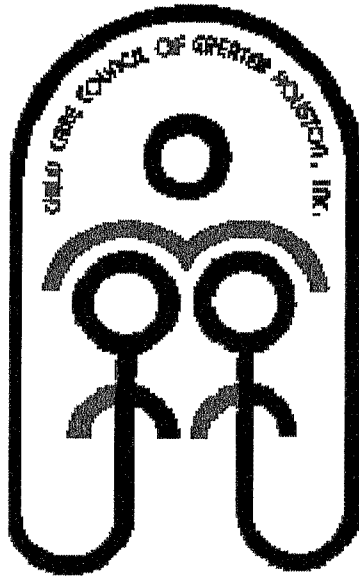


CHILD CARE COUNCIL OF GREATER HOUSTON, INC.



**WEST END CHILD DEVELOPMENT CENTER
170 HEIGHTS BLVD
HOUSTON, TEXAS 77007
PHONE: (713) 868-1555**

WWW.CCCGHI.COM

**CHILD CARE COUNCIL OF GREATER HOUSTON, INC. IS AN EQUAL OPPORTUNITY
EMPLOYER AND SERVICE PROVIDER AGENCY**

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BOARD OF DIRECTORS

PRESIDENT

MR. JOHN L. GUESS, III

VICE PRESIDENT

DR. DORIS B. BILTON

SECRETARY

MR. CRAIG K. RIBBECK

MEMBERS

MS. KIM E. WILLIAMS

EMILY BROWN

MR. EDWARD WAKEFIELD

CHIEF EXECUTIVE OFFICER

MS. MYRTLE SKILLERN

RICE FELLOWSHIP

MS. NINA BRIONES

FOUNDERS

MS. LULLELIA W. HARRISON

MR. RAYMOND HILL

CHILD CARE COUNCIL OF GREATER HOUSTON, INC. MISSION

Child Care Council of Greater Houston, Inc.'s Child Development Program mission is to ensure that young children, parents and staff thrive and reach their maximum potential.

WELCOME TO WEST END CHILD DEVELOPMENT CENTER

Our organization's goal is to:

- 1) provide rich nurturing child development experiences for our young children, saturated with activities that promote discovery, inquisitiveness and the concept of making the best decisions and choices in their interactions with other children and adults.
- 2) provide assistance to parents to increase knowledge of child development and parenting skills; increase familiarity with other family support resources and services to stabilize the family;
- 3) provide a culture of lifelong learning for the staff along with opportunities to achieve professional development goals and earn a living wage.

The organization is excited about teaching and awakening the excitement of learning new things in children. We want children to discover answers to their questions, engage with children and adults positively, develop empathy, acceptance of others of different cultures and abilities and most of all, helping them to develop a love for learning.

West End Child Development Center takes pride in our current standing in its' 4 Star Texas Rising Star designation, a quality rating and improvement system (QRIS) for child care programs participating in the Texas Workforce Commission's (TWC) Child Care Services program.

We are also a Center of Excellence Program through Collaborative for Children. The Center of Excellence program by Collaborative for Children Houston helps child care providers deliver high-quality early education that prepares children for Kindergarten and beyond. The certified early childhood education (ECE) model focuses on long-term development, combining research-backed curriculum, business support, and family engagement.

Our teachers are trained in early childhood education and staff hold early childhood development certifications. Several of our teachers have been with the agency for 10 years or more.

OUR VALUES

Character values are both modeled throughout our center and taught in our classrooms. Values such as integrity, respect, responsibility, fairness, honesty, caring, self-control, and citizenship are not only defined but role modeled by management and teachers throughout the day.

PHILOSOPHY

Child Care Council's philosophy for the child care program is centered on the belief that children learn by doing. Inherent in this philosophy is a responsibility to provide an environment with developmentally appropriate activities and materials to enhance the physical, social, emotional and intellectual growth of children. Additionally, we accept the responsibility to create an atmosphere that encourages creativity; empowers the children to make positive choices; and encourages staff to increase their knowledge and skills.

We also recognize parental involvement as a vital part of our program and encourage active parental participation. We continually strive to strengthen the bond between home and center in our efforts to provide quality care for children.

The West End Child Development Center program supports and refers families and children who may need additional accommodations, help with second languages, special needs and with different cultural backgrounds.

NON DISCRIMINATION STATEMENT AND COMPLAINT PROCEDURES

Programs and Services

Child Care Council of Greater Houston, Inc., does not exclude, deny benefits to, or otherwise discriminate against any person on the basis of race, color, national origin, disability, actual or perceived sexual orientation gender identity, gender expression or age in admission to, participation in or receipt of the services and benefits under any of its programs and activities, whether carried out by Child Care Council of Greater Houston, Inc., directly or through a contractor or any other entity which Child Care Council arranges to carry out its programs and activities.

This statement is in accordance with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, The Americans with Disability Act, Title VIII of the Civil Rights Act of 1968 – Fair Housing.

Employment

Child Care Council of Greater Houston, Inc., does not and shall not discriminate on the basis of race, color, religion (creed), gender identity, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or veteran status, in any of its activities or operations. These activities include, but not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. The Agency is committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Child Care Council of Greater Houston, Inc., is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender identity, gender expression, sexual orientation, national origin, age, religion, creed, disability or veteran's status.

To file a program complaint of discrimination, see the WECDC Director for complaint filing procedures. The WECDC Director may also be contacted at (713) 868-1555. Persons with disabilities regarding communication may use TTY/TDD at 7-1-1 for information.

CURRICULUM

West End Child Development Center provides support to all teachers to assist them with curriculum planning. Staff is assisted with resources for their professional development to work with children. **Parents are allowed to view staff training records and in-house curriculum.**

The West End Child Development Center exercises the most current trends in early childhood development. To achieve this, our Infant, Toddler and Preschool Programs use Teaching Strategies Curriculum. It includes a comprehensive curriculum, assessments, and training resources for early childhood educators.

Teachers develop new lesson plans weekly and these lesson plans are posted on the Parent's Board in each classroom along with our daily schedule.

Our infants, toddlers, and twos curriculum include daily activities supporting the developmental level of each child. We consider each child individually as we engage their physical development, language and communication skills, intellectual development as well as their abilities to explore the world around them at their pace.

Our preschooler's curriculum is based on guidelines we use to prepare and assess children for school readiness. We support the preschoolers in their development by building their autonomy, self-regulation, and relationship with others to promote a positive approach toward learning. Accordingly, we implement our curriculum, providing instructions to support English proficiency language for both English native speaker and English as a second language speaker. Our instructional strategies also comprise the following domains: early literacy, mathematics, science, social studies, fine arts, physical development, and technology. We conduct the learning with developmentally appropriate practices using early childhood knowledge and current research.

PROGRAM GOALS

The goal of the child care program is the development of happy, well-rounded children who are given opportunities to develop respect of self in a nurturing environment. A support system to ensure attainment of this goal is provided through staff who are warm and responsive to the needs of children. In addition, educators involve the children in the learning process. Thus, the program

- Offers an environment essential to children's development and exploration
- Fosters language proficiency and effective communication skills
- Collaborates with families to support children's development between home and the program
- Prepares children with skills for school readiness and lifelong learning

STAFF

All staff in the program meets Texas Department of Family Protection and Regulatory Services, now a part of Texas Health and Human Services (CCL) Child Care Licensing requirements for teaching in a licensed facility. Adults are professionally trained in child development as well as know how to provide for children's needs.

Staff are offered time off to take their Minimum Standard hours training with pay. CCCGHI allows employees to attend workshops etc. to help with their growth concerning the day care program and assist the employees in seeking other agencies that offer free CDA classes.

Teachers have a specified hour every Tuesday during their work schedule to develop new lesson plans weekly and these lesson plans are posted on the Parent's Board in each classroom along with our daily schedule.

Other staff benefits include the following:

Paid Holidays

Sick/Vacation Days

Medical Insurance subsidy (75%)

Paid Training, Planning time Off

Life Insurance

Annual reviews are completed and pay increases are based on positive review and availability of funding

Child Care Tuition Assistance (contingent on availability of funding)

Educational Assistance: Opportunities to enroll in higher learning education for Child Development (sponsored), **which includes the following:**

CDA Scholarship for hours and assessment and the TEACH Scholarship.

CHILD CARE LICENSING MANDATORY POLICY

As mandated by the Child Care Licensing Policy, all staff have been processed for criminal and fingerprint requirements.

