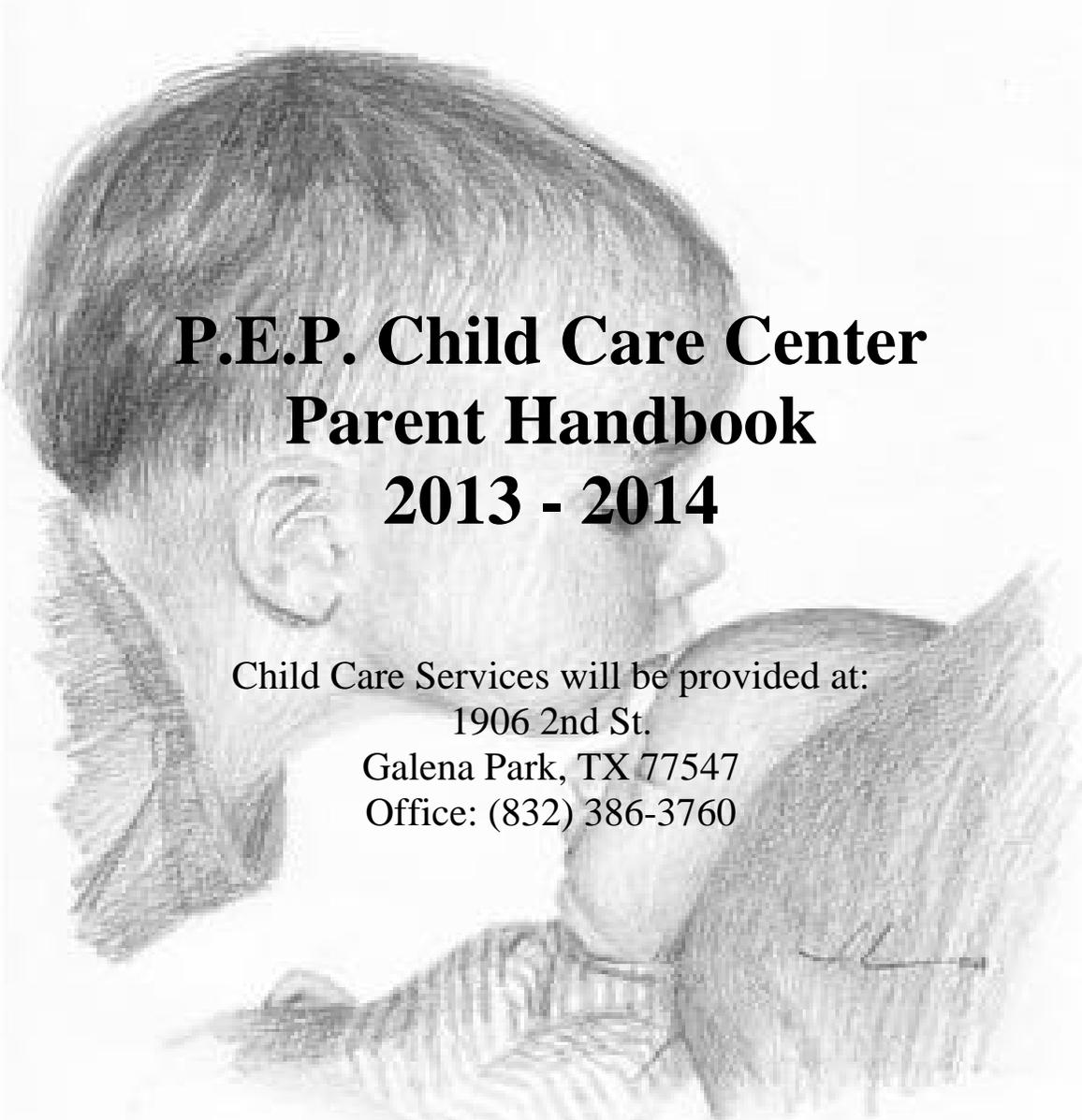


**Galena Park Independent School District
14705 Woodforest Blvd.
Houston, TX 77015
832-386-1000**



**P.E.P. Child Care Center
Parent Handbook
2013 - 2014**

Child Care Services will be provided at:
1906 2nd St.
Galena Park, TX 77547
Office: (832) 386-3760

Sylvia Torres – Program Director of PEP
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The Pregnancy, Education, and Parenting (P.E.P.) Program Child Care Services

INTRODUCTION:

Mission Statement:

The purpose of PEP is to reduce student absences and drop outs due to teen pregnancy and parenting responsibilities. The PEP program is designed to enable pregnant and school-age parents to become educated, self-sufficient, responsible, career oriented citizens. The PEP program also works to recover teen parents who have dropped out of school and who are still below the compulsory attendance age.

