



Temple Emanu-El
Early Childhood Education Center

Parents' Guide

(Camp K'Ton 2017)

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Temple
Emanu-El

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Temple Emanu-El ECEC

Camp K'Ton

Session I

Monday, June 5, 2017 - Friday, June 16, 2017

Session II

Monday, June 19, 2017 - Friday, June 30, 2017

Session III

Monday, July 3, 2017 - Friday, July 14, 2017
(no camp on Tuesday, July 4 in observance of Independence Day)

Session IV

Monday, July 17, 2017 - Friday, July 28, 2017

Main Day Program

Monday through Friday, 8:45 a.m. – 12:45 p.m.

Extended Day Programs (optional):

Pre-Early Care: 7:30 a.m. – 8:00 a.m.

Early Care: 8:00 a.m. - 8:45 a.m.

After Care: 12:45 p.m. - 2:45 p.m.

Late Care: 2:45 p.m. – 6:00 p.m. (5:30 p.m. on Fridays)

School Year Plus (Full Day Program):

Monday through Friday 8:00 a.m. to 6:00 p.m. (5:30 p.m. on Fridays)

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Camp Philosophy

Camp K'Ton provides a FUN and DYNAMIC summer program, where your camper will gain memories that last a lifetime. Your child will experience a warm and nurturing environment where they feel comfortable exploring new ideas and experiencing new activities while being supported by our experienced and caring staff.

Camp Mission

Our mission is to promote self-esteem, sense of wonder, positive values, and a Jewish identity. In addition we foster personal growth through learning new skills, interacting with others, and planting the seed to establish lifelong friendships and memories.

Camp Curriculum

Judaic Orientation

The Judaic component of our school is all-encompassing. The school has a value system built upon the tenets of Judaism as practiced at Temple Emanu-El, a Reform Jewish institution. Shabbat, religious holidays, concepts of God, Torah, nature, love and concern for each other are all observed. Our goal is "To See the World through Jewish Eyes." We welcome the community, as well as our Temple membership to share in our school. Rabbi David Stern, Rabbi Debra Robbins, Rabbi Kimberly Herzog Cohen, Rabbi Dan Utley, Rabbi Amy Ross, Cantor Vicky Glikin and Cantor Leslie Niren, participate in the ECEC and we are grateful for their continuing interest in our children.

Gan Shalom – Garden of Peace

Gardening provides a tremendous opportunity for children to understand and explore the natural world, as well as learn first-hand the benefits of growing, harvesting, and eating healthy foods. It's called the 'people-plant connection', and every child deserves an opportunity to have access to this relationship. No activity better links young people to food and nature than gardening. The garden experience bonds children to the cycles of life and teaches them to understand where their food comes from. Is there any greater satisfaction – or "greener" activity – a child can experience than smelling a flower from his or her own garden, plucking a carrot from the ground, or digging new potatoes from warm soil? What can make parents happier than hearing their child tell them they want bell peppers for dinner?

Life Science

Exploration, questioning and discovering are very much part of a child's life. In a Life Science Program, children explore the fascinating habitats of a variety of living creatures and plants. Children investigate how to recycle organic waste and cultivate soil by composting worms. They also study the life cycles of a variety of insects and mammals.

Art

Children experience the process of creating art using a variety of materials. Children are provided with opportunities to mold and build with clay, create 3-D sculptures, and study an array of artists. This is an enriching and rewarding special class that boosts self-confidence and enhances the child's creative skills.

Yoga

Children engage mind, heart and body through a combination of children's literature and stretching.

Soccer

Our soccer coach will work with the children once a week.

Music

Our children are introduced to rhythm, movement, instruments and song. Each week children learn early childhood songs as well as songs for Shabbat.

Camp K'Ton Shabbat

An integral part of our children's week occurs on Friday at 9:10 a.m. The entire school joins together to welcome Shabbat each week in the sanctuary by saying prayers and singing a variety of Shabbat songs. Each Shabbat service is led by one of our clergy, a song leader and our Early Childhood Education Center Director. Parents are encouraged to attend. All classes are provided challah for snack following the weekly celebration.

Social Justice

As a school we value and encourage students to think about and do for others. Through school and community service, all Temple Emanu-El Early Childhood Education Center students learn to contribute to a community and experience a sense of commitment, responsibility and pride. Service responsibilities are designed to provide age appropriate, curriculum-rich experiences. Past service has included: lunch and entertainment for senior citizens, lunch for maintenance staff, recycling, and blanket collection for operation kindness.

Special Needs

Temple Emanu-El Early Childhood Education Center is committed to providing children with special needs (physical, emotional, social, behavioral) a safe, nurturing, stimulating and developmentally appropriate environment within our regular classroom setting. The Early Childhood Education Center's goal is to be inclusive and accommodate children with special needs which is determined on an individual case-by-case basis.

