccine Requirements for Pneumococcal Vaccination (PCV) for Children Attending Child-Care Facilities

I. Guidance for Child-Care Facilities and Schools

Instructions for reading this chart: When a child presents to a child-care facility, early childhood program, or pre-kindergarten program, the individual reviewing the immunization record for that child should: 1) determine the age of the child; and 2) determine the age of the child when the first dose was administered; and 3) determine the number of doses the child is required to have to attend. The age of the child when the first dose was administered affects the total number of doses the child is required to have.

AGE OF CHILD

2 months through 3 months

4 months through 5 months

6 months through 11 months

12 months through 23 months

24 months through 59 months

VACCINE REQUIREMENT

1 dose

2 doses

3 doses

OR

2 doses if a child received the first dose from 7-11 months of age

For children who have received 3 doses prior to 12 months of age:

4 doses are required with one dose on or after 12 months of age.

OR

For children who have received 1 or 2 doses prior to 12 months of age:

3 doses are required with one dose on or after 12 months of age.

OR

For unvaccinated children 12-23 months of age:

2 doses are required.

1 additional dose* is required for unvaccinated children or those who have any incomplete series.

OR

0 additional doses are required for children who have a complete series. Each of the three scenarios below is considered a complete series:

- At least 3 doses with one dose on or after 12 months of age•
- 2 doses with • both doses on or after 12 months of age
- 1 dose on or after 24 months of age
- .•

* Two additional doses may be needed if the child is determined to be at high risk. Physicians will determine if a child is high-risk and vaccinate accordingly.

**MONTGOMERY I.S.D. DAY CARE CENTER
SUPPLY LIST**

**All supplies will need to be replenished as necessary throughout the year.*

6 Weeks - 12 Months

- 6 Large boxes of Kleenex
- 1 Large Package of Disposable Diapers
- 4 Box of Large Ziploc Bags
- 3 Containers Clorox Wipes
- 2 Containers of Baby Wipes
- 3 Complete Changes of Clothes & Socks **Everyday**
- 6 Pullover Bibs or large snap bibs
- 2 Large Purel Hand Sanitizers

Personal Requirements

Baby Food
Snacks
Bottles
Pacifier

Wipes
Diapers
Large Diaper Cream
Extra Clothes & Socks

PARENTS: Personal requirements must be checked every Friday.
Bottles must be made daily with name on bottle and lids.

*****All items and bottles must be labeled with child's first and last name.***



Older Infants 13-17 Months

**All supplies will need to be replenished as necessary throughout the year.*

SUPPLIES

- 1 Box Jumbo Crayons
- 1 Box of Washable Markers
- 2 Large Plastic Bibs with Pockets
- 3 Box Kleenex
- 1 Package of White Wash Cloths
- 1 Box large & small Ziploc Bags of each
- 2 Large Bottles Purel Hand Sanitizers
- 3 Containers Clorox wipes
- 2 Cans of Shaving Cream

PERSONAL ITEMS

- 1 Box Wipes
- 1 Package Disposable Diapers
- 3 or 4 Family Pictures to keep
- 1 Change of clothes

Any small or special items they might need to adjust, example: blanket or stuffed animal are always welcome. We have a small toaster oven to heat up meals for toast, waffles, or frozen meals.

All items must be labeled with First and Last Name

SIPPY CUPS, BOTTLES, JUICE, MILK, FOOD, CLOTHES, BLANKETS ECT...