Objectives:

The PEP program will work to reduce the dropout rate among pregnant and parenting teens by providing a variety of specialized services. The PEP program will provide education in parenting and self-sufficiency skills while allowing each student-parent to continue receiving academic and career related instruction on a regular school campus. Childcare, transportation and a specially designed 4 year graduation plan will contribute to a decrease in the dropout rate among the teen parent population.

Child Care Program Vision:

The mission of the Galena Park I.S.D. PEP Child Care Center is to provide quality childcare for G.P.I.S.D. student's children. In our child care center, health and safety practices are assured, and age appropriate sensory motor skills are developed using a variety of indoor and outdoor activities. Language development is enhanced through the child's interaction in everyday experiences and language arts activities. Pro-social behavior is promoted through interaction with peers and adults in a caring and loving environment which respects the uniqueness of each child and sets the stage for the child to become an active participant in their education and an eager lifelong learner.

Non-Discrimination:

At the PEP Childcare Center, equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, disability, or parent/guardian political beliefs, marital status, sexual orientation, or special needs or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all children.

Inclusion:

The PEP Child Care Center believes that children of all ability levels are entitled to the same opportunities for participation acceptance and belonging in early childhood programs. Every reasonable accommodation is made to encourage full and active participation of all children in our program based on his/her individual capability and needs.

Certification:

The PEP Child Care Center is licensed by the Texas Department of Family & Protective Services of Childcare Licensing Division. It is a four star certified childcare center awarded by the Workforce Solutions Texas Rising Star Certification Program.

Admission and Enrollment:

The PEP Child Care Center runs from the last Monday in August until the last day of school in June. **The Center is open from 6:30 a.m. until 3:00 p.m. from Monday through Friday except for scheduled school closings as noted on the school calendar.** The center accepts children from 6 weeks to 4 years of age. Children are placed in classrooms according to age and development. Children are transitioned to new rooms as their ability develops. Transitions for the children are minimized as much as possible. **The PEP Child Care Center will operate according to the GPISD school calendar. We will be closed on all GPISD holidays, teacher workdays and staff development days.** (Please refer to the current school calendar).

Registration packets must be submitted by July 29th, 2013. Orientation is scheduled for Thursday, August 1, 2013 for students.

All students must sign an enrollment form and acknowledgment agreement which will outline the student responsibilities to the Center and the Center's responsibility to the student. All admission and enrollment forms must be completed prior to your child's first day of attendance and/or the first day of the school year.

Upon enrollment to the PEP Child Care Center, it is the responsibility of the parent to keep the Center informed of any changes in personal information, including but not limited to phone numbers and addresses.

Late Pick Up Fee:

Because late pick up negatively impacts the children and staff, it is heavily fined. The Center closes at 3 pm. If you realize you are unable to pick up your child, please notify the center as soon as possible. **Students not riding the school bus to pick up their child will be charged \$5.00 for every 15 minutes the child remains in the Center.** The late fee must be paid at the time of pick up. **By state regulations, no children may be left in continuous care for more than 12 hours per day.**

Withdrawal:

The student will complete and sign a withdrawal form in the PEP office at the time of withdrawal.

Confidentiality:

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children in our Child Care Center are confidential.

Transfer Records:

A written request from the student with instructions will be required to transfer a child's records internally or externally.

Photographic Release:

Photographs of children enrolled in the Center will be used in the classroom and/or added to the presentation for the Galena Park ISD Board of Trustees and any other organizations that request it from the PEP Child Care Center. **Photographs will not be taken without the express written consent of a child's parent or guardian.**

Curriculum and Philosophy:

As educators, our vision of possibilities for the Center is strongly influenced by the experiences of infant/toddler child care centers and preschools of Reggio Emilia, Italy. As we look to the example of education in Reggio Emilia, we see a strong expression of how families and educators can create centers and preschools for young children that reflect the values of the community. To be a "Reggio-inspired" school means having a vision of children and families as strong, competent, and capable.

The PEP Child Care Center uses a portion of both the Innovation Curriculum and the Creative Curriculum, as well as the implementation of the "Reggio Emilia" philosophy. Inherent in our beliefs and values is a conviction that as citizens of a community, children and their families have a right to high-quality educational programs. A child enters the world as a curious, capable human being who seeks relationships and connection with others. A child care center should be a place where innate strengths of young children are nurtured. Centers should be places where children are supported in growing to their full potential within an environment that is interesting, engaging, and responsive. Centers should be places where professional educators are happy, receive satisfaction from their jobs, and are viewed as valuable contributing members of the community in which they work. Centers should be places where families feel welcomed, involved, and respected for their individuality and unique points of view.