TRAINING

All center directors are state certified and receive 36 hours of training each year. CPR and First Aid training is also required for all staff.

LOCATION

The Child Development Center is located at 170 Heights Blvd, Houston, Texas 77007. The Center is open from 7:00 a.m. until 5:00 p.m. – Monday thru Friday. The program office telephone number: (713) 868-1555. Staff Director – Brittany Jones. Child Care Council's office number is (713) 266-6045.

WHO CAN ATTEND

Children ranging in age from six months to twelve (12) years old.

HOURS OF OPERATION

Effective Monday, August 4, 2025, West End Child Development Center will operate during the hours of 7:00 a.m. to 5:45 p.m. for services, Monday through Friday. **Early arrival and late pick up is prohibited.**

Note: Children must be picked up by 5:45 in order for staff to ensure the center's closed down procedures are implemented and staff exit the building promptly at 6:00 p.m. **Be mindful that a repeated late pick up is subject to termination of services.**

ENROLLMENT

The number of children enrolled at any given site is determined by the license issued to Child Care Council by the Texas Department of Health & Human Services. Enrollment cannot exceed the licensed capacity

DIS-ENROLLMENT

The staff will work with each child to fulfill the needs of that child and every effort will be made to provide a positive learning experience.

However, if you, as a parent, are uncooperative in completing and returning forms, fail to pay your intuition on time, fail to comply with any state or county regulations, or fail to follow any West End Child Development Policies and Procedures it may be necessary to dismiss your child(ren) from care.

ATTENDANCE

Absentees with no show or notification after three consecutive days will be terminated. Absent due to illness, hospitalization/childhood illnesses must not exceed 10 days.

FEE AND PAYMENT POLICIES

Throughout the year, we continue to improve our resources and classroom curriculum so tuitions are reviewed annually and are adjusted yearly.

REGISTRATION FEE

A non-refundable \$50.00 registration fee will be charged upon enrollment. Additional information is included from the updated memo shared February

22, 2022. The August 2025 Update denotes more information regarding registration/ re-entry fees after a period of absence from the center.

TUITION

Tuition is due on Mondays of each week. Parents are welcome to pay tuition weekly, bi-weekly or monthly. Please see the Center Director for details regarding bi-weekly and monthly payments.

If tuition is unpaid by Tuesday of each week, your child may not return to the program until your balance is paid in full. Parents paying tuition monthly are reminded that some months have five (5) weeks.

Tuition can be paid by credit card or debit card and must be paid in advance. Payment by credit card adds an additional cost of \$3.00.

REFUND POLICY

If for any reasons you have to change your mind about continuing care at our Child Development Center, a written notice within two weeks discontinuing care is required. However, if your child attends one-day of the week, full tuition is still charged. If you prepaid for the month then the weeks that your child did not attend will be refunded.

We require a **notice of termination to discontinue charges of weekly fees.** All fees and balances must be paid in full before the child's last day.

WEEKLY RATES* Effective January 1, 2025

Infants (6-17 months) _____ \$260.00 per week

Toddlers (18-35 months) _____ \$235.00 per week

Note: Part time services are not available for these two age groups noted above

Pre-School Full time (3-5 years) _____ \$220.00 per week

Part time _____ \$190.00 per week

School age Full time
(over 5 years through 12 years) _____ \$210.00 per week

School age (Part-time) _____ \$180.00 per week

*These rates are subject to change and parents will be notified at least 30 days in advance regarding the changes.

PUBLIC SCHOOL CLOSURES AND EARLY RELEASE DAYS

Enrollment and payment is required if your school age child(ren) is attending West End Child Development Center during the holidays and any other school closure or early release day.

Fee Payment Update: Registration, Re-Entry & Re-Enrollment; and Absentee Update

To: West End Child Development Center Parents or Guardians

From: Myrtle Skillern, Chief Executive Officer

Re: Registration, Re-Entry & Re-Enrollment Fees, Absentee Update

Date: Effective August 4, 2025

The 2021 pandemic and ongoing variants as well as other issues have prompted a review of the costs associated with absenteeism. Repeated drops and re-enrollment have impacted the center financially. The procedures in the most recent parent handbook issued July 2021 have not been consistently enforced. New criteria are being implemented effective August 4, 2025 to ensure that re-enrollment costs are collected and paid timely. A number of exceptions are addressed regarding payment when children are not present for the entire week. Additionally, re-entry fees for children re-entering after less than two months and re-enrollment that exceeds two months is also addressed. The fees are in addition to your child care fee. The new criteria for re-entry and re-enrollment and fees are noted below:

Fees	Amount	Comments
Initial Enrollment Registration Fee	\$50.00 Per Family	Payment is required upon enrollment prior to receiving services. No change in this fee
Re-Entry Fee less than two months, including vacation	\$20.00 Per Family Per re-entry, along with any past due balance	Payment is required upon re-entry prior to receiving services
Re-Enrollment Fee exceeding two months	50.00 Per Family along with any past due balance	Payment is required upon re-enrollment, prior to receiving services

Absences due to <u>Exclusionary Illnesses (Licensing Minimum Standards)</u> , Covid 19 or variants	No Re-Entry fee will be charged.	Medical Statement and clearance to return to the center required
Attendance less than a week due to other circumstances	Weekly fee is due with no reduction made for absences	Payment required prior to receiving services

Note:

Parent fees are due each Monday upon arrival for services. Please abide by the payment schedule to ensure that payments are made on time. This will make your account current and reduce the amount of time that the Director spends on this matter rather than ensuring that the center is run in an efficient and productive manner.

ARRIVAL / DEPARTURE

All children in the day care program are expected to arrive at the center between the hours of 7:00 and 9:00 a.m. If children are going to be late for arrival, please notify the Center. All children must be signed in /out daily. If parents want their children to be served breakfast, children must be in by 9:00 a.m. for the meal. All children will depart the center by 5:45. Staff will implement close down procedures and prepare to exit the building by 6:00 p.m.

Parents must notify the Center in writing, of persons authorized to pick up their child(ren) or call to let the Staff know who will be picking them up. Anyone picking up a child should be prepared to show proper identification before the child is released. Siblings or a person younger than 18 years old cannot pick up a child/children.

The following may be used as proof of identification:

- Driver's License
- Passport
- Student I.D.
- State ID

LATE FEE CHARGES (PER Family)

*The Center will charge a late pick-up fee of \$10.00 at 5:46 p.m., an additional charge of \$1.00 per minute starting at 5:47 p.m. will be automatically be

charged. We strongly advise parents to observe the time limit for picking up your child. Staff are required to implement the close down procedures and exit the building by 6:00 p.m. Gates will be locked promptly by building security at 6:00 p.m. **Be mindful that a repeated late pick up of children is subject to termination from the program.**

***Not applicable to the Housing and Community Development Early Care and Education program. Termination due to repeated late pick up applies to this program also.**

LATE PICK UP FEE PROCEDURES

Parents are reminded that late pick-up of children affects the child's well being. It can lead to feelings of insecurity, uncertainty, anxiety and abandonment which can be traumatic. Additionally, staff are put at risk of not fulfilling their family responsibilities.

Parent are asked to make alternative arrangements and notify the center to ensure timely pickup of your child(ren).

- 1) Parents are charged according to the late fee policy (listed below), listed per family. Payment is made at the time of pickup.
- 2) Complete the late pick up form signed by the parent and staff.
- 3) Staff will document time on the sign in/out form. Submit form to Central Office.
- 4) Provide receipt to the parent (Submit copy to Central Office)

FAMILY VACATION

To maintain the highest standards of quality, West End Child Development Center budgets for everyday cost related to our teachers and educational programs. In order to cover these costs, we will charge full tuition if your child(ren) attends any portion of their scheduled week with the exception of children attending part time. To ensure your child's spot in the classroom, all parents are required to pay the entire tuition amount regardless of absences incurred during the week for holidays with the exception of Holiday closure in December. Refer to the Holiday schedule below.

***HOLIDAY SCHEDULE**

West End Child Development Center will observe the following holidays in which we will be officially closed.

- New Year's Day
- Martin Luther King Jr. Day

- Presidents
- Good Friday
- Memorial Day
- Juneteenth
- Labor Day
- Independence Day
- Veterans Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas
- Last week of December through New Year's Day*

DAILY SCHEDULE

The daily schedule helps children to establish a pattern routine. The program is divided into segments allowing for individual play as well as group play. The day provides alternating quiet and active periods for both indoor/outdoor activities. Parents are welcome to visit the center at any time.

