



Child Development  
Center Operational  
Policies

Parent Handbook

2017-2018

## **WELCOME**

Thank you for sharing your child with us. We are honored to be a part of your family's journey and look forward to learning and growing together.

### **Mission**

To support the growth and development of young children in a hands-on and nurturing environment while collaborating with families and communities.

### **Philosophy**

Our philosophy is centered on the belief that every child in our care has individual strengths and needs. Our program is designed to promote the growth of every child across all developmental domains. We strive to help children develop critical skills including self-control, self-responsibility, conflict resolution and intrinsic motivation.

### **History**

In the spring of 1990, teacher Carol Reese spoke with Dr. Carol McKenzie, principal at West Ridge Middle School, and asked permission to open a childcare center in a vacant classroom. After all, parents had long wanted an on-site childcare facility. After much research and many meetings, permits were granted in Fall of 1990 and West Ridge Infant Center was born. The program opened with three infants and quickly expanded to eight with a waiting list by the end of the school year. In 1991, the parent group formed a non-profit corporation and the manager of a well-respected childcare center was hired to run day-to-day operations of the Eanes Child Development Center. A few moves later, we find ourselves district wide at three campuses as part of the Community Education Department.

### **Goals**

- Maintain a safe and enriching environment for young children
- Provide opportunities for children to gain self-confidence, self-control and self-responsibility
- Build a foundation of learning for future academic success through emergent, play-based curriculum
- Collaborate and connect with parents and families
- Secure a smooth transition into elementary school

## **Admission Requirements**

After being accepted into the Eanes ISD/CDC program, please register your child online and pay our annual registration fee. Once we receive confirmation of your child's online registration, we will send an admission packet to your home that can be returned via mail or in person to 601 Camp Craft Rd.

The following information, found in the Admission Packet, is required **prior** to your child's first day of attendance in the Eanes Child Development Center:

- Admission Information
- Health Care Professional Statement
- Authorization for Emergency Medical Care and Child Release
- Discipline and Guidance Policy
- Allergy Anaphylaxis Emergency Care Plan, *if needed*
- Immunization Records (from health care professional)
- Hearing and Vision Screening Results (4 year olds)
- Acknowledgement of Payment and Agreements
- Lunch Enrollment Form
- Acknowledgement of Operational Policies
- A statement of the child's special care needs. This includes but is not limited to, allergies, existing illness, previous serious illness or injury, hospitalization within the past 12 months and any medication prescribed for continuous long term use.
- Permission to apply ointments/lotions/repellants
- Permission for participation in water activities

### **Updating Student Records:**

Please see your Site Specialist if you need to make any changes to your child's original admission form. New admission forms are available upon request or changes may be made to your original documents with initials and dates.

## **Scheduled Hours of Operation**

The Eanes Child Development Center is open from 7:00 A.M. to 5:30 P.M. You will be notified in advance of, and can refer to your Parent Calendar for, operation times on in-service days, early release days and holidays.

The CDC observes EISD campus closures and delays. You may check eanesisd.net as well as follow local television and radio stations for up to date information. **Please note: a two hour delay for the CDC is a start time of 9:00 a.m.**

In the event that school will close **early** due to inclement weather or an emergency, you will be notified first by email and then through an automated phone call. Children need to be picked up within 45 minutes of the announcement.

## **Summer Program**

CDC offers a summer program each year. Check our website for more information.

## TUITION AND FEES

Current tuition rates can be located on the Eanes ISD website under Community Education. Employees may find a copy of current rates on the Eanes Employee Intranet.

A nonrefundable registration of \$100 is due annually. *This fee is subject to change.*

Tuition payments are **due no later than the first of each month**. If payment is not received ***in full*** by the first of the month, services will be terminated until payment is received. No tuition credits are granted for vacations, absences, or partial months.

Payment may be made in 3 ways:

- 1) Community Education Office
- 2) Mail check (payable to Eanes ISD) to 601 Camp Craft Rd. Austin, TX. 78749 (Attn. Community Education)
- 3) Online at [www.eanesisd.net](http://www.eanesisd.net). Log in, then click the link for Online Payments

Please note: With all payments (check or online) please note in the memo section your child's full name.