Assessment Method:

Teachers use the GOLD Teaching Strategies database program on a weekly basis to assess methods and information through observation, to design goals for individual children as well as to guide curriculum planning and monitor progress.

Learning Environment:

Our learning environment reflects our belief that children are inherently curious, seek relationships with others, and construct their knowledge and understanding of the world through active engagement in their environment, other individuals, materials, and various experiences.

Our educational belief is to provide a learning environment rich in materials and possibilities. A child's active exploration in the environment is of the utmost importance. Children's formation of ideas through experiences and processes of inquiries are of value. Children are challenged to research their theories of how things work and are encouraged to engage in a wide variety of experiences. Children are frequently engaged in small group interactions where each voice can be heard and various ideas explored and results negotiated. Each child builds skills not only in traditional cognitive, gross motor and social categories, but also in the areas of problem solving original ideas and strength of conviction.

A primary task of the educator is to provide an environment that is filled with unlimited possibilities—possibilities that encourage children to make discoveries, to experiment with their own ideas, and to interact in meaningful ways with other people. Educators are constantly engaged in a process of observation and documentation in order to develop the best possible educational environment for children. The environment is intended to be responsive to the interests and needs of children while simultaneously encouraging children to develop in ways that are projected by educators.

Staff Qualifications and Professional Development:

When hiring educators, GPISD will take a variety of traits into consideration such as educational background, experience, dedication to the profession and willingness to participate in the mission, vision, and values of the PEP Child Care Center. In order to support educators at the PEP Child Care Center in their continuing evolution as professionals, GPISD will make a strong commitment to ongoing professional development for all of our staff; professional development that exceeds the minimum requirements of minimum standards. Please be aware that this type of professional development requires occasional absences of educators from the classroom. In all cases, well-trained substitute educators work in the absence of your child's classroom teacher. We hope that the strength and the nature of the experiences for your child and you while at the Center is evidence of the power of our strong commitment to professional regular development.

Bright Beginnings:

The PEP Child Care Center is pleased to be a part of a very special educational project with the United Way Bright Beginnings Program funded by Exxon Mobile. This program provides staff development and training to our staff throughout the year.

Child to Staff Ratio:

The PEP Child Care Center provides child/teacher ratio requirements according to the state of Texas. For infants 6 weeks - 11 months the ratio is 4:1. For toddlers 12 - 17 months, the ratio is 5:1. For toddlers 18 - 23, months the ratio is 9:1 and for children ages from 2 - 4 years, the ratio is 11:1.

GENERAL POLICIES AND PROCEDURES

Personal Belongings:

ALL BABY ITEMS MUST BE LABELED WITH A PERMANENT MARKER WITH YOUR CHILD'S FIRST AND LAST NAME. THE CENTER IS NOT RESPONSIBLE FOR LOST ITEMS.

What to bring for Infants (6 weeks - 11 months)

- Enough disposable diapers to last throughout the day.
- Wipes and any creams used on baby's bottom. All diapering creams are considered to be a medication; therefore, a doctor's authorization will be necessary in order for the PEP staff to apply diapering creams during diapering.
- Two extra sets of clothing for your baby. This includes: Shirts, skirts, jeans, dresses, socks, etc. All these items must be in your child's diaper bag.
- Enough empty bottles **and** formula so that teachers can prepare bottles for your child's feedings. Bottles brought to the Center *must* have a top to protect the nipple.
- Enough baby food for lunch and afternoon snacks for older infants. These foods should be nutritious, easy to serve, and appropriate for the child's eating ability.

What to bring for Toddlers (12 - 36 months)

- Enough disposable diapers to last throughout the day.
- Wipes and any creams used on baby's bottom. All diapering creams are considered to be a medication; therefore, a doctor's authorization will be necessary in order for the PEP staff to apply diapering creams during diapering.
- Two extra sets of clothing for your baby. This includes: shirts, skirts, jeans, dresses, socks, etc. All these items must be in your child's diaper bag.
- **Shoes for all toddlers (*required*)**
- A blanket, if needed, for naptime.
- Enough empty bottles **and** formula so that teachers can prepare bottles for your child's feedings. Bottles brought to the Center *must* have a top to protect the nipple.

- Enough baby food for lunch and afternoon snacks for older infants. These foods should be nutritious, easy to serve, and appropriate for the child's eating ability.
- Nutritious lunch and snacks for older toddlers.
- A diaper bag large enough to hold all the above items.

