

Parent Handbook



**Liberty Preschool Daycare
2525 W. Dumble St.
Alvin, TX. 77511
(281) 331 - 6635**

www.libertypreschooldaycare.com

“Where Individualism is a Priority”

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PROGRAM PHILOSOPHY

1. Mission Statement

Liberty Preschool Daycare’s goal is to be Alvin’s leading preschool program. It is a well-known fact that children do their most important learning before the age of five. That’s why, in addition to lots of love and attention, everything we do at Liberty focuses on early childhood development. Liberty has been in operation and state licensed since 1994. It is a place where children feel loved and secure while learning to develop social and academic skills. We strive to create a compassionate school family culture that provides a safe learning environment for the child.

2. Philosophy

Our philosophy is simple. Provide developmentally appropriate activities, prepare children to exceed in public education and give children the skills needed to self-regulate when the world does not go their way. All while allowing the child to be a child and to learn through play. . We acknowledge the importance of teaching the children of our future, a skill set to ensure self-regulation and problem solving. We work together, teacher, child and parent, to establish routines and rituals that provide predictability and consistency within our classrooms.

3. Embracing Diversity

We do not discriminate against children, parents, coworkers, for any reason. This includes but is not limited to race, color of skin, religion, creed, gender, disability, military status, or national origin. All are welcomed at our facility.

LICENSING GUIDELINES

4. Minimum Standards and Licensing Report for Child Care Centers

Liberty Preschool Daycare is licensed and regulated by the Texas Department of Health and Human Services and we follow the Texas Minimum Standards for Child Care Centers. Parents may review a copy of these standards in our front office or view the standards online at www.hhs.texas.gov or call the local Family and Protective Services at 409-766-5924 or call 1-800-862-5252. We monitor the United States Consumer Product Safety Commission recall list to ensure there are no unsafe products present in the center. We file those recalls relating to children, in a binder in the lobby for parents to review. You may access these recalls yourself at www.cpsc.gov.

Parents may also review a copy of the Liberty Preschool’s recent licensing inspection report posted on the Parent Communication board in the front entry. Parents may reach child care licensing by using the website above or calling the local office .These regulations/standards are included as part of this Parent Handbook and it is the responsibility of every parent to read, understand and follow these regulations. Employees are required uphold the regulations and standards issued by The Texas Department of Health and Human Services

Child Care Minimum Standards at all times. Employees are required to immediately notify the School Director of any violations of licensing regulations by any person in the organization.

ADMISSION PROCEDURES

5. Applications

Applications for enrollment are available at the school and online. These forms are to be completed and returned on or before your child's first day with us. In order for your child to be enrolled, we must have the following on file:

- a) Completed Admission form with each section signed
- b) Current Immunization Record & Health Statement
- c) Signed Acknowledgement of Center Handbook
- d) Children 4 and older must provide copies of hearing and vision screenings

Provisions needed from home are as follow:

- a) A complete change of clothing including socks and underwear, in a labeled Ziploc bag. Infants and Toddlers will need diapers, wipes, creams, pacifiers, and bottles etc.
- b) If your child will be napping/resting with us, you will need to supply a blanket.
- c) All belongings including coats, shoes, Show & Tells, should be labeled with your child's name.

6. Enrollment

Enrollment at Liberty preschool is open to children from six weeks to eleven years. Privately-run child care centers must comply with title III of the Americans with Disabilities Act (ADA). The center will make an individualized assessment about whether it can meet the particular needs of the child without fundamentally altering its program. We do not discriminate on the basis of race, color, religion or national origin, gender, pregnancy or disability. A state/government issued ID will be required to verify information on enrollment paperwork passed out to the parent. Liberty front office staff will make a copy of the state/government ID for our records. In the event that a court order is on file for the child being enrolled, a certified copy of the court order must be attached to the Enrollment Application. Initial enrollment is contingent upon receipt of the completed Enrollment Application, Physicians Statement, Income Eligibility Form, Emergency Release Form, Food Program Enrollment Form, signed Tuition Agreement, registration fee, immunization records and signed Parent Handbook receipt. The Enrollment Application and Tuition Agreements are not meant to serve as contracts guaranteeing service for any duration. Liberty Preschool reserves the right to dismiss any child at any time with or without cause. Continued enrollment at Liberty is contingent upon the parent's and child's adherence to the policies and procedures of Liberty Preschool as outlined in this handbook. Parents are required to notify Liberty preschool immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any registration fee and/or tuition.

7. Termination of Services

We reserve the right terminate a child for the following reasons (but not limited to):

- Failure to pay (see tuition)
- Routinely late picking up child
- Lack of parental cooperation
- Serious illness of a child
- Physical or verbal abuse to any person on the property
- Our inability to meet the child's needs
- Lack of compliance with regulations
- Failure of child to adjust to the center after a reasonable amount of time *center administration has the right to give verbal notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

8. Withdrawal from Preschool Program

Fourteen (14) days written notice must be given for withdrawing a child from Liberty Preschool Daycare. Liberty Preschool Daycare has a right to refuse service to any family for any reason.