Schedules for each age group are posted in front entrance and in areas accessible to parents at each classroom. A quiet time or rest period is provided from 12:40 - 2:30 p.m.

The Center Director and/or Administrators, and teachers will collaborate with parents to ensure a smooth transition between home and the Center.

The program recommends that parents make arrangements to visit their child's classroom before enrollment or on the first day of enrollment. In the event that a child is having difficulty transitioning to the Center, the Director/staff may ask parent(s) to do a quick drop off, shorten or postpone Center's visitations until the child is able to adjust to the routine. Once the child has established a routine pattern, parents/ guardians may resume visiting their child at the center. The center may ask parents/guardians to be mindful of the class in session as teacher(s) are involved in teaching, caring and supervising the children.

Parents may also contribute to the program by volunteering. Parents/guardians may check in with the center director to find out about the program volunteering opportunities. Volunteering opportunities may include sharing cultural heritage: storytelling, activities for children, music etc.

When volunteering opportunities educational activities, developmentally appropriate practices are implemented.

THE PARENT ROLE

Parents can assist and help ensure a smooth transition and routine by doing the following:

- Have all forms completed promptly
- When information changes, parent turns in emergency contact forms to any staff member immediately. Emergency contact forms provided on entering building.
- Keep the staff informed of special needs or changes that might affect your child's behavior
- Notify the Center if your child is ill
- Do not bring an ill child to the Center
- Being mindful that the Program Curriculum begins at 9:45 a.m.
- Notify the Center if your child will be absent
- Notify the Center if you will be later than usual picking up your child
- Provide two changes of clothes marked with your child's name (Center is not responsible for the lost clothing or personal items)
- Provide an ample supply of diapers on hand at the Center, as we do not borrow
- Children should be dressed properly for the weather and play
- Do not allow children to bring toys from home
- Participate in the Center's special activities or notification of non-participation by your child
- Attend scheduled parent meetings and conferences
- Ask questions and address concerns as they arise

In order to maintain compliance with any court orders, West End Child Development Center requires a certified copy of the custody order. This confidential information remains in the child's personal file for the safety and well-being of the child.

If at any time this information changes, or a restraining order is issued on either parent, we must receive a copy. West End Child Development Center will follow specifically what is written in the order.

Please do not ask the Center to become involved in personal situations such as divorce, family disagreements or legal matter that do not pertain to the school.

CLEANLINESS/PERSONAL HYGIENE

Cleanliness of the child and his personal belongings are also a part of the child's health, we are asking parents to make sure that the child's clothing is

clean and his/her hair combed. The child's bag, as well as extra clothing, must be clean. Please note the personal hygiene items needed for each age group in your Parent's Handbook. Help us enhance the child's concept of self and develop good personal hygiene habits with regard to cleanliness.

The child is to be presented to you at the time of departure with clean clothing and personal hygiene needs met. If you find this not to be so, make the caregiver aware of this in order to correct it.

APPROPRIATE CLOTHING

Infant and Toddler

Three (3) complete sets of clothing.

A lightweight sweater or jacket based on weather conditions.

Two clean empty plastic bottles (6-12 months only) and two bottle caps.

Comb or brush.

A blanket or towel for naptime (toddler only).

Six (6) to nine (9) disposable diapers per day. Toddlers in training pull-ups are allowed.

2-6-Year-Old

Two (2) complete sets of clothing.

A blanket or towel for nap time.

Lightweight sweater or coat as needed.

Comb or brush.

All clothing must be clearly marked with the child's name. The Center provides storage space for each child's bag. As a safety precaution, we are asking that all shoes worn allow the child's feet to be held securely.

CLOTHING AND PERSONAL BELONGINGS

All children are expected to have appropriate clothing in clean bags daily. The Center is not responsible for jewelry or hair accessories worn by the children.

FOOTWEAR

We are asking that shoes worn by the children securely hold the child's foot in place to prevent injury to the child by tripping or falling.

PARENTAL NOTIFICATION PROCEDURES

The program requests that parents provide accurate contact numbers and email addresses to notify them on inclement weather; important notices; events; dates; questions; concerns on their child, and to send them the school's newsletters. The program also posts important information at the center. Parents are advised to check periodically check for updates.

POLICY CHANGES

Parents will be notified of any changes with respect to the enrollment agreement or operational policies. Parents will be required to sign and date the updated operational policies and this information will be kept in the child's file.

FAMILY EDUCATION & SPECIAL EVENTS INCLUDE THE FOLLOWING:

Parents Resource Center:

Family Support Services Referral information

Circle Family Collection- Birth to Six Books

Collab for Children Newsletter and Parenting Tips & Resources
communications-collabforchildren.org@shared1.ccsend.com>

Center Newsletter

Ages & Stages of Child Development

Parent Special Events

Pre School Graduation

Annual Thanksgiving Lunch and Learn

Mother's Day Celebration

Father's Day Celebration

Holiday Celebrations

Birthday Celebrations

PARENT ENGAGEMENT

PARENT/TEACHER CONFERENCES

West End Child Development Center has an open door policy in place to share information with parents on an ongoing basis. Scheduled conferences are offered to parents in the Spring and Fall. These conferences are encouraged but not required. The Director will notify parents when to begin to sign up for an in person or phone time slot. However, there are ongoing observations,

and written assessments available for parents to view on a daily basis. These conferences will cover any met or unmet milestones or goals; and any additional information regarding the child's progress throughout the year.

PARENT ADVISORY BOARD

All clients of Child Care Council's Child Development Program are eligible for membership on the Parent Advisory Board. Inform the Center Director of your interest and any additional information needed.

PARENT TEACHER MEETINGS (PTA)

PTA meetings are scheduled quarterly with center newsletters provided monthly. Be prepared to nominate officers (1 year terms) for the PTA and appointees to the Parent Advisory Board to work closely with the center, and administration (3 members to serve one-year term).

Accommodating Families and Children

Support to Accommodate Families and Children who may need additional support to participate in the program or receive benefits include the following in addition to addressing language barriers as previously noted.

Staffing: Bi-lingual staff and staff representing the population of children Served.

Environment: Represents the culture of families served.

Curriculum: Relevant to the culture of families served; equipment and activities, holidays celebrated, menus and meals reflect the cultural diversity of foods served.

Parent: Parent involvement and rearing practices are acknowledged, family celebrations included in the Curriculum planning, volunteerism highly encouraged.

Special needs children are included in programming to the greatest extent possible and not separated; other children are made aware of the differing abilities of some children while celebrating the ways in which everyone is alike. Staff are trained on caring for children that may have medical disabilities as well as physical or emotional disabilities and work with other agencies included in caring for the child's disability within the program setting.

Screen Time Resources

The use of any form of technology such as computers, televisions, iPads, and cellphones is limited. Children are encouraged to engage in interactive activities. The American Academy of Pediatrics recommends that children under 18 months avoid the use of screens. For children age 2 to 5 years, the maximum amount per day spent in front of a screen is 45 minutes of quality programming. Staff limits the use of screens and only use electronic devices to supplement and not replace educational activities. The program provides alternatives activities for children who do not want to participate in screen time activities.

MEALS AND CHILD & ADULT FOOD PROGRAM SERVICE

Two (2) meals, breakfast and lunch, in addition to a snack are provided daily. Menus are in accordance with standards set by the Child and Adult Care Food Program, sponsor for the food program. Meals are served family style allowing children to enhance social skills. However, liquids and food hotter than 110 degrees is kept out of reach of children. All staff are educated on food allergies and they take precautions to ensure children are protected.

Foods brought into the center to be shared (i.e. birthdays, holiday events) must be commercially prepared.

Healthy snacks (as listed by the Texas Department of Agriculture) are available for school aged children upon arrival to the daycare.

NOTE: Infant formula must be iron fortified. Formula which is not iron fortified must have a doctor's statement. A doctor's statement must also be on file at the center listing types of food for which a child is allergic.

HOME PREPARED LUNCH

Parents who chose to provide their child's daily meals and/or snacks please provide a statement indicating your preference. However, be aware that West End Child Development Center is not responsible for the nutritional value or for meeting the child's daily food needs. Therefore, we recommend that food brought from home is carried in insulated bags or containers that can help keep food safe and at a temperature no hotter than 110 degrees F. We also provide weekly menus that can be used as a reference for preparing healthy meals at home. **Milk including infant iron fortified formula, fresh or canned fruit and vegetables** are available for children who bring lunches from home.

