



Infant Rooms

2023-2024



Dear Parents,

Thank you for choosing Child's Day, where children come first! We will do our very best to make your time with us a safe, enjoyable, and rewarding experience.

We believe young children learn best by doing – through play and meaningful work. They need a safe, happy, stimulating, and nurturing environment offering concrete sensory experiences, positive social encounters, and age-appropriate learning opportunities.

We believe children can achieve their full potential by experiencing success with activities which encourage development of a healthy self-concept and foster positive interactions with peers and adults. Children learn to feel good about themselves as people when they are treated in a positive, caring manner. Trust and emotional security result when children learn to expect positive experiences with caring, affectionate adults.

We believe each child is unique and part of a family system. Since parents are the most significant adults in a child's life and know their children better than anyone, respectful and supportive partnerships between teachers and parents are critical to meeting each child's needs. Daily communication between parents and teachers is very important.

We believe parents and teachers benefit from child development educational opportunities which enhance their skills and improve their ability to help children become independent, self-confident, inquisitive learners.

Please familiarize yourself with the Parent Handbook and other assorted documents and forms available on our web site: www.childsdays.com. Additional information and helpful hints about child development are also available from the staff.

We strive daily to be the best early childhood development center in Austin. Your comments and suggestions are welcome and expected. As owners, we want to know whenever you have a question or concern. Misunderstanding can occur when communication is lacking, so please be sure to let one of us (Lead Teacher, Director, or Owner) know when something is on your mind. We are proud of the faith you have placed in us and will work continually to justify your trust.

We look forward to having you with us!

Shirley Gamble, Lauren Sicarelli, and Neil Sicarelli
Child's Day



Dear Parents,

My name is Michelle Perez Smith and I am the Director here at Child's Day. I have been in the Early Childhood field for over 25 years. I have worked in small and large Preschools, I have also worked with childcare centers for client-based model, children with special needs and afterschool programs. Working with children, teachers and families is rewarding in different ways but providing a warm community feel for everyone to succeed is what I love about Early Education Programs. I am so excited to start a new school year with dynamic teachers, amazing children, and many new families!

I want all families to know that I have an open-door policy. My office is located past the front office, behind the keypad entrance. If you have questions, feedback, concerns, or just want to say hello, I am here to meet with you and assist you in any way I can.

If I am in an appointment or otherwise unavailable, please feel free to email me and I'll do my best to respond to you in a timely manner. My contact information is below.

I am committed to ensuring your child has a great learning experience with us! As parents and guardians, I understand that you are the most important teacher in your child's life. Together the teachers and I join you in a partnership focused on helping your child achieve growth and success.

Welcome to our 2023-2024 school year!

Michelle Perez Smith, Director
michelle@childsday.com



Welcome to PAC! The Parents' Advisory Committee (PAC) is a volunteer group of parents whose children attend Child's Day. You are automatically a member of PAC with your child's enrollment!

PAC meetings are held once a month, on the second Wednesday of the month. Meetings will be held via Zoom from 12:00 to 1:00.

During the PAC meetings, parents will plan events that will take place throughout the year in honor of our children and their families as well as the Child's Day teachers and staff. PAC meetings also provide a great forum for updates from faculty on happenings in the school and open discussions among the parents and faculty.

PAC provides a wide variety of opportunities for you to be involved with your child and the school throughout the year. We value whatever contribution you can offer – time, creativity, hands-on participation, leadership, etc. Your participation does not have to take a lot of time for you to make a significant impact. Through your participation in PAC, you can:

- Get more involved in your child's experience at Child's Day
- Meet other Child's Day parents
- Support your child's teachers
- Help organize and participate in fun family events

Historically, parent volunteers have asked their fellow parents to contribute to a "No-Fuss" fundraiser at the beginning of each school year to fund the PAC budget. Through this fundraiser, families make a one-time donation in addition to their tuition payment in October. A few examples of the ways parents have used the funds include:

- Parent education programs
- Staff appreciation events (like holiday breakfast and staff appreciation week)
- Scholarships for faculty to broaden their teaching skills
- Family gathering events in the fall and/or spring
- Week of the Young Child (a week-long celebration of our children)

The first PAC meeting will be held on **Wednesday, September 13th, at 12:00 p.m.** via Zoom. During this important meeting, parent volunteers will determine the amount to request for the no-fuss fundraiser, set the budget, and discuss the exciting events for the 2023-2024 school year!