9. School Age Children

The School Age Information Form must be turned in before the beginning of the school year. This is to ensure that your child has a seat on the Liberty school bus and allows Liberty to outline the drop-off and pick-up routes.

Breakfast is served from 6:00 am to 7:00 am for our school-age children. The bus leaves promptly at 7:05 A.M. in order to deliver the children to their individual schools.

It is imperative that we know when we are not going to pick up your child at the end of the day. The bus driver is instructed not to leave the child's school until we know the whereabouts of your child. A driver who is forced to wait in order to find out where a child is causes delays in the bus route, which in turn causes the bus to be late in picking up the other children and late in coming back to Liberty. **There will be a \$5.00 penalty if Liberty is not notified, not to pick-up a child.**

DROP OFF/PICK UP/ ABSENCES

10. Hours of Operation

Liberty Preschool Daycare is open from **6:00 A.M. to 6:30 P.M.**, Monday through Friday. We close to observe the following holidays: ***New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve and Christmas Day.*** **Full tuition is due for holiday weeks. Dates of all holidays are on Liberty's School Calendar.** ***NOTE: In some cases, if the holiday falls on a Saturday or Sunday, Liberty Preschool Daycare may close the day before or the day after the holiday. Parents will be updated on each year's holiday schedule.***

11. Calendar

Our program follows the same school schedule as our local school district. Please pick up a copy of the current school calendar which lists yearly closings and holidays at the front desk.

12. Release of Children

Per Texas state laws, parents have a right to access their child at any time. However, we **strongly encourage parents to drop off their children by 9:00 A.M. each day so that the child can take part in our full educational program. Please let Liberty know if you are bringing your child in after 9:00 A.M. We need to put your child on the lunch count and the nap room numbers.**

In the event that a parent is unable to pick up their child, they may authorize another legal adult to pick up. Children will not be released to a minor. Authorized adults must be listed on the enrollment form to pick up and must bring a picture ID. Children will not be released to adults without a picture ID. **We will not release your child to anyone, even if they are on the list, without vocal or written consent from the parent or legal guardian.**

13. School Safety Policies

Parents need to personally escort their child(ren) inside the building to sign in and out when their children enter and leave the facility. Parents are welcome to visit the center any time during the day to observe their child without prior approval. However, if you would like to stay and spend time with your child during activities, please see the office so we can do a proper criminal history check, as required by the Texas Department of Family and Protective Services.

You will be notified of any incidents other than minor scrapes or bumps with a phone call. We will also give you a written report at pick up time. First aid will be applied to minor incidents. In the event medical attention is required, we will notify you immediately. Parents are responsible for all medical fees.

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

14. Illness and Exclusion Policy

Children who are ill should not attend preschool. Liberty Preschool observes the standards set by the Texas Department of Family and Protective Services for ill children. The most common standards for exclusion are:

1. Illness that prevents the child from participating in childcare activities, ***including outdoor play.***
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children.
3. Oral temperature of 101 or armpit temperature of 100.
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, 1 or more vomiting episodes in 24-hours.

If a child becomes ill while in our care, we will contact the parent immediately. We will care for the child apart from the other children with proper supervision and give extra attention to hand washing and sanitation practices.

If your child is found with **headlice**, you will be called. They must be treated and nit free before they can return.

Parents need to pick up children within 1 hour of notification. In the event of *severe* illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, Liberty Preschool may call for an ambulance at the parent's expense.

If a child is sent home sick from our program, they may not return until the child is symptom-free for 24-hours. If your child will be absent due to illness, we request that you notify the school director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the school director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Liberty Preschool will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

TUITION & FEES

15. Tuition and Fees for All Day Attendance

All custodial parents and/or legal guardians are required to sign a Tuition Agreement prior to enrollment of their child. Parents are required to indicate to whom all billing information and correspondence are to be addressed. **A non-refundable annual registration and supply fee is due at the time of enrollment and every August.**

Tuition is payable by card, check or cash every Monday and is considered late on Wednesday. The only exception is when Monday is a holiday and the Center is closed. These dates are on the school calendar. There is no reduction in tuition due to holidays, school breaks, illness, A.I.S.D school closing or natural disasters. Make checks payable to '**Liberty Preschool Daycare**'. Print your child's name and the purpose for the payment (tuition, registration, party, etc.) in the memo part of the check. **We do take credit card payments with 3% extra fee added to the amount for convenience fee.**

A twenty dollar (\$25) per late fee per week on Wednesday to your account. **A child's enrollment may be terminated if the tuition is consistently late.**

16. Tuition and Fees for "Pre-School Only" Children

A non-refundable annual registration and supply fee is due at the time of enrollment in August. Tuition is paid by check, card or cash on the first day of the month August through May (10 month commitment) and is considered late on the second of that month. The only exception is when there is a holiday and the Center is closed. These dates are on the school calendar. Your tuition remains the same each month. There is no reduction in tuition due to holidays, school breaks, illness, A.I.S.D school closing or natural disasters. There are no tuition refunds for any reasons. Every parent is responsible for the tuition agreement and must agree to this policy. Make checks payable to '**Liberty Preschool Daycare**'. Print your child's name and the purpose for the payment (tuition, registration, party, etc.) in the memo part of the check.