18months/Two Year Olds

- 2 Boxes of Kleenex
- 1 Box each of Small Ziploc Bags and Gallon Ziplock Bags
- 1 *Kinder mat, small blanket, pillow (1/2 size)
- 1 Complete Change of Clothes
- 2 Large Bottles Glue
- 1 Box of Large Crayons, 8 Count, Basic Colors
- 1 Set of Washable Markers (Crayola Brand)
- 1 Package of Colored Construction Paper, (9 x 12)
- 1 Package of Colored Construction Paper (18 x 22)
- 2 Packages of Paper Plates
- 2 Packages of Plastic Spoons
- 1 Container of Baby Wipes (for cleaning up faces, to be replenished as necessary)
- 1 4 pack Crayola Brand Play Dough (NO ROZEART BRAND)
- 2 Rolls of Paper Towels
- 1 Purel Hand Sanitizer

Personal Items: Diapers
Wipes
Juice
Snacks
Lunches

Sippy Cups will be provided.

Some items will need to be replenished throughout the year.

2-3 Year Olds

- 1 Box of Large CRAYOLA Crayons
- 1 Box of CRAYOLA Washable Markers
- 1 Small Jar Size CRAYOLA Finger Paints
- 2 Large Bottles of Elmer's Glue
- 2 Large Boxes of Kleenex
- 1 Package of Assorted Colored Construction Paper (9 x 12)
- 1 Box Gallon Ziploc Bags
- 1 Box Sandwich size Ziploc Bags
- 2 Baby Wipe Refills (for art cleanup)
- 2 Pkg. Paper Plates
- 2 Rolls Paper Towels
- 2 Pkgs. Plastic Spoons
- 1 Kinder Mat (no sleeping bags)
- 1 **Small Pillow and Blanket (due to limited space-NO SLEEPING BAGS)**
- 1 **Complete Change of Clothes**
- 1 Purel Sanitizer
- Old magazines
- Back Pack

All supplies will need to be replenished as necessary throughout the school year.



3-4 Year olds

- 1 Box CRAYOLA Classic Colors Crayons
- 1 Box CRAYOLA Fat Crayons
- 1 Box CRAYOLA Classic Colors Markers
- 1 Pencils #2 (pkg.)
- 1 Pair Fisker Scissors
- 2 Large Bottles Glue
- 1 Pencil Box
- 1 Water Color
- 2 Boxes Kleenex
- 1 Pkg. Colored Construction Paper (9 x 12)
- 1 Pkg. Colored Construction Paper (12x 18)
- 1 Box Gallon Ziploc Bags
- 1 Box qt. Ziploc Bags
- 2 Baby Wipe Refills (for art cleanup)
- 1 Pkg. Paper Plates
- 2 Rolls Paper Towels
- 2 Pkgs. Plastic Spoons and Forks
- 1 4 pack Play Dough brand play dough
- 1 Kinder Mat (**NO SLEEPING BAGS or Pillow Pets**)
- 1 Extra **Small** Pillow and Blanket
- 1 Can Shaving Cream
- 1 Writing tablet
- 1 Expo Markers (any brand)
- 1 Large plastic box for cubbies (keep snacks in)
- 1 Hand Sanitizer
- 1 Container of Clorox Wipes
- Complete Change of Clothes** with name on each item
- Comb or hairbrush
- Back Pack

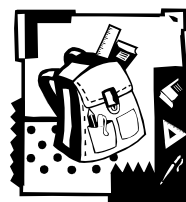
\$10.00 for personal workbooks that I will purchase at Sams.

All supplies will need to be replenished throughout the school year

SCHEDULES
12 TO 17 MONTHS

After breakfast.....

8:30 -	9:00	Check Diapers/Wash hands/ Get Ready to go Outside
9:00 -	9:45	Outside / Free Play
9:45 -	10:00	Check Diapers/Wash hands
10:00 -	10:30	Circle Time/ Music / Art / Story Time / Finger Plays
10:30 -	11:00	Clean Up / Get Ready for Lunch
11:00 -	11:30	Lunch
11:30 -	12:00	Clean-up/Check Diapers/Wash hands/ Get Ready for Nap
12:00 -	1:30	Nap/Rest-Time
1:30 -	2:00	Check Diapers/Wash hands/ Get Ready for Snack
2:00 -	2:30	Snack Time/Clean-Up/Wash Hands
2:30 -	3:00	Centers
3:00 -	3:30	Clean-up/Check Diapers/Wash hands/ Get Ready to go outside
3:30 -	4:00	Outside/Free-play
4:00 -	4:30	Wash up/Prepare for home
4:30 -	5:00	Video/Books/Quiet Time