CLASSROOM PHILOSOPHY

We believe that the greatest gift we can give a child is a classroom atmosphere that honors and accepts a child's unique individuality while fostering the love of learning. In our classroom, children will be encouraged to explore and experiment freely without interruption. They will be given the opportunity to become active problem solvers through the use of open-ended materials and questions. By learning to respect one's self, respect others, and respect the environment in which we live, they will also learn how to function as part of a community. Children learn best by doing and by the example we adults set.

As teaching professionals, it is our duty to create a classroom environment that is nurturing, safe, and stimulating without being overwhelming. The following is an outline of how we utilize the Ten Principles of Care Giving by Magda Gerber in the classroom in order to achieve our goals for the upcoming year.

Principles of Care Giving

By Magda Gerber

Principle 1: Involve children in things that concern them.

- For example, ask if a child wants a hug, is finished with certain toys, etc.
- Give advanced warning that you are about to help them.
- Assist, as capable, in self-care tasks.
- Give opportunities to make age appropriate choices.

Principle 2: Invest in quality time

- Get on child's level to view room.
- Engage in child directed activities *with* children (play with them).
- Respect when children want to interact or want to play alone.
- Offer comfort when appropriate.
- Create time to be with children, i.e. care giving times.

Principle 3: Learn child's unique ways of communicating and teach yours.

- Speak normally to children (no baby talk).
- Verbally express what we see the child is doing (expanding vocabulary).
- Provide or model words which pertain to and/or will help them work through situations.

Principle 4: Invest time and energy to build a total person.

- Learn each child's individual way of learning
- Provide time for uninterrupted play and freedom to explore and interact with other children.
- Offer activities to foster a well-balanced development.

Principle 5: Respect children as individuals.

- Acknowledge and label feelings
- Allow children to move at their own pace whenever possible.
- Acknowledge the unique characteristics of each child.

Principle 6: Be honest about your feelings.

- Let children and co-teachers know how you feel about any given situation.
- Honor the children's feelings and your own as well.
- It's okay and important to model appropriate expressions of emotions.

Principle 7: Model the behavior you want to teach.

- Modeling is a very important teaching tool. Children learn by watching important figures in their lives.
- Children exhibit the behaviors that are modeled for them: for example, teachers will model washing hands before eating, talking about problems calmly, cleaning up spills, taking turns with toys, etc.

Principle 8: Let children solve their own problems.

- Children learn best by doing.
- Our goal is to encourage the children to be independent, self-confident, and inquisitive learners.
- When children are learning a new skill, teachers will set up the situation to aid successes. For example, when learning to put on his/her own shirt, a teacher might lay shirt flat on a surface and verbally direct child to grab shirt from bottom and pull over his/her head.
- When children encounter a problem, teachers will first ask open-ended questions to help the children solve their own problem rather than solving it for them. Likewise, when children want to gain more information about something, teachers will ask open-ended questions to facilitate independent thoughts before offering information.

Principle 9: Build security by teaching trust.

- Respond to children promptly
- Provide clear and consistent guidelines/limits.
- Verbally let them know we are there if they need help.
- Provide a safe environment both physically and emotionally.

Principle 10: Be concerned about the quality of development in each stage.

- Make frequent observations of the children and document developmental growth
- Make *Individual Development Plans* (IDPs) for each child.
- Allow the children to develop at their own rate but at the same time provide challenges to encourage further development.

Important Classroom Information

Infant Classrooms: Hummingbirds (HU), Chicks (CH), Finches (FI), Ducklings (DU)

Toddler Classrooms: Kangaroos (KA), Cottontails (CT), Otters (OT), Honey Bears (HB) and Koalas (KO)

What to Bring:

- Three complete changes of clothes and **one extra pair of shoes (KA through KO)**. MUST be closed-toed shoes and have a back strap. Please put everything in Ziploc bags to prevent the spread of germs. – **Labeled.**
- Extra empty bottle (children under 12 months) **Labeled**
- Please no glass bottles unless they have a silicon sleeve **Labeled**
- Unopened formula in original container (children under 12 months) **Labeled**
- Powdered formula dispenser (3-4 sections) (children under 12 months) **Labeled**
- Breast milk to be stored in refrigerator if not using formula (children under 12 months) **Labeled**
- Large bag of diapers to be stored with your child's name
- Diaper rash cream/ointment plus signed permission form
- Sunscreen/ bug repellent or the money to cover the cost plus the signed permission slip.
- Baby wipes (if you choose not to use the wipes provided.)
- Pacifier (if needed)(Infants through young toddlers)
- Non-swaddling sleep sack without sleeves or drawstrings or weighted pouch.
- Cereal (as needed)
- Jars of food or individual containers (as needed) (infants: HU/FI/CH/DU)
- Jacket, hat, and mittens for cold weather
- Sun hat for hot weather
- Each child should bring in a family photo, include pets please if you have them.
- ANY PRESCRIPTION MEDICATION MUST BE CHECKED INTO THE OFFICE**
- Non-prescribed medication (i.e. teething tablets/gel/Benadryl/Tylenol) – MUST BE CHECKED INTO THE OFFICE. A note from your pediatrician stating the appropriate dosage will be required.**
- KA/CT/OT/HB/KO:** please pack a healthy well-balanced lunch in a container they can work on opening. Please include a cold pack, if needed. **Please label every container and lid.**

Mabel's Labels www.mabelslabels.com

Oliver's Labels www.oliverslabels.com

- KA/CT/OT/HB/KO:** a labeled water bottle for us to refill for the week. Please take them home every Friday to be cleaned.
- KA/CT/OT/HB/KO:** your child may bring a small blanket, crib sheet, pillow and/or "lovey" for nap time that can be stored in their cubby. **Please take nap items home every Friday for cleaning.**

Child's Day provides crib sheets for infants which are laundered at least once a week or as needed. If your infant uses a sleep sack while napping, it will be sent home on Fridays for laundering.

Your child will have a cubby for storing non-perishable items as well as a refrigerator cubby for perishable food items. You may bring more than a daily amount of non-perishable food items to store in your child's cubby.

Please note that due to limited space, we cannot accommodate storage for car seats. Please plan accordingly. Thank you for your understanding.

Arrival Time:

Between 7:45 am and 9:00 am

Drops-offs will be at your child's classroom door (or at the playground gate if the class is outside). Parents may not enter the classroom or the playground. This policy is in place to help children have a smooth drop off and minimize disruptions in the classroom.

Between 9:00 am and 11:00 am and between 2:30 pm and 3:00 pm

Parents with children in Building 1 should check in at the front office to drop-off or pick up their child.

Parents with children in Buildings 4 or 6, should call the main office when you arrive (512-327-3274) and we will confirm if your teacher is available to meet you at the classroom door (teachers in the infant and toddler classes will be engaged in child caring activities and may not immediately be available to greet your child after 9:00 am). If a teacher is not available in your classroom, we will ask you to come to the main office and administrative staff will help you

Please make sure to evaluate your child's health, review our illness policy if needed and check temperature before arriving.

The following items will occur at drop-off every day before you leave:

1. Knock on door
2. Health Checks-Have there been any signs of fever, skin eruptions, vomiting, diarrhea, discolored mucus, extreme fatigue, discharge from the eyes.
3. Parents must sign in children

Communicate with the teacher:

- How your child slept the night before

- Your child's mood and demeanor

-Did your child eat well for dinner and breakfast

-Are there any changes in the routine for the family that may impact your child

-Have there been any signs of fever, skin eruptions, vomiting, diarrhea, discolored mucus, extreme fatigue, discharge from the eyes.

Say Good-Bye to your child so that he/she knows you are leaving

If your child walks in with a toy from home, please take it with you when you leave.

At Pick Up:

Between 3:00pm and 5:45pm

Pick up will be at the child's classroom door (or at the playground gate if the class is outside).

The program day ends at 5:45. Parents are asked to be leaving the building by 5:45pm. After 5:45pm, late fees will apply (\$20.00 for the first 5 minutes + \$2.00/minute after 5:50pm).

Reminders/ Notes:

For the safety of your children and others, please keep your child and siblings close by at drop-off/pick-up.

Child's Day is a **CELL PHONE FREE ZONE**. Please hold all cell phone conversations for before or after pickup and/or drop off.

Please note that the infant classes will eventually transition to a group-wide napping schedule. When that happens, please adhere to Child's Day policy of no dropping off children during naptime. Those no drop off times will be provided to you by your child's teacher.

Parent Communication Information

Dear Parents,

We want to communicate your child's experience in meaningful ways. Here are some things to look forward from your child's teachers:

1. **Daily Food & Nap Chart:** Each day your child's teacher will send home a daily report. This will let you know how your child ate and slept throughout the day. Please see example below
2. **Yellow Notes:** If your child has a need (such as a change of clothes, a reminder to bring their water bottle to school, needing to replenish a consumable, etc...), your child's teacher will personally hand you or place a yellow note in your child's lunch box called "Important Message". You will only receive this yellow note if your child has a need or the teacher needs to share a specific reminder to your family. Class-wide reminders and needs will be communicated through email.

Infant Daily Report

Name _____ Date _____

Last ate (what and when) _____

Woke up at _____ Last diaper change at _____

Notes _____

DIAPERS

BOTTLES

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAPS

FOOD

-	_____
-	_____
-	_____
-	_____
-	_____
-	_____
-	_____

My overall disposition today was: Happy Irritable
 Active Sleepy Sensitive

Activities

Communication between Teachers and Parents

We believe communication between parents and teachers are essential to the children's optimal development. There are many opportunities for parents to be aware of what is going on in the classroom and their children's lives.

- During pick-up, please allot yourself time for a **face-to-face** conversation with the teachers to talk about your child's day. This is a great opportunity to discuss any challenging behaviors that may have arisen during the day.
- For infant and toddler classrooms, an individual **daily note** will be sent home every day providing information on what your child ate for snack and lunch, how long he/she napped, when diaper changes occurred and the type (urine or BM), your child's disposition, something he/she enjoyed, and reminders.
- For two-year-old classrooms and older, you will receive a **Bi-Weekly Report** that shares developmental observations about your child over the last two weeks.
- For Puffins, Field Mice and school-wide, there will be a "What We Did Today" poster posted outside of every classroom at the end of each day. Be sure to read it and talk about it with your child...they love to talk about their fun day!
- A **developmental lesson plan** will be posted on the hallway bulletin board providing information on our curriculum for each week.
- If your child gets a mild injury at school (scratch, bite, scrape, etc...) or injures someone else, you will receive an incident report to sign. If the injury is on the face or head, we will give the parents a call.
- If your child becomes ill at school, we will contact parents. If we can't reach you after 30 minutes, we will contact your emergency contacts. We ask that all children be picked up from school within one hour of being contacted due to illness.
- You will receive an emailed weekly newsletter that shares our experiences, what we're learning about and any important information you need to know.
- Please be sure to read any **flyers** posted on the front door or letters sent in your child's cubby. They will often have important information, i.e. updates with the classroom, classroom parties, pre-conference worksheets, etc.
- Child's Day hosts three **parent-teacher conferences** a year to discuss with you your child's individual development and goals.
- You are welcome to request a **meeting** anytime during the year to address any concerns or to obtain more information regarding the development of your child.
- Parents may call infant classrooms directly. You can reach the Chicks and Ducklings at 512-327-8166. You can reach the Hummingbirds and Finches at 512-518-1701. To leave a message for any other classroom, please call our main number: 512-327-3274.
- All messages regarding illness, attendance or time sensitive information must be made by contacting the office at 512-327-3274 or office@childsday.com. **PLEASE DO NOT EMAIL YOUR CHILD'S TEACHER WITH INFORMATION REGARDING ILLNESS, ATTENDANCE OR ANYTHING TIME SENSITIVE.** They do not always have the opportunity to check their email before the end of the day.
- Every classroom has its own email: classroomname@childsday.com.

Please inform your child's teacher about:

<ul style="list-style-type: none">* How the child slept the night before, including hours of sleep* The child's mood and demeanor of the morning* If the child ate well for dinner and breakfast* If there is any change in routine for the family at home which may have an impact on the child* New pregnancy or baby* If there has been any sign of fever, skin eruptions, vomiting, diarrhea, discolored mucus, extreme fatigue, discharge from the eyes	<ul style="list-style-type: none">* If the child is taking any medication (provide the time it was given)* If the child needs to leave earlier than normal* Anyone visiting your home* A move to a new home* Either parent traveling out of town* Random stay-home days* Illness or Death in the family* Extracurricular activities that may affect their temperament
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Preparing and Serving Bottles and Food

Parents must bring in enough bottles for every feeding for the day – we cannot reuse bottles. You may want to provide an extra bottle for back up. Sometimes children may not finish a whole bottle, or they may have leakage or spills. Every bottle brought in must have a labeled cap.

Breast Milk Bottles

- Breast milk needs to be labeled with the child's full name and expressed date.
- Fresh breast milk can be stored in the refrigerator for 2 days.
- Unused liquid breast milk must be sent home at the end of every week.
- Previously frozen breast milk can be stored for only 24 hours after defrosting. Never put previously frozen milk back in the freezer.
- Once a baby begins drinking breast milk, the bottle can only be re-offered up to one hour. If the baby does not want the remaining breast milk, then the remainder must be discarded.
- Child's Day can store refrigerated or thawing breast milk. We do not store or keep frozen breast milk.

Formula Bottles

- All formula bottles need to be mixed at school from a factory sealed container.
- Pre-measured water bottles need to be provided and a sealed container of formula.
- Once a baby begins drinking formula, the bottle can only be re-offered up to one hour. If the baby does not want the remaining formula, then the remainder must be thrown away.
- Formula can be stored for only 24 hours. After 24 hours, the formula must be discarded.
- All unused bottles must be sent home at the end of the day.

Breast Milk and Formula Bottles

- Breast milk/Formula must be heated in water no more than 120°, for no more than 5 minutes.
- Breast milk/Formula needs to be gently mixed and not shaken.
- Always check the temperature of the breast milk/formula before serving.
- Children under 7 months must be held while taking a bottle.
- Bottles must not be propped. If the child cannot hold the bottle, the caregiver needs to hold the bottle for the child.
- Bottles must not contain solid foods unless prescribed in writing by the child's doctor for medical reasons.
- Bottles must always be capped if not in use.

Baby Food- Note: Food for infants should be cut no larger than ¼ inch square. Food for toddlers/2s should be cut no larger than ½ inch square.

- Each child will have a tray in the refrigerator for storing perishable food and a cubby for non-perishables.
- Homemade infant food needs to be provided in individual servings that can be warmed in water at no more than 120°.
- Foods for infants must be cooked (no raw foods), must be cut up into very small pieces and be appropriate for the child's age. Teachers may reach out if foods are chokables or not appropriate/safe to feed your child.
- We do not use microwaves to heat food.
- Unless a child will eat a whole jar of food, it must be placed in a bowl. Any food that has not been eaten must be discarded.
- Baby food can be stored for 24 hours after being opened.
- Teachers do not offer cow's milk to children less than 12 months of age.
- Teachers only serve whole milk to children between the ages of 12 – 24 months.

SAMPLE

Infant Classroom Schedule

This schedule is flexible and varies to meet the needs of the children on an individual basis.

- Early Morning** Arrival and greetings, health checks, bottles, child's choice play, diaper changing and naps
- Mid-Morning** Outside time – buggy ride or playground as weather permits, diaper changing
Lunches, bottles, diaper changing, child's choice play, naps
- Early Afternoon** Bottles, child's choice play, outside time or indoor activity
- Late Afternoon** Diaper changing, bottles, naps, child's choice play, Departure

At the start of the school year, all of the children eat, sleep and play on their own schedule. There is no group schedule at this time. We ask the parents to provide approximate daily routines for their child by filling out the Infant/Toddler Information Sheet. These schedules are kept for the teachers to use as a reference and provide general guidelines for care. This form will be updated monthly, as the children's needs are changing. This is a basic daily schedule of what a day in our infant classroom may look like. We will be working towards this goal over the next several months. In the Spring and Summer, we may be ready to transition to group naptimes. When that occurs, we ask that the Child's Day policy of not dropping off or picking up your child during those times be observed.

Please bring your child into the classroom no later than 9:00 AM. After 9:00 AM, the teachers become involved in the daily care of the children, making it difficult to pull away and properly greet a late arrival.



Child's Day Illness Exclusion Policy

The health of your child is of the utmost importance to us. Child's Day and Child Care Licensing requires that precautions be taken to safeguard the health of all children enrolled. This includes excluding children from attending with symptoms outlined below. **Please notify the school when your child is out sick and if a specific diagnosis is confirmed.** The school will notify families and staff about any illnesses.

Administrator or staff will ask parents at drop off how their child is feeling and if a child appears to be sick, it is also the Administrator or staff's responsibility to ask a parent to take a child back home if the child is deemed not well enough to be at school.

Teachers will also conduct health checks on each child during the day, which may include temperature checks. Admin/staff will question parents about scrapes, bruises, etc. that are visible. Child's Day does not employ a school nurse; therefore, any first aid administered, or medication given will be done by the child's teacher or administrative personnel.

A child who becomes ill at school will be removed from their classroom and cared for in a separate space by one caregiver until their parents are able to promptly pick them up from school. Children who are sick must be taken home within one hour of being contacted as we do not have facilities to care for sick children. If neither parent can be reached, other persons listed on your enrollment forms will be called.

In the event of illness, the following policies and procedures must be followed:

Symptom/Diagnosis	When Child will Be Sent Home or Excluded	When Child may Return
Fever	Has a tympanic (ear) temperature, or for infants under six months old, an axillary (armpit) temperature, of 100 degrees or higher OR has had a fever of 100 degrees or higher during the previous 24 hours	The child must be fever free for 24 hours without fever reducing medication before returning to school. The child must be well enough to comfortably participate in a group care setting.
Respiratory Symptoms	If child exhibits difficult or rapid, shallow breathing or severe coughing, the child shall be excluded from the program. If the child makes high pitched croup or barking sounds after he/she coughs, and the child is unable to lie comfortably due to continuous cough, the child shall be excluded from the program.	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious and the child can cope with the routine activities of group care.
Cold Symptoms Nasal Congestion Sneezing Watery eyes Cough	If accompanied by fever (see fever criteria above)	The child must be fever free for 24 hours without fever reducing medication before returning to school or with a doctor's note stating the child is not contagious. The child must be well enough to comfortably participate in a group care setting.

Symptom/Diagnosis	When Child will Be Sent Home or Excluded	When Child may Return
COVID-19	Child tests positive for COVID-19	Stay home for at least 5 days. If symptoms improve and fever free for 24 hours may return beginning on Day 6. Cough may linger for weeks. Day 0 is the first day of symptoms or the day of a positive test if asymptomatic.
Diarrhea	After 2 occurrences within a 24-hour period	When diarrhea subsides for 24 hours without medication or doctor's note stating child is not contagious
Diaper Rash	If sores are oozing and leak body fluid	When exclusion criteria are resolved
Active Head Lice	When live nits/eggs are present	When exclusion criteria are resolved and after first treatment is complete
Hand, Foot & Mouth Disease	When spots/bumps/lesions are noticed or present in the following areas: <ul style="list-style-type: none"> • Hands, feet & mouth • Diaper area • Thigh/legs 	The child must be fever free for 24 hours without fever reducing medication before returning to school. If lesions or spots are still present, the child must have a doctor's note stating when the child is no longer contagious.
Itching	If itching is suspected to be caused by any of the following: Scabies, Impetigo, or Ringworm	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious
Appearance or Behavior Changes, Lethargy, Irritability	If the child looks or acts differently, is lethargic, pale, lacking appetite, confused, irritable, or difficult to awaken, the child should remain at home for further observation. If the child is not able to participate in the daily activities and routine of school comfortably and safely, they should remain at home.	When child can participate comfortably in the routine activities of the program.
Mouth Sores	When sores cause drooling	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious.
Eye Discharge - Pink Eye (Conjunctivitis) - Allergies	Thick mucus or pus from eyes When discharge is noticed Pinkish/red swollen or irritated eyes	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious and has taken medication for at least 24hrs
Rash – Skin/Scalp	When unidentified rash is noticed and is accompanied by: <ul style="list-style-type: none"> • Behavior change • Persistent itching • Fever • Has oozing/open wound/sores • Child is unable to participate 	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious and return date
Chicken Pox	<ul style="list-style-type: none"> • When lesions are noticed or present 	When all lesions are dried and crusted. Typically takes 6+ days and doctor's return date

Symptom/Diagnosis	When Child will Be Sent Home or Excluded	When Child may Return
Strep Throat	If child has a positive strep culture	After at least 24 hours of antibiotic medicine and note with return date
Vomiting	After one occurrence within a 24-hour period. Gagging/minimal drool/spit-up due to excessive crying/anxiety does not constitute vomiting.	When vomiting subsides for 24 hours without medication and able to participate comfortably in the routine activities of the program.

For illnesses not specifically listed above, please refer to the Texas Department of Health and Human Services [School Communicable Disease Chart](#).

Your child's exclusion and readmission to the program is subject to review by their receiving classroom staff and/or a Director. If your child has a chronic illness or disability, please discuss a plan for reasonable admission/exclusion criteria with a Director.

The school will make efforts to notify your child's classmates of any illness in the classroom.