A twenty-five (\$25) late fee beginning the following day that tuition was due will be automatically assessed on your account if not paid on time. **A child's enrollment may be terminated if the tuition is**

consistently late. Preschool only program is closed on days A.I.S.D is closed for holiday breaks. Preschool children who would like to stay for a full day will be charged \$20 extra.

17. Late Pick Up/Returned Check Fees

Our program is open Monday through Friday from 6:00 A.M. to 6:30 P.M.. Liberty Preschool Daycare is only licensed by the Texas Department of Health and Human Services to care for children during these specified times. If you are **late picking** up your child, a **\$1 PER MINUTE per child** penalty will be charged to your account. **Late penalties must be paid to Liberty Preschool Daycare before your child can return to the Center.**

Return check fee of \$35.00 is charged to your account and must be paid in full of the amount of the return check before your child returns to the Center.

18. Subsidized Care

Liberty preschool does accept childcare subsidies. Parents of a subsidized child must complete all required paperwork on time to continue enrollment at Liberty Preschool. Parents of subsidized children are also required to sign a Parent Share of Cost Agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies.

19. Multiple Child and Other Discounts

Liberty preschool offers a multiple child discount for one or more siblings enrolled during the same school year. Second child receives \$10/week off per and each addition child receives \$5/week off. Discounts are only applicable when tuition payments are made on time. If your child is with Liberty preschool for one full year they get one week free tuition after completing the year. Parents must request an absent credit in writing or by email prior to the absence. First responder discount is \$10 for each family.

HEALTH POLICIES

20. Tuberculin Testing Requirements

Based on local health department guidelines, proof of TB testing is not required in order to be enrolled in our program. **Vaccine-Preventable Diseases.** Employees are encouraged to receive an annual flu shot and are required to be current on their Pertussis vaccine to help protect children from illnesses.

21. Hearing and Visions Screening

All 4-year-olds getting ready to start kindergarten are required by the State to receive hearing and vision screenings. The center may provide this service – for a fee – for all children who do not bring a completed form from their doctor.

IMMUNIZATIONS

22. Immunization Requirements

Immunization records must be current for all children enrolled in the Infant-Toddler, Preschool and Pre-K programs. A copy must be in the child's file. It is the parent's responsibility to ensure that your child's immunizations are current. Failure to keep children current on immunizations may lead to termination. From time to time Liberty Preschool may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit must be on file for these children.

INFANT SAFETY AND NUTRITION

23. Feeding Instructions

As a licensed childcare facility, we are required to have Infant Feeding Instructions for children ages 12 months and younger. These must be updated every 30 days or sooner regardless of whether or not there are changes to the infant's feeding schedule.

24. Infant Formula

Liberty preschool provides formula for the children enrolled in our program. If a parent wishes to provide an alternate formula, they may do so at their expense. There is no reduction in fees or tuition for parents who provide their own formula or food. Parents are required to complete a feeding schedule for their child on a monthly basis, or as the child's feeding requirements change. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

25. Breastfeeding

Liberty Preschool Daycare will provide a comfortable place with an adult sized seat for mothers to breastfeed their child if they choose to do so. Parents may also provide breast milk for their child to be served while in our care.

*Breastfeeding Information and resources are available in the infant/toddler classes, which include useful topics such as breastfeeding support group information, tips on returning to work while breastfeeding, and weaning. Additional breastfeeding information can be found at www.milkcounts.com

INFANT SLEEP/SAFE SLEEP POLICY

26. Infant Safe Sleep Requirements

Liberty preschool follows the Infant Sleep Safety Guidelines as listed in the Child Care Minimum Standards and as outlined by the Consumer Product Safety Commission.

To keep our infants as safe as possible and decrease the possibility of SIDS (Sudden Infant Death Syndrome) and positional asphyxia Liberty Preschool follows safe sleep practices and recommends parents do the same at home to keep children safe. Infants will be put to sleep on their backs, in their crib, with only a

firm, tight-fitting mattress with a crib sheet on top of it. No other blankets, pillows, toys or positioning devices are permitted. Infants must not have their heads, faces, or cribs covered by blankets, linens, or clothing at any time. Children are not allowed to be swaddled or restricted from movement in any way. This includes sleeping in bouncers, swings, car seats, or other devices. If an infant falls asleep in one of these devices, they will promptly be moved to their crib to a safe sleep position. When a child is able to roll themselves over to sleep on their stomach, they are allowed to do so as they prefer. We appreciate your help in keeping your child safe. In order to keep the transition from home to school easy, please follow safe sleep practices at home as well. Any request for deviation from the safe sleep practices including sleeping in a restrictive device or sleeping on their stomach before they are able to roll over must be medically necessary and have a physician's approval and signature on the Sleep Exception Form before the request can be considered.

