

## Welcome to Scurry Community Services, Inc.

Scurry Community Services is a non-profit corporation begun as Snyder Child Day Care Center in 1971 to care for the children of parents who are working or attending school. The Head Start program was added to our agency in 1991. It is a federally-funded program for children 3-5 years of age. The Early Head Start program for children birth to age 3 was begun in 2001.

We are governed by a Board of Directors made up of local citizens and parents who volunteer their time to oversee the delivery of high quality services to children and families. The Head Start and Early Head Start programs also require a Policy Council made up of parents and interested representatives from the community to share the responsibility with the Board. Any parent interested in serving on either of these should speak to the Executive Director.

The day-to-day operation of the Center is the responsibility of the Executive Director, Angela Stowe. If you have any questions or comments, you can call her at 573-7403 and/or set up an appointment to come in and speak to her.

All custodial parents/guardians are welcome at the Center at any time we are open, to observe your child, the center's operation or program activities (prior approval is not required). We encourage all parents/guardians to participate in our program by volunteering in the classrooms, serving on committees, helping teachers with activities, giving ideas for classroom activities or menu ideas, etc.

Scurry Community Services is licensed by the State of Texas and complies with the Minimum Standards for Child Care Centers (a copy is located in the Administrative Office for parents' use) and monitored by the Texas Department of Family and Protective Services. The office for our area is located at 3610 Vine St., Abilene, TX 79602 and the phone number is 325-691-8228.

The Head Start and Early Head Start programs are monitored by the U.S. Department of Health and Human Services, Administration for Children and Families and must comply with the Head Start Performance Standards (a copy is located in the Administrative Office for parents' use). The office for our area is located at 1301 Young St., Room 937, Dallas, TX 75202 and the phone number is 214-767-8860.

Snyder Child Day Care Center is a Texas Rising Star Vendor for the state-funded child care assistance program, CCPO. This program helps parents with their child care fee if the family qualifies based on their income and must be working or attending school. The Texas Rising Star program is awarded to Centers that go above and beyond the Minimum Standards for Child Care. The CCPO office for our area is located at 400 Oak St., Abilene, TX 79602 and the phone number is 1-800-542-4045. Snyder Day Care is a Scurry County United Way agency.

Scurry Community Services also participates in the US Dept. of Agriculture's Special Nutrition Program to assist the agency in providing quality, nutritious meals to the children. The standards we are required to follow for this program are located in the Administrative Office. The Texas Department of Agriculture Food and Nutrition Division monitors our agency and is located at PO Box 12847, Austin, TX 78711 and the phone number is 512-463-7476 (for Hearing Impaired: 1-800-735-2988). The information regarding Civil Rights is available to parents on the "And Justice For All" poster located outside the Administrative Office and in the Cafeteria.

A Parent Board is set up just inside the main entrance door. The items made available include, but are not limited to: the most recent Licensing Inspection Report, current Health and Sanitation Inspection, Gas Line Test, Fire Safety Inspection, CCPO monitor report, list of current employees and regular substitutes, the Abuse Hotline Number and Website, as well as other items we feel may be of interest to parents, staff and visitors at our center.

The following policies stated in this handbook have been approved by the Board of Directors and Policy Council. Any changes or updates that need to be made will be presented to the Board and Policy Council for their approval, then given (in writing) to all parents/guardians and staff and included in the Handbook that is given to new families and staff.

In accordance with federal law, Scurry Community Services, Inc. will not deny services or discriminate in any way against any person because of race, color, national origin, sex, age, religion, disability, or political beliefs.

## **ENROLLMENT REQUIREMENTS**

All of our programs require the following items for enrollment:

- Proof of Income
- Certification Letter of Public Assistance (ex: TANF, Food Stamps, Medicaid, SSI)
- Proof of Residence
- Household Members
- Proof of Child's Birth Date
- Child's Immunization Record

Children will be placed on the waiting list if there are no openings.

The Day Care enrollment is based on "first come, first serve".