### **Late Pick Up**

Children must be picked up by 5:30 pm. A courtesy call is expected if you foresee a late arrival. Our late fee is \$15.00 for each 15 minute interval. The EISD Department of Business Services will bill charges due. Payment will be due within the next billing cycle.

### **Program Withdrawal**

A 30 day notification, in writing, to the CDC Program Coordinator is required. Mid-month withdrawals, with the proper documentation, may be pro-rated. Upon failure to submit a 30 day written notification, parents will be obligated to pay the current month's tuition.

### **Waitlist**

The first step in admission is to submit your waiting list application or EISD employee reservation form. After placing our current students and Eanes ISD employees' children we open up enrollment to our waiting list. Placement will be determined based on campus availability, child's age and spot on waitlist.

Upon being offered a spot, *you have **one week** to accept or decline* before we reach out to the next waitlist applicant. Should you choose to take an available spot you will be asked to complete the registration packet, pay the materials fee and will be given a start date. Once enrolled you do not have to go back through the waiting list. This application is only completed once and is followed in subsequent years with a registration request (as space allows).

## **Pre-Registration**

Registration for the next school year begins in February and continues until all openings are filled. During pre-registration, families can request a transfer to another campus. Approvals for transfers are at the discretion of the Program Coordinator due to licensing restrictions and ratios at all sites.

## **Discontinuation of Services**

The EISD Child Development Center provides group child care in an active and open setting with a target staff to child ratio based on state and nationally accepted standards. While many children thrive in our program, every child is unique. Should we determine that our program is not suitable for a child, we will work together to find the best solution. Sometimes, this can mean dismissal from the program. The ability of our staff to provide a safe and nurturing environment for all children is paramount. The Eanes ISD CDC Program Coordinator reserves the right to deny or discontinue services to any child. Eanes ISD does not discriminate because of age, race, color, creed, religion, handicap, sex or national origin.

## **Grievance Policy**

This policy provides parents an orderly process for the prompt and equitable resolution of grievances when a concern has not been resolved. The Center intends, whenever feasible, to resolve grievances at the lowest possible level.

Please begin by talking directly with original parties involved and explain your situation. If you feel the situation is unresolved, please continue by:

- Discuss your concern with your Site Specialist
- Together the Site Specialist, teacher and parents will develop a plan of action which will be discussed internally and with the Program Coordinator.
- If you would like to take further action, we will set up a time for you to have a meeting with the CDC Program Coordinator.

## **CERTIFICATION AND LICENSING**

The Eanes CDC is certified by the Texas Department of Family and Protective Services and meets the licensing requirements for childcare centers. Eanes CDC is monitored through on going un-announced visits from TDFPS. Parents can find a copy of the *Minimum Standard Rules* book produced by the childcare licensing division in your child's classroom or at [www.dfps.state.tx.us](http://www.dfps.state.tx.us). Inspection reports are located at the following locations:

- Valley View-: CDC office in Portable Room 404
- Barton Creek: Hallway of the Infant/ Toddler Rooms
- Cedar Creek: CDC office

If you have any questions you may reach the Texas Department of Family & Protective Services at (512) 834-3195 or online at: [dfps.state.tx.us](http://dfps.state.tx.us)

## **Texas Rising Star**

Texas Rising Star is a voluntary, quality based child care rating system that offers accreditation in three levels. Accreditation shows that centers are reaching far above state minimum standards to provide the highest level of early childhood care. We are proud to say that all three of our CDC locations have obtained the highest level of accreditation at four stars.

## **PROCEDURAL INFORMATION**

### **Security**

All campuses use keypad entry for CDC buildings/classrooms. At the start of each school year, a five digit code will be assigned to CDC parents. For the safety of our children and staff, please keep codes confidential and do not allow children to use keypads.

All visitors are required to have a Raptor Badge **visible** upon entry of the building while on any EISD campus. The Raptor System is a district wide check-in system that is a required security policy. Visitors must present the front office of the school with their driver's license.

### **Arrival and Health Checks**

Please keep in mind that arrival by 8:30 a.m. helps your child make a smooth transition into the classroom and enhances the ability to participate in daily class activities. Upon arrival to the classroom, sign your child in via the sign in/out log in the classroom binder. Please help children to remember to wash their hands upon arrival and check in with your child's teacher to chat briefly and discuss any changes in sleep, toileting habits, eating or drinking and/or mood and behavior (this constitutes a daily Health Check).