Absence:

- Students are expected to arrive at the Center with their child no later than 7:00 am so they can arrive to school on time.
- Absence notes must be submitted upon arrival at the Center when your child has been absent the previous day. Notes must include the child's name, reason for absence, and a doctor's release if it is required for your child's return.
- Excessive absences may result in forfeiting your slot.

Birthdays:

Parents are welcome to bring a **store bought birthday cake (cookies, cupcakes)** to their child's classroom to celebrate his/her birthday at the Center. The Center will not allow elements such as balloons or gifts to be brought to the classroom or Center. Notify the front office or teacher prior to you celebrating the birthday.

Rest Time:

Infants sleep according to their own schedule and are put to sleep on their backs until they are able to roll over on their own.

After lunch, toddlers participate in a quiet rest time. The children take a daily nap. Toddlers sleep on cots with a sheet, blanket and any comfort item sent from home.

Blankets:

According to Texas Licensing, blankets are identified as unsafe for infants and must not be used in the child care center for children younger than 12 months of age.

Diapering:

Diapering is an important process in the daily life of infant and toddler classrooms. Diapering is a time for one on one interaction between the child and teacher. The process of changing diapers is always done in a comfortable and respectful manner. The PEP Child Care Center will follow all guidelines for cleanliness and hygiene as outlined by minimum standards. Diapering procedures are posted near each changing area in the classroom.

Toilet Training:

An important factor in making the learning experience at the Center as less stressful as possible is a **family/teacher partnership that supports the child**. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process.

Guidance:

We have a fundamental belief that children are powerful, competent, and capable. We also believe that children grow and develop through rich and meaningful relationships with others. We embrace respect as one of our core values. Our philosophy of guidance reflects these beliefs.

We believe that children are born with the desire and ability to be in relation with others. The adults in a child's life-especially family members and educators-have a responsibility to support children in developing positive social skills.

At the PEP Child Care Center, we employ several strategies of guidance, including effective communication, acknowledgement of children's feelings, praise for positive behaviors and interactions, redirection from challenging situations, and natural consequences.

Under no circumstances will any of the following methods of discipline be allowed at the PEP Child Care Center:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed;
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age;
- Retaliating, or doing to the child what he/she did to someone else; and
- Labeling the child (i.e. indicating a child is a "bad" boy or girl).

COMMUNICATION & FAMILY PARTNERSHIP

Daily Communications:

Each day, notes from Center staff keep you informed about your child's daily activities and experiences at the Center. Depending upon the preferences of individual families, notes and other communication are made available in written and/or electronic form. Each classroom also keeps a class blog to keep families informed of the day-to-day experiences with the Center.

Bulletin Boards:

There are several bulletin boards in the Center. One bulletin board is located in the Center's main hallway and provides Center news, upcoming events, faculty changes, holiday closing dates, announcements, etc. The remaining bulletin boards display photographs of activities done in the classroom and each educator has the opportunity to showcase their class on a monthly basis.

Parent Involvement Meetings:

The PEP Child Care Center offers parent involvement meetings throughout the year. These include general meetings and new parent orientation. These meetings are scheduled on the District's school calendar late arrival days. Parents and educators meet as a group to discuss classroom experiences, children's development, etc.

Drop Off and Pick-Up Procedures:

- Parents must sign their children in and out daily at the front desk.
- Parent's full name (first and last name) must be printed on the sign in sheet.
- Please make sure the time you write down is the actual time your child is coming into the Center and/or leaving.
- Whoever picks up the child needs to sign their own name on the sign out portion.
- The Center must be notified in writing if someone other than yourself is picking up your child.

School Attendance:

Child care services are provided only during the time you attend school. **Your child must be picked up immediately after leaving campus. Alternate child care arrangements must be made for your child if you are unable to pick up your child after 3 pm.**

Authorized & Unauthorized Pick-Up:

Your child is released only to you and those persons you have listed as emergency and released contacts. **If you want a person who is not identified as an emergency and released contact to pick up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization.** The person picking up

your child is required to show a picture ID (current and not expired) as verification. Please notify your pick up person of our policy.

If a child is not picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as emergency and released contacts. Provisions are made for someone to stay with your child as long as possible, but if after two hours we are not to be able to reach you or a person listed as emergency and released contacts, we will call the local Child Protective Services Agency (CPS).

Child Custody:

Without a court document, both parents/guardians have an equal right to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court order visitation schedule. **We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.**

Right to Refuse Child Release:

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as the emergency and release contact pick up the child or we may call the police to prevent potential harm to your child.