Head Start and Early Head Start enrollment is based on children with the highest Criteria Points determined on information given at the time the child is placed on the waiting list.

## **ATTENDANCE**

We are required by the Texas Department of Family and Protective Services and Head Start Performance Standards to keep a record of each child's absences and the reason for the absence. PLEASE notify the center if your child must be absent for any reason. 3 tardies will equal 1 absents. After 3 days of unexcused absences, we will call to check on the child. If your child has more than ten unexcused absences, we will schedule a meeting with the Executive Director to discuss the possibility that another child may have a greater need for the slot than your child.

## HOURS, DAYS AND MONTHS OF OPERATION

The Scurry Community Services Center is open from 6:30 am until 6:00 pm Monday through Friday. Scurry Community Services will be closed for the following Holidays:

- New Years Day
- Good Friday
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving and the day after
- Christmas Eve
- Christmas Day

**If a holiday falls on the weekend we will be closed the Friday before or Monday after.**

- **Day Care** provides service for children Birth thru 12 years of age. The program is designed for parents who are working or attending school. Your child's days and hours of attendance will be set at the time of enrollment based on a work or school schedule that you must provide.
- **Head Start** provides service for children ages 3 to 5. Hours are 8:00 am to 3:15 pm Monday thru Friday. We strongly encourage that your child be here at 8:00 am to get the full benefit of our program activities. If your child is not here by 8:15 am your child will be considered tardy. A child with excessive tardiness/late pick up will be referred to the Executive Director to set up a plan of action. Head Start follows the SISD school schedule, this includes staff development day, teacher work days, bad weather days and additional holidays. Head Start will close additional days during the summer session.
- **Early Head Start** provides service for children Birth thru 2 years of age. Hours are 8:00 am to 4:00 pm Monday thru Friday. We strongly encourage that your child be here at 8:00 am to get the full benefit of our program activities. If your child is not here by 8:15 am your child will be considered tardy. A child with excessive tardiness/late pick up will be referred to the Executive Director to set up a plan of action. Early Head Start is closed the nine Center Holidays, and may choose to close additional days for teacher trainings.
- **Head Start and Early Head Start Parents** will be notified in advance of days in which Early Head Start or Head Start will be closed, and if childcare will be available. If you are scheduled to work or attend school on these days and need childcare, you must make arrangements in advance with the Day Care. The fee is \$7.00 a day per child and must be paid in advance.
- **Head Start and Early Head Start before and after Care** is provided for parents who work or attend school; they must make arrangements with the day care for a nominal fee. This service is not part of the Head Start or Early Head Start programs and must be worked out in a separate agreement with the office Intake Specialist. **If you have not made these arrangements your child may not come before or stay after the program hours listed above.**
- **Day Care, Head Start and Early Head Start Updates** if any of your information changes (ex. phone numbers, address, release list, work/school schedule, etc.) please contact the office as soon as possible.

In case of emergency and a parent calls to let us know that they are unavoidably late, we understand. However, if a parent does not call or is repeatedly late, we will schedule a meeting with the Executive Director to discuss the problem. If the parent continues to be late, we will have no choice but to contact Child Protective Services.

## CHILD RELEASE AND SECURITY CODE

At the time of enrollment the parent/guardian enrolling the child will provide the name and numbers of the people who the child can be released to (must be at least 16 years of age with Drivers License), as well as a two digit security code (ex. last two numbers of Drivers License, Social Security Number or any number of your choice) you must remember this number. To add or remove anyone from the release list you must come to the office. In case of an emergency you may call and give your security number, to add or remove a person from the release list. You must come to the office the next day to sign for the changes. We ask that anyone who comes to pick up a child be prepared to present a picture ID at all times.

All children must be escorted to and from the classroom and signed in and out by an adult. We accept responsibility for a child ONLY after the child has been delivered to a teacher or another staff member. We also are not responsible for any child after he/she has been released to their parent or designated person. We ask that parents not take their child from the classroom and then allow them to wander the hallways or classrooms unattended. Older children cannot be sent to the classroom to pick up younger siblings. For the protection of our infants and toddlers, older children are not allowed in the nursery or toddler rooms, they can only stand inside the classroom by the door.