### **Departure**

Children will be released only to parents or other individuals listed on the Child Release and Emergency Medical Authorization Form. Parents can authorize someone not listed on the authorization form by communicating with the Site Specialist. Please note that if a new individual is picking up, our staff is required to check driver's licenses as a way of identification. Parents or authorized individuals must sign their child out each day upon departure.

### **Attendance**

Your child's participation is important to our program and regular attendance helps us provide the best early childhood education possible. Thank you for understanding.

If your child will be absent, please reach us at 512-732-3232 and inform your Site Specialist. Communicable illnesses must be reported to us as soon as possible so that we report them to the Department of Health and notify other families in our care.

### **Transportation**

CDC children are not eligible for bus transportation before or after school. Please park in the specified drop-off and pick-up area and escort your child all the way to their classroom.

## **Evacuation**

In the event of an emergency evacuation, CDC campuses will relocate and supervise all children at the site designated by our Eanes ISD Safety Officer. Infants will be transported by crib and toddlers will be transported in buggies. All other CDC children will walk under supervision by their teachers.

During Elementary School hours CDC would relocate, respectively, to these schools:

- **Barton Creek CDC** to West Ridge Middle School located at 9201 Scenic Bluff Drive, Austin, Texas 78733 Phone: 512-732-9240
- **Cedar Creek CDC** to Hill Country Middle School located at 1300 Walsh Tarlton, Austin, Texas 78746 Phone: 512-732-9220
- **Valley View CDC** to Forest Trail Elementary located at 1203 Loop 360 Austin, Texas 78746 Phone: 512-732-9160

If the need to relocate occurs after school hours, the CDC will relocate to the best equipped CDC location.

Once relocated, parents will be notified of relocation and given information on pick up. Children will be accounted for via classroom transition logs and sign in/out sheets.

## **Open Door Policy**

Eanes CDC values connection and continuity of caregiving and would love to have you join us in the classroom. Parents are welcome to visit their child's classroom at any time to share their talents with the children. To make sure we can adequately plan and stick to our weekly schedules, please communicate with your child's teacher to determine recurring visits, observations and/or volunteering times.

To ensure safety of students and staff, visitors are required to register at the school office upon arrival. Parents are required to wear a Raptor Badge or a District badge for duration of the visit.

## **Illness and Exclusion Criteria**

Your cooperation and diligence is the key to maintaining high health standards for all families at Eanes CDC. If your child exhibits any of the following symptoms, he/she should be kept at home from school or contact with other children. A physician's release may be required for re-admittance following any illness or injury.

- **Fever-** If a child has a temperature of 102 *rectally*, 101 *orally* or above 100 degrees *axillary*, the child needs to stay home for at least 24 hours after the temperature returns to normal *without medication*.
- **Vomiting-** If a child vomits twice within a 24 hour period, the child must remain at home until vomiting has ceased for at least 24 hours.
- **Diarrhea and loose stools-** If a child experiences uncontrollable diarrhea.
- **Eyes-** If a child's eyes are extremely red, glazed and/or discharging, the child should remain home until symptoms cease or until they have been given an authorized medication for 24 hours. A doctor's note may be requested.

- **Ears-** Ear infections are a common culprit for children that may be accompanied by fever. Follow fever guidelines as listed above.
- **Communicable Diseases-** If a child has chickenpox, mumps, measles, diphtheria, scarlet fever, lice, conjunctivitis (pink eye), ringworm or any other highly contagious disease; please report to the CDC Site Specialist immediately.
- **Nose-** A thick yellow or green mucus may indicate an infection.

Please report illness to your Site Specialist as soon as you can. Communicable diseases must be reported to the Travis County Health Department by the program and will then be shared with parents verbally and in writing.

If your child becomes ill at school you will be notified immediately. A pickup will need to be arranged within 30 minutes of contact. In the event a parent cannot be reached, a person listed on the child's emergency form will be notified.

## **Immunizations & Hearing and Vision**

State law requires children to meet applicable immunization requirements. We must have a current immunization record for your child appropriate for their age *prior* to admission.

The program must be provided with an updated shot record as vaccinations are acquired. Immunization records may be originals, photocopies or manually recorded on the Health Requirements Form. The immunization record must include the following:

- Child's name
- Birth date
- Number of doses
- Vaccine type
- Date of vaccination
- Signature or stamp of the pediatrician or other health care professional who administered the vaccine.

**The Eanes CDC will accept vaccine exemptions that meet the criteria specified by Texas Department of Health. Visit [this link](#) for more information. In case of emergency or outbreak, under-immunized children will be excluded from school.**

Hearing and vision reports must be obtained for all children by their fourth birthday.

## **Medication**

To administer **any** medication, we must have a completed Medication Authorization Form. Please ensure any medication is delivered to the teacher so it can be stored safely and correctly.

The administering teacher will record the time the medication was given and the amount administered. **All medications brought to the CDC must be in the original container with a device for measuring and dispensing, marked with the child's first and last name, dated, and placed in a labeled Ziploc bag.**

Please note: Dosage may not exceed label dosing instructions. If a medication dosage label reads "consult a physician," we are required by law to receive a physician's note detailing dosage instructions.



Permission is *not* required to administer medication to a child in a medical emergency to prevent death or serious bodily injury of the child.

### **Allergy Care**

Eanes CDC is dedicated to protecting all children in our care and will monitor allergies each school year to make sure we accommodate any life-threatening allergies as necessary. The CDC is a peanut free environment.

If your child has a specific food/drug allergy, Eanes CDC will provide you with an Allergy Action Plan Form. Staff will receive training on allergy symptom awareness and epi-pen use in the event a child has a food allergy in their class.

### **Injuries and Emergencies**

All CDC employees are trained in Infant and Child CPR, First Aid, and Automatic Electronic Defibrillator. When a minor injury occurs the staff will administer appropriate techniques and send home an accident report. If the injury is major the parents will be notified immediately. If the parents are unavailable the alternate names on the child's admission forms are contacted. If no one can be reached the child's physician is called to determine what action should be taken. If the emergency requires immediate medical attention EMS will be called to transport the child to the hospital. All major accidents will be reported to The Texas Department of Family and Protective Services. Parents will receive a follow up phone call from our licensing representative.

## **MEALTIME/SNACKS/LUNCH**

### **Snacks**

An afternoon snack will be provided for all children and will be served family style when applicable. A weekly snack menu will be posted in your child's classroom; choices include whole grain, dairy, protein and fresh fruit. *Please provide a light morning snack.* We also ask that each child bring a labeled water bottle to school each day.

### **School Cafeteria**

Our Pre-K classrooms enjoy lunch in the school cafeteria. All children can bring their own lunches from home or order a lunch from the Eanes Child Nutrition Department.

Your EISD Lunch Enrollment Form (part of your admission packet) will help you plan for lunches. Each student will receive an account number that will be used to purchase lunches throughout academic school year. To add funds to your child's lunch account you may give a check (payable to EISD Child Nutrition) to your Site Specialist or go online to [www.eaneisd.net](http://www.eaneisd.net) and click *Online Payments* to direct you to the proper school Meal Payments. Once your child's account is zero, students may charge two meals, after which he/she will receive a cheese sandwich and milk at no charge. Positive balances are carried over to the following school year. Refunds may be received by completing a district Request for Refund Form and submitting to:

Steve Stracke, Child Nutrition Department  
601 Camp Craft Road, Austin, TX 78746

## **Meal Prices and Information**

Daily Meal Cost: \$3.00. Students will be served a set tray with all five food components: Meat or meat alternate, vegetable and/or fruit (2 different vegetables, 2 different fruits or 1 vegetable and 1 fruit), bread and milk. Eanes menus will be posted in each classroom. They are also available at [www.eanesisd.net/departments/childnutrition/menus/menus](http://www.eanesisd.net/departments/childnutrition/menus/menus).

## **Food from Home**

If you choose to send a lunch from home we encourage parents to help us promote nutritious lunches and limit the access to foods high in fat and sugar. All lunch and snack containers should be labeled with the child's first name and the first letter of the last name and contain a cold-pack if food is temperature sensitive.