Cell Phone Usage:

The times you spend in the Center dropping off and picking up your child are important times of communication between the Center and home. In order to make the best use of these opportunities and to meet your child's needs during these times of transition, **we ask that you not use your cell phone at any time while inside the Center.**

Parent Concern Policy:

The purpose of the policy is to provide a process for a prompt solution to any complaint. Your satisfaction is very important to us. If you have a complaint, please bring it to our attention as soon as possible by completing the **Solution and Resolution Form**. Extra copies of this form are located at the front of the hallway by the sign in and sign out table. All concerns will be addressed within 48 hours.

Program Survey:

Parents are invited to participate in an annual program evaluation via a survey conducted each fall and spring. This process allows the Center to measure the progress toward program goals and objectives. The results are used as a basis for continuing successful activities and for changing those that need improvement.

PARENT ACCESS TO MINIMUM STANDARDS (STATE LICENSING RULES AND REGULATIONS):

The PEP Child Care Center operates under a set of rules and regulations specified by the Texas State Licensing Board.

- A copy of the Minimum Standards is available for parent review upon request or in the Center entrance hallway. It can also be found by visiting the following website www.dfps.state.tx.us/child_care.gov
- Parents who have concerns may address their concerns in person or by filling out the *Solution & Resolution Form*. The Center Director will set up a meeting within 48 hours to discuss the concerns.
- All Licensing Inspection Reports are placed on the PEP Center bulletin board located near the front entrance.

HEALTH POLICIES AND PROCEDURES:

The PEP Child Care Center does not provide sick childcare.

If your child exhibits any symptoms below he/she should not be brought to the Center.

Fever	The child should be fever-free for 24 hours before coming back to the Center or a note brought from the child's physician stating that your child is not contagious. This rule is from the Texas Minimum Standards. (See Appendix for Communicable Disease Chart for Schools and Child Care centers.
Pinkeye	The child should be on medication for 48 hours and be clearly responding to the treatment before returning to the Center.
Strep Throat	The child should be on medication for 36 hours before returning to the Center. The child must be showing signs of improvement and be willing to eat and drink.
Diarrhea and/or vomiting	The child should not come to the Center until he/she is deemed non-contagious by a physician or has had no diarrhea or vomiting for 24 hours.
Chickenpox	The child should not return to the Center until all pox are scabbed over.
Runny noses/Coughs	If your child's runny nose will require frequent attention from the teacher or if the child is irritable or running a fever or if mucus is any color other than clear he/she should not be at the Center.
Head Lice	The child may return to the Center when free of ALL nits. In order to remove ALL the nits, it is usually necessary for the child's hair to be well combed with a special nit removal comb after treatment.

By keeping children home when they are ill, the spread of illness among our Center is greatly reduced. This means fewer illnesses for other children, teachers, parents, and other family members, fewer visits to the doctor, and fewer absences from school.

When your child is absent or has received any medical care, including hospitalization or medical procedures, a release note by your physician must be provided to the center. It also must include any special instructions given by the physician in order for any special care to be provided.

If your child becomes sick while in the Center you will be called to take him/her home. If we cannot reach you or if it is impossible for you to come immediately, we will notify emergency contact persons(s) listed on your enrollment application.

Medication Procedures:

It is the PEP Child Care Center policy to dispense medication according to the following guidelines:

Prescription Medications:

- Before any prescription medicine is dispensed, a written and signed authorization that includes date, name of child, name of medicine, prescription number if any, dosage, date, and time of day medication has to be given must be provided.
- Medicine must be in its original container labeled with child's name.
- Parents must provide and label any necessary equipment for the dispensing of the medicine.

Non-Prescription Medications:

Before dispensing non-prescription medication, the Center requires a written order from the child's physician.

Non-Prescription Topical Ointments:

Before dispensing any non-prescription topical ointments, included diaper cream, sunscreen and insect repellent, the Center requires a written order from the child's physician.

SAFETY POLICIES:

Clothing

Dress your child for the Center in clothing that is washable and allows for freedom of movement. Children in diapers should wear clothing that is easily removed for changes. Please do not send children to the Center in clothing that you would not want to get soiled or stained as your child will be engaged in “messy” activities such as painting, outdoor play, sand, water play, clay, gardening, etc.

Outfits that the child can manage alone will make the day go more smoothly. Heavy leather boots, complicated belts, and buttons often pose problems for children at the Center. Shoes that facilitate climbing and running will help eliminate injuries during the Center’s day. Please do not send children to the Center with “flip flops” or other backless shoes.

Extreme Weather & Outdoor Play:

Outdoor play does not occur if there is an ozone watch. In this case, the children will utilize the indoor soft playroom in the Center.

Closing Due to Extreme Weather:

In case of extreme weather, the Center follows GPISD policy regarding school closings due to inclement weather or emergency conditions. For information about school closing, please check the district’s website - www.galenaparkisd.com, the district’s Twitter site - www.twitter.com/galenaparkisd, the Harris County school alert site at www.safeschoolalerts.org or monitor the local television or radio stations.