Children with food allergies are at risk when they eat foods which have not been prepared or served by their own parent or child development center who

has knowledge of the food ingredients and individual children's needs. Parents who are seeking information on how to prepare healthy meals can obtain this information from [ChooseMyPlate.gov](https://www.choosemyplate.gov) or ask our administrative staff for nutritional base resources.

BREAST FEEDING APPROACH

The program strongly encourages breastfeeding. The program ensures **the following:**

- a place, other than a bathroom, that is shielded from view and free from intrusion from other employees and the public where the mother can express breast milk.
- access to a nearby sink with clean water for washing hands and breast pump parts
- access to hygienic storage (including a refrigerator or a personal portable cooler) where mothers can safely store breastmilk. A refrigerator is located in the infant classroom and may be used for that purpose to allow mothers to store breastmilk properly.
- **If parents wish to use a personal portable cooler, it is the parent's responsibility to provide it.** Moreover, its usage should maintain appropriate temperature to store breastmilk for the whole period the infant is at the center.

Resources such as the WIC information are provided in the enrollment package, and the "Breastfed Babies Welcome Here! A Mother's Guide" may be supplied too in the package.

HEALTH AND SAFETY PROCEDURES

The most common sources of health problems for children in day care fall into three major areas: injuries, infectious diseases and correctable conditions, which are not evident unless specifically looked for (i.e. anemia, vision, hearing). The following measures help to protect the health and safety of all children in care and ensure that the individual needs of children are met.

Health and Safety Procedures services include the following:

1. Morning Health checks.
2. Trained staff that handle first aid injury and illness situations (cuts, bruises, colds, etc.).
3. Supervision of children who become ill until picked up by a parent or authorized person.

4. Emergency permits on all children for major medical needs while in care.
5. Notification immediately in the following situations:
 - Injuries requiring medical attention by a health care professional
 - Upon Symptom or sign of illness requiring exclusion from the center
 - Situations that have placed a child at risk
 - Situation that rendered the center unsafe (i.e. flood or fire damage)
6. Notification within 48 hours in the following situation:
 - Employee or child in care has contracted a communicable disease that requires reporting by the Texas Department of Health
 - Outbreak of lice or other infestation (Posting and Individual Notes to Parents.

PHYSICAL EXAM

***PLEASE NOTE THE FOLLOWING REQUIREMENTS FOR ALL CHILDREN**

All children must have a physical examination by a medical doctor. EDST screenings are also acceptable. The physical must be presented no later than the 5th day of enrollment and updated annually.

IMMUNIZATION RECORD

Your child's immunization record must be presented on the first day of enrollment and updated as needed. If immunizations are against your beliefs or personal preferences, a notarized statement must be presented the time of enrollment.

The link below provides details of current requirements for children's Immunization dosage.

<https://www.dshs.texas.gov/immunize/school/child-care-requirements.aspx>

Health Records

- 1. Vision and Hearing Screenings for first time enrollees 4 years or older and pre-screening by September 1 of each year are required by the Center. The screenings are conducted by certified screeners or licensed screeners or other health care professionals.**

2. Parents are responsible for providing a Health statement from a health care professional who has examined the child within the past year indicating that the child is physically able to take part in the child care program (required for all children no later than five days after enrollment and yearly thereafter). Please speak to your center director for options regarding the health statement.
3. Tuberculosis screening must also be provided as a part of the statement of health with documentation to ensure that children are free of active tuberculosis.
4. Immunizations must be current for each child at the time of enrollment and validated by a physician or health care professional. Please see the center manager for acceptable documentation or alternatives for providing immunization for children attending pre-kindergarten or a school away from the center.
- 5. Parents are encouraged to provide Annual Dental Consultations according to their personal Dental Professional's recommendation.**

FIRST AID PROCEDURE

(Minor - Cuts, Bruises, Bites, Etc.).

1. First aid procedures are administered according to certified First Aid Standards.
2. Injury, Illness and Accident reports forms are completed by staff administering treatment
3. Parents are notified by telephone or in writing concerning the child's injury. Major – Broken Limbs, Seizures, Excessive Bleeding, Choking, Etc.
4. Staff certified in First Aid- CPR render aid or sustain life to the injured child or adult until medical assistance arrives.
5. Call 911- ambulance/ notify parent and take child to Texas Children's Hospital. Send injury report forms with the child's folder.
6. Notify Central Office.
7. Notify the Texas Health and Human Services (Child Care Licensing) of all injuries requiring medical attention.

MEDICATION PROCEDURE

1. Only medication that is prescribed by a licensed physician will be acceptable.
2. Medication will be administered to children only once during the day, per prescription, at the scheduled medication time.
3. Medication limit: by mouth 2 prescriptions.
4. Life-saving medication will be administered by staff as indicated by physician. Life-saving medication has to be in the original container, current, labeled with the child's full name, physician contact information, and method of administering the medication. Medication can only be administered in amounts according to the label directions.
5. **Only children whose parents have signed and completed the medication permit will be administered medicine.**

NOTE: Aspirin, Tylenol or any other medicine will not be given unless it has been prescribed and the prescription label appears on the medication as applicable with the child's full name.

Sunscreen/Mosquito Protection

For the protection of the kids from the sun and bugs, we would greatly appreciate it if you would provide sunscreen lotion and bug protection for your child. Please label both items with your child's first and last name.

ILLNESS

FEVER: A temperature of 100.4 degrees or greater is considered a fever. Parent is notified immediately. Measures are taken to normalize body temperature until parent arrives (ice bath, cold water). The child must be picked up from the center as soon as possible. The child may not return until 24 hours after the onset of fever at home or at the Center.

Infectious Disease Control Update

CCCGHI- West End Child Development Center will follow the recommendations of Center for Disease Control (CDC), local, state and federal guidelines to mitigate the spread of Covid-19 and its' variants, and other infectious diseases.

The center will also follow the recommendations of the CDC for Early Childhood Education programs to use everyday strategies to prevent the spread of infections as part of our normal operations, that include **promoting vaccination, staying home when sick, optimizing ventilation, washing hands frequently, and following all rules on regular and consistent cleaning, sanitizing, and disinfecting.**

Additionally, we encourage parents to teach children (as appropriate for age), correct handwashing, and covering coughs and sneezes to prevent the spread of infections.

Children who are experiencing several of the symptoms below will not be allowed to enter the program. Parents are asked to keep their child home.

Note that these Symptoms are associated with Covid-19 in children:

- Congestion, runny nose or other allergy like symptoms
- Sore throat
- Headache
- Fever (100.4° F/38° C or higher); feeling feverish (chills, sweating)
- Nausea
- Vomiting
- Diarrhea

Additionally, the following also apply to Covid-19 exposure:

- Have had close contact (within 6 feet for at least 15 minutes or more over a 24-hour period of time) with someone who is COVID-19 positive
- Waiting for results of a COVID-19 test
- Has been recently diagnosed with COVID-19 and not yet cleared to discontinue isolation

If a child shows symptoms or becomes sick during the day, program staff will isolate the child and notify parents for pickup.

If a child shows symptoms or becomes sick during the day, program staff will isolate the child and notify parents for pickup.

If a child in care is confirmed to have COVID-19 upon testing, the child may return when fever free without medication for 24 hours as well as any respiratory symptoms.

If other symptoms in children appear as noted according to the Communicable Disease Chart for infectious diseases, the child will not be

admitted or the parent will be contacted to pick up the child if the symptoms occur while in care. Return to the center will follow the directives noted on the chart. The center reserves the right to require a medical statement regardless of the illness.

- The sick child's confidentiality, as required by the Americans with Disabilities Act (ADA), Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) is maintained.

Source: Center for Disease Control, Texas Health & Human

Services Exclusion for Communicable / Infectious Disease:

The Center uses Communicable Disease Chart as a guideline for exclusion from the Center and re-admission to the Center (chart available upon request).

The major criteria for exclusion from attendance are the condition's probability of spread from person to person. A child may have a non-excludable illness yet require care at home.

The Center reserves the right to require a note from the physician for re-admission regardless of illness.

HIV/AIDS RELATED CONDITIONS

Child Care Council is in accordance with Senate Bill 959, which insures the rights and privileges of individuals infected with Human Immunodeficiency Virus.

We have adopted the guidelines of the Texas Health & Human Services with respect to HIV/AIDS including the Rehabilitation Act of 1973. This Act recognizes HIV/AIDS as a medical disability and prohibits discrimination of persons infected with HIV/AIDS by recipients of Federal Funds.