Parents can provide special snacks for the entire class with prior approval. We would love to have you join us for lunch! Please discuss with your child's teacher.

**If your child has food allergies or specific nutritional needs, please provide written documentation from a physician or a registered/licensed dietician.**

## **INFANT CARE**

### **Nutrition**

Please remember to complete a monthly Daily Feeding Schedule for infants aged 0-12 months. Teachers will remind parents to update and sign their child's feeding schedule every 30 days. Parents of infants will provide breastmilk or formula and age appropriate food and snacks. Please label all materials with the child's first name and last initial; specific guidelines for breastmilk storage are listed below.

Please note: Cereal cannot be added to bottles. Children younger than six months of age will not be offered fruit juices, sweetened beverages, or solid foods unless we have received permission from a physician.

CDC staff is happy to work with families on any specific care needs including the following:

1. Cloth Diapers: Diapers must have an absorbent lining that is completely contained with a waterproof outer covering. Soiled materials will be placed in plastic bags (without rinsing or avoidable handling) and sent home for laundering.
2. Breast Feeding: Eanes CDC welcomes breastfeeding mothers into the classroom. If sending breast milk, please label containers with the child's full name and date milk was expressed. We will follow the below storage guidelines:  
*Frozen breast milk – 3 months*  
*Directly refrigerated breast milk – 48 hours*  
*Thawed breast milk – 24 hours*  
*Any milk served and not completely consumed will be discarded after one hour.*

3. Swaddling: If you would like for teachers to use a swaddle for your infant, you must request and complete a Sleep Exception Form with your physician.

## **Naps**

CDC Staff will always place an infant under twelve months on their back to sleep. Pillows, top sheets, comforters, stuffed toys or soft items are not allowed in cribs with infants younger than 12 months old. You may request a Sleep Exception Form that must be completed by your physician to adjust requirements and discuss alternatives for your child.

Parents are required to complete the Infant Safe Sleep Policy from state licensing. It is available for review:

<https://www.dfps.state.tx.us/Application/Forms/showFile.aspx?NAME=J-800-2550.pdf>

## **TOILET TRAINING**

Teaching staff will take children to the restroom regularly in response to children's biological needs and help as needed to positively reinforce children's efforts. We will document toileting on your child's daily sheet to provide information on progress.

Please provide manageable clothing (minimize buttons, snaps, zips, etc.) for your child while they are learning this new skill. Our goal is to promote their self-responsibility and make the process as smooth as possible.

CDC staff may not use food as a reward for toilet training. If you are using any particular materials or a reward system at home, we will be happy to discuss how to reinforce your efforts at school.

## **PROGRAM AND CURRICULUM**

First and foremost, our program complies with minimum standards set forth by the Texas Department of Family and Protective Services. We also are honored to be accredited with four stars by Texas Rising Star.

That means that our program is play-based and centered around emergent curriculum, meaning that we take lead from the children in our care in planning their classroom environment, schedule and activities. Making sure that all of our plans are developmentally appropriate stays top of mind for our teachers and staff.

The preschool classrooms also implement Handwriting Without Tears (HWT) curriculum which has been adopted by EISD. HWT provides preschool age children with a hands-on method of learning pre-writing skills and letter recognition. This curriculum is used as an addition to Developmentally Appropriate Practices in the classrooms.

## **Discipline and Guidance**

CDC staff is trained to use Conscious Discipline techniques which are a form of positive guidance focused on teaching children self-control and responsibility as well as conflict resolution skills. Guidance will be individualized and consistent for each child and appropriate for their age. Positive guidance methods can include affirmations, providing choices, modeling language, redirection and more. We are happy to share further

information on positive guidance methods and techniques.

## **Schedules**

Schedules are designed to offer a variety of large and small group times as well as indoor and outdoor activity as appropriate per age group. Your child's teacher will paste a copy of the class schedule within the classroom and you are always welcome to request a copy.

## **Nap time**

The Texas Department of Family and Protective Services requires a supervised sleep or rest period after the noon meal for all children 18 months of age or older who are in care five or more consecutive hours, or according to the child's individual physical needs. The sleep or rest period may not exceed 3 hours.