If GPISD schools are closed due to extreme weather conditions, the PEP Child Care Center is also closed.

Injuries:

Safety is a major concern in childcare and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid is administered by a trained caregiver or Center nurse in the event that your child sustains a minor injury (e.g., scrape knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a First-Aid kit meeting state regulations.

In the event of a serious medical emergency, 911 will be contacted at once and the child will be transported immediately by ambulance to the nearest hospital. Parents and/or emergency contacts will be notified at once. If an authorized person cannot be contacted or

arrive before the ambulance, a proper escort will accompany and remain with the child until a family member or contact arrives.

A Special Note about Biting:

As upsetting as it can be for children and an adult, biting is a normal stage of development that is common among young children. Most young children bite and/or are bitten by another child at least once when they are in group care settings. Often, whether their child was the child who bit or the child who was bitten, parents experience strong emotional reactions to biting. Again, please be assured that biting is developmentally normal in children who are experiencing discomfort due to teething, do not have the verbal skills to communicate their frustrations, and are unable to exhibit self-control that would limit their reactions in frustrating situations.

When biting happens, our first response is to take action immediately to provide appropriate care for the child who was bitten. We also respond to the child who has bitten with strategies designed to help him/her learn a more appropriate behavior. Our focus is not on punishment, but on developing effective behaviors that address the reasons for biting.

Notification of a biting incident is given in written form to both the family of the child who was bitten and the child who bit. We work together with families to keep them informed and to develop strategies to address the situation.

For further information on our approach to biting, we recommend the excellent article entitled “Dealing with Biting Behaviors in Young Children” which is available online at <http://ceep.crc.uiuc.edu/poptopics/biting.html>.

Evacuation of School:

In the event of an emergency at the school, such as fire, gas leak or other emergency requiring evacuation of the premises, evacuation of students and staff would occur in the following manner:

- Director gives evacuation order or alarm is sounded.
- Director contacts authorities by calling 911.
- Teachers in each class evacuate students from building according to procedures practiced in monthly drills.
- In the event that the PEP Child Care Center must be evacuated, your child may be picked up at alternate sites: **(South side) Galena Park Elementary, 401 N. Main St. Galena Park, TX 77547, 832-386-1670 and (North side) is Joyce Zotz Center, 13801 Holly Park St. Houston, TX 77015, 832-386-3670.** You will be notified of our location.
- Director takes contact information from the school files.
- If possible, Director places message on school number indicating evacuation and location of evacuation.
- Director calls each family and/or emergency contacts to let them know of the situation and the location of the evacuation.
- Children are kept at the evacuation site until an adult from their contact list picks them up.

- Children are signed out by parents as they are picked up.
- Staff members will remain until all students in their class have been collected.

Suspect Child Abuse:

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The Child Protective Service (CPS) agency determines appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our Center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

To report abuse or neglect call

1-800-252-5400

Or

Visit the CPS in Harris County website at: <http://www.hc-ps.org/>

Fire Safety:

The PEP Center is fully equipped with all fire safety equipment required by Galena Park Fire Marshal including fire alarms, pull stations, emergency lighting and an evacuation crib for all rooms in the Center. The PEP Child Care Center conducts a monthly fire drill and reviews fire evacuation plans with children and staff on a monthly basis.

Car Seat Policy:

Parents will not be allowed to leave the premises unless the child has an appropriate safety restraint. Any caregiver in violation will be reported promptly to the authorities.

Texas Transportation Code: 545.414

Injuries suffered while riding in cars are the number one preventable cause of death in young children. Here are the guidelines to follow to keep a child safe in the car.

The rear seat is the best seat for children 12 years or younger.



All children must use an age appropriate car seat or booster seat.



Never hold a child in your arms or lap while traveling in the car.



Children should ride in a car seat made for their size and age.



The car seat should be buckled tightly in the car and not move more than one inch when pulled.

Using Galena Park Bus Transportation:

You must arrange with the Center Director if you are planning to use district provided bus transportation.