## PARENTAL NOTIFICATIONS

Each classroom has an area set aside for each child's possessions. Please talk to your child's teacher to find out where the designated area is. All notes, papers, policy updates, etc. from the office or teacher will be placed in your child's folder/cubby. Please make sure you check the folder/cubby daily. **For Emergencies we will contact the parent/guardian by phone, so remember to keep your contact information current.**

## TREASURES AND POSSESSIONS

Each child has a place for coats, extra clothes and art projects. We also suggest that parents bring a bag for their child with extra clothes just in case the child has an accident. Please check each day and take home any items that need not remain at the center.

**IMPORTANT:** There are some things we feel strongly must remain at home.

- WEAPONS
- MONEY
- CANDY/GUM
- TOYS

## WATER ACTIVITIES

Our water activities include water sprinklers only; we do not use swimming pools. Each classroom teacher will notify their parents of their scheduled water day. Parents will need to provide towel, swimming suit/shorts, and appropriate shoes for water play.

## **SCURRY COMMUNITY SERVICES DISCIPLINE AND GUIDANCE POLICY**

### **Discipline must be:**

1. Individualized and consistent for each child
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, which include at least the following:

1. Using praise and encouragements of good behavior instead of focusing only upon unacceptable behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statements.
3. Redirecting behavior and using positive statements.
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment
2. Punishment associated with food, naps, or toilet training
3. Pinching, shaking, or biting a child
4. Hitting a child with a hand or instrument
5. Putting anything in or on a child's mouth
6. Humiliating, ridiculing, rejecting, or yelling at a child
7. Subjecting a child to harsh, abusive, or profane language
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

**Texas Administrative Code, Title 40, Chapters 746 and 747 Subchapters 1  
Discipline and Guidance**

**Policy for the Termination of or Refusal to Provide Care  
for Scurry Community Services, Inc. dba  
Snyder Child Day Care Center  
Scurry County Head Start  
Scurry County Early Head Start**

Before termination of care of any child, with the cooperation of the parents/guardian, referrals to the appropriate professionals will be made. The advice of the professionals will be followed. Termination of care will be our last resort. Unfortunately, there are times and situations that make providing services to Children and Families so difficult that it is in the best interest of the Administration, Staff, Children, and Families to refuse to enroll a child or to discontinue care.

Some of these situations include but are not limited to the following:

- Children harming themselves or others.
- Children destroying property.
- Repeated disruptive behaviors.
- Parents or Family members threatening Employees.
- Parents or Family members threatening Children.
- Physical violence by Family members against anyone.
- Pending or threatened Legal Action.
- Violations of Scurry Community Services or Head Start policies.
- Non-payment of fees.
- Fraudulent or misleading statements on applications or paperwork.
- Slanderous statements against the agency or staff.

The decision to refuse to provide services may be written or verbal and delivered by mail, personal contact, e-mail, or telephone.

If a parent or Guardian feels that they were not treated fairly in this matter, they may appeal the decision to the Grievance Committee of the Scurry Community Services, Inc. Board of Directors. The request for hearing must be submitted in writing within five (5) business days of the Parental notification, to the Chairman of the Board of Directors or to the Executive Director. The Grievance Committee will schedule and hold the hearing within five (5) business days from the date the request for hearing is received.

The Child or Children may not be placed in or remain in care until the hearing is final.

If the decision to refuse service or terminate care is overturned, the date for the child's or children's return will be set by the Grievance Committee.

If the decision to refuse service or terminate care is upheld, the decision is final and without appeal.

## **TRANSPORTATION POLICY**

### **EARLY HEAD START**

Due to financial constraints, transportation to and from the program is not available for Early Head Start children. In the event of a medical necessity, transportation is only provided for Early Head Start children when all other alternatives for seeking medical care have been exhausted. In the event of an evacuation, all Early Head Start children will be transported in the Early Head Start automobile, bus, and private vehicles to the evacuation meeting site. Early Head Start children do not take field trips.