Discipline Policy

Our teachers provide guidance and encouragement, build self-esteem and correct misbehavior. Learning self-control is a slow, gradual process that is developmental in

nature. The goal of discipline is to teach children how to make good choices. Teachers are trained to use a variety of methods to reinforce discipline in the classroom and consider each child on an individual basis. Our teachers work with the children to define the problem and generate a solution or resolution.

Licensing and Accreditation

National Association for the Education of Young Children (NAEYC)

Temple Emanu-El is proud to be accredited by the National Association for the Education of Young Children (NAEYC) for having demonstrated compliance and excellence with nationally recognized criteria for high-quality early childhood programs. The accreditation process requires the highest standards in communication, classroom management and interaction with children, health and safety conditions, developmentally appropriate curriculum and classes with lower teacher/child ratios.

Our Early Childhood Education Center must conduct a self-study each year and every five years it is necessary to go through the process of reaccreditation. Only 8% of early childhood centers in the country reach the high standard needed to be accredited by NAEYC. Temple Emanu-El is committed to providing quality care of for children. More information about NAEYC and its criteria can be found by visiting www.naeyc.org.

State Licensing

Temple Emanu-El Early Childhood Education Center is licensed by the Texas Department of Family and Protective Services. Our school is inspected each year by this agency, the Dallas County Department of Health and Human Services and the Fire Department. The Early Childhood Education Center's policies are guided by the Minimum Standards set forth by the Texas Department of Family and Protective Services in coordination with the standards set by NAEYC. Copies of the State's Minimum Standard rules for Licensed Child Care Centers and Temple Emanu-El's most recent licensing inspection are available in the Early Childhood Education Center Office. More information about the Minimum Standards can be obtained at Child Care Licensing 214-951-7902 or www.tdprs.state.tx.us.

National and Local Associations

Temple Emanu-El Early Childhood Education Center actively participates in the Teacher Learning Center of the Jewish Federation of Greater Dallas and the Dallas Area Jewish Early Childhood Education Center Director's Council. Our Early Childhood Education Center Director is an active member of NAEYC, NAREA (North American Reggio Emilia Alliance) and ECE-RJ (Early Childhood Educators of Reform Judaism).

Camp Day

Arrival

Your child should be walked into the classroom every day; there is no carpool line.

The following are some important things to remember upon your arrival at the Camp K'Ton:

- Immediately prior to entering the classroom, each child and adult must wash his/her hands with soap and water in accordance with NAEYC requirements.
- Parents must sign in with the time, every day, on the attendance sheet posted next to the classroom door.

Dismissal

Your child must be picked up in the classroom at dismissal time; there is no carpool line. Your child must have an emergency card in the ECEC office with a list of people authorized to pick-up your child. Parents must notify the school in writing if someone not on the carpool list is picking up their child. Any people not known to the teachers or office personnel must present valid identification and must be on the carpool list.

Pick-up time for the main camp day is 12:45 p.m., for After Care—2:45 p.m. and for Late Care—6:00 p.m. (5:30 p.m. on Fridays).

- Parents must sign out with the time, every day on the attendance sheet posted next to the classroom door.
- The office must be notified if someone other than those listed on the carpool form is picking up a child; this person must present a valid identification prior to leaving with the child.
- **It is imperative that your child be picked up on time. If a child is not picked up at the scheduled time, to keep our teacher /child ratio within standard, he/she will be removed from the classroom and will be waiting in the ECEC office.**

Security/Safety

At Camp K'Ton, our children's safety and security are of the utmost concern. There are several security measures in place that will help us to take care of and protect our children. These security measures include:

- **Self-Locking Doors:** All doors inside and out leading to the TE-ECEC are self-locking and entrance is only accessible with the use of a security badge. Should you notice the doors unlocked at any time please notify the office immediately.
- **Badges:** Each parent will be issued a security badge. These badges must be worn at all times. If your badge is ever lost or stolen, please report it to the TE-ECEC immediately. We will have the badge deactivated so it cannot be used by an unauthorized person. New families will be issued TE badges at orientation.

- **Cameras:** Every entrance to the building as well as the playground areas are being monitored by a video surveillance camera.
- **Security:** An armed police officer will be on site during all hours of Early Childhood Education Center operation. This officer will be stationed at the entrance to the ECEC. An additional security guard will move throughout the grounds maintaining high visibility while carrying a radio which affords instant communication with the Early Childhood Education Center office and others.
- **Intercom System:** There is an intercom system in all Early Childhood Education Center rooms which allows instantaneous two-way communication between the rooms and the ECEC office.
- **Parking Lot:** We ask that you use extreme caution while driving and walking through the Early Childhood Education Center parking lot to provide safety and security for children and their adults as they enter/leave the Early Childhood Education Center during the day. Children should always be escorted in and out of the building by an adult. **Cell phone use is not permitted while driving in the parking lot.** The speed limit is **10 mph.**
- **Emergency Backpack:** Each classroom maintains an Emergency Backpack which includes a variety of items necessary in case of an emergency. The Emergency Backpack will be carried with the teachers whenever they leave their classroom with their students to go to places such as specials classes and outdoor areas.