- ***Transportation must be notified by 5:30 am if you are NOT using transportation services that day. When calling transportation after hours and before 5:30 am, you are to call 832-642-0695.*** If you wake up late and will not ride the bus, have other transportation arranged for that day, or your child is ill, you must call transportation at **832-386-2720 AND** the Center Director at **832-386-3760**. Failure to notify transportation and the Center Director could result in removal of bus riding privileges.
- If you ride the bus in the morning, you will be required to use bus services throughout the day.
- ***Eating or drinking on the bus is not permitted.***
- Parents are responsible for cleaning infant car seats. Annual car seat cleaning days will be scheduled each semester and parents will be expected to clean the seat that their child uses.
- The following rules apply while using bus transportation services:
 -  Be courteous: use no profane language
 -  Do not eat or drink on the bus
 -  Keep the bus and car seats clean
 -  Cooperate with the driver
 -  Do not be destructive
 -  Stay in your seat while bus is on route
 -  Bus driver is allowed to assign seats
 -  **NO** display or **USE** of **CELL PHONES** is permitted.

Nutrition Policies

The PEP Child Care Center offers a full food program of quality meals and snacks for children 12 months and older. Food prepared at the Center meets or exceeds guidelines described in the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service. The school's food program includes the following:

- **Breakfast**- Infants eat on demand. Breakfast is served at 8:00 am to children who are 12 months and older.
- **Lunch** – served at 11:00 am to children who are 12 months and older. The school works with each child to introduce new foods and to ensure nutritious and pleasant dining.
- **Snacks** – provided daily after nap time. Snacks include fruit/vegetables, grains and proteins.

Foods that are not allowed are chocolate/strawberry milk, candy or any other foods that are not under nutrition guidelines.

Infant Feeding Plan:

Infants (children between 1 and 12 months) whose parents are on free or reduced meals in the school district receive their formula and appropriate food free of charge. The educators work closely with each family to create and maintain an infant feeding plan and introduce new foods according to each child's development stage. Infants whose parents are not in the school district's meal plan may bring store bought "Baby" food. All bottles and baby food jars and/or containers must be clearly marked with the child's name and date.

Food Allergies:

If your child has a food allergy, you must notify us in writing (physician's written instruction) so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Parent Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the Center prior to enrollment.

The handbook may be updated from time-to-time, and notice will be provided as updates are completed.

Thank you for your cooperation, and we look forward to getting to know you and your child(ren).

I have received The Galena Park ISD PEP Child Care Center Handbook, and I have reviewed the family handbook with a member of the PEP Child Care Center staff. It is my responsibility to understand and familiarize myself with the Parent Handbook and to ask Center management any questions I may have regarding any policy, procedure or information contained in The Galena Park ISD PEP Child Care Center Handbook.

Name of Child(ren)

Recipient Signature

Date

The GPISD PEP Child Care Center Staff Signature

Date



GALENA PARK

INDEPENDENT SCHOOL DISTRICT

2013-14 School Calendar

July 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	*14	*15	*16	17
18	19	20	21	22	23	24
25	(26	27	28	29	30	31

September 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

* New Teacher Inservice

✓ August 14-16

☐ Staff Days/Student Holiday

✓ August 19-23 ✓ February 17
 ✓ October 14 ✓ April 12
 ✓ January 6 ✓ June 6

■ Holidays - Campuses & Administration Building

✓ September 2 (Labor Day)
 ✓ November 25-29 (Thanksgiving)
 ✓ December 23-January 3 (Winter Break)
 ✓ January 20 (Martin Luther King Day)
 ✓ April 18 (Good Friday)
 ✓ May 26 (Memorial Day)

■ Additional Holidays - Campuses Only

✓ March 10-14 (Spring Break)

() Six Weeks

First Semester

1. August 26 - September 27 (24 days)
 2. September 30 - November 1 (24 days)
 3. November 4 - December 20 (30 days)

Second Semester

4. January 7 - February 14 (28 days)
 5. February 18 - April 11 (34 days)
 6. April 14 - June 5 (34 days)

{ } Nine Weeks

First Semester

1. August 26 - October 18 (38 days)
 2. October 21 - December 20 (40 days)

Second Semester

3. January 7 - March 7 (42 days)
 4. March 17 - June 5 (57 days)

☐ Early Dismissal Days (All students)

✓ December 20 ✓ June 5

Bad Weather Makeup Days

✓ February 17 ✓ June 6

State Testing Days (Subject to change if required by TEA)

✓ October 21-24 (TAKS Exit Level Retest)
 ✓ December 2-13 (End of Course Retest)
 ✓ March 3-6 (TAKS Exit Level Retest)
 ✓ March 31-April 4 (STAAR/End of Course Testing)
 ✓ April 21-25 (STAAR/End of Course Testing)
 ✓ April 21-24 (TAKS Exit Level Retest)
 ✓ May 5-16 (End of Course Testing)

January 2014

Sun	Mon	Tues	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2014

Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2014

Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
30	31					

April 2014

Sun	Mon	Tues	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2014

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2014

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

WITHDRAWAL PROCEDURES

If you decide to terminate your Child Care benefits at any time due to change of school, residence, admitted in to Early Head Start, or you graduate from High School, or any other reason that you foresee your child not being able to attend the PEP Child Care Center you are required to fill out a Withdrawal Form as shown below.