The following health precautions are taken by all caregivers:

1. In addition to good hand washing practices before meals, after toileting, caregivers are to wash hands after assisting children with runny noses, sneezing or coughing.
2. Use latex gloves when rendering first aid for cuts, bites where the skin is broken and nose bleeds.

3. Use latex gloves for changing children.
4. Latex gloves are located in the classroom areas readily accessible to caregivers as well as in the sick room.

FIRE DRILLS

1. Drills are conducted on a monthly basis.
2. Caregivers are responsible for the evacuation of all children to a designated safe area. Evacuation charts are to be posted and accessible to all areas.
3. All staff and children exit building and meet in front of the building outside of the fence.

Note: Infant/ Young Toddlers are to be placed in cribs and pulled out of the center for evacuations.

4. Roll books are to be taken for each area to account for all children.
5. Director will check all classrooms and bathrooms for complete evacuation.
6. In the actual event of a fire, Center Director or assigned caregiver should notify the Fire Department at 911. Watch for the fire truck to alert firemen of location of the fire.
7. Return to the Center when area is declared safe.

DISASTER DRILLS

(Hurricane, Explosion, Hazardous Chemical Leaks)

* Inclement weather staff/children will go to children's bathrooms for safety.

1. Hurricane: Keep children away from windows. Staff/children will go to bathrooms if unable to reach bathrooms, seek cover under tables until weather subsides
2. Hazardous Chemical Leaks: Evacuate building using same procedure for Fire Drill.
3. Gas leaks: Staff and children exit building and meet outside of the fence facing Heights Blvd. Call Reliant Energy (713) 659-2111.

Additional Policies and Procedures

ANIMALS AT THE CENTER

Parents will be notified when animals are on or will be present at the center. No animals as prohibited by the Minimum Standard 746.3905 will be allowed at the center. Appropriate documentation will be maintained for all allowed animals to ensure that they do not create unsafe or unsanitary conditions. Parents may elect to either allow or prohibit their child to have contact with the animals by signing a statement to that effect.

WATER ACTIVITIES

Group planned water activities are provided for in the summer using wading pools with two feet or less of water. Parents will be notified in advance of water activities and given the liberty to allow or prohibit their child from participation.

OUTDOOR PLAY

Children benefit from outdoor play as they make use of both small and large muscles which improve their aerobic and muscular fitness, bone health, and promote favorable body condition. Moreover, the physical activities they engage in on the playground improve their attention and some measures of their academic performance. The program provides outdoor play both in the morning and afternoon when weather permits. To make outdoor time pleasant, the programs ask parents to supply insect repellent and/or sunscreen, and complete the insect spray and sunscreen permission form to authorize staff before the product is applied on the child.

RELEASE OF CHILDREN

1. Children will only be released to a parent or person designated by the parent as documented in the child's file or notified by the parent.
2. A valid driver's license or Texas Identification will be required of persons designated by the parent. The license or I.D. information along with the description of the vehicle and license plate number will be kept in the child's file for three months.

Note to Parents: Staff will contact law enforcement for assistance if the designated person for pickup of the child is suspected to be under the influence of drugs or alcohol. We will notify the parent if this determination is made.

Please be aware that the staff cannot legally prevent the child from being picked up by a parent or a designated person. We are asking the parent's cooperation in giving us directions in advance should this situation occur.

DISCIPLINE AND GUIDANCE

The following methods are used at the center to assist the child in developing personal standards of self-discipline.

1. Praise and encouragement, focusing only upon acceptable behavior
2. Positive statements and reminding the child of behavior expected
3. Redirection - using positive statements
4. Acceptable choices from which a child can choose
5. Brief supervised separation limited by one minute per year of the child's age.

Note: Parents are given a copy of the methods of Discipline and Guidance from the Minimum Standard for the Child Development Center with acknowledgement forms that are to be signed and dated. This information is kept in the child's file. Harsh cruel or unusual treatment of any child is prohibited. See specific punishment methods that are prohibited in the Minimum Standards (746.2805). Discipline guidelines for staff with children enrolled at the center must be congruent with the Minimum Standards.

Discipline and guidance are consistent and based on an understanding of individual needs and development of the child. Our intimate goal for discipline is to help the child develop self-control. The following are discipline methods we use:

- Ignore behavior when appropriate and allow children to correct their own behavior.
- Set limits that are reasonable.
- Redirection allowing the child to continue behavior in an appropriate manner.
- Give choices when appropriate
- Supervised separation from the group.

POSITIVE DISCIPLINE AND GUIDANCE STRATEGIES

West End Child Development Center seeks to provide positive guidance and use effective discipline strategies to preserve the children's dignity with respect to the correction of inappropriate behavior that may occur in the daily

routine Positive guidance by the staff and the use of effective strategies assist the children in the development of self-regulation.

Our goal is to teach the children in our care how to communicate their feelings as well as respecting the feelings of others. We assist the children in our care to uncover the potential of self-regulation as we show them that we care about them, listen to them, and are present in their learning.

Strategies used by staff to promote self-regulation and build self-esteem in the children are based on the Positive Guidance and Discipline Strategies as noted by the Texas Health and Human Services Operational Discipline and Guidance Policies as required per 26 Texas Administrative Code (TAC) minimum standards Sections 744.501(7), 746.501(a)(7), and 747.501(5). A copy is included in this handbook for parents upon enrollment of their child, reviewed by employees and volunteers at orientation and annual review of handbook for all parents.

Additional strategies used include, but are not limited to: teaching appropriate behavior and promoting conflict resolution; recognizing and dealing with strong emotions as well as stress, and preventing overstimulation. Lastly, and paramount to positive discipline and guidance are strategies used to assist children to feel good about themselves after the correction of misbehavior and promote empathy for others.

Policies and Procedures for the West End Child Development Center are reviewed annually and updated when necessary including Minimum Standards update. Staff members are trained annually on how to provide opportunities for children to practice positive guidance and effective strategies to assist children in accepting constructive discipline.

West End Child Development Center guidance methods prohibit staff to practice the following physical, psychological punishment, or coercion when disciplining a child –

Shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling of arms, hair, or ears, requiring a child to remain inactive for a long period of time.

Also included are shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; and ostracism,

Additionally, rough handling (shoving, pulling, pushing, grasping any body part) is prohibited; forcing a child to sit down, or stay down, except when

resistant is necessary to protect the child or others from harm; physically forcing a child to perform an action (such as eating or cleaning up).

Parent's Rights

The form in the Addendum provides the required information per Chapter 42 of the Human Resource Code (HRC) Section 42.04271. Parents will review these rights upon enrolling their child and validate receipt of the rights by a dated signature on the form.

REVIEW OF THE MINIMUM STANDARDS

Both, **The Minimum Standards Rules for Licensed Child Care Centers** along with the center's most recent compliance report is made available on site at the center for review. **Parents can view posted inspections and receive inspection reports when requested and given information how to access the operation's compliance history online.** Direct inquiries to Center Director.

CONTACTING LOCAL LICENSING OFFICE

In addition to contacting the local Health and Human Services Offices office by phone, contact can also be made via the web at <https://www.hhs.texas>.

COMPLAINTS INVOLVING LICENSING STANDARDS

Notify the Texas Department of Health and Human Services, Licensing Division at 800-252-5400 or visit Texas Abuse Hotline

REPORTS ABUSE OR NEGLECT - Texas Abuse Hotline 1-800-252-5400 DISCRIMINATION COMPLAINTS

Please see Director for Discrimination Policy Statements and Procedures for filing complaints.

CHILD CARE MANAGEMENT SERVICE

Please contact Texas Workforce Solutions – 1-800 628 5115

PROVIDING A SAFE ENVIRONMENT FOR ALL CHILDREN

Biting, Disruptive Behavior, Aggressive Behavior (Recurring Instances Causing Injury to Other Children or Disruption of the Center's Program).

The Center will work with the Parent to eliminate or help the child control his/her behavior using the following methods.

1. Closely monitoring the child to determine what situations causes the behavior and intervening to prevent disruptive behavior or physical aggression.
2. Preventing the child from becoming over – stimulated by activities; providing space to be alone under supervision.
3. Helping the child to use language to express his needs rather than physical aggression.