Visitors

Temple Emanu-El has an open-door policy for all parents to visit their child(ren) at any time. In order to ensure the safety of our children, friends and relatives of the family who drop by the TE-ECEC may visit only with written consent given to the TE-ECEC office from a parent or guardian. All visitors must check-in and check-out in the Temple Emanu-El ECEC office.

School Closings

In case of inclement weather, the decision concerning closing will be made by the Temple Emanu-El Early Childhood Director in coordination with the Executive Director of Temple Emanu-El. When major area public schools close for weather reasons, the TE-ECEC will most likely be closed as well. Parents will NOT be called by teachers or staff. Announcements will be made on KXAS Channel 5, KRLD Radio (1080 AM), and on the Temple Emanu-El website at www.tedallas.org.

Weather Drills

Fire and severe weather drills are conducted periodically to make sure that our children are prepared for an emergency and that the building can be vacated within a minimum

of amount of time. Temple Emanu-El maintenance and office staff immediately converge on the ECEC area to assist as needed.

Attire

Students should be dressed appropriately for an active day of work and play. Their clothes should be comfortable and easily managed by the child in order to encourage independence and self-help skills. It is strongly suggested that children wear closed-toe shoes for safety. Students have the appropriate clothes to play outdoors. An extra set of clothing, including socks and underwear, should be stored in the classroom at all times.

Health

Sick Child Policy

It is the policy of Temple Emanu-El ECEC that children who have a temperature of 100.0 or higher be sent home and cannot return the next day. **A student must be 24 hours fever free (without fever reducing medication) before returning to school. In addition, if your child continues to have symptoms (severe coughing, sore throat, infectious runny nose, body aches, chills and or fatigue) after the 24 hour fever free waiting period, they must remain home until all symptoms are gone.** During flu season many students testing positive for Type A flu are being advised to stay home for 7 days. It is extremely important that you follow your health care provider's instructions regarding returning to school, even if your child is feeling 100% well. Please do not send your sick child to school. The children's health is of the utmost importance to us.

Children will be sent home if they have 1 episode of vomiting or 3 episodes of diarrhea and they may not return the next day to school. **A student must be 24 hours vomiting and/or diarrhea free (without symptom reducing medication) before returning to school.**

If a child is diagnosed with a contagious illness such as pink eye (conjunctivitis), chicken pox, strep throat, Fifth's Disease, or any undiagnosed rash, sore, etc. admittance back into school will not be allowed until a pediatrician has confirmed that the child is no longer contagious. A letter will be sent home informing the parents of the existence of the contagious illness in their child's age cluster.

Children who become ill in school will be kept in the school nurse's office or TE-ECEC office, if possible and age appropriate, until a parent/guardian or individual on the emergency list can be contacted for pickup. The nurse or office staff will help the child get settled depending on the needs of the sick child. The nurse or office staff will stay with the child to ensure the child is comfortable until they are picked up by an appropriate adult.

Children who are well enough to come to school should be well enough to play outdoors. We are unable to accommodate children who must remain indoors. It is possible, however, to be seated outdoors to avoid strenuous activity following an illness.

PLEASE KEEP YOUR CHILD'S EMERGENCY CARD UPDATED AT ALL TIMES!

Biting Policy

We are always upset when we experience biting in our toddler and two year old classrooms. Even though we know that it is entirely developmentally appropriate when toddlers and twos bite, we want any child who bites to learn more appropriate behavior. Biting happens for several reasons:

- when children are crowded in one area
- when children become frustrated because of a lack of appropriate language and resort to biting.
- sometimes it is because of sensory issues

In order to avoid biting we take these reasons into consideration when developing a plan. We watch for overcrowding and redirect children when this occurs. We work with children on language development to help them use their words to express frustration. We also provide many sensory activities such as water play, play dough, and textured materials and such to compensate for any over and under sensory sensations that they may be expressing.

When it comes to biting, here is what you can expect from us:

- We will put children's safety first and provide appropriate first aid as well as comfort to any child who is bitten.
- We will help the children in our program learn not to bite.
- We will have current information and resources on biting for you.
- We have teachers with adequate knowledge and training to deal appropriately and effectively with biting.
- We will tell you what specific steps are being taken to address biting and explain the reasoning behind those steps.
- We will keep your child's identity confidential if he or she bites. This helps avoid labeling or confrontations that will slow the process of learning not to bite.
- We always call the parent of the child who is bitten as well as the biter's parents.
- An incident report will be completed for the bitters parents as well as an accident report for the child that was bitten.