Please inform the Center Director so the form can be completed and signed in your presence. A copy will be issued to you and another will be placed in your child's file.

**GALENA PARK ISD
P.E.P. CHILD CARE CENTER
WITHDRAWAL FORM**

Date: _____

Child's Name: _____ Child's Date of Birth: _____

Child's Teacher: _____ Child's Age: _____

Mother's Name: _____ School: _____

Father's Name: _____ School: _____

Original Entry Date: _____ Last Withdrawal Date: _____

Change of Information:

Address: _____

Home Number: _____ Alternate Number _____

New School Parent/Child will be attending:

Reason for child being withdrawn from PEP Child Care Center:

Parent Signature

PEP Child Care Center Signature

Parent's Acknowledgment

This is to acknowledge that **Galena Park ISD PEP Child Care Center** has provided me with A Parent's Guide to Day Care and has discussed its contents with me.

Parent signature

Date

1. Child Care facilities must provide parents with a copy of "A Parent's Guide to Daycare" and review its contents with them.
2. Parents acknowledge receiving the Parent's Guide by signing and dating this form.
3. This acknowledgement is kept in the child's record as long as the child remains in the facility.

NOTE: Failure to provide parents with A Parent's Guide to Day Care, review its contents, and obtains a signed receipt, is a violation of standard 2300. "A Day Care Minimum Standards and Guidelines"

**GPISD PEP CHILD CARE CENTER
DAILY ACTIVITY SHEET**

CHILD'S NAME: _____ **DATE:** _____

Signed in by: _____ Time: _____

Morning comments from Parent/Guardian:

PEP REQUIRES TWO PHONE NUMBERS FOR THE PARENT AND/OR EMERGENCY CONTACT EVERY DAY:

1). _____ 2). _____

Daily morning health check by Teacher (things to look for included but are not limited to): Circle any that apply, and provide detail as needed:

- | | |
|---------------------------------|---|
| 1. Diarrhea | 7. Vomiting |
| 2. Diaper Rash | 8. Clear, runny nose |
| 3. Skin Rash (provide location) | 9. Green, runny nose |
| 4. Cough | 10. Bruises (provide location) |
| 5. Fever | 11. Limping (provide location) |
| 6. Watery eyes | 12. Behavior changes (provide comments) |

Comments or other conditions: _____

TIME									
I ATE BREAKFAST I HAD:									
I ATE LUNCH I HAD:									
I ATE SNACK I HAD:									
I HAD A BOTTLE/DRINK I DRANK:									
I HAD A DIAPER CHANGE/POTTY									
I SLEPT									
I WENT OUTSIDE									

DIAPER CHANGE CODE: W-wet BM-bowel movement D-diarrhea D-dry

YOUR CHILD'S DAY

➤ How my day went/What I did today/I really liked: _____

➤ Please bring me some: _____

Signed out by: _____ Time: _____

Galena Park ISD PEP Program Medication Authorization Form

Child's Name: _____ Classroom# _____
 Teacher: _____

Medication Name: _____ Time of Last Dose: _____
 Amount to be Given: _____
 Time(s) to be Given: _____
 Date(s) to be Given: _____
 Any Special Instructions (if applicable): _____

*** If all information is not filled in completely, medication will not be given.**

I give my permission for PEP staff to administer the medication listed above to my child _____.
 (Name of child)

Parent's Signature _____ Date: _____

*Medications will only be administered to infants and toddlers when absolutely necessary and only with written instructions from the child's physician. Only medications requiring a dosage of 4 times a day or every 6 hours can be given unless special instructions are given by the physician.

Alternate arrangements should be made for other medications. All medications must be in the original containers with prescription label intact. We can only give medications as described on the label.

For STAFF Use only

Medication: _____
 Directions: _____
 Physician's Name: _____ Phone: _____
 Pharmacy: _____ Rx#: _____
 Date of Rx: _____

Medication Administration Record

Date	Time	Dose	Staff Signature

PEP Child Care Center
Resolution Form for Staff & Parents

What is the issue?

How does the issue affect/involve you?

Who needs to be involved in solving/resolving the issue and the reason for their involvement? _____

Schedule a meeting; list the date & time that is convenient to you:

During the Meeting

Brainstorm, with everyone present, ideas for solving/resolving the issue: _____

Describe the plan to be implemented:

List the action steps to be taken, the person responsible for the action step & date set for the completion of the step: _____

List the date and time for the follow up meeting:
