



Children's Center Family Manual

Welcome to San Jacinto College Children's Center

Dear Families,

The Central Campus of San Jacinto College has a children's center that supports learning for young children. The children's center is a lab school affiliated with an associate degree program. The center models best practices in early childhood development and is licensed through Child Care Regulation, a division of Texas Health and Human Services, accredited through the National Association of the Education for Young Children (NAEYC) and recognized as a Texas Rising Star provider.

The lab school facility serves as a training ground for San Jacinto College (SJC) students and surrounding communities to offer a real-life view of children and their developmental stages as well as best practices utilized by teachers. SJC Students have the opportunity to apply learned theories through observation, hands-on experience and interactions.

We offer high-quality child-development services for students, faculty/staff, and community. Dedication to building a happy, healthy, safe, and stimulating environment is the primary goal of every staff member. Our teachers partner with parents to provide high quality experiences. *Research in the field of child development emphasizes the importance of early experiences on children's social competence, self-esteem, and cognitive development.* This research serves as the foundation for our center operations.

All parents are encouraged and welcome to visit the center at any time. If there are any concerns or questions regarding the operation of the center, please contact the center director either by phone, email or in person. This family manual contains important information on policies, procedures, and resources that pertain to the operation of our center. We believe that parents have a right and obligation to be fully informed. **Please take time to read this Family Manual and sign the acknowledgement form.**

We want your child to feel safe and secure, and we hope you also feel welcome. We encourage you to attend parent meetings and other events held at the center. Your involvement in our program ensures a cooperative effort that leads to a positive impact on your child's development.

Sincerely,

The Staff of San Jacinto College Children's Center

PHILOSOPHY, PURPOSE AND GOALS

PHILOSOPHY

The philosophy of San Jacinto College Children's Centers is to provide responsive caregiving using positive guidance in a developmentally appropriate setting to foster development across these 4 domains: Physical Health and Motor, Social and Emotional, Language and Communication and Cognitive.

PURPOSE AND GOALS

- To provide quality child care for the families served
- To enable students to pursue educational objectives
- To aid parents in the development of their children through parent education and involvement
- To design a model environment based on current research
- To maintain a safe, healthy and stimulating environment
- To foster self-control, self-esteem and a sense of competence each child
- To use professional guidance techniques and act as role models for parents
- To facilitate a child's ongoing growth and development

ENROLLMENT CRITERIA

We serve the students, faculty/staff of San Jacinto College and families from the surrounding communities. Enrollment is for one semester during the fall, spring, or summer terms. Currently enrolled children will be able to pre-register at the end of each semester for the following semester.

REGISTRATION

A non-refundable registration / supply fee is required annually year to reserve your child's placement. The first registration/supply fee is due prior to receiving your enrollment packet. *The enrollment packet is due one week prior to attendance.* If incomplete forms are submitted; enrollment is incomplete, and your child will not be able to attend until completed documentation is on file. Subsequent registration / supply fees are due when you pre-register your child for an upcoming fall semester.

Enrollment forms must be kept current. Parents are required to notify the director in writing of changes. The center must have correct phone numbers and contact information in case of an emergency.

Enrollment forms are updated annually. Failure to maintain forms can result in termination of services.

CONFIDENTIALITY STATEMENT

A child's record (enrollment or health records, assessment or screening results or other documents) is considered confidential. Parents have the right to access their child's records. Access to a child's records is solely granted to authorized personnel.

ADJUSTMENT STATEMENT

There is a two to four-week adjustment period to determine the appropriateness of the program for the child and family. During this adjustment period, the best placement for the child will be determined.

TUITION AND FEES

Tuition and fees shall be set forth on a separate contract form to be completed by the College and executed by the parent. Tuition and fees are due in advance, as stated in the contract, and where applicable, in compliance with the rules set forth by the Texas Workforce Commission (TWC). A \$10 late payment fee will be applied for tuition not received by the Tuesday preceding the attendance week. My child's enrollment can be terminated if tuition is seven (7) days past due.

No reduction in tuition or refunds will be made as a result of absences, vacations, holidays, personal schedules or if the College is closed because of unforeseen circumstances. Fees shall be non-refundable as indicated on a separate contract document and shall not be refunded for any reason.

Consideration may be given to extenuating circumstances on a case-by-case basis.

PAYMENTS

Payments may be submitted online via Brightwheel or at the Campus Business Office (CBO). Parents can obtain a payment form from the Children's Center to pay at the CBO.

CONTRACT

A signed contract agreement will be required for each enrolled child. Tuition is due for contracted days; there will not be trading or substituting days.

With prior approval from the director, additional attendance can be arranged based on availability. Tuition is due on the day of the additional attendance or as otherwise provided by the College. Attendance is based on the information provided in the contract documents, and false or inaccurate information may result in a child being disqualified from enrollment.

LATE PICK-UP FEE

The late pick-up fee is \$2 per minute with a \$20 minimum. Late pick-up time is based on the center's hours of operation. Assessed fees are added to the next week's tuition. If you will be late picking up your child, please contact the lab school as soon as possible. Notifying the lab school will ensure that your child will be prepared for this change in his/her schedule and staff arrangements can be made to provide care. Late fees will be charged regardless of notice given. Habitual late pick-up occurrences can affect enrollment status.

TERM AND TERMINATION

The term of the contract is for the contract dates set forth on the contract, and the contract shall automatically terminate at the end of the stated term. The contract may be terminated by the College for any reason at any time without cause and for any of the reasons provided in the Family Manual, including but without limitation to behavioral issues with a child.

PAYMENT DEFAULT

If contract payments are defaulted on, the College may, in accordance with the law, disclose the fact that payments have been defaulted on and other relevant information to credit bureau organizations. Other fees owed to the college will include any collection agency fees which may be based on a percentage at a maximum of 30% of the debt, and all costs and expenses, including attorney fees, the College incurs in such collection efforts, or to the maximum extent allowed by federal and state laws and regulations and that are necessary for the collection of these amounts.

WITHDRAWAL POLICY

Written notice of intent to withdraw your child from the lab school must be submitted to the director *one week in advance* of the effective withdrawal date. The contracted tuition amount is due through the last day of attendance, and *the College reserves the right to continue charging tuition until one week after receipt of written withdrawal notice*. All unpaid fees owed to the lab school will be collected by the business office as any other monies owed to the College. If you fail to give notice of withdrawal, you are liable for the full amount stipulated in your contract.

OPERATIONAL PROCEDURES

HOURS OF OPERATION:

The children's center at San Jacinto College is open 12 months.

The hours are as follows:

Fall and Spring Semesters: Monday - Friday, 7 a.m. - 5:30 p.m.

Summer Semesters: Monday -Thursday 7 a.m. - 5:30 p.m.; Friday 7 a.m. - 12:00 p.m.

San Jacinto College Children's Center will close on holidays as determined by the College and as listed in the schedule of classes. A College calendar is available on the college website.

ARRIVAL / DEPARTURE

Children should arrive no later than 9 a.m. If the adult is unable to meet the drop off time, please call the front office to obtain attendance approval. The center expectation is to provide consistent routine for all children. Late arrivals can cause a disruption to the learning environment, to other children and can impact center operations. Habitual tardiness can affect enrollment status.

Upon arrival, the adult bringing the child into the lab school is required to sign in and take the child to the classroom. *A staff member of the lab school must be aware of each child's arrival and departure.*

The lab school will release the child/children only to authorized persons. The person who picks up the child is required to sign the child out. **Valid identification of persons 18 years or older (driver's license or other valid identification as determined by the College) is required** for the release of children. It is the parent's responsibility to keep the list of authorized contacts current.

Your child will not be released to persons without valid identification nor to persons not listed on the enrollment form.

COMMUNICATION OF CUSTODY / GUARDIANSHIP CHANGES

The safety of our children is a priority; thus, it is critical that changes with custody be clearly communicated with the center as soon as possible. As appropriate, documents should be shared with the center regarding the custody agreements and/or other information applicable to the care of the minor(s).

CENTER STAFF

Lab School staff have completed all required training as required. Staff members at SJC Children's Center meet and/or exceed the requirements of regulatory and accrediting agencies. At each Center, staff member credentials are available for review.

PARTNERS

Our centers have affiliations with a variety of exemplary organizations. Our partners include the National Association for the Education of Young Children, the Children's Learning Institute, Harris County Department of Education Head Start and the Collaborative for Children.

TEACHING STAFF

Each child is assigned to a group of children and teaching staff. The assigned teaching staff will be responsible for their primary care. This allows for the teachers and children to develop a consistent, secure relationship. The teachers will plan and implement the learning activities and experiences. They will also provide positive guidance and support to you and your child.

PARENT-TEACHER COMMUNICATION

One of the first enriching experiences your child will have is in a group setting. Although our program is designed to meet the individual needs of each child, we are committed to the whole family. Continual communication between our teachers, staff, and parents is an ongoing expectation. Teachers will provide daily communication. Parents are asked to share updates that may affect a child's day as well as significant life events (IE: death, pregnancy, moving events, divorce, etc.)

Teachers are not allowed to communicate with parents via personal electronic device (IE cell phones, etc.). Detailed conversations regarding your child's growth and development should be scheduled as a Parent-Teacher Conference. Parents are welcomed to call or come by the center to obtain general updates during the day. Parents are also encouraged to observe the classroom for added insight into your child's developmental stages.

PARENT / TEACHER CONFERENCE

Parent/Teacher conferences are held to provide parents an overview of their child's developmental progress. These conferences enable parents and staff to work closely to meet each child's specific needs. Parents will schedule at least 2 conferences with teacher per school year.

PARENT INVOLVEMENT

There are various activities that allow parent involvement. Parents are invited to attend and participate in these activities. Lab School events such as Open House, Week of the Young Child, etc. are planned for parents to attend. Parents are asked to volunteer and support these events.

If you have a suggestion or idea for a special event, community involvement project or presentation, please let your child's teacher know in order to obtain director approval. Your involvement is greatly appreciated by teachers and staff and we look forward to a working partnership.

TRANSITIONS

DAILY TRANSITIONS

At the beginning and end of each day, the children may be grouped into multi-age groups for short periods of time. As staff arrive, the children and their teachers will go to their designated classrooms. Every attempt is made to minimize the number of transitions a child experiences during the day. The center maintains developmentally appropriate teacher/child ratios at all times.

TRANSITIONING TO THE NEXT CLASSROOM

Transitioning to the next classroom is an ongoing process; children may visit other classrooms periodically. Children typically remain in the same classroom from August through May unless developmental progress shows there is a better placement. By maintaining a cooperative relationship between classrooms, the children are able to transition with little or no anxiety. All teaching staff members are trained to work with various age groups.

TRANSITIONING TO NEXT PLACEMENT

The Preschool teaching staff introduce the concept of entering kindergarten with the children during the spring semester. Teachers provide activities that help prepare children for the transition such as: exposure to book of feeling about new schools, mock classroom activities that allow them to practice social exchanges, inviting teachers from area schools to come in and speak with the children, etc. Parents are encouraged to take their child to their future school in preparation for their enrollment.

ASSESSMENT OF CHILD'S PROGRESS

DEFINITION / PURPOSE

Assessment is the process of observing, recording and documenting what children do and how they do it as a basis for a variety of educational decisions affecting the child. Assessments allow teachers to document developmental progress of a child and to identify the child's needs and interests. Assessments provide information to enhance curriculum, develop teaching practices and guide the learning environment. The information gathered is used to plan individual and group activities, identify needs for individualized instruction and/or interventions and can be used for additional screening and/or referral.

SCREENING AND ASSESSMENT PROCEDURES

Within 45 days of the child's enrollment into the program a screening is conducted. Ongoing assessment is completed on a minimum of a quarterly basis. Written reports are available upon parent requests.

After the child and teacher have bonded and the child feels secure within the center; teachers begin the screening process. Staff are trained on the process, procedures and interpretations of the assessment. After completion of the screening, children are assessed through formal and informal observations (including anecdotal recordings, work samples, developmental checklists and curriculum assessments).

If English is not the family's home language, then translation and/or a translator will be provided. A child's assessment records are kept in a confidential individual portfolio filed in the classroom and/or in the director's office; access to these files is limited.

PROGRAM INFORMATION

The Lab School program is designed to be child-oriented and developmentally appropriate. Activities are planned to foster 4 key domains of Physical Health and Motor, Social and Emotional, Language and Communication and Cognitive using a variety of structured (group time) and unstructured (free choice or free play) experiences. Lesson plans, classroom schedules and newsletters are posted in each classroom.

DAILY ACTIVITIES

The teaching staff plans daily activities for the children that include activities that promote development in these four (4) developmental areas: physical health and motor, social and emotional, language and communication and cognitive. Activities include: large and small group instruction, art, construction, sand and water play, using clay, play dough or chalk, reading, active outdoor play, dramatic play, etc. The children play outside in the morning and afternoon, weather permitting. If the weather prohibits outdoor play, alternative active activities such as: dancing, exercising, marching, etc. are provided.

OUTDOORS

All children enrolled at the Children's Center have daily opportunities for outdoor play in the morning and afternoon (when weather, air quality, and environmental safety conditions do not pose a health risk). The Children's Center follows NAEYC guidelines for outdoor play.

When children are outdoors, they must be protected against cold, heat, sun injury, and insect-borne disease. To protect against the cold, children must wear clothing that is dry and layered for warmth.

To protect against heat and sun injury, children have the opportunity to play in the shade. When in the sun, the children must wear sun-protective clothing or applied skin protection, or both. Applied skin protection will be non-aerosol sunscreen or sunblock with UVB and UVA protection of SPF 15.

When public health authorities recommend use of insect repellents due to a high risk of insect-borne disease, only repellents containing DEET are used, and these are applied only on children over 2 months of age. Staff apply insect repellent no more than once a day and only with written parental permission.

DRESS CODE

Clothing: Children should be dressed in a manner that allows them to sit on the floor, play in sand or water, paint or other activities. Please dress your child appropriately in comfortable clothing.

Shoes: Slick soled shoes, cowboy boots, “Crocs,” backless shoes/slides and flip-flops are not safe for school wear and will not be allowed. **Tennis shoes are the recommended and preferred foot wear.** Children MUST wear tennis shoes or other appropriate enclosed shoe on our playground to best protect their feet; please ensure you provide tennis shoes for outdoor play.

The Children’s Center is not responsible for soiled clothing or footwear damaged by daily activity.

CLOTHING

All clothing (including extra clothes, jackets, etc.) must be labeled with the child’s first and last name. Soiled clothing should be taken home daily. Replacement of extra clothing should occur at each occurrence of use. Clothing soiled with fecal matter will not be cleaned by our staff and will be placed in a sealed plastic bag to be sent home with the child, per NAEYC Standard 5.A.08 and Minimum Standard §746.3505.

DAILY SUPPLIES REQUIREMENT

INFANTS

A minimum of three (3) sets of labeled clothing, diapers*, wipes, food, formula or breast milk

TODDLERS

A minimum of two (2) sets of labeled clothing, diapers* and/or Velcro “pull ups”* and wipes

PRE-SCHOOL

A minimum of one (1) set of labeled clothing.

DIAPERS / CLOTH DIAPERS / PULL-UPS

For children who are in diapers, commercial disposable diapers* or “pull-ups” are **required** unless the child has a medical necessity. Parents must provide this documentation from the child’s physician.

If your child requires cloth diapers, a statement from the health care provider **is required** stating the medical necessity. The cloth diapers must have an absorbent inner lining **and** be completely contained within an outer covering made of waterproof material that prevents leaks. Both diaper and outer covering layer as well as clothing are changed when soiled; therefore, extra clothing should be provided.

NAP TIME

INFANTS

Children younger than 12 months: Children ages 0-12 months nap on demand. Children must sleep in an approved crib that meets State and Federal regulations. Children must be placed on their backs to sleep in compliance with State and Federal guidelines unless otherwise documented by the child's physician. No other items (i.e. blankets, bottles, toys, etc.) are allowed in the crib. Children may only sleep in a restrictive device if a completed Sleep Exception Form that includes a signed statement from a health-care professional stating the child sleeping in a restrictive device is medically necessary.

TODDLER AND PRESCHOOL

Children older than 12 months: Individual cots or mats are provided for each child. A schedule is posted in each classroom which includes the nap time. Each child will rest a minimum of one hour as required by minimum standards. Each child will need one small blanket and/or a small pillow for naptime. Security items such as a small stuffed animal are allowed for naptime. Arrangement for sending items should be discussed with the classroom teacher. These items will need to be taken home at the end of the week and cleaned; then returned to the Lab School with the child on Monday mornings.

PERSONAL BELONGINGS

The children's centers provide an ample supply of learning tools and materials to meet the needs of the children. Please leave all personal toys, guns, jewelry, videos, money, candy, gum, etc. at home. Children are allowed to bring special interest items upon request from teacher that may support a special event or curriculum objective. The Children's Centers is not responsible for personal items brought from home.

BREASTFEEDING:

The Lab School supports breastfeeding. A quiet, comfortable spot is available if you choose to come into the center to breastfeed your child. If you are unable to come in the center to breastfeed, we store and serve breast milk in ready-to-feed sanitary containers. Breastmilk must be labeled with the infant's name and the date the milk was expressed. Breast milk must be stored in a refrigerator for no longer than 48 hours (or no more than 24 hours if the breast milk was previously frozen) or in a freezer at 0 degrees Fahrenheit or below for no longer than three months. The breast milk should be gently mixed, not shaken.

BOTTLE FEEDING AND MILK CONSUMPTION

Bottles should only contain milk or formula unless medically required by the child's physician with written instructions for this practice. Formula or human milk that is served but not completely consumed within one hour (after the bottle is prepared) will be discarded. If staff warm formula or human milk, the milk is warmed in water at no more than 120° Fahrenheit for no more than five minutes. No milk (including human milk) nor infant foods will be warmed in a microwave oven. Only whole (cow's) milk is provided to children 12 to 24 months unless otherwise medically required by the physician.

An Infant Care Instruction Sheet will be provided at the time of enrollment and must be updated when the needs of the child change or every 30 days. Solid food and fruit juices will not be served to infants younger than 6 months, unless recommended and documented by the child's health care provider.

BIRTHDAYS AND CELEBRATIONS

Birthdays and other celebrations are held during afternoon snack time. Parents are welcome to join and provide healthy special snacks for their child's classroom. Food brought to the center for consumption by children for birthdays and other celebrations must be prepared by a licensed food handler and must have written approval from the Lab school director. Written requests must be submitted to the director at least 10 business days in advance for approval. Written requests must contain the following information: Child's name, date of celebration, food to be brought including detailed list of ingredients.

Please note that invitations to birthday parties held outside the school may not be given at the center unless every child in the class is invited.

HEALTH REQUIREMENTS AND INFORMATION

NUTRITION

The children's center provide nutritious meals and snacks each day. Meals and snacks are planned to meet the child's nutritional requirements. All meals are served family style in the classroom with the teachers joining the children at mealtime. The menus are posted, and copies are available for all parents.

If your child has a food allergy, that information will be posted in the food preparation area and in the child's classroom. Postings provide visual reminders for the staff of your child's needs.

Lab school staff serves whole and 2% milk and water. Staff must cut foods into smaller pieces (no larger than ¼ square inch for infants and ½ square inch for toddlers) and consider the chewing and swallowing capability for each child. Food that can be potential choking hazards include whole grapes, nuts, popcorn, raw peas, or chunks of raw carrots or meat than can be swallowed whole.

SPECIAL DIET REQUIREMENT

If your child is on a special diet, written documentation from the child's physician or registered/licensed dietitian must be submitted to the director. All foods and beverages brought from home need to be labeled with the child's name, original date and must meet the U.S. Department of Agriculture (USDA) food guidelines. If food brought from home does not meet these guidelines, the center will provide any other foods to supplement the child's meal/snack to meet the requirements. No food may be left overnight; any food your child does not eat will be discarded before the end of the day. Foods that require refrigeration must be given to staff immediately for proper storage. All foods served to the children are checked for expiration dates. Expired food items are not served to the children and are disposed of immediately.

FOOD ALLERGIES

Children with food allergies that can cause severe or life-threatening reactions **MUST** have a valid Food Allergy and Anaphylaxis Emergency (FAARE) Care Plan filed at the center. The FAARE must be completed in its entirety or an equivalent form signed by a physician with all required information.

All medication must include a valid prescription in the child's name. If over-the-counter medication is required, specific documentation from the physician with administration details must be on file. If medication changes, it is the parent's responsibility to notify the center in writing and provide updated documentation and medication authorization documents. Medication is administered by trained staff.

SPECIAL NEEDS/ALLERGIES

Parents should communicate special care needs. Special care needs can include, but are not limited to, allergies that can cause severe or life-threatening reactions, existing illness or diagnosis, previous serious illness and injuries or major hospitalizations. Any medication, special instructions from the physician or directions from a specialist should be submitted in writing to provide the best care for your child.

IMMUNIZATION

Texas Health and Human Services requires a physician's statement, current immunization records and routine vision and hearing screening (as applicable). The physician's statement should indicate your child has received care from a physician within the past 12 months. These documents are updated annually. Failure to maintain valid, up-to-date immunization records may result in attendance restriction or loss of enrollment. Once attendance is restricted, documentation of an appointment must be provided.

If your child is under-immunized because of a medical condition, family beliefs or desire for exemption, you must submit this documentation during enrollment and update as required.

VISION AND HEARING SCREENINGS

Vision and hearing screenings are required to be kept on file for children who are 4 years of age and older.

ILLNESS PRECAUTIONS

Precautions such as cleaning, disinfecting and sanitizing of toys, cots, cribs, diaper changing surfaces as well as frequent hand washing are taken to protect children against illness and infection. Even with these precautions, most children will encounter several infections and/or illnesses.

If your child becomes ill at school with a temperature of 100.4 degrees or higher, you will be notified. Your child must be picked up within 30 minutes. Your child will be allowed to lie down and made as comfortable as possible while they are waiting for you to pick them up. Children excluded from care will not be allowed to return to the lab school until they meet the clearance guidelines.

ILLNESS EXCLUSIONS

If an illness prevents your child from participating comfortably in activities or creates a greater need for care than the staff can provide without compromising the health and safety of the other children, you will need to make arrangements to pick up your child.

If your child's condition is suspected to be contagious and requires exclusion as identified by public health authorities, then your child will be made comfortable in a location where he or she is supervised by a familiar caregiver until she or he can be picked up. *The College reserves the right to make a determination at its sole discretion that a child must be picked up by a parent or guardian and may also require a physician's clearance to return.*

In the event that the children are exposed to a contagious disease at the center, there will be prompt notification to parents. In return, parents should report when their child have been exposed to infection or contagious disease. If your child is absent due to illness, it is imperative that the director be notified.

In accordance with local Health regulations, the Children's Center request that parents notify the staff when their child has been diagnosed with a contagious illness or communicable disease in order to assist leadership with compliance with state health regulations, minimalizing exposure and classroom sanitation.

The following are guidelines that enable the children's center to provide a more healthful environment for all the children attending:

GUIDELINES FOR KEEPING YOUR CHILD HOME

1. Keep your child home if he/she has had a temperature during the previous 24 hours.
2. Keep your child home if he/she has vomited or has diarrhea during the previous 24 hours.
3. Keep your child home if he/she has ringworm or lice. A "no nit" policy is enforced.
4. Keep your child home if he/she has yellow-green nasal discharge and /or persistent cough, unless you have a note from the child's doctor.
5. Keep your child home if he/she has a rash.
6. Keep your child home if he/she has symptoms of contagious disease (IE headache, sore throat, etc.).

GUIDELINES FOR RETURNING YOUR CHILD TO THE CHILDREN'S CENTER

1. Your child can return when he/she has been fever free for 24 hours without medication.
2. Your child can return when he/she is free of vomiting and/or diarrhea for 24 hours.
3. Your child can return when the cold/flu is over and only a minor clear nasal discharge remains.
4. Your child can return when the contagious period has passed, or he/ she has been on antibiotics for 24 hours. A release from the physician is required.
5. Your child can return when he/she is able to participate in all scheduled activities, including outdoor play according to the release from the physician.
6. Your child can return after surgery with a physician's note releasing the child to return to child care.

The College reserves the right to make a determination at its sole discretion regarding a child's eligibility to return to the Children's Center.

San Jacinto College Children's Center cannot allow ill children nor staff to remain at the center.

MEDICATION

If a child is taking medication, the parent or legal guardian must fill out the medicine authorization form for each medication. Medication forms will be available upon request. According to requirements from Texas Health and Human Services, medication must be kept in the original container with a dated prescription that clearly shows the child's name, physician's name, dosage, and expiration date.

The children's center staff will not administer over-the-counter drugs without a physician's note that gives clear instructions including frequency and dosage. "**As needed**" is **not** considered sufficient instruction.

No medication should not be left in the child's back pack.

MEDICAL EMERGENCY PROCEDURE

In case of medical emergency, the campus police are immediately notified. Campus police will call 9-1-1. The Children's Center staff will contact the parent. The parent will accompany or transport the child to the closest hospital. If the parent is unavailable, a staff member will supervise the injured child. Staff members are required to have current pediatric First Aid and CPR certification.

GUN-FREE AND GANG FREE ZONE

According to Texas Health and Human Services, we must inform all parents or guardians of children attending the center about the gun-free and gang-free zone designations.

Parents or guardians should be advised that gang-related criminal activity or engaging in organized criminal activity within 1,000 feet of the center is a violation of state law and is, therefore, subject to increased penalty under the law. Parents or guardians should also be advised that only Peace Officers as listed in the Code of Criminal 2.12 and referenced under Minimum Standard §746.3707 may carry a weapon in the lab school. **All other possession of a weapon in the lab school is prohibited.**

LICENSING

San Jacinto College Children's Center are licensed by the Texas Childcare Licensing, a division of Texas Health and Human Services. Each center adheres to the established Minimum Standards Code regarding childcare and is subject to an annual unannounced inspection. The most current inspection is available online and is required to be posted at the center.

A copy of the Minimum Standards Code is maintained at the Lab School and is available for review at: [Minimum Standards for Child-Care Centers \(texas.gov\)](http://www.texas.gov)

CHILD ABUSE AND NEGLECT

Lab School personnel are **professional reporters** mandated by State law (Texas Family Code §261.001 and §261.101 and Texas Penal Code §22.04, §22.041 and §22.10) and in accordance with NAEYC guidelines to report suspected child abuse and neglect. When a person makes a report of suspected abuse or neglect, the reporter is immune from any liability unless a report has a malicious intent.

If you suspect child abuse or have questions, you can call the Child Abuse Hotline at 1-800-252-5400 or via their website: www.txabusehotline.org. Additionally, Keeping Children Safe materials are available to parents by request. Below are the state defined explanations of child maltreatment.

TYPES OF CHILD ABUSE

There are four (4) major types of child maltreatment: physical, sexual, emotional abuse and neglect.

Physical abuse is deliberate actions resulting in injuries to a child or genuine threats of such actions, or physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of if the caretaker intended harm.

Suspect Physical Abuse When You See

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without obvious injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite
- Lack of reaction to pain
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unreasonable clothing that may hide injuries to arms or legs

Sexual abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.

- Sexual indecency, sexual assault, or aggravated sexual assault.
- Failing to make a reasonable effort to prevent sexual conduct to a child.
- Using the child for the creation of obscene or pornographic material.

Suspect Sexual Abuse When You See

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors or play
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

Emotional abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

Signs of Emotional Abuse

- Over compliance
- Low self-esteem
- Severe depression, anxiety, or aggression
- Difficulty making friends or doing things with other children
- Lagging in physical, emotional, and intellectual development
- Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems

TYPES OF CHILD NEGLECT

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

- **Neglectful supervision** means improper supervision of a child left alone which could have resulted in substantial harm (including leaving children in a vehicle unsupervised).
- **Medical neglect** is failure to seek, obtain or administer medical treatment that could result in substantial harm.
- **Physical neglect** is the failure to provide a child with the necessary food, clothing, and shelter to maintain a healthy life.
- **Abandonment and refusal to accept parental responsibility** are where the parent or caregiver left the child in a potentially harmful situation and did not plan to return for the child.