First Aid and Medication

Any medicine (prescription and over-the-counter) must be brought to the Early Childhood Education Center nurse's office. The medication must be in its original container. The ECEC nurse or office staff will administer medication to a child only if the

required authorization form has been completed and signed by the parent or legal guardian. The medicine will be kept in a lock box in the nurse's office.

For those children with life-threatening illnesses requiring the immediate use of certain medication (EPIPEN, Benadryl, etc.), the ECEC office will provide a lockbox to be kept in the child's classroom and in the office. This lockbox will contain the medication, directions for its use and the proper medical authorization form which must be signed by a parent. When the medicine is administered to a child, the teacher must complete the medical authorization form. Some teachers may need to carry a child's medicine with them at all times.

Outdoor Play Protection

Sunscreen or sun block with UVB and UVA protection of SPF 15 or higher may be applied to exposed skin for sun protection. Alternatively, children may wear sun-protective clothing or play in the shaded areas of the playground.

Insect Repellent with DEET may also be applied no more than once a day. Written parental permission is required for application of sun protection and/or insect repellent.

Parents should apply sunblock and insect repellent prior to arriving at camp.

If the National Weather Service has posted an Air Quality Index Alert of level Yellow, Orange or Red, children will not be permitted to play outside.

If the outdoor temperature is below 32 degrees or above 100 degrees, children must remain indoors. Be sure that all children are dressed appropriately for the weather.

Immunizations

All children *must* have a current medical form on file and immunization records must be current in order for children to begin and remain in camp. A separate health statement must also be signed by the pediatrician.

Classroom and Visiting Pets

Your children visit the Living Science room in conjunction with Gan Shalom (Garden of Peace). Since there are a variety of animals, our first priority is the safety of the children and the animals, therefore, teaching staff supervise all interactions with the animals. The children have the opportunity to touch the soft furry animals and observe the reptiles. A classroom pet or visiting pet is an opportunity to teach children how to safely approach and care for the animal, how to be respectful to the animal and how to practice safe hygiene by washing hands after touching the animal or any items used by the animal.

Teaching staff supervise all interactions with the animals. All school animals are under the care and supervision of a veterinarian and receives a health certificate as specified by the Department of Health.

Food

Nut Sensitive Policy

The Early Childhood Education Center has implemented a strict nut sensitive environment for the entire school. A number of our children have a life-threatening nut allergy. All food (including snacks and lunches) brought into the classroom will be screened. Please read ingredient labels carefully and do not serve foods containing the following:

- **Traces of nuts, peanuts, tree nuts (almonds, walnuts, etc.)**
- **Peanut or other nut oils**
- **Peanut or other tree nut butters**
- **Hydrolyzed vegetable protein**
- **READ LABELS on any bakery or grocery store muffins, cakes, cookies, etc.**
- **Anything containing “may be assembled in a facility that also processes peanut or other nut products” on a line above or below the ingredient list on a food label**

Any food items that do not adhere to these guidelines cannot be served to the child and will be returned home. The child must be offered an appropriate food item in its place.

Kosher-style Policy

Please do not bring any pork products, shellfish or foods with animal fat content into the Temple building.

Any food items that do not adhere to these guidelines cannot be served to your child and will be returned home. Your child will be offered an appropriate food item in its place.

Unsafe Foods Policy

According to NAEYC the following foods cannot be served to our students at any time:

- Nuts (refer to nut-sensitive policy)
- Hot dogs, whole or sliced into rounds
- Whole grapes
- Popcorn
- Raw peas
- Hard pretzels of any size
- Chunks of raw carrots and meat larger than can be swallowed whole.
- Chicken tenders, fish sticks and other foods should be cut into ½” square pieces.
- Only whole milk can be served to children of ages 12 months to 24 months.

Morning Snack

Morning snack is provided by the ECEC and strictly adheres to the Nut sensitive policy and Kosher-Style policy as described above. Prior to serving snack, teachers and

children will wash their hands according to NAEYC criteria (see appendix). Once children are served, teachers sit with the children during their snack time.

Lunch

All lunches must strictly adhere to the Nut-Sensitive policy and Kosher-Style policy as described above. Parents must provide lunch for their children every day in a lunch box or lunch bag labeled with the child's name. All foods and beverages brought from home are labeled with the child's name and the date. The children will be given water to drink if needed.

The following foods must be kept cold prior to serving: meat, poultry, fish, egg, milk, cheese, yogurt, fresh fruit or vegetables, or opened cans of fruit or pudding. These foods should be kept cold by (1) bringing foods in an insulated lunch bag with a frozen gel pack or a frozen juice box; (2) freezing sandwiches overnight (they will thaw by lunchtime, but stay cold until then.); (3) packing foods in a cooler with ice or other cold source.