18 months - Two Year olds

6:30 -	8:30	Arrival/Greet Parents and Children/Breakfast
8:30 -	8:45	Clean-up/Diaper/Potty Time/Wash-up
8:45 -	9:30	Outside Play/Free play
9:30 -	10:00	Art
10:00 -	10:30	Music
10:30 -	11:00	Diaper/Potty Time/Wash-Up/ Get ready for Lunch
11:00 -	11:30	Lunch
11:30 -	12:00	Wash-up/Clean-up/Story Time
12:00 -	2:00	Nap/Rest Time
2:00 -	2:15	Diaper/Potty Time/Wash-Up/ Get ready for Snack
2:15 -	2:45	Snack/Wash-Up
2:45 -	3:30	Centers
3:30 -	3:45	Clean-Up/ Diaper/Potty Time/Wash-Up/ Go Outside
3:45 -	4:30	Outside Play or Video
4:30 -	5:00	Diaper/Potty Time/Wash-Up/ Get ready to go Home

2-3 Year olds

- 6:30 - 8:00 Greet Parents & Students / Breakfast
- 8:00 - 8:30 Centers, Clean-Up, Potty, Wash hands
- 8:30 - 9:30 Outside Play
- 9:30 - 9:45 Water/Restroom/Wash Hands
- 9:45 - 10:45 Circle Time, Art, Music, Story-Time
- 10:45 - 11:00 Restroom/Wash Hands (get ready for lunch)
- 11:00 - 11:30 Lunch
- 11:30 - 12:00 Restroom/Wash Hands/Put out Mats (get ready for Nap-Time)
- 11:45 - 12:00 Story Time
- 12:00 - 2:00 Nap/Rest Time
- 2:00 - 2:30 Wake-Up, Put Away Mats, Restroom, Wash Hands, Get ready for Snack
- 2:30 - 3:00 Snack
- 3:00 - 4:30 Outside Play or Inside Free Play
- 4:30 - 5:00 Water, wash hands, Restroom, Get Ready to go home

3 - 4 Year olds

- 6:30 - 8:30 Welcome/Breakfast
- 8:30 - 9:30 Pledge/ Restroom/ Outside
- 9:30 - 10:30 Daily Lesson/Activities/Crafts
- 10:30 - 11:00 Restroom Break/Wash-Up/Prepare for Lunch/Storytime
- 11:00 - 11:30 Lunch
- 11:30 - 12:00 Restroom Break/Story Time/Prepare for Nap
- 12:30 - 2:00 Rest/Nap Time
- 2:00 - 2:30 Restroom, Wash Hands, Snacks
- 2:30 - 3:30 Table Centers
- 3:30 - 4:30 Recess
- 4:30 - 5:00 Get ready to go Home/Video/Free Play

THINGS TO REMEMBER

- All work efforts deserve praise.
- When displaying work-use everyone's products!
- Sometimes children see things that we don't, purple trees are OK!
- When a child feels failure encourage him/her that soon (when his/her hands are bigger, his/her legs are longer...) he/she will be able to do more things.
- Most "school supplies" (scissors, paste, crayons, paper) must be used with DIRECT teacher supervision for all pre-school aged children.

SKILLS FOR ONES

COMMUNICATION - Listening, simple directions, short stories, rhymes.

ACADEMIC - Learning to name objects, producing short utterances (one to three word phrases), matching objects, know name, know personal possessions.

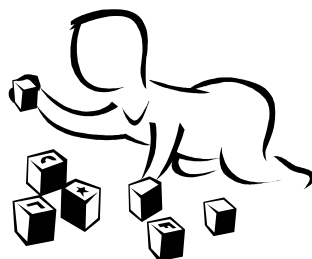
FINE ARTS

Art - Exploring with paper, crayons, and other materials, with constant teacher supervision.

Music - Songs, moving to music, rhythm toys, and clapping.

SOCIAL - Work alone and in a group, develop self-concept.

MOTOR DEVELOPMENT - Walk, bend, stretch, stand, sit, crawl, roll, rolling large ball to another person; working large simple puzzles.



SKILLS FOR TWOS

COMMUNICATION/SOCIAL

Listening - Respond to simple directions, enjoy short stories, hear rhymes and learn finger plays.

Speaking - Speak clearly.

Social - Demonstrate adjustment to school, develop health self-concept, and foster personal health.

FINE ARTS

Art - Exploring with crayons on blank paper, simple outlines, large identify color, freedom paint with Q-tips, blow with straw.

Music - Exploring movement to music, sing songs, learn clapping games, play rhythmic games, and rhythmic instruments.

MOTOR DEVELOPMENT - Walk, bend, stretch, push, pull, throw, catch; use large balls, sit, stand, and work a simple puzzle.

ACADEMIC SKILLS - Practice safety rules, identify body parts, know up/down, know on/off, and know name (work on name), compare objects, sort objects, and repeat a simple pattern.



SKILLS FOR THREES

COMMUNICATION

Listening - Respond to simple directions, learn new words, enjoy stories, hear rhymes and play finger plays

Speaking - Share ideas and feelings, recite nursery rhymes, speak clearly, and present finger plays.

Social/Emotional Development - Work alone or in a group, show adjustment to school, develop a healthy self-concept, foster personal health, recognize some dangers, and practice safety.

MOTOR SKILLS - Walk, bend and stretch, push, pull, twist, and turn; use bean bags, and large balls; stand, sit, and fall safely; zip, button, work puzzles, (peg type 5 piece); simple throw and catch, play cooperative games; crawl, roll, and balance.

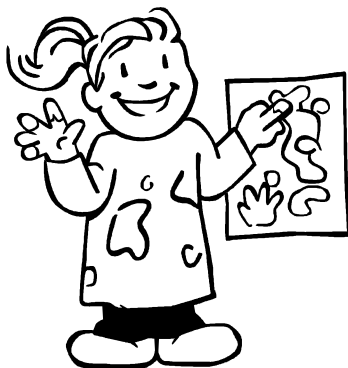
FINE ARTS

Art - Play dough, finger paint, collage, and coloring.

Music - Songs and rhythmic games, clapping pattern.

Theater Arts - Dress up, role-play.

ACADEMIC SKILLS - Discuss holidays and celebrations; know up/down, near/far, above/below; identify personal possessions; know acceptable/unacceptable behavior; know name, age and gender; compare, sort, and match objects; order objects by size; repeat a simple pattern.



SKILLS FOR FOURS AND FIVES

COMMUNICATION

Listening - Respond to simple directions; recognize and compare sounds; acquire meaning of vocabulary words; enjoy literary selections; hear rhymes and learn finger plays; retell main ideas of a story and recall sequence of a story.

Speaking - Use nonverbal communication; share ideas and feelings; tell about five senses; retell familiar stories; recite nursery rhymes; speak clearly; present finger plays.

Social/Emotional Development - Student will: work alone and in a group; demonstrate adjustment to school; learn about different types of families; develop a healthy self-concept, foster personal health; recognize danger and hazards.

ACADEMIC SKILLS

Identifying - Student will: match and count objects; understand the concept of zero; practice safety rules; know name, age and gender; know up/down, near/far, above/below; discuss holidays and celebrations; identify basic needs of people (food, clothing, and shelter).

Comparing and Contrasting - Students will: use more than, less than, equal to; use under, over, below, above; know concepts of part and whole, compare objects.