Suspect Neglect When You See:

- Obvious malnourishment
- Lack of personal cleanliness
- Torn or dirty clothing
- Stealing or begging for food
- Child unattended for long periods of time
- Need for glasses, dental care, or other medical attention
- Frequent tardiness or absence from school

EMERGENCY CIRCUMSTANCES (i.e. Fire, Natural Disaster, etc.):

EMERGENCY CONTACT

San Jacinto College uses **SJC AlertMe** to distribute emergency notifications via email, voice, text messages, app push notifications, desktop and screen takeovers, digital signage, and tickers. The College uses SJC AlertMe when an emergency happens on campus or nearby and the College community must act immediately to remain safe and when situations like severe weather cause unscheduled College/campus closures or class cancellations. To sign up go to: [Alert Me | San Jacinto College](#). Additional information can be found through the San Jacinto college website.

EMERGENCY CLOSURES (including Weather-related, Natural Disaster, Power Outages or other unforeseen circumstances) In the event that the center is unable to successfully operate due to an emergency or unforeseen circumstance (i.e., emergency loss of services, inadequate staffing, health epidemic, etc.) SJC leadership will determine the feasibility for the center to provide care in a safe, sanitary and adequately supervised environment on a case by case basis. The center will communicate any closures through the Brightwheel app.

In case of a call for evacuation, all proper authorities will be contacted. The children will exit the classroom following the path on the posted emergency map. The children will remain in the designated safe area until the "all clear" is received. Then the children will return to their respective classrooms; for safety reasons, children will only be released in designated areas, once all children are accounted for.

If the emergency results in closing the Children's Center, parents will be contacted by center personnel and informed where to locate their children. **It is critically important for parents to keep all emergency contact information (phone numbers, emails, etc.) up-to-date / current.**

SAFETY DRILLS

Practice evacuation drills are conducted monthly and severe weather drills are quarterly. In case of severe weather, children will be sheltered inside until the all clear is received. In case of a chemical release, children will “shelter in place” indoors with air conditioning units off and doors sealed. During shelter in place, parents will not be able to pick up children until an all clear is provided.

GUIDANCE AND DISCIPLINE

GOAL OF GUIDANCE

The overall goal for each child is to develop skills that will foster a positive self-image, create a solid foundation for lifelong learning and prepare each learner for a future of educational success. These skills will be used in forming friendships, making decisions and building self-esteem.

PURPOSE OF GUIDANCE

At the San Jacinto College Children’s Center, the purpose of guidance is to allow children to develop self-control and become responsible for their own behaviors. Children often repeat the same challenging behaviors over and over because they lack the necessary skills to cope. As a parent and teacher, it is our responsibility to model and guide appropriate behaviors. Working as a collaborative partner with the staff of the SJC Children’s Center will allow continuity and individualization for the social development of each child. A variety of strategies will be implemented in the classroom to enable each child to perform successfully at an appropriate age level.

CLASSROOM TECHNIQUES MAY INCLUDE:

1. Using a consistent, predictable schedule with clear transition cues
2. Allowing adequate time to complete tasks
3. Reducing student frustration by breaking down new or difficult task into small steps
4. Identifying sensory triggers such as loud music or being crowded by other children, too many materials on display in the classroom or center
5. Providing alternative communication modes such as pictures or signs and/or a visual schedule for a child who cannot express wants and needs
6. Establishing and enforcing consistent, clear rules (no more than four rule), with logical consequences.
7. Providing attention and adult support before a child demands it or engages in inappropriate behavior
8. Redirection (changing a child focus or providing alternative activities)
9. Helping children practice social skills
10. Providing guided practice during classroom and outdoor activities

STUDENT SUSPENSION / TERMINATION

In order to work toward a positive outcome for children and families, when recurring behaviors persist, parent conferences will be held. A plan of action to address behavioral issues will be established. All guidance and discipline will be consistent with the purpose of developing self-confidence as well as self-control. This is accomplished by providing a nurturing and accepting environment with teachers who are firm, but fair and sensitive to the needs of each child. All actions will be in accordance with our Discipline and Guidance Policy (available to parents upon request).

A balance of effective guidance and discipline are a part of good behavior management techniques. The following principles are followed at the San Jacinto College children's center:

- Children are to be valued and respected as unique individuals at all times.
- Children have a right to know what proper behavior is and see positive examples.
- Children need consistent limits fairly administered.
- Children require time and assistance in developing autonomy and self-control.
- Children's self-esteem must be nurtured and protected by caring adults.

In the event that a parent refuses or neglects to follow through on the established plan of action or if the College (in its sole discretion) determines that the child jeopardizes the safety or the well-being of others; it may be determined or necessary to suspend or terminate the child's enrollment. In determining suspension or termination, the director will submit a recommendation to his/her supervisor with supporting documentation. It may be determined that the Children's Center is not the best placement for the child. If the lab school is unable to meet the child's needs, the parent will be given sufficient notice.

The Children's Center is willing to provide the parent with a list of resources; however, it is the parent's responsibility to contact the appropriate agency.

MEDIA RELEASE

Unless the child's parent notifies the College in writing of any restrictions to be placed on the following described use, the parent agrees and gives permission for the College to record, film, photograph, audiotape or videotape the child's name, image, likeness, spoken words, class work, performances, and movement, for use in any written materials, publications, media coverage, videos, website postings, and/or other school materials. A parent may not restrict use of images that reasonably cannot be considered private, such as students in school-related activities where multiple students participate and are open to the public or parents, e.g., team photos, student recognition programs, academic and extracurricular recognition programs, athletic events, and fine arts performances.

Parents release the College, its employees, and agents from all claims of any type which the parent may have based upon the aforementioned taking, use, and publication of the child's likeness and/or use and publication of the child's name.

PHOTO/VIDEO RECORDING

In order to protect children’s privacy, we ask that when families are in the classroom that they do not photograph or videotape their children or other children. When families are gathered for program or community events (for example, field trips or end of year party) and there is no expectation of privacy, families are welcome to photograph or videotape children. However, these photos or videotapes may not be transmitted over the internet, including personal social media websites.

SJC FACULTY & STAFF STATEMENT

SJC Faculty and Staff will not receive special treatment from the Children’s Center staff, including but not limited to priority with admission to the center, payment exceptions, favors, nor other special services that could be perceived as a violation of college policies or a conflict of interest. SJC Faculty and Staff will be held to the standards and expectations set forth in our College Values. Furthermore, SJC Faculty and Staff must first speak with appropriate Children’s Center leadership about any issues in order to allow staff an opportunity to address and resolve.

CONFLICT RESOLUTION

SJC Children’s Center acknowledge that circumstances may arise in which a parent may desire to seek formal assistance in resolving questions or concerns. Parents should refer concerns to the Lab School Director for further assistance.

CONFLICTING INTEREST

Situations may arise that involve lab school staff being asked to provide childcare services for families of students enrolled with the Children’s Center. Staff are not permitted to offer childcare services to children nor families currently utilizing the services of San Jacinto College Children’s Center.

CHANGE OF POLICY & PROCEDURE DISCLOSURE

The San Jacinto College District shall have the right to alter or amend the policies and procedures of these centers, provided a 14-day written notice is given prior to implementation.

All such alterations or amendments shall be incorporated in their entirety into this manual and any related contract between the College and parents.

The Children’s Center is regulated by the following entities:

Name of Entity	Website	Telephone Number
San Jacinto College District	sanjac.edu	281-998-6150
National Association for the Education of Young Children (NAEYC)	naeyc.org	1-800-424-2460
Texas Health and Human Services	hhsc.state.tx.us	1-800-368-1019 713-940-5200
Harris County Environmental Health	publichealth.harriscountytexas.gov	713-439-6000

Parents may use the websites and/or telephone numbers to obtain additional information.

SAN JACINTO COLLEGE

CHILDREN’S CENTER FAMILY MANUAL ACKNOWLEDGEMENT

I acknowledge that I have read the family manual and that I am aware of the philosophy, discipline, policy, fee arrangements and all other provisions.

I have read and understand the details of this manual. I agree to these conditions and will abide by and be contractually bound to adhere to and uphold them.

This acknowledgement must be signed and returned to the Children’s Center prior to attendance for enrollment to be complete.

Printed name of Parent or Legal Guardian

Signature of Parent or Legal Guardian

Date

Equal Opportunity Institution:

San Jacinto College District is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status or veteran status in accordance with applicable federal and state laws. The following College official has been designated to handle inquiries regarding the College’s non-discrimination policies: Vice Chancellor of Human Resources, Sandra Ramirez, 4620 Fairmont Pkwy., Pasadena, TX 77504 ph. 291-991-2659

Civil Rights Procedure:

Any parent or legal guardian concerned with an alleged discrimination violation may send a written statement to the Vice Chancellor for Human Resources, the Affirmative Action Officer of San Jacinto College, 4624 Fairmont Parkway, Pasadena, TX 77504. Phone: 281-998-6115. The Vice Chancellor will implement appropriate action.

Texas Health and Human Services, 1-800-368-1019