FOOD AND FOOD ALLERGY POLICIES

27. Nutrition and Meals

Liberty Preschool Daycare provides breakfast for all children present from 6:30 A.M. to 8:30 A.M. Lunch is served at 10:30 – 11:30 A.M.. Afternoon snack is served after the rest period around 2:15 P.M., and again at 3:45 P.M. for the school-age kids as they arrive after school. Menu is posted at the beginning of the month. Please advise the center of any allergies. **Liberty Preschool Daycare is a Peanut-Free School.**

All meals are approved by the CACFP program for their nutritional appropriateness. Meals include milk, fresh fruit and fresh vegetables. Foods and Liquids hotter than 110 degrees are kept out of reach of children. If your child is on a special diet, or has a food allergy the office must have a copy of the doctor's report. An emergency food allergy plan must be completed by an authorized medical official. This is a requirement of the state. Our center is a peanut free zone. Staff does not reward good behavior with food of any kind.

PARENT PARTICIPATION & COMMUNICATION

28. Open Door Policy

We welcome parents at any time, in any area of our school. Liberty Preschool Daycare is a privately owned and operated facility. We have the right to refuse service at any time to anyone.

29. Parent Conferences

Please do not use drop/off pick-up time to communicate lengthy concerns with your child's teacher as this can be a distraction to the care of other children in the classroom. Parents can request a conference to discuss any concerns on an as needed basis. During conference time, each parent will receive information on their child's development and have the opportunity to set goals with teachers based on the results from the developmental assessments conducted by the teacher.

30. Parent Notifications

Open Communication with parents is very important to children's success. Liberty Preschool has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents

acknowledging that communication has taken place. **Listed below are ways that Liberty may communicate with parents:**

- Newsletters, note and reminders sent home in your child's weekly folder
- Daily memorandums posted on the doors
- Remind
- Verbal communication with the child's teachers and director

31. Parent Code of Conduct

Please understand, young children are present in our building. Some adult language is not appropriate for young children. Liberty Preschool Daycare prohibits swearing or cursing on our property.

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

32. Parent Responsibilities

Children must be signed in and out by the custodial parent or adult person approved by the parent(s). Please understand that due to liability issues, **staff of Liberty Preschool Daycare is not permitted to take children home from our center.**

In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. Liberty Preschool Daycare staff cannot be responsible for lost or broken personal toys. **Two exceptions** to this are a stuffed animal for use during naptime by full-day preschool children and for 'Show & Tell' purposes. You will be notified by your child's teacher if and when the class will have 'Show & Tell'.

CLASS MANAGEMENT

33. Curriculum

Liberty Preschool Daycare uses the Learning Box Curriculum. Spanish and sign language are also incorporated. We also have our own unique and specialized reading program. We believe this curriculum allows children to learn best through actively engaging with people and having fun. Children are involved in hands-on experiences, real-life adventures, and discovery as they explore concepts through play. ***Liberty Preschool Daycare's curriculum teaches essential readiness skills prior to entering Kindergarten.***

Our program provides an innovative curriculum with materials, experiences and teaching methods using the Texas Rising Star Program principles of child development including age and individual appropriateness.

Goals:

Liberty Preschool provides interactions and experiences to help children to:

- Develop socially, emotionally, physically and cognitively.
- Develop critical thinking and problem-solving skills.

- Develop conflict resolution skills; and
- Be a member of the Liberty Preschool community.

34. Daily Schedule

Liberty Preschool Daycare classrooms follow a daily schedule designed specifically to meet the children's developmental, social and emotional, and personal needs. All schedules are contingent on the needs of the children and may vary from day to day. Children's daily schedules are posted in each individual classroom.

35. Classroom Assignment

Classroom assignments are based on each individual child's birthday by September 1. Your child will be in an age appropriate classroom with same age friends.

36. Our Staff

Our staff is here to assist your child in making their stay enjoyable. Questions pertaining to the facility can be directed to the management of the Childcare Center. All staff are trained and have extensive knowledge in Early Childhood and specific training in developmentally appropriate practices related to the age of the children they provide care for. They also are trained in CPR/ First Aid for infants, children and adults.

37. Child to Staff Ratio

Liberty Preschool Daycare strives to maintain lower ratios in our classrooms than what State requires. From time to time, we may follow state ratios, but will never be non-compliant unless under emergency situations.

38. Classroom Transition Plan

When your child is ready to move to a new classroom, we do all we can to make this transition a smooth and successful one. We will contact you when we feel your child is ready to move. The move will always be a collaborative decision among parents, teachers and administrative staff. We recognize that transitions can be a challenge therefore we will take into consideration each child's temperament and adjust our transitions time accordingly. Transitions planning will be discussed in detail during the parent conference.

39. Nap Time

Supervised rest periods are provided for all children under five years of age who remain at Liberty Preschool Daycare for six or more hours a day, and for all other children who show a need for a rest time. To prevent disruption to the other children, please do not drop your child off during that time (10 am- 2 pm). We do supply cots and sheets. Children will need to bring a blanket from home. **Friday is the day when you take home their personal blanket for washing.** Liberty only takes cot sheets for washing.