Food is served at room temperature.

Any food items that do not adhere to the Nut-Sensitive, Kosher-Style or Unsafe Foods policies will not be served to your child. Your child will be offered an appropriate food item in its place.

Afternoon Snack

TE-ECEC will provide the snacks for children who stay later than 3:00 p.m. in accordance with the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) guidelines.

Infant Food Program

Infant teachers will feed children based upon schedules submitted by parents.

Temple Emanu-El Early Childhood Education Center actively supports breastfeeding. Mothers may come to the Early Childhood Education Center to feed their babies directly. The rocking chair in the room provides a comfortable place to breastfeed their infant. Mothers may also provide their breast milk in ready-to-feed sanitary containers. The container should be labeled with the infants name and date. It may be stored in the refrigerator for no longer than 48 hours (or no more than 24 hours if the breast milk was previously frozen. Staff will gently mix, not shake the milk, before feeding to the baby.

In addition,

- Bottle feedings should not contain solid foods unless required by the child's health care provider.
- Any formula or breast milk not consumed within one hour will be discarded or refrigerated.

- If requested, staff will warm the formula or breast milk in hot tap water (to no more than 120 degrees) for no more than five minutes or in a bottle warmer.
- Formula or breast milk will not be warmed in the microwave.
- Cow's milk is not served to infants younger than 12 months.
- Infants younger than six months are not offered solid foods or fruit juices unless that practice is recommended by the child's health care provider and approved by the family.
- Formula and infant food must be in a factory sealed container and prepared according to the manufacturer's directions.

[Birthday Celebrations](#)

Parents can arrange with the teachers to celebrate their child's birthday at camp. Classes will make a special treat to help each child celebrate their special day

[Challah \(Braided Bread\) on Fridays for Shabbat](#)

Every Friday that school is in session, a fresh challah will be delivered to the classroom for snack.

Communications

[Weekly Teacher Letter/Shutterfly](#)

Parents will receive at least a weekly letter from the child's teachers via email or Shutterfly. This letter will include information about the camp, upcoming events, and other parent reminders.

[Weekly ECEC Newsletter – The Buzz](#)

The TE-ECEC office will issue a weekly newsletter detailing upcoming events and activities, policy and procedure changes and reminders, Parents' Association activities and Temple Emanu-El activities of interest to the TE-ECEC families.

Staff

The TE-ECEC has a wonderful staff of dedicated classroom teachers, specialist teachers, enrichment teachers and administrative support.

[Teachers](#)

Our experienced staff of teachers is sensitive to the needs of young children. The staff is required to participate in continuing education programs throughout the year and certified in CPR and first aid every two years as required by law. Teachers are always available to discuss a child's needs.

Atelieristas and Specialists

The TE-ECEC Main Day program is enhanced by the expertise of our atelier and specialist teachers. These teachers offer in-depth extension of the curriculum for the teachers and students.

Administrative

The Temple Emanu-El ECEC is led by Shelly Sender, Early Childhood Education Director. Shelly has an extensive background in education, early childhood disorders and child psychology. She has a wealth of experience in education administration and directorship. In 2006, Shelly was the recipient of the Grinspoon-Steinhardt Award for Excellence in Jewish Education.

Steering Committee

Temple Emanu-El's ECEC Steering Committee is comprised of Temple members, parents and educators all dedicated to the mission and philosophy of the Temple Emanu-El ECEC. The committee meets on a regular basis to discuss the operations of the school and to plan for its future needs. Policy guidelines and procedures are reviewed by the committee and recommendations are made for implementation to the Board of Directors of Temple Emanu-El.

Financial Policies

All camp tuition is due in full prior to the start of camp unless you are have a school year plus student.

School Year Plus for Summer

School Year Plus is an August - May commitment with an option to add June and July. SY+ includes on Mondays through Thursdays, from 8:00am to 6:00pm and on Fridays from 8:00am to 5:30pm. Tuition listed for SY+ is per month. School Year Plus excludes:

- Designated national and Jewish holidays (Shavuot, Memorial Day and the Fourth of July)
- Staff development days
- A late charge of \$1 per minute will be added to you bill for late pickup.
- Habitual late pick up may result in withdrawal from the late care program.

We are required by law to inform you of licensing practices as follows:

Appendix A: Emergency Action plan

The following emergency action plan includes the following emergency incidents.

Severe Weather Drills

Earthquakes, Tornados, Hurricanes

Severe weather drills are conducted four times a year to make sure that our children are prepared for an emergency and that the building can be vacated within a minimum of amount of time. Temple Emanu-El maintenance and office staff immediately converge on the TE-ECEC area to assist as needed. Children and staff will proceed to hallways adjacent to rooms 136-140 and through the glass doors.

Fire Drills

Fire drills are conducted four times a year to make sure that our children are prepared for an emergency and that the building can be vacated within a minimum of amount of time. The fire alarm will activate when fire is in the building.

The school administrator will:

- notify 9-1-1
- notify operations manager

The school staff will:

- supervise evacuation according to the Emergency Evacuation Plan posted in very classroom.
- close doors upon evacuating
- take roll books and take roll at evacuation site, and
- report missing students to the School Administrator.
- Staff members are assigned to designated classrooms to assist on evacuation children 2 and under or need special assistance. Infants are placed into evacuation cribs and/or carried. Children/Special needs are carried or escorted to safety.

All staff and children will evacuate to the North Field adjacent to the parking lot.

Re-occupy building when ordered to do so by administrative staff.

Bomb Threat

In most cases, threats of a bomb or other explosive device will be received by telephone.

- Attempt to gain as much information as possible using the “Bomb Threat Checklist” in *Appendix C*. Do not hang up on the caller.
- Immediately notify the School Administrator and alert them to call 9-1-1 and provide:
 - Name
 - Call back phone number
 - Exact street location with the nearest cross street
 - Nature of incident
 - Number and location of people involved and/or injured
- Instruct all staff to turn off cellular devices and radios.
- Sound the fire alarm to evacuate all involved buildings.
- Secure all campus exits to prevent re-entry to buildings.
- Follow directions from the Dallas Police Department (DPD) and administrative staff.
- Re-occupy buildings when instructed to do so by the Dallas Police Department.

Gas Leak

The person detecting the odor of natural gas will:

- Notify the School Administrator
- Administrator will notify operations manager
- Determine where the odor of gas is emanating from (a particular room or area, inside or outside the building).

The Operation Manager will:

- Immediately call 9-1-1 and notify Operations Manager and provide:
 - building address,
 - site name,
 - description of the odor, and
 - location of the odor.
- If ordered to do so, evacuate the building, we will evacuate to the Pecan Grove, which is adjacent to Northwest Highway.

If the gas odor emanates from outside the building, close all windows and doors and remain inside. Follow the instructions of the Operations Manager.

Notify the gas company

Lockdown: Active Shooter

Administrator will announce “our code” over intercom to begin lockdown procedures

School staff should move students into classrooms and buildings and call 9-1-1.

Lockdown procedures including locking doors, covering windows, turning off lights, and seeking cover under or near furniture and away from windows.

Take roll and identify all students and staff in the classroom.

When all is clear “our code” will be announced over intercom.

Medical Emergencies

In the event of a medical emergency, school staff should calmly and carefully assess the situation and immediately notify 9-1-1. School staff should follow directions given in the first aid flip chart and only take those measures which they are qualified to do. When handling medical emergencies, latex or rubber gloves must be worn at all times.

Bleeding

Apply direct pressure to the wound.

Maintain the pressure until the bleeding stops.

If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.

If limb appears to be broken, minimize the movement, but take appropriate actions to stop the bleeding.

Shock

Take necessary actions to keep the individual’s body temperature as close to normal as possible.

Do not attempt to move the victim unless there is an apparent threat to life.

Stay with the victim until 9-1-1 arrives on-scene.

Choking (*American Red Cross, Adult CPR/AED Skills Card*)

- Stand behind the individual who is choking.
- Perform CPR
- Repeat until the object comes out, the person can breathe or cough forcefully, or the person becomes unconscious.

Note: If a child is removed from the site by ambulance, an appropriate staff member should ride along to provide comfort and notify the parents/guardians.

Intruder on Campus

A campus intruder is defined as an individual who loiters or creates disturbances on school property. If an intruder is found on campus:

- Assess the situation and if it appears safe to approach the intruder, greet the individual in a polite and non-threatening manner.
- Identify yourself as a school official.
- Ask them what his/her purpose is for being on campus.
- Advise the intruder of trespass laws.
- Ask the intruder to quietly leave the campus or invite him/her to accompany you to the office.
- If the intruder refuses to respond to your requests, inform him/her of your intention to summon law enforcement officers.
- If the intruder gives no indication of voluntarily leaving the premises, call 9-1-1 and provide a description and location of the intruder. Notify staff to lock down.

If an intruder appears on school grounds during outdoor play:

- Outdoor staff should immediately notify the School Administrator and guide all students into the building.
- Lock all doors and windows.
- Wait for further instructions from school administrator.