Child's Day Illness Reduction Policies and Procedures for Parents and Staff

Protecting the health of our teachers and the children in our care is our top priority. In order to help reduce illness in our school, the following procedures must be followed:

1. Parents should drop off and pick up children at the classroom door.
2. Parents should evaluate their child's health and any symptoms BEFORE heading to school daily to make sure they are able to attend.
3. Health checks will be taken before teachers or children enter the classroom at drop-off and throughout the day, which may include temperature checks.
4. Adult and child hands should be washed throughout the day including each time a child or adult enters the classroom, after toileting/diaper changes, before eating, after wiping noses, when returning from outside, and after group play activities.
5. Please refer to the illness exclusion policy and keep your child at home if they are sick. This is the best way to prevent the spread of illness in a group setting.
6. All areas of children's play will be properly sanitized as needed, mid-day and at the end of the day.
7. All children's toys will be properly sanitized daily. Toys that come into contact with children's mouths will be placed in a designated container to be properly sanitized.
8. Home toys will not be allowed to support health and safety policies; comfort items/lovies are okay.
9. Teachers do not warm up food to reduce food handling. Parents may want to consider using a thermos to keep lunch warm.
10. All children should bring 2-3 changes of clothes in Ziplock bags that are labeled with child's name to be used when needed.
11. All bottles, bottle caps, sippy cups, and water bottles from home used for feeding or drinks should be labeled with child's name.



PRESCRIPTION AND NON-PRESCRIPTION MEDICATION PROCESS

Do you need to drop off prescription medication (Amoxicillin, drops for eye infections, epi-pens, asthma inhalers, etc...) or over the counter medication (ibuprofen, acetaminophen, teething tablets, diaper cream, anti-itch cream, etc...) for your child?

ALL MEDICATIONS must be brought to the front office and a parent/guardian must complete a prescription or non-prescription medication authorization form. A doctor's authorization is required for all medications, even non-prescription medications. Classroom teachers **CAN NOT** accept medications from parents. Prescription and Non-Prescription authorizations forms are available in the front office.

I'm a parent dropping off medication...what should I do?

Please come to the front office any time **after 8:00 am** so that an administrator can receive the medication and give you the proper form to fill out. The medication needs to be in the original packaging with the original dispenser. If the prescription for the medication is on the box, you must bring in the box with the prescription.

Do I need to have a prescription from my doctor and are there any forms I need to fill out as a parent?

Yes, we must have a doctor's authorization to administer both prescription AND non-prescription medications. The doctor's authorization should include dosage and timing instructions. Prescription and non-prescription forms are available in the front office. A doctor's note is required for **ALL MEDICATIONS** excluding over-the-counter topical creams such as diaper rash ointment, anti-itch cream for bug bites, lotions, sunblock, etc... When in doubt, call the office for clarification.

Who are the admins that I can give my child's medication to? When will my child get their medication?

Michelle Perez (Director), Sheri Leonard (Assistant Director), Tina Guajardo (Assistant Director), and Lauren Sicarelli (Office Manager). After receiving the medication and making sure that we have all the required documentation, the administrator will bring the medication directly to the classroom where it will be stored in a medication cabinet or designated refrigerated area. Epi-pens are stored in insulated storage containers which are taken out to the playground.

What if no one is in the main office or in the Director/Assistant Director office?

Please wait in the front lobby area and call the school phone number. An administrator may be away from their desk but they typically travel with a portable phone and can meet you in the front office to receive any medications that you are dropping off. **DO NOT LEAVE UNATTENDED AND UNCHECKED MEDICATION IN ANY OFFICE OR ANY CLASSROOM.**

Why can't I give my child's medication directly to their teacher?

During drop off and pick up are busy times for our teachers as they visit with parents and supervise children simultaneously. It can be challenging to go over the required paperwork, ask clarifying questions, and secure medication in the midst of so much transition. For the safety of your child, we want to ensure that something as critically important as medication has a consistent and uninterrupted intake process.