40. Clothing

Children should dress in comfortable, washable clothing that allows for freedom of movement. **Regulations forbid open back shoes and shoes that come off feet easily (flip flops, clogs, and heels).** Children who wear sandals please wear socks. Socks help keep children's feet safe from small twigs, insects, and sand.

Please no belts for children five and under. **Children must have a complete change of clothing** left at Liberty Preschool. Please put a complete change of clothes in a clear gallon size zip lock baggie and write child's name on the baggie. Children need to be dressed for the weather, as part of our daily activities includes outside play.

41. Personal Cubby

Each child enrolled at Liberty will receive their own cubby. Children **need a complete change of clothes in their cubby at all times. The Cubbies are small, so blankets and stuffed animals have to be very small in order to fit into their small cubby. Please no toys from home.** Liberty preschool is not responsible for damage to or loss of articles of clothing.

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys and/or electronic items from home, unless specifically requested by the classroom teacher for use as part of the curriculum. This includes cell phones and video games. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the School Director should they find their child is having difficulty with this policy. If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the item. **No backpacks please!**

42. Personal Belongings

Parents must supply bottles, pacifiers, bibs, or special milk for their infant. Liberty Preschool Daycare provides formulas, toddler training cups, sheets. **Please label everything with your child's first and last name.**

We use washable crayons, markers, and paint during art time, but children's clothing may get stained from just being kids! Please dress your children in play clothes since **PLAY is what we do!!**

Please leave all valuable items at home since Liberty Preschool Daycare cannot be responsible for broken or lost items.

43. Cell Phone Policy

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010, the Texas Department of Family and Protective Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please help us stay in compliance with this new standard.

44. Destruction of Property

If your child maliciously or purposely breaks or destroys Liberty property, it is your responsibility to replace it with the same or better within 7 days of notification.

45. Screen Time

No children under the age of 2 will have any screen time. Children over the age of 2 will have limited TV time periodically as special extensions to their curriculum.

46. Toys

We ask that children not bring toys to school unless it is a special event designed by their teacher.

RULES AND DISCIPLINE

47. Discipline and Guidance Policy

Liberty Preschool Daycare must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

Liberty Preschool Daycare staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are: praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. Liberty Preschool Daycare does not use "time out" as a form of managing behavior. Liberty Preschool Daycare staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency from all parties involved is the best way to handle these issues. Liberty Preschool Daycare reserves the right to terminate care for the child for discipline problems at any time.

48. Behavior Expectations

We encourage each child to make appropriate choices and sometimes use the "calm down" and "think about it" area for children to take a moment away to calm down. Staff are trained to help children with practices that help them calm down, process choices and redirection.

- a. If a child is disruptive, they will be asked to cooperate. If the child refuses, they will be removed from the situation, either to sit in time-out or redirected to another area of the class. The teacher will discuss with the child why they are being disciplined. The goal of discipline is to teach, to help the child replace a negative behavior with a positive behavior. Children should

see that their actions/words have consequences (both positive and negative). Our goal is to help them understand the connection.

- b. If a child's behavior becomes worse or is extreme, such as harming another child, the teacher will discuss the problem with the parent, so that a solution can be mutually agreed upon.
- c. A child will never be left alone in a room
- d. A child will never be physically or emotionally abused in any way.

We will work with children and families to work on any challenging behaviors and stay in communication with parents regarding their child's progress through email or phone updates. We may from time to time request a parent conference to go over a plan to assist the family and child.

MEDICAL INFORMATION

49. Emergency Information/Updating Contact Information

In the event of an emergency, the center will make an immediate attempt to contact the parent and other emergency numbers. Please ensure that all contact information is up to date. You can update your contact information at any time by filling out the appropriate form on the website or filling out the form at the front desk and placing it in the drop box. The school administrator will input change in the system immediately and notify you for confirmation of receipt.

50. Medication

Please inform your physician that your child is in full-day or part-day preschool and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember, **Liberty is designed for well children.**

If medications need to be administered at school, the following conditions must be met:

- Prescription medication will be accepted only if it is in the original container and hasn't reached its expiration date.**
- Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container and accompanied with a prescription from the child's doctor.
- Before any prescription or nonprescription medication can be administered, we **must have permission in writing by the child's parent or guardian.** Please fill out the medication forms and enter instructions into the Daily Medication Log Book. Please bring a copy of the information given to you by the pharmacy.
- Medication needs to go home after the last date that the medication is administered.

Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current.

51. Children with Severe Allergies

For the safety of your child, parents are required to provide a signed copy of the “Food Allergy Emergency Plan” form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child’s physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. This form can be obtained by request from the Front Office. Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy.

TRANSPORTATION

52. Transportation of School Age Children

School-age children will be transported to and from public school and during the summer on field trips. **Liberty Preschool Daycare does not transport children under the age of 5**, except in emergency situations.

