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For safety reasons, beads and jewelry are not allowed in the center. Other than they could get lost or stolen, they could end up in a child's mouth, nose or ears and are choking hazards. The center will not be responsible for damage, loss of these items or injury caused by such objects.

### **TOYS**

We cannot replace lost or broken articles brought from home by the children. For this reason we ask that you explain to your children that our center provides more than adequate educational toys for all children to play with. Only soft nap time friends such as stuffed animals will be allowed and will be kept in your child's cubby. Parents/guardians need to explain to their child that the stuffed toy they bring is for nap time only. Please label all of your child's belongings with your child's name.

### **WATER ACTIVITIES**

During the summer months, children will participate in water activities. Other than sensory water tables, your child's class will have sprinkler play. No child will use the sprinkler equipment on or near a hard, slippery surface. All children will be supervised during water play at all times. Adult to child ratios are maintained during all water play activities. If you do not wish for your child to participate in water play activities, please specify this on your enrollment form.

### **NAPTIME**

After lunch, a nap period is provided for all children. All children are provided with a mat that is regularly disinfected. Parents will need to furnish a small blanket and /or pillow with the child's name clearly marked on it. Blankets will be taken home weekly for laundering or as needed.

### **INJURIES**

Our staff makes every effort to ensure the safety of your child. Unfortunately, minor accidents may occur. We realize that you will want to know of your child's injuries or illnesses that occur. To keep you informed, you will receive an incident/accident report for each occurrence.

In the event of a serious accidental injury, we will make every attempt to contact you for instructions. If unable to contact you, we will call the person you have indicated on the enrollment form to make medical emergency decisions about your child. Please keep these phone numbers updated on all enrollment forms. Your signed emergency medical release will also assist us in getting prompt medical attention. A childcare employee will stay with your child until your arrival.

## **SICK CHILD POLICY**

A child who is sick will not be admitted to the center. Should a child become ill at the center, his teacher will take his temperature if necessary, then inform the director or designated person in charge. We will then contact you, the parent/guardian, so that you can pick up your child. While waiting for the parent to arrive, the child will stay in his classroom and his teacher will try to make him feel comfortable as best she can until your arrival. The child may be made to lie on his mat away from the other children in the group.

Children who have had a communicable disease must bring a signed release from the doctor before being readmitted to the center, or meet readmission criteria as defined on the COMMUNICABLE DISEASE CHART FOR SCHOOLS AND CHILD CARE CENTERS, available from the office. State law requires that children with a temperature of 100.4 degrees or higher to stay home. If your child has any one of the symptoms listed below, he will have to be sent home:

- Vomiting more than once
- Diarrhea (3x in a morning or afternoon period)
- Persistent bronchial infections
- Asthma or having difficulty breathing

## **MEDICATION POLICY**

A written statement from the physician or parent must authorize all medication given to a child. All medication must be in the original container, indicating the child's name, name and date of prescribed medication, amount and time of dosage to be administered.

When medication is brought to the childcare center, it is to be given to the front office and a medication form is filled out by the parent. If it is an ongoing medication such as a nebulizer treatment, a medication form must be filled out weekly. No medication will be administered without a parent's/guardian's permission. The child's teacher will administer the medication.

Licensing does not allow the center to have medications (such as Tylenol, Dimetapp, over the counter cough syrups, etc.) in the children's diaper bags. An older child or a sibling could have access to it and accidentally take it.

### **Frequency of administering medications**

If medications (including nebulizer treatments) are to be administered three times (3x) daily, the center will give it once before lunch time or after nap time. This is a time that teachers are the least busy. If medications are to be administered four times (4x) daily, the center will administer the medication at mid morning and mid afternoon. If medication is to be given twice (2x) daily, we will not administer the medication. Parents will be expected to give the medication at home.

## **FOOD**

We provide all children with a nutritious breakfast and lunch, as well as an afternoon snack each day. All of our menus are prepared to meet the daily requirements for all children aged 12 months to 12 years. The food is prepared, served, and stored in accordance with the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) guidelines.

Menus are posted in each classroom and are available at the front office for all families.

Absolutely no outside food is allowed at the center unless it is approved by the director or designated person in charge. Class activities and center/birthday celebrations will allow for outside food to be served to the children. Please inform the staff/teachers before bringing food items for a birthday party.

If your child has food allergies, a statement from the doctor verifying this condition must be in your child's file and accommodations can be made to bring in food from home.

Time of meal service: Breakfast 8:00 a.m.  
Lunch 11:30 a.m.  
Snack 2:30 p.m.

## **INFANTS AND TODDLERS**

Infant Formula/Baby Food:

- The program encourages mothers to breastfeed their infants while they are in care at the center. The center has provided an area in Classroom 1 with a comfortable place to enable a parent to breastfeed her child. The program supports breastfeeding by accepting, storing and serving expressed human milk for feedings. Upon enrolling your infant you will be given more information about breastfeeding your child while in care.
- Only formula and baby food that is in factory sealed containers (e.g. ready-to-feed powder or concentrate formulas and baby food jars) will be provided to infants.
- Solid foods and fruit juices will not be served to infants younger than six months of age unless recommended by the child's health care provider.
- The program does not feed cow's milk to infants younger than 12 months, and it serves only whole milk to children ages 12 months to 24 months.
- The program is in the CACFP (Child and Adult Care Food Program)

Diapers and wipes:

- Parents are required to provide diapers for their children.

- Only commercial, disposable diapers are allowed while children are in care unless a health care professional has recommended cloth diapers.
- Diapers are changed when wet or soiled.
- Diapers are changed in only designated diaper changing areas and not elsewhere in the facility.
- Clothes that get soiled by urine or feces will be immediately placed in a plastic bag (without rinsing or unavoidable handling).

## **ASSESSMENT AND EVALUATION OF CHILDREN'S DEVELOPMENT**

Our goal is to work with the families with a program that is informed and systematic. We use formal and informal assessment approaches to provide information on children's learning and development. Every effort is taken so that we give the families the opportunity to learn about the curriculum, and to incorporate sensitivity to the cultural contexts of the families, and how their child is learning. The staff engages with families to learn their knowledge of their child's interests, approaches to learning, and the child's developmental needs and to learn about their concerns and goals for their children. This information is incorporated in ongoing classroom planning and program improvement.

Communicating your child's progress:

- Staff will communicate with families on a daily basis regarding infants' and toddlers'/twos' activities and developmental milestones, shared caregiving issues, and other information that affects the well-being and development of their children.
- Staff will communicate with families on at least a weekly basis regarding preschool children's activities and developmental milestones.
- Where in-person communication is not possible, staff will communicate through established alternate means.
- Throughout the year, all children are assessed by their child's teacher with the use of observations, anecdotal recording, portfolios and checklists. The center uses the Ages and Stages Checklist for assessing all children in their care and in partnership with the families, teachers and families will set individual goals for the child. This will help improve the knowledge teachers need to plan challenging curricula that responds to each child's individual needs. This form will be kept in your child's file.

## **PARENT-TEACHER CONFERENCES**

Children's learning and development are crucially linked to their families. At least twice a year parents are invited to attend a formal parent teacher conference, and may schedule a conference anytime during the year when the teacher or parent determines it necessary. Parent-Teacher conferences are scheduled to promote optimal learning and development, giving parents an opportunity to visit

with their child's teacher and learn more about the child's growth and development. Formal teacher conferences are scheduled in October (mid term) and May (towards the end of the school year).

In making our childcare program a positive experience for each child, we encourage you as parents/guardians to be our partners in the education of their children.

### **PREVENTION OF CHILD ABUSE AND NEGLECT**

The center is proactive in the prevention of child abuse and neglect. All teachers working with children are required to attend an annual training on child abuse and neglect. The Child Abuse Hotline is made available to all staff and parents because it is posted by every telephone at the child care facility. Parents and staff are trained in identifying warning signs that a child may be a victim of abuse and neglect. Instructions and procedures to be followed when reporting to licensing is included in the orientation of every new employee.

Your attention and early intervention could save a child from harm and maintain a family's integrity.

### **COMPLAINTS OR GRIEVANCE PROCEDURES**

If a parent/guardian has concerns or complaints about any aspect of the program ( i.e. discipline, staff issues, policies), you are to discuss them directly with the center director or the designated person in charge, and the director will determine if a conference or meeting is necessary to settle the complaint or issue.

### **GANG-FREE ZONE**

DePaul and DePaul-Wesley Children's Centers are located in a gang-free zone. Gang related activities are prohibited within 1,000 feet of the center. The goal of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

### **MINIMUM STANDARDS**

You have the right to review a copy of the Minimum Standards for Licensing Child-Care Centers and the most recent inspection report. Please contact the director to review these documents.

### **CONTACTING THE LOCAL LICENSING AND FAMILY AND PROTECTIVE SERVICES OFFICE**

3635 S. E. Military Drive  
San Antonio, Texas 78223  
(210)337-3399

P.O. Box 23990 MC 278-5  
San Antonio, Texas 78223-0990  
(210) 337-3399

FPS Website: [www.txchildcaresearch.org](http://www.txchildcaresearch.org)

Child Abuse Hotline: 1-800-252-5400

### **LOCATION /TELEPHONE NUMBERS**

DePaul Children's Center is located at:

3050 Golden Avenue  
San Antonio, Texas 78211  
(210) 334-2311

DePaul-Wesley Children's is located at:

1418 Fitch  
San Antonio, Texas 78211  
(210) 334-2390

### **CONTACT INFORMATION**

#### **DePaul Children's Center**

Director: Elisa Romasanta	(210)334-2311 Ext. 120
Childcare Supervisor: Naomi Gauna	(210)334-2311 Ext. 119
Childcare Supervisor: Kimberly Villarreal	(210)334-2311 Ext. 177

#### **DePaul-Wesley Children's Center**

Director: Marcia Puente	(210)334-2390 Ext. 122
Childcare Supervisor: Maricruz Galvan	(210)334-2390 Ext124

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