Classifying - Sort and match objects; combine and separate groups; identify personal possessions; classify acceptable/unacceptable behavior.

Sequencing - Students will: repeat a simple pattern; order objects by size; count orally; order events.

Predicting Cause/Effect Relationships - Discuss consequences.

MOTOR DEVELOPMENT

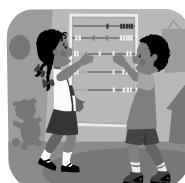
Physical Fitness - Students will: walk, bend, and stretch; push, pull, twist and turn; use bean bags, large balls, and long ropes; stand, sit, and fall safely; zip, button, lace, buckle, snap and fold; pour liquids and solids; work puzzles.

Rhythmic Activities - Students will: create rhythms, sing songs, and play games.

Games and Sports - Students will: dodge, throw, kick, and catch balls; play cooperative games; develop good sportsmanship; practice safety rules.

Sequential Gymnastics - Students will: creep, crawl, roll and balance

Fine Arts - Students will participate in Art, Music, and Theater Arts.



**PARENT CONTRACT
MONTGOMERY I.S.D. DAY CARE CENTER**

I, _____, promise to follow all rules, policies, and procedures of the Montgomery I.S.D. Day Care Center. I understand that all regulations expressed are intended to ensure the health and safety of my child and other children in the day care center.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I further understand that Montgomery I.S.D. Day Care Center may terminate services at will if I violate any rules, policies, or procedures.

Date

Signature

PLEASE SIGN AND RETURN

ILLNESS EXCLUSION POLICY DATA STANDARD BOOK

If a child does not appear well enough to participate in activities as usual and/or has any symptoms requiring removal from the child care setting, the child should not be allowed to attend the child care facility at that time if one or more of the following exists:

1. The illness prevents the child from participating comfortably in child-care center activities including outdoor play;
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
3. The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities:
 - a) Oral temperature of above 101 degrees and accompanied by behavior changes or other signs or symptoms of illness;
 - b) Rectal temperature of above 102 degrees and accompanied by behavior changes or other signs or symptoms of illness;
 - c) Armpit temperature of above 100 degrees and accompanied by behavior changes or other signs or symptoms of illness; or
4. **Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or**
5. **A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.**
6. Eye discharge – thick mucus or pus draining from the eye, or pink eye (*Cannot return to school for 24 hours after medication has been used. A doctor's note must be received in the day care office before a child can return to class.*)
7. Yellowish skin or eyes.

We do understand children can become sick quickly. Our staff will note any unusual symptoms or behavior and contact you if needed.

Parent signature

Date

PLEASE SIGN AND RETURN

*****REMINDER YOUR CHILD HAS TO BE ON PERSCRIBED ANTIBIOTICS FOR A FULL 24 HOURS, AND IF SENT HOME FOR FEVER CHILD NEEDS TO BE FEVER FREE FOR 24 HOURS. UNLESS WE RECEIVE A DOCTOR'S NOT STATING YOUR CHILD IS NOT CONTAGIOUS.**

Meal Permission Slip

M.I.S.D. Day Care does not provide meals and snacks. Therefore, it is the responsibility of the parent to provide nutritious meals and snacks for their child.

Parent's choosing to provide the child's meals and/or snacks from home understands M.I.S.D. Daycare Center, is not responsible for its nutritional value or for meeting the child's daily food needs.

If you want your child to eat food provided by MES cafeteria, you must set up a lunch account with child nutrition.

The three, four and five old class will be eating lunch in the Montgomery Elementary School cafeteria.

Montgomery Elementary School cafeteria is not part of M.I.S.D. Daycare Center and therefore not inspected by our Licensing representative.

I _____ give _____
(Parent/Guardian Name) (Child's Name)

my permission to eat lunch in the Montgomery Elementary School cafeteria.

Parent/Guardian Signature

Date

Please Sign and Return