Each classroom observes a nap period though they vary per classroom. Please discuss any questions with your child's teacher. While children are not forced to sleep, we aim to maintain a rest period that offers quiet relaxation for all children.

## **Observations and Assessments**

The CDC uses Gold: My Teaching Strategies as our assessment tool. Gold Strategies is a research-based, online assessment system designed to connect developmental progress with educational decision-making and help teachers create individual goals for children.

Observations are taken continuously throughout the year by teachers and collected to provide assessments on each child's progress across developmental domains at different stages of the school year. Observations and assessments help teachers plan curriculum that will serve the needs of every child in class.

## **Portfolios**

Teachers at the CDC will work year-long on creating your child's portfolio. This is a systematic collection of children's work that serves as documentation of development and a reflection on their learning throughout the year. Portfolios will be shared with families during conferences.

## **Parent Conferences**

Once a year, CDC teachers will hold conferences with parents to present portfolios and discuss children's growth and development as well as achievements throughout the year. Parents can request conferences at other times throughout the year with ample notice.

## **Early Intervention and Behavioral Management Plans**

Our primary approach to discipline involves positive guidance to help children develop self-discipline and strong social-emotional skills. Should a teacher have a concern or question regarding a child's growth and development, it will be

communicated to families in a sensitive, supportive, and confidential manner. CDC Site Specialists and Program Director will be available as a support and resource through the process.

For children struggling with persistent, serious or challenging behaviors the Site Specialists and teaching staff will conduct observations using the ABC Chart and create an individualized behavior plan *with* parents. If further help is needed, the Program Coordinator will observe the child and organize a conference to discuss next steps.

## **Curriculum Enhancements**

### **Field Trips**

Field trips are a vital part of our curriculum. Pre-K Classrooms will take part in field trips throughout the Austin area. Information will be sent home two weeks prior to field trips and require permission slips to be signed and returned. Eanes ISD school buses will provide transportation for field trips. Please note that Texas law does not require children to be in safety seats on buses and we can no longer accommodate car seats for bus transportation. You may provide a booster seat that only requires a lap belt to be secured.

Parents are invited and encouraged to join the class for field trips. Teachers will need parents to volunteer as chaperones and be counted into the adult/child ratio to help supervise all children in the group.

Children will need to purchase a school shirt to wear on field trips. You can get more information from your child's teacher or Site Specialist.

Please note: if you do not wish for your child to participate in class field trips, you must make other arrangements while the class is away from the center.

### **Enrichment Classes**

The Eanes Community Education Department offers extracurricular activities at specific locations for an additional charge. These activities vary each semester. If your child participates in a Community Education class, please inform their teacher of the class times and location. In addition to optional enrichment classes, CDC Teachers will enhance their curriculum by utilizing community resources and local organizations to share their interests and talents with the classrooms.

### **Class Pets**

All class pets require a statement of health from a veterinarian and records will be kept for each animal. If new animals enter the building, we will provide notice 48 hours in advance.

### **Parties**

Birthdays are especially exciting for young children and we would love to celebrate with classmates by allowing families to provide healthy snacks that are commercially prepared or from a facility with a current health inspection. These snacks must meet the allergy and

food restrictions of the CDC and your child's specific classroom. Please communicate with your child's teacher at least a week in advance.

## **School Pictures**

Professional Fall and Spring Individual and Class portraits will be taken. Days and times will be announced by your child's teacher. Eanes CDC will also photograph activities and use the resulting photographs for any school/program related use, including, but not limited to, newsletters, promotional materials, bulletin boards, etc. Your child's name will not be published with any photograph and all negatives, proofs and resulting images are the sole property of EISD.

## **PARENT INVOLVEMENT AND COMMUNICATION**

Teachers and parents work collaboratively to create a partnership in their child's learning and development. Parents have the opportunity to communicate with the staff about their child's needs through notes, emails and/or face to face conversations at arrival and pick-up times. Please communicate with your child's teacher if there is a particular way you prefer to be communicated with. In an effort to go "green" – lesson plans and updates will be posted on the Campus and Class Weebly and emailed. Visit your campus weebly pages at the following sites:

*Barton Creek CDC: [bartoncreekcdc.weebly.com](http://bartoncreekcdc.weebly.com)*

*Cedar Creek CDC: [cedarcreekcdc.weebly.com](http://cedarcreekcdc.weebly.com)*

*Valley View CDC: [valleyviewcdc.weebly.com](http://valleyviewcdc.weebly.com)*

## **Room Parents**

It is of great help to have two parents sign up in each classroom as Room Parents for the entire school year. Responsibilities include helping teachers plan classroom special events and coordinating with other parents of the classroom to assist in events and any fundraising. Your time will assist in reaching a primary goal of building a family school community and improving the overall quality of care.