West End Child Development Center reserves the right to:

1. Suspend care to the child (the parent or authorized person will be called to pick up the child).
2. Require that the Parent obtain as assessment of the child's behavior to determine how we can help the child eliminate or control his/ her behavior (information and referral sources will be provided by the Agency.
3. Terminate services if the Parent does not follow through on obtaining an assessment of the child's behavior, or if it is determined that the Center cannot provide the support needed to help the child control his/her behavior.
4. Child Care Council of Greater Houston, Inc., reserves the right to make changes in the future

Complaint Information

COMPLAINTS INVOLVING LICENSING STANDARDS

Notify the Department of Family and Protective Services, Licensing Division at (713) 940-5200.

REPORTS ABUSE OR NEGLECT – Texas Abuse Hotline 1-800-252-5400

Children's Protective Services at (713) 394-4000.

DISCRIMINATION COMPLAINTS

Please see Director for Discrimination Policy Statements and Procedures for filing complaints.

CHILD CARE MANAGEMENT SERVICE

Please contact Texas Workforce Solutions – 1-800 628 5115

Child and Adult Care Food Program

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA:

1. Mail:

U.S. Department of Agriculture

*Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or*

2. Fax: (833) 256-1665 or (202) 690-7442; or

3. Email: program.intake@usda.gov

Acknowledgement Waivers and Forms

Babysitting Waiver

Please sign below to state that you understand and submit that West End Child Development Center will not be held liable for any action or inaction by any employee rendering services off of the premises.

Parent/Guardian’s Signature

Date

Parent Handbook and Addendum Acknowledgement

I, _____ acknowledge that I

have received and read the Parent Handbook of the Center’s Operational Policies along with the Addendum to the Handbook. I have been given the opportunity to clarify any questions regarding the Handbook and the Addendum.

Signature of Parent/ Guardian

Date

Signature of Agency Representative

Date

PARENT ORIENTATION CHECKLIST

- _____ Tour of the facility;
- _____ Introduction to teaching staff;
- _____ Parent meets with the classroom teacher during the tour or within the week of child's enrollment;
- _____ Overview of Parent Handbook & Addendum
- _____ Acknowledgement of General Liability Insurance;
- _____ Receipt of Parent's Rights form;
- _____ Receipt of Minimum Standards Discipline and Guidance Policy;
- _____ Explanation of Texas Rising Star Quality Certification is provided with documentation used from the Texas Workforce Commission (TWC).
- _____ An overview of family support resources and activities in the community is provided and Referral Information
- _____ Child development milestones is provided;
- _____ Parent and child can extend their visit in the classroom at enrollment to allow them to be comfortable;
- _____ Statement and Screen Time Policy are shared with parents regarding limiting technology;
- _____ Statement is shared with parents reflecting the role and influence of families;
- _____ Parents and guardians are encouraged to share with the Center important information related to the child that may help the program to provide the best care.

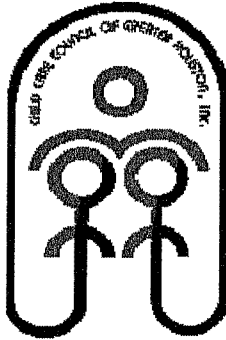
West End Child Development Center conducts an orientation with the family of the child at enrollment. Above is the list of items discussed and visited during the orientation. A copy of this POC (Parent Orientation Checklist) should be signed and dated by both the parent and the director, and kept in the child's file.

Client's Signature

Director's Signature

Date Signed

Date Signed



Child Care Council of Greater Houston, Inc.
6220 Westpark, Suite 150
Houston, Texas 77057
(713) 266-6045

PHOTO RELEASE FORM

I, _____, do hereby give
my consent for _____ to be
photographed for activities.

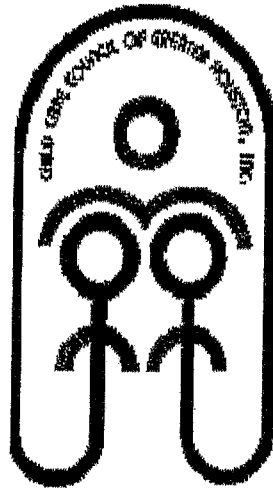
Sponsored by and/or related to CHILD CARE COUNCIL OF GREATER
HOUSTON, INC.

NOTE: In no way will these photographs be used illicitly.

Parent Signature

Child's Name

CHILD CARE COUNCIL OF GREATER HOUSTON, INC



WEST END CHILD DEVELOPMENT CENTER
170 HEIGHTS BLVD
HOUSTON, TEXAS 77007
TEL.' (713) 868-1555

2025 ADDENDUM

CHILD CARE COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYEE AND SERVICES AGENCY

ADDENDUM INFORMATION

HOURS OF OPERATION/ LATE FEE PICK UP PROCEDURES & POLICY

TEXAS HEALTH & HUMAN SERVICES OPERATIONAL DISCIPLINE & GUIDANCE
POLICY

ENROLLMENT/ RE-ENTRY & ENROLLMENT UPDATE

GENERAL LIABILITY UPDATE

HEALTH & HUMAN SERVICES PARENT'S RIGHTS

CHILD AND ADULT CARE ENROLLMENT/ACKNOWLEDGEMENT

ADMISSION INFORMATION

HEALTH & HUMAN SERVICES PARENT'S REQUIRED NOTIFICATION

CENTER OF EXCELLENCE & TEXAS RISING STAR CERTIFICATION

RESOURCE AND REFERRAL INFORMATION

HOURS OF OPERATION

Effective Monday, August 4, 2025, West End Child Development Center will operate during the hours of 7:00 a.m. to 5:45 p.m. for services, Monday through Friday. Early arrival and late pick up is prohibited.

Note: Children must be picked up by 5:45 in order for staff to ensure the center's closed down procedures are implemented and staff exit the building promptly at 6:00 p.m. Be mindful that a repeated late pick up is subject to termination of services.

LATE FEE CHARGES (PER Family)

LATE PICK UP FEE PROCEDURES

Parents are reminded that late pickup of children affects the child's wellbeing. It can lead to feelings of insecurity, uncertainty, anxiety and abandonment which can be traumatic. Additionally, staff are put at risk of not fulfilling their family responsibilities.

Parents are asked to make alternative arrangements and notify the center to ensure timely pickup of your child(ren).

- 1) Parents are charged according to the late fee policy (listed below), per family. Payment is made at the time of pickup.
- 2) Complete the late pickup form signed by the parent and staff
- 3) Staff will document time on the sign in/out form. Submit form to the central office. 4) Provide receipt to the parent (Submit copy to central office)

LATE FEE POLICY

The Center will charge a late pick-up fee of \$10.00 at 5:46. An additional charge of \$1.00 per minute starting at 5:47 p.m. is charged. We strongly advise parents to observe the time limit for picking up your child. Staff are required to implement building close down procedures and exit the building by 6:00 p.m. Gates will be locked promptly by building security at 6:00 p.m. **Again, be mindful that repeated late pick up of children is subject to termination from the program.**



Operational Discipline and Guidance Policy

This form provides the required information per 26 Texas Administrative Code (TAC) minimum standards Sections 744.501(7), 746.501(a)(7), and 747.501(5).

Directions: Parents will review this policy upon enrolling their child. Employees, household members and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.

Discipline and Guidance Policy

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 at least the following:

- 1) using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) reminding a child of behavior expectations daily by using clear, positive statements;
- 3) redirecting behavior using positive statements; and
- 4) using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- 1) corporal punishment or threats of corporal punishment;
- 2) punishment associated with food, naps or toilet training;
- 3) grabbing or pulling a child;
- 4) putting anything in or on a child's mouth;
- 5) humiliating, ridiculing, rejecting or yelling at a child;
- 6) subjecting a child to harsh, abusive or profane language;
- 7) placing a child in a locked or dark room, bathroom or closet;
- 8) placing a child in a restrictive device for time out;
- 9) withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with 746.2803(4)(D); and
- 10) requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Additional Discipline and Guidance Measures

(Only Applies to Before or After School Program (BAP)/School Age Program (SAP) that Operates under 26 TAC Chapter 744)

A program must take the following steps if it uses disciplinary measures for teaching a skill, talent, ability, expertise or proficiency:

- ensure that the measures are considered commonly accepted teaching or training techniques;
- describe the training and disciplinary measures in writing to parents and employees and include the following information:
 - (A) the disciplinary measures that may be used, such as physical exercise or sparring used in martial arts programs;
 - (B) what behaviors would warrant the use of these measures; and
 - (C) the maximum amount of time the measures would be imposed;
- inform parents that they have the right to ask for additional information; and
- ensure that the disciplinary measures used are not considered abuse, neglect, or exploitation as specified in Texas Family Code Section 261.001 and TAC Chapter 745, Subchapter K, Division 5, of this title (relating to Abuse and Neglect).