INFANT INFORMATION SHEET

NAME _____

UPDATED _____ FOR MONTH OF _____

7:00 AM	NAP ROUTINE	_____
7:30 AM	_____	_____
8:00 AM	_____	_____
8:30 AM	FEEDING ROUTINE	_____
9:00 AM	_____	_____
9:30 AM	BOTTLE: HOW MUCH	_____
	HEATING METHOD	_____
10:00 AM	FORMULA OR BREAST MILK	_____
	IF FORMULA - NAME BRAND	_____
10:30 AM	_____	_____
11:00 AM	SOLIDS: HOW MUCH	_____
	TEMPERATURE	_____
11:30 AM	_____	_____
12:00 PM	DIAPERING ROUTINE	_____
12:30 PM	_____	_____
1:00 PM	WIPES	_____
	OINTMENT / LOTION	_____
1:30 PM	DRINKS FROM SIPPING CUP?	_____
2:00 PM	ALLERGIES OR DIETARY RESTRICTIONS?	_____
2:30 PM	_____	_____
3:00 PM	USE A PACIFIER?	_____
3:30 PM	SPECIAL NEEDS DURING EATING OR SLEEPING TIMES?	_____
4:00 PM	DIFFICULTY WITH PREGNANCY OR DELIVERY?	_____
4:30 PM	_____	_____
5:00 PM	OTHER CONCERNS?	_____
5:30 PM	_____	_____
6:00 PM	_____	_____

PARENT SIGNATURE _____

Please return this form to your child's teacher.



Sunscreen and Insect Repellent Permission Form

Dear Parents,

To protect the children from sunburn and insect bites during outside time, we recommend selecting one of the following options for sunscreen and insect repellent.

Please mark your preferred option, fill in any blanks, and return the form (and money) to your child's teacher as soon as possible.

Child's Name: _____

- I will participate in the purchase of a class set of "Hello Bello Organic Bug Spray" insect repellent and "Hello Bello Mineral" sunscreen. I give permission for my child to use this lotion. ***Please provide \$20 with this form if you select this option** Please note: Teachers will notify parents as classroom supplies need to be replenished throughout the school year.*

- I will provide my own sunscreen and insect repellent. I give my child permission to use the following products:
 - _____ (sunscreen)
 - _____ (insect repellent)

- I elect to opt out of both of these options. I do not give my child permission to use sunscreen or insect repellent.

Parent's Signature

Date

Parent's Printed Name

*According to Childcare Licensing, this form must be renewed every 6 months.



Please return this form
to your child's teacher.

Over The Counter Diaper Cream / Ointment Permission Form

Child's Name: _____

Today's Date: _____ Classroom: _____

*** (Note: this permission slip expires at the end of the school year) ***

I hereby give permission for Child's Day to apply the following brand(s) of over the counter diaper cream / ointment to my child as needed:

Diaper Cream/Ointment Brand Name(s):

If you'd like to OPT OUT, please check below:

- I do not want diaper cream applied to my child.

Parent's Printed Name

Signature

Date

CHILD'S DAY 2023-2024 CALENDAR

AUGUST 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August
 14 – 18 Closed – Staff Training
 21 First Day of Program Year

SEPTEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September
 4 Center Closed - Labor Day
 13 First PAC Meeting

OCTOBER 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October
 6 Early Dismissal @ 3:00 pm (ACL)
 9 Closed – Parent Teacher Conferences and Staff Training
 11 PAC Meeting
 13 Early Dismissal @ 3:00 pm (ACL)

NOVEMBER 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November
 8 PAC Meeting
 22 Early Dismissal @ 3:00 pm
 23-24 Closed – Thanksgiving

DECEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
^{24/} ₃₁	25	26	27	28	29	30

December
 25-29 Closed - Winter Holiday

JANUARY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January
 1 Closed – New Year’s Day
 2 Delayed Start - Open @ 8:30 am
 10 PAC Meeting
 15 Closed - Staff Training

FEBRUARY 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

February
 14 PAC Meeting
 19 Closed – Parent Teacher Conferences and Staff Training

MARCH 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
^{24/} ₃₁	25	26	27	28	29	30

March
 13 PAC Meeting
 29 Closed – Good Friday

APRIL 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April
 1-5 Week of the Young Child
 10 PAC Meeting

MAY 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May
 6-10 National Teacher Appreciation Week
 27 Closed – Memorial Day

JUNE 2024						
S	M	T	W	T	F	S
2	3	4	5	6	7	1/8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June
 19 Closed – Juneteenth

JULY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July
 4-5 Closed – Independence Day

KEY

- Center Closed
- Abbreviated Hours
- PAC Meeting
- Child’s Day Event
- First Day of Program Year

Important Note:
 Child’s Day will be closed for one week in August 2024 prior to the new program year for staff training and to prepare classrooms for the new program year.