When offering your time as a volunteer, Eanes CDC requires that you read and adhere to volunteer policies and sign a confidentiality form. Thank you for your involvement!

## **Fundraising**

Eanes CDC does host annual fund-raisers for each individual CDC campus. More information will be available in the Fall semester.

To attempt to meet the unanticipated wants and needs, each classroom can choose to have a "Wish List". If you desire to donate, please do, but note there is no obligation or expectation of classroom donations.

## ADDITIONAL INFORMATION

### Gang Free Zones

As a result of House Bill 2086 that passed during the 81<sup>st</sup> Legislature, we are required to share information about gang-free zones at licensed child care centers.

**What is a gang-free zone?** A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

**How do parents know where the gang-free zone ends?** The area that falls within a gang-free zone can vary depending on the type of location. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

**What is the purpose of gang-free zones?** Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

**What does this mean for my day care center?** A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

### Child Abuse and Neglect

Child Abuse and neglect are illegal in Texas and so is failure to report it. If you suspect a child has been abused or mistreated, you are required to report to the Texas Department of Family and Protective Services or to a local law enforcement agency within 48 hours.

**What is Abuse?** Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child. **What is Neglect?** Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

#### **How do I make a report?**

1. Call the abuse and neglect hotline at **1-800-252-5400**.
2. When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or incidents you have observed, including dates and time of day and keep this information secured.
3. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the

investigators to be able to see physical signs.

4. Give the agency person any information you have about the relationship between the child and the suspected abuser.
5. Please provide at least the following information in your report.
  - Name, age, and address of the child
  - Brief description of the child
  - Current injuries, medical problems, or behavioral problems
  - Parents names and names of siblings in the home

\* Failure to report is a Class B criminal offense, punishable by a \$2,000 fine and/or imprisonment for up to 180 days. Failure to report also could subject you to considerable monetary liability in a civil rights action.

**Will the person know I've reported him/her?** Your report is confidential and not subject to release. The law provides for immunity from civil or criminal liabilities for innocent persons who report even unfounded suspicions, as long as your report is made in good faith.



## **CONTACT INFORMATION**

Eanes ISD Child Development Center  
601 Camp Craft Rd.  
Phone (512) 732-3232 x1  
Fax (512) 732-9022

Susanna Cassady  
CDC Program Coordinator  
(512) 732-3232 ext. 1  
[scassady@eanesisd.net](mailto:scassady@eanesisd.net)

Monica Stelly  
Barton Creek Site Specialist  
(512) 732-3232 ext. 3  
[mstelly@eanesisd.net](mailto:mstelly@eanesisd.net)

Kathleen McIvor  
Cedar Creek Site Specialist  
(512) 732-3232 ext. 2  
[kmcivor@eanesisd.net](mailto:kmcivor@eanesisd.net)

Shannon Eggers  
Valley View Site Specialist  
(512) 732-3232 ext. 4  
[seggers@eanesisd.net](mailto:seggers@eanesisd.net)

Lisa Groover  
Billing Specialist, Community Education  
(512) 732-9000 ext. 4  
[lgroover@eanesisd.net](mailto:lgroover@eanesisd.net)



\_\_\_\_\_  
Child's name (please print clearly)

**ACKNOWLEDGEMENT**

The purpose of this handbook is to serve as a guideline only. The policies and procedures contained within this handbook can be changed at any time to serve the best interests of the Eanes ISD CDC program.

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We acknowledge we have received a copy of Eanes ISD Child Development Center Parent Handbook. We also acknowledge responsibility for reading, understanding and abiding by the rules and procedures contained in this document.

\_\_\_\_\_  
Parent signature(s) Date