Signature

This policy is effective on the following date: August 2023

Signed by: _____

Role: ☒ Parent ☐ Caregiver or Employee ☐ Household Member (CH. 747 only)

Minimum Standards Related to Discipline

- Title 26, Chapter 746 Subchapter L: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=746&sch=L&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=746&sch=L&rl=Y)
- Title 26, Chapter 747 Subchapter L: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=747&sch=L&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=747&sch=L&rl=Y)
- Title 26, Chapter 744 Subchapter G: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=744&sch=G&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=744&sch=G&rl=Y)

Fee Payment Update: Registration, Re-Entry & Re-Enrollment; and Absentee Update

To: West End Child Development Center Parents or Guardians

From: Myrtle Skillern, Chief Executive Officer

Re: Registration, Re-Entry & Re-Enrollment Fees, Absentee Update

Date: Effective August 4, 2025

The 2021 pandemic and ongoing variants as well as other issues have prompted a review of the costs associated with absenteeism. Repeated drops and re-enrollment have impacted the center financially. The procedures in the most recent parent handbook issued July 2021 have not been consistently enforced. New criteria are being implemented effective August 4, 2025 to ensure that re-enrollment costs are collected and paid timely. A number of exceptions are addressed regarding payment when children are not present for the entire week. Additionally, re-entry fees for children re-entering after less than two months and re-enrollment that exceeds two months is also addressed. The fees are in addition to your child care fee. The new criteria for re-entry and re-enrollment and fees are noted below:

Fees	Amount	Comments
Initial Enrollment Registration Fee	\$50.00 Per Family	Payment is required upon enrollment prior to receiving services. No change in this fee
Re-Entry Fee less than two months, including vacation	\$20.00 Per Family Per re-entry, along with any past due balance	Payment is required upon reentry prior to receiving services
Re-Enrollment Fee exceeding two months	50.00 Per Family along with any past due balance	Payment is required upon reenrollment, prior to receiving services
Absences due to <u>Exclusionary Illnesses</u> (Licensing <u>Minimum Standards</u>), Covid 19 or variants	No Re-Entry fee will be charged.	Medical Statement and clearance to return to the center required
Attendance less than a week due to other circumstances	Weekly fee is due with no reduction made for absences	Payment required prior to receiving services

Note:

Parent fees are due each Monday upon arrival for services. Please abide by the payment schedule to ensure that payments are made on time. This will make your account current and reduce the amount of time that the Director spends on this matter rather than ensuring that the center is run in an efficient and productive manner.

Parent's Rights

This form provides the required information per Chapter 42 of the Human Resource Code (HRC) Section 42.04271.

Directions: Parents will review these rights upon enrolling their child.

Rights of Parent or Guardian

A parent or guardian of a child at a child care facility has the right to:

- (1) enter and examine the child care facility during the facility's hours of operation without advanced notice;
- (2) review the child care facility's publicly accessible records;
- (3) receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- (4) obtain a copy of the child care facility's policies and procedures;
- (5) review, at the request of the parent or guardian, the facility's:
 - (A) staff training records; and
 - (B) any in-house staff training curriculum used by the facility;
- (6) review the child care facility's written records concerning the parent's or guardian's child;
- (7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
 - (A) video recordings of the alleged incident are available;
 - (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and
 - (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- (8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- (9) be provided the contact information for the child care facility's local Child Care Regulation office;
- (10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and
- (11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility.

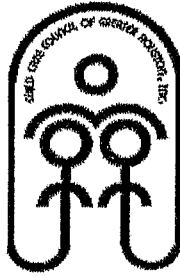
Signature of Parent or Guardian

Date

Resources

Facility Information and Online Compliance History: <http://txchildcaresearch.org>

Child Care Regulation Contact Information: <https://www.hhs.texas.gov/services/safety/child-care/contact-child-care-regulation>



Child Care Council of Greater Houston,
Inc.

West End Child Development Center
General Liability Insurance Coverage

Child Care Council of Greater Houston, Inc. (West End Child Development Center) has General Liability insurance that complies with Human Resources Code, Section 42.049. The effective date of the insurance is 4/01/ 25 to 4/01 26. You may see Center Director, Brittany Jones to make available documentation upon request.

*Kindly,
M. Skillern, CEO
Child Care Council of Greater
Houston, Inc.*



Texas * Rising Star

Having met the Texas Rising Star
High Quality Child Care Standards,

West End Day Care Center

Is hereby a

Four-Star certified program.

Jul 16 2025

Texas Rising Star

Jamie Moody

Issue Date

Jul 15 2028



Signature

Gulf Coast WDB - 28, Houston Area
Urban League - TSR

Local Workforce Development Board

Expiration Date

four out of four star certification

TEXAS

Health and Human Services

ATTENTION PARENTS

You are entitled to see the following information.
You may ask the director to show you the most recent copy of:

The minimum standards for this licensed center

(also available at <https://www.hhs.texas.gov/providers/protective-services-providers child-care-regulation/minimum-standards> or access the QR code below)

- Parent's Rights
- The investigation or inspection report from Texas Department of Family and Protective Services or Health and Human Services (also available at or access the QR code below)
- Documentation of liability insurance that complies with Human Resources Code, Section 42.049
- The fire marshal inspection report
- The health department sanitation inspection report
- The gas pipe inspection report
- The licensed center operational policies

Texas Health and Human Services Commission
Child Care Regulation Department



Collaborative for Children Centers of Excellence Parent Notification

Child Care Council of Greater Houston, Inc.'s West End Child Development Center has been selected to be a part of the Centers of Excellence Program through Collaborative for Children, a leader in early childhood education. The organization is dedicated exclusively to preparing young children from birth to five for school and the demands of the 21st century.

STEM education, (science technology, engineering and math) equipment and activities are used to support the children's learning. A part of the program is parent engagement and we adamantly encourage your participation in the Collaborative for Children Group Connections and Parents as Partners events to support your child's developmental progress.

Visit the website at collabforchildren.org for the newsletter, parent tips and family events. Information will also be posted in the center's monthly newsletter.

Myrtle Skillern, CEO

Child Care Council of Greater Houston, Inc.

Brittany Jones, Center Director
West End Child Development Center



Admission Information

Use this form to collect all required information about a child enrolling in day care.

Directions: The day care provider gives this form to the child's parent or guardian. The parent or guardian completes the form in its entirety and returns it to the day care provider before the child's first day of enrollment. The day care provider keeps the form on file at the child care facility.

General Information			
Operation's Name:		Director's Name:	
Child's Full Name:		Child's Date of Birth:	Child Lives With? ☐ Both parents ☐ Mom ☐ Dad ☐ Guardian
Child's Home Address:		Date of Admission:	Date of Withdrawal:
Name of Parent or Guardian Completing Form:		Address of Parent or Guardian (if different from the child's):	
List phone numbers below where parents or guardian may be reached while child is in care.			
Parent 1 Phone No.:	Parent 2 Phone No.:	Guardian's Phone No.:	Custody Documents on File? ☐ Yes ☐ No
In case of an emergency, call:			
Name of Emergency Contact:		Relationship:	Area Code and Phone No.:
Address:			
I authorize the child care operation to release my child to leave the child care operation ONLY with the following persons. Please list name and phone number for each. Children will only be released to a parent or guardian or to a person designated by the parent or guardian after verification of ID.			
Name:		Area Code and Phone No.:	
Name:		Area Code and Phone No.:	
Name:		Area Code and Phone No.:	

Consent Information	
1. Transportation:	
I give consent for my child to be transported and supervised by the operation's employees (Check all that apply). ☐ for emergency care ☐ on field trips ☐ to and from home ☐ to and from school	
2. Field Trips:	
☐ I give consent for my child to participate in field trips. ☐ I do not give consent for my child to participate in field trips.	
Comments: 	

3. Water Activities:

I give consent for my child to participate in the following water activities (Check all that apply).

☐ water table play ☐ sprinkler play ☐ splashing or wading pools ☐ swimming pools ☐ aquatic playgrounds

Is your child able to swim without assistance: ☐ Yes ☐ No

If no, what type of assistance is needed: _____

4. Receipt of Written Operational Policies:

I acknowledge receipt of the facility's operational policies, including those for (Check all that apply).