State law requires:

- Vehicles transporting children shall be in safe operating condition and drivers shall have a current Texas Driver’s License.
- Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.
- A child shall not be taken on field trips unless a parent or guardian has signed permission forms

PHYSICAL ACTIVITY

53. Promotion of Indoor and Outdoor Physical Activity

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside some part of every day. Please do not request that your child stay indoors. Per the Texas Department of Health and Human Services, children too sick to go outside should not be at school. At Liberty Preschool we strongly believe and supports the need for physical activity each day.

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain’s physiology.

Infants will be given opportunities for physical activity, including supervised tummy time. Toddler age children will participate a minimum of 60 minutes of moderate to vigorous active play each day. Preschool and Pre-Kindergarten children will participate a minimum of 90 minutes of moderate to vigorous active play each day. School age children who are in attendance for a full day will participate a minimum of 90 minutes of moderate to vigorous active play each day. School age children who are only in attendance after-school will participate a minimum of 30 minutes of moderate to vigorous active play each day.

Opportunities for active play may overlap with outdoor play when weather permits. Liberty Preschool will promote all children’s active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

All children will participate each day in:

- Two occasions of active play outdoors when weather permits.
- Two or more structured or teacher-led activities or games that promote movement over the course of the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may take place in the classroom or on the playground when weather permits.

When participating in physical activity, children’s clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have activities planned for “rainy days”.

54. Water Activity and Swimming Pool

School-age children will use the swimming pool located in Alvin during summer months. A certified lifeguard will be on duty during these times. Parents will be notified in advance of swimming and other water play activities.

55. Sunscreen and Mosquito Spray

With your signed permission on the permission form, Liberty preschool will gladly apply sunscreen and/or mosquito spray on your child and will be applied according to the instructions on the bottle. You must supply these items and they will need to be labeled with your child’s first and last name. Liberty Preschool will not supply any of these items

INJURIES AND EMERGENCIES (INCLUDING MEDICAL EMERGENCIES)

56. Procedure of Handling Emergencies

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. **All children must have an emergency medical release form on file in case of such an emergency.**

If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center **1.800.222.1222**.

57. Incident/Accident Reports

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. Please understand that in a group-care setting, we do witness most incidents, but occasionally, there may be an incident we do not see. Our teachers simply cannot see everything. If your expectation is that your child will never have any accidents while under our care and that we will see everything, then your expectations of what can be accomplished in a group care setting may be unrealistic. One-on-one care (i.e. a nanny) may be the best for your family. Please see our Director if you have any concerns about this matter. The Incident/Accident Report will be provided to the parent by the front office staff. Parents are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom.

58. Well Checks on Children

Liberty Preschool Daycare staff will do a visual check of the children upon arrival each morning. When a staff member notices anything unusual, they are required to point this out to the parent at that time. When your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects.

59. Fire/Emergency Drills

Liberty Preschool Daycare conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans. During a fire/emergency drill or real fire/emergency situation, parents may not sign children in or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete. In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 1 hour of the telephone call. Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected

to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the school is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the school is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations. Parents may review the complete Liberty Preschool Emergency Preparedness Plan posted in every classroom and on the Parent Communication Board.

60. Emergency Closings and Inclement Weather Information Policy

Liberty Preschool Daycare will open most days. But during inclement weather, for the safety of our students and staff, we follow Alvin School District closure announcements. Please check local TV stations and remind for announcement of closing. In most cases Liberty Preschool is open during inclement weather. In the event that significant events accompany severe weather, such as a loss of power or water, the school will close.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pickup location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated. Should the center need to close for any reason, tuition will not be refunded.

61. Emergency Preparedness Plan

Below is the Emergency Preparedness Plan designed for Liberty Preschool Daycare. Parents are encouraged to read this information carefully. In the event a parent is present in the building during an emergency, Liberty Preschool Daycare will ask parents to participate accordingly.

In all situations in this Emergency Preparedness Plan, "Director" refers to Anju. In the Director's absence, the Assistant Director on duty assumes the role of Director and then designates another staff member to assume the responsibilities of the Assistant Director. In all situations in this Emergency Preparedness Plan, the Director or designated person in charge will notify Child Care Licensing and/or the Health Department and/or call 911 as each situation dictates. In all situations in this Emergency Preparedness Plan, the Director or designated person in charge may delegate any portion of his/her duties to other staff members, volunteers or emergency personnel as he/she deems necessary. In case of serious emergencies such as earthquakes, fire, storms, or loss of power/water, parents will be notified, and children will be cared for until parents or emergency contacts arrive. When we must relocate, we will be at Alvin's Public Library.

62. Communicable Disease Outbreak

- All staff members will vigilantly follow policies and procedures regarding diaper changes, toileting, handwashing, food preparation and general common sense measures such as keeping surfaces clean,

changing bedding, teaching children how to cover coughs and sneezes, etc., to prevent the spread of germs that cause illness in the first place.

- In the event of an outbreak, the Director, or person in charge, will notify the Health Department and Child Care Licensing to inform them of the situation and ask for instructions and guidelines to follow for specific illness or outbreak.
- The Director, or person in charge, will inform all staff members of instructions and guidelines and require them to follow the same.
- The Director, or person in charge, will also notify all parents about the situation in writing within 48-hours as required by the Texas Department of Family and Protective Services and Child Care Licensing.
- All staff is to follow the school's confidentiality policies when speaking of the above outbreak. Any violation of the confidentiality policy is grounds for immediate termination.