In the event the perpetrator(s) is inside a classroom:

1. Staff should take a leadership role and perform the following actions:
 - Calm, reassure, and quiet others (students/staff).
 - Staff actions will influence others.
2. Staff should attempt to actively diffuse the situation:
 - Attempt to quietly move students away from the perpetrator.
 - If deemed safe to do so, staff should approach the perpetrator in a calm, non-confrontational manner and ask him/her to leave the campus.
3. If the perpetrator leaves the classroom, staff should immediately block the door using whatever is available (desks, file cabinets, books, or other furniture)

Appendix B: State of Texas DFPS: Parents' Guide to Day Care



▶ [Versión en Español](#)

▶ More info at your [Child Care Licensing Office](#)

▶ Child Care Information line 1-800-862-5252

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Dear Parent:

When you choose licensed day care, you and your family join your child in new experiences and relationships. You, the day-care director, child-care staff, and other people in the day-care center have a responsibility to protect the health, safety, and well-being of your child. The Texas Department of Family and Protective Services, Licensing Division, is part of this partnership, too.

Minimum standards require your day-care provider to give you a copy of this pamphlet. You need to sign the receipt form to verify that you have received it and discussed the material with facility staff.

[What is day-care licensing?](#)

The Licensing Division was established by law to regulate child-care facilities to help protect the health, safety, and well-being of children in care.

With the assistance of child-care providers and experts in areas such as child development, early childhood education, fire safety, health, and sanitation, the Licensing Division develops minimum standards.

Licensing staff inspect day-care centers, private kindergartens and nursery schools, some unaccredited private schools, group day-care homes, and drop-in care centers to be sure that minimum standards are met. The staff also investigates complaints about violations of the minimum standards and the child-care licensing law.

Your day-care facility is responsible for meeting minimum standards. Many day-care programs exceed these requirements. Licensing does not regulate day-care fees, collection policies, or the kind of learning program your day-care facility offers. Each facility has its own special personality and approach to educating and caring for children. Parents can choose the kind of program that best meets the needs of their child and family.

[It is important for you to know](#)

When you visit a day-care facility, ask to see the license. The license means that the day-care facility met the minimum licensing standards the last time it was inspected for such things as fire, sanitation, and safety; the number of child-care staff required; staff qualifications; and requirements for special services.

Minimum standards prohibit persons who have been convicted of certain crimes from having contact with children in care.

Compliance with minimum standards does not guarantee high quality child care. They are called "minimum standards" because no one is allowed to operate below these standards.

A copy of the minimum standards is available for you to review at your day-care facility. You can also request a copy of these standards from your local day-care licensing office. A list of these offices may be found on the DFPS website: **www.dfps.state.tx.us** or by calling the Child Care Information Line at 1-800-862-5252.

Establish a good relationship with the day-care facility

Spend time at the day-care facility before you enroll your child. Ask questions about the program and observe the activities. Make sure the day-care facility has all the information needed about your child and family to provide good care.

Work with the staff of the day-care facility you choose. Parent involvement is an important part of a successful experience with day care.

Read all the material the day-care provider gives you. In addition to material required by licensing standards, each facility has its own policies and requirements. It's important that you understand these requirements before you enroll your child. It's equally important, once your child is in care, to read the notices, special requests, notes, and other materials the day-care provider sends home.

Drop in occasionally during the day to observe how your child interacts with staff and other children, and get a good picture of the day-to-day activities at the center. Be careful not to disrupt activities.

Keep your side of the bargain. Pick up your child on time.

Discuss concerns with the day-care director. Be aware that the teacher's main responsibility is working with the children. Don't be offended if the teacher can't spend much time talking with you when you drop off or pick up your child. If you need more time to talk about your child, set up a conference.

It's important to let the day-care facility know about things at home that may affect how your child is doing in day care.

When your child starts day care

Remember that it's normal for a child to have some fears and misgivings about starting day care. Children need time to get used to new situations. Prepare your children for the change as far in advance as possible. Discuss their concerns. If you're enthusiastic, chances are they soon will be, too.

Depending on their ages, some children will temporarily "act out" their feelings by clinging to you and refusing to let go, forgetting their toilet training, having bad dreams, sucking their thumbs, or other such behavior.

Work with the day-care director and your child's teacher on this.

Talk things over with your child

Make an opportunity each day to gently ask questions when your children are quiet and feeling secure and protected. Share their excitement about new friends, new skills, and new abilities; listen to their concerns; and give them a chance to boast about their achievements.

Parent responsibilities

The day-care facility must get certain information and records from parents to ensure the child's health and safety, handle emergencies, and meet minimum standards. If you do not provide this material, the day-care facility will not be in compliance with the minimum standards.

Complete an enrollment form that includes basic information about your child; telephone numbers where you can be reached during the day; authorization for emergency care for your child; and written permission for swimming, other water activities, and transportation services.

Tell the caregiver about any special concerns or needs, including allergies, medical history, and current medications.