☐ Discipline and guidance

☐ Procedures for release of children

☐ Suspension and expulsion

☐ Illness and exclusion criteria

☐ Emergency plans

☐ Procedures for dispensing medications

☐ Procedures for conducting health checks

☐ Immunization requirements for children

☐ Safe sleep

☐ Meals and food service practices

☐ Procedures for parents to discuss concerns with the director

☐ Procedures to visit the center without securing prior approval

☐ Promotion of indoor and outdoor physical activity including criteria for extreme weather conditions

☐ Procedures for supporting inclusive services

☐ Procedures for parents to participate in operation activities

☐ Procedures for parents to contact Child Care Licensing (CCL), DFPS, Child Abuse Hotline, and CCL website

5. Meals:

I understand that the following meals will be served to my child while in care (Check all that apply):

☐ None ☐ Breakfast ☐ Morning snack ☐ Lunch ☐ Afternoon snack ☐ Supper ☐ Evening snack

6. Days and Times in Care:

My child is normally in care on the following days and times:

Day of the Week	A.M.	P.M.
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Child's Special Care Needs (check all that apply)

- | | |
|--|---|
| ☐ Environmental allergies | ☐ Limitations or restrictions on child's activities |
| ☐ Food intolerances | ☐ Reasonable accommodations or modifications |
| ☐ Existing illness | ☐ Adaptive equipment <i>(include instructions below)</i> |
| ☐ Previous serious illness | ☐ Symptoms or indications of complications |
| ☐ Injuries and hospitalizations <i>(past 12 months)</i> | ☐ Medications prescribed for continuous long-term use |
| ☐ Other: _____ | |

Explain any needs selected above:

Does your child have diagnosed food allergies? ☐ Yes ☐ No Food Allergy Emergency Plan Submitted Date: _____

Child day care operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. To learn more, visit <https://www.ada.gov/resources/child-care-centers/>. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Signature — Parent or Legal Guardian _____

Date Signed _____

School Age Children

My child attends the following school: _____

School Area Code and Phone No.: _____

My child has permission to *(check all that apply)*:

- ☐ walk to or from school or home ☐ ride a bus ☐ be released to the care of his or her sibling under 18 years old

Authorized pick up or drop off locations other than the child's address:

☐ Child's required immunizations, vision and hearing screening, and TB screening are current and on file at their school.

Authorization For Emergency Medical Attention

In the event I cannot be reached to arrange for emergency medical care, I authorize the person in charge to take my child to:

Name of Physician	Address	Phone No.
Name of Emergency Care Facility	Address	Phone No.

I give consent for the facility to secure any and all necessary emergency medical care for my child.

Signature — Parent or Legal Guardian _____

Date Signed _____

Requirements for Exclusion from Compliance

- ☐ I have attached a signed and dated affidavit stating that I decline immunizations for reason of conscience, including religious belief, on the form described by Section 161.0041 Health and Safety Code submitted no later than the 90th day after the affidavit is notarized.
- ☐ I have attached a signed and dated affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination that I am an adherent or member of.

Vision Exam Results

Right Eye 20/ Left Eye 20/ ☐ Pass ☐ Fail

Signature _____

Date Signed _____

Hearing Exam Results

Ear	1000 Hz	2000 Hz	4000 Hz	Pass or Fail
Right				☐ Pass ☐ Fail
Left				☐ Pass ☐ Fail

Signature _____

Date Signed _____

Admission Requirement

If your child does not attend pre-kindergarten or school away from the child care operation, one of the following must be presented when your child is admitted to the child care operation or within one week of admission. (Select **only one** option.)

- ☐ Health Care Professional's Statement: I have examined the above named child within the past year and find that he or she is able to take part in the day care program.
- ☐ A signed and dated copy of a health care professional's statement is attached.
- ☐ Medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization, which I adhere to or am a member of. I have attached a signed and dated affidavit stating this.
- ☐ My child has been examined within the past year by a health care professional and is able to participate in the day care program. Within 12 months of admission, I will obtain a health care professional's signed statement and submit it to the child care operation.

Name of Health Care Professional, if selected _____

Address of Health Care Professional, if selected _____

Signature — Health Care Professional _____

Date Signed _____

Signature — Parent or Legal Guardian _____

Date Signed _____

Vaccine Information

The following vaccines require multiple doses over time. Please provide the date your child received each dose.

Vaccine	Vaccine Schedule	Dates Child Received Vaccine
Hepatitis B	Birth (first dose)	
	1-2 months (second dose)	
	6-18 months (third dose)	
Rotavirus	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
Diphtheria, Tetanus, Pertussis	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
	15-18 months (fourth dose)	
	4-6 years (fifth dose)	
Haemophilus Influenza Type B	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
	12-15 months (fourth dose)	
Pneumococcal	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
	12-15 months (fourth dose)	
Inactivated Poliovirus	2 months (first dose)	
	4 months (second dose)	
	6-18 months (third dose)	
	4-6 years (fourth dose)	
Influenza	Yearly, starting at 6 months. Two doses given at least four weeks apart are recommended for children who are getting the vaccine for the first time and for some other children in this age group.	
Measles, Mumps, Rubella	12-15 months (first dose)	
	4-6 years (second dose)	
Varicella	12-15 months (first dose)	
	4-6 years (second dose)	
Hepatitis A	12-23 months (first dose)	
	The second dose should be given 6 to 18 months after the first dose.	

Varicella (Chickenpox)

Varicella (chickenpox) vaccine is not required if your child has had chickenpox disease. If your child has had chickenpox, please complete the statement: My child had varicella disease (chickenpox) on or about [date] and does not need varicella vaccine.

Signature _____

Date Signed _____

Additional Information Regarding Immunizations

For additional information regarding immunizations, visit the Texas Department of State Health Services website at www.dshs.state.tx.us/immunize/public.shtm.

TB Test (If required)

☐ Positive ☐ Negative Date: _____

Gang Free Zone

Under the Texas Penal Code, any area within 1,000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

Privacy Statement

HHSC values your privacy. For more information, read our privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>

Signatures

Child's Parent or Legal Guardian _____

Date Signed _____

Center Designee _____

Date Signed _____

Physician or Public Health Personnel Verification

Signature or stamp of a physician or public health personnel verifying immunization information above:

Signature _____

Date Signed _____



Child Care Council of Greater Houston, Inc. Support Services and Referral Information

Child Care Council of Greater Houston, Inc. Community Referral Resources
Call 713 266 6045 for Referrals to child development services, rental, utilities and food assistance. **Website:** www.cccghi.com

Community Case Management and Service Linkages

2025-2026 HOUSTON Resource Guide "The Blue Book". Copies are made available through the City of Houston Housing and Community Development Department and available at West End Child Development Center

United Way of Houston 211

Call for local services or assistance programs, 24/7 for information and referrals or visit
The website: <https://referral.unitedwayhouston.org>

Texas Workforce Commission website: <https://www.twc.texas.gov/>

Job search registration, Career and Educational Opportunities, Child Care Assistance

Tejano Center for Community Concerns:

<https://www.tejanocenter.org/programs-resources>

Adult Education, Professional Trade Certification, College and Career, Financial Aid, Baylor Teen Health Medical Clinic, Food Assistance and Nutrition Education, Job training, Housing and Supportive Services for Former Foster Care Persons; Home Ownership Opportunities

Coalition for the Homeless Houston/ Harris County

<https://www.cfth.org/gethelp>

Partner agencies for Homeless Services: Shelters, Day Centers, Housing Stability Screening, Crisis Response, Mental Health Resources, Health Care for the Homeless, Beacon Law, Social Security Assistance, Youth and Young Adult Resources, Coordinated Assessment for literal homelessness (Assessed through provider agencies); Street Guide.

Assistance, Youth and Young Adult Resources, Coordinated Assessment for literal homelessness (Assessed through provider agencies); Street Guide.

Coalition for the Homeless Income Support

Wesley Day 1 Income Program (Wesley Community Center)

- Ages 24+ with minor dependents
- Vocational training, stipends, job search & work support

BOL Day 1 Income Program (Bread of Life, Inc.)

- Ages 18—24 with minor dependents
- Same services as above

Income Now Program (Workforce Solutions)

- For those with recent work experience & virtual access •On-the-job training, hiring events, financial aid & more

Additional Resource:

2-1-1 Texas (United Way) — A comprehensive referral system for employment, healthcare, food, and more.

Questions or need referral guidance? Contact the HRS Income team at cfthincome@cfthhouston.org