63. Alternate Safe Location

Should the administration of Liberty Preschool or any emergency services personnel determine the building which houses the childcare agency to be too dangerous to be occupied, the staff and children will be taken to an alternate location detailed in the Liberty Preschool Emergency Preparedness Plan which is Alvin Public Library. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 1 hour of the telephone call.

We, at Liberty Preschool Daycare, know that you trust us with your most valuable treasure, your child, and we strive to serve our families the absolute best in preschool education and childcare. We believe that excellent early childhood development is the foundation for a bright future for our children at Liberty Preschool Daycare.

SPECIAL EVENTS

64. Special Programs, Parties, Birthdays

Parents, grandparents, and relatives are always encouraged to attend all of Liberty's school parties and programs. Special school parties are indicated on the Liberty's School Calendar. Parents are asked to help provide one item (ex. food item, party favors, party plates) for each event. **Liberty's teachers will have a volunteer sign-up sheet available for this purpose.**

Most children enjoy celebrating special events with their preschool friends (birthdays, new babies, and holidays). Parents may send a "store bought" treat to share with the class.

Liberty has a formal Cap and Gown Graduation Program for our Pre-K class at the end of the school year. Location and time will be announced a month before Graduation.

ANIMALS

65. Animals

From time to time, Liberty Preschool Daycare may have classroom pets that meet the requirements by Texas Child Care Licensing. A notice to parents will be posted outside any classroom door when a pet is present.

REFERRALS

66. Parent Referrals

We greatly appreciate your business and know that you will be so pleased with our service that you will tell all your friends and acquaintances about us! If one of those families decides to enroll their child(ren), we will credit your account the amount of 1 week's tuition after that family has been with us **for 90 days**. The referred family must mention the referral at the time of the initial visit to our program. **Our greatest advertising asset is you!**

OFFSITE SERVICES

67. Babysitting

Liberty Preschool expects parents and employees to avoid activities that create a conflict of interest to the company. We do not encourage off-site babysitting. Liberty Preschool offers no assurance of the fitness of its staff members for performing these services off-site, and none should be implied or inferred under any circumstances. Liberty preschool employees are prohibited from transporting children to and from the center who do not belong to them

68. Outside Employment

Employees of Liberty Preschool Daycare are prohibited from outside employment with parents of the organization. This includes, but is not limited to, babysitting and/or nanny- type jobs. Parents who employ Liberty Preschool staff will have their services terminated and any tuition or registration fees will be forfeited. Staff who become employed by current or former clients of Liberty preschool will have their employment with Liberty Preschool terminated. Employment refers to any relationship outside of the school's services which involves an employee of Liberty Preschool to interact with a current or former clients Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid. Employees of Liberty Preschool are prohibited from participating in social networking relationships with clients of Liberty Preschool Daycare. This includes, but not limited to, accepting or requesting friend request on media sites such as Facebook, Twitter, Snapchat or Instagram.

CHILD ABUSE REPORTING

69. Child Abuse Reporting Law Requirements

Liberty Preschool Daycare staff are **required** by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the

occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receive annual training on recognizing and preventing abuse and neglect, including sexual abuse. Liberty Preschool Daycare has made a commitment to help increase awareness and prevention techniques to employees and parents through trainings, memos and monthly newsletters. Liberty Preschool Daycare will also coordinate with community organizations on strategies to prevent abuse and neglect.

The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body, and child hygiene issues.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help.html

The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

CONFIDENTIALITY

70. Confidentiality

While your child is enrolled in our program, parents may come across confidential information about our program, our staff, and sometimes other children. All information received from Liberty Preschool Daycare must remain confidential at all times. Breaching confidentiality may lead to disenrollment.

CUSTODY SITUATIONS

71. Custody Situations

Liberty Preschool Daycare prefers NOT to get involved with custody disputes. Liberty Preschool Daycare will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. **PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.** With this being said, it is imperative that all enrollment forms are completed with both parents information. A copy of a child's birth certificate may be requested at the Director's discretion. In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, Liberty Preschool Daycare has the right to terminate care.

SCHOOL SAFETY

72. Firearms and Weapons

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

73. Cameras and Photographs

Liberty Preschool has closed circuit cameras in all classrooms. A monitor is located in our front lobby for parents to view. Due to privacy laws recorded camera footage is for Liberty Preschool reviewing only. Parents may not request to view previous footage from the School Director. Liberty preschool will cooperate with local law enforcement. Available camera footage will be release to local authorities with a court order. The privacy of the children is very important to us. For this reason, the cameras are not available over the internet.

Liberty preschool believes in the benefit of using real life pictures in our educational program. Photos taken of the children will be done with a school owned camera and will only be used in our program. If parents choose to take pictures of events held at our program, they may only photograph their child, unless written permission is given by the other parent. Please note: during certain parent events, such as Pre-K graduation, Christmas programs, and class parties, photographs may be taken. If you wish for your child to not be photographed, you may want to remove them from these events.