Give the day-care facility a copy of your child's immunization record showing immunizations against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, Haemophilus influenza type b, Hepatitis B and varicella. In some parts of Texas, a tuberculosis test report and Hepatitis A vaccine is also required. For school-age children, you can sign a statement that these records are on file at the school.

Provide a doctor's statement that your preschool child is physically able to participate in the day-care program.

Inform the day-care facility in writing about who is permitted to take your child from the facility. Generally, the day-care facility may only release your child to you or to an adult you designate.

The facility may allow a school-age child to leave the facility alone or allow an older brother or sister to pick up a child if you request this in writing. The facility is only allowed to do this when all safety considerations have been met.

Make sure that child-care staff know the child has arrived. Make sure that staff are aware when you come to pick up your child. Don't leave your child at the front door, and never leave your child at the facility before opening or after closing.

Other requirements must be met if the day-care provider gives medication to your child, if your child is an infant, or if your child needs special care or a special diet.

What happens if your child is ill or injured?

The day-care facility is not allowed to admit a child who seems to be sick unless a doctor or nurse gives approval in writing. This may cause problems for parents, but it is necessary to prevent a sick child from infecting other children.

If your child has been absent because of a contagious illness, the day-care facility must follow guidelines concerning when the child can return to day care.

If your child appears seriously sick or injured while at the center, the caregiver must call you immediately. It's important that you pick up your child as soon as possible.

If your child needs immediate medical attention, the center must call your child's physician, take the child to the nearest emergency room or minor emergency clinic, or call for an ambulance. This is why the day-care facility must have your authorization for emergency medical care.

Liability insurance requirements

Ask the day-care director whether or not the facility carries liability insurance. Texas law requires day-care facilities to carry liability coverage in the amount of \$300,000 per occurrence to cover a child when the child is in care of the facility.

Liability insurance coverage is not required if the insurance cannot be secured due to financial reasons; if the licensee is unable to locate an underwriter willing to issue a policy; or if the current policy limits have been extended. You are to be notified, in writing, that the coverage is not available.

Take a good look

As you become more familiar with your child's day-care program, you will see many strong points. Almost all day-care facilities strive to provide a warm, loving, safe, and healthy environment for children. Look for these characteristics, but also be aware of warning signals that tell you something is wrong.

Feel secure when you see that:

- the facility welcomes you to visit any time, and you are invited to observe the class or participate in activities.

- staff are alert and involved with the children.

- staff seem warm and interested in the children. There is spontaneous laughter, hugging, and eye-to-eye contact.

- staff are gentle, but firm when necessary.

the facility is clean and attractive.

your child is relaxed and happy after the initial adjustment period.

your child seems physically well cared for. Staff inform you of minor accidents and tell you when your child doesn't feel well.

children seem involved with constructive activities, and they get individual attention.

Be seriously concerned when you see that:

parents are not encouraged to visit the facility.

children are left without direct adult supervision.

adults spend much time scolding, ordering, and yelling at children.

adults are physically rough with children or allow rough play.

the building is dirty, or you see unsafe conditions.

your child is unhappy about being left at the facility, and this doesn't improve with time.

a child comes home bruised or injured, and the center can't explain what happened. (The child may not remember minor bruises and scrapes received when playing, however.)

children seem aimless, bored, angry, or frustrated, or there are too many children to supervise.

When things aren't going well

You may find yourself displeased about something that has happened at the facility. Talk about these things with facility staff. There may be a misunderstanding that can easily be resolved.

If the situation isn't resolved and you believe minimum standards are not being met, call the local day-care licensing office. They will handle your call discreetly.

A licensing representative will investigate your complaint. The licensing representative may need to interview you and your child and may also interview other children at the facility.

If the licensing representative finds that a standard has been violated, the facility will be notified and a time set for the facility to correct it.

Licensing staff may revoke a license if a facility doesn't meet minimum standards. The department does not take action to revoke a license unless children are in immediate danger or the licensee refuses to comply with standards.

If you suspect child abuse

Most day-care facilities, like most parents, take good care of children. Child abuse is rare, and it is very unlikely that anything like this will happen to your child.

If you do suspect that your child has been abused or sexually molested, report the situation immediately. Use the toll-free Child Abuse Hotline number 1-800-252-5400 or 1-512-834-3784 to report abuse or neglect that has occurred in Texas. The situation will be investigated immediately, and you will be given referrals or recommendations for help for your child and family.

Should agency staff interview or examine your child during an abuse investigation, a reasonable effort will be made to notify you within 24 hours after the interview or examination.

Parents who suspect or believe that their child has been abused in day care sometimes remove their child from care, but don't report the problem. This leaves other children in danger. State law requires everyone, including day-care providers, to report suspected child abuse or neglect immediately.

Immunity

When people make a report of suspected child abuse in good faith, they are immune from any liability. When the department investigates a complaint, the identity of the complainant is not revealed.