74. Cyber Identify and Social Networking Websites

Cyber identity and social networking is very exciting these days. However, please understand that employees of Liberty Preschool Daycare are prohibited from participating in social networking with parents and children. This includes, but is not limited to, Facebook, Twitter, and My Space. If parents were to post untrue, misleading and false statement on social media, they will be held financially responsible for any and all legal fee associated with damages.

75. Biting

Biting is a common issue in early child development. The best way to deal with biting is consistency between providers and parents. Biting could occur for multiple reasons. Proper communication will help determine why a child is biting. Liberty Preschool Daycare will work with parents when biting becomes a problem. We will make every effort to solve the issue as soon as possible. Furthermore, children, in the older age groups, who bite 3 times in a school year will have their services terminated since, the safety of all the children in the program is of the utmost concern of Liberty preschool Daycare. Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

76. Gang Free Zone

Under the Texas Penal Code, any area within 1000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty. **Liberty Preschool Daycare is a GANG-FREE ZONE.**

ADDITIONAL QUESTIONS

77. Questions or Concerns

If parents have questions or concerns about our program, **we encourage you to have open communication with your child’s teacher and the Center Directors.** Through open communication, we can ensure that all parties are well informed and working as partners in the child’s education.

PARENT RESOURCES

Our Partners:

Liberty Preschool participates in Texas Rising Star (TRS) which is a quality improvement program that goes above and beyond the state’s minimum childcare licensing standards. The TRS Provider certification system offers three levels of certification (Two-Star, Three-Star, and Four-Star) to encourage providers to attain progressively higher certification requirements leading to a Four-Star level. Liberty Preschool proudly holds a Four-Star level standing with TRS. For further information, please visit: <https://texasrisingstar.org/>

Liberty Preschool also supports families of children who may need further accommodations, to incorporate home language, special needs/differing abilities, and/or cultural backgrounds. Further resources are available and posted on the parent notice board in the front

Liberty Preschool also partners with Workforce Solutions and accepts childcare subsidy. For more information, please visit: <https://www.wrksolutions.com/>

RESOURCES FOR SPECIAL ACCOMODATIONS

1. Collaborative for Children- Parent Resources

<https://www.collabforchildren.org/families/resources-parents>

2. Children with Disabilities; Collaborative for Children (Workforce Solutions)

https://www.collabforchildren.org/sites/default/files/downloads/Children%20with%20Disabilities%20flier_parents_H-GAC%20Approved%2010-2017.pdf

3. Texas Parent-to-Parent (Children Disabilities Resource)

<https://www.txp2p.org/Media/resource-lists/Houston-Vicinity-2018-en.pdf>

4. Parent Companion: First Five Years

(A guide for Texas parents and caregivers of children with diagnosed or suspected disabilities from birth through 5 years of age)

<http://www.parentcompanion.org/>

5. Bilingual Parent Resources (Help for Parents. Hope for Kids)

<http://www.helpandhope.org/default.asp>

Spanish <http://www.helpandhope.org/Spanish/default.asp>

http://www.helpandhope.org/Spanish/Consejos_para_Padres/parent-resource-library.asp

RESOURCES FOR HEALTH AND NURITION

6. Meal Planning and Nutrition Resources

[Child and Adult Care Food Program: Best Practices](#)

[Sample Menus- CACFP](#)

[CACFP Cycle Menus Resources \(Institute of Child Nutrition\)](#)

7. Professional Development Trainings on Health and Nutrition

<https://agrilifelearn.tamu.edu/catalog?pagename=Child-Care> <https://tecpds.org/wp/find-trainings/>

<https://www.houstonfoodbank.org/our-programs/nutrition-education/>

8. Breastfeeding Help Sources

<http://www.houstontx.gov/health/WIC/documents/client-help-sources-handout-20180726.pdf>

9. Farm Fresh Resource

<https://squaremeals.org/FandNResources/TexasFarmFresh/GardenBasedLearning.aspx>

10. Oral Health Resource

<https://www.healthychildren.org/English/healthy-living/oral-health/Pages/default.aspx>

11. Child Care Health Consultant (CCHC) Resource

http://www.texasaeyc.org/UserFiles/Servers/Server_5273627/File/HCCT/CCHC%20Information.pdf

12. Healthy Child Care Texas Resource

http://www.texasaeyc.org/programs/healthy_child_care_texas

13. Health Benefit Resources

<https://www.texaschildrenshealthplan.org/what-we-offer>

14. ECI Resources

<https://hhs.texas.gov/services/disability/early-childhood-intervention-services>

https://www.cdc.gov/ncbddd/actearly/pdf/help_pdfs/How-to-Get-Help-for-Your-Child_CombinedPDF_EngSpn-2-15-20_508.pdf

15. Screen Time Resource

<https://www.healthychildren.org/English/family-life/Media/Pages/Where-We-Stand-TV-Viewing-Time.aspx>