### **HEAD START**

Due to financial constraints, transportation to and from the program is not available to Head Start children. In the event of a medical necessity, transportation is only provided for Head Start children when all other alternatives for seeking medical care have been exhausted. In the event of an evacuation, all Head Start children will be transported in the Agency bus and private automobiles to the evacuation meeting site. Head Start children occasionally take field trips in the agency bus.

### **DAY CARE CENTER**

Provides transportation to and from Snyder Schools for children Kindergarten – Sixth Grade. In the event of an evacuation, all Day Care children will be transported in the Agency bus and private automobiles to the evacuation meeting site. Day Care children 3 years and above occasionally take field trips in the agency bus.

### **AREA EVACUATION ALTERNATE SITE:**

Colonial Hill Baptist Church – 37<sup>th</sup> Street and El Paso  
(Across the Street from Snyder Elementary School)

### **EVACUATION DRILLS ON BUS**

There will be a total of three evacuation drills on the bus a year. Head Start and Day Care children will participate in the drills. The first drill must be done within the first 45 days of the fall Head Start session. These drills are to insure the children's safety in the event of an emergency.

### **CHILD'S ELIGIBILITY TO ATTEND FIELD TRIPS**

Parents of Head start children must attend the Pedestrian Training which is offered at no charge to the agency families in September of each year. If the parent is not able to attend the training, they may obtain a copy of the training video from the Parent Involvement staff. After watching the video the parent must complete a worksheet. The parent will then receive a certificate and their child will be eligible to attend field trips. If a parent does not complete the training or does not want their children to attend field trips, their children will remain at the center with one of the teachers. Parents are not allowed to drop off children while they are on a field trip. If a child comes with a parent they must leave with the parent. Children that go to a field trip on our vehicles must return on our vehicles. This is for the safety of the children.

## **BAD WEATHER DAYS**

### **WHEN THERE IS BAD WEATHER:**

- We will contact KSNY RADIO (101.5 FM) and Snyder Television (Channel 2) when bad weather is in our area.
- Our Policies follow the Snyder Public Schools bad weather policy to cause less confusion for our families.
- If the Snyder Public Schools are closed, we will be closed. If the schools are going to be open, we will be open and the radio station will not be called.
- If school is open but buses will not run, our bus will not run.
- If school opens late but buses run late, we will open at our regular time and our bus will run at the same time as the schools buses.
- If school opens but buses do not run, we will open at regular time but will not take school children to school. They may stay here all day or parents may pick them up and take them to school and pick them up after school and bring them to the center.
- If school buses do not run in the morning but will run in the afternoon, we will not take school children to school but will pick them up in the afternoon.
- If weather turns bad during the day and school lets out early, we will contact KSNY RADIO (101.5 FM) and if needed, start notifying parents that we will close early also. We will remain open as long as children are still in the facility.
- **Our policy is written with the safety of the children in mind. Please go by the policy as it is stated and do not call the center or the radio station.**

## **WAYS TO VOLUNTEER**

- Volunteer in the classroom
- Help in the education, main, parent, or health office
- Prepare class activities at home
- Participate in the “Read with Me” Program
- Help With Field Trips
- Center Activities (floats, holiday activities, etc)
- Help with the up-keep of the facilities
- Help with menu planning
- Help with lesson plans
- Serve as a Parent Representative
- Serve on the Policy Council
- Serve on the Board of Directors
- Attend Parent Trainings and Workshops
- Participate in “Dads of the Round Table”  
(Father Figures for Example: Dads, Step-Dads, Grandfathers, Uncles)



## VOLUNTEER POLICIES

Notice to all Volunteers, including Parents:

The state and federal governments set certain guidelines governing the day care center and Head Start and Early Head Start programs. These guidelines are for the protection and benefit of all the children. All visitors to the center, whether they are serving as volunteers or just observing the programs must also abide by these regulations. Before you volunteer in the classroom or on field trips, you must sign this form stating that you have read and understand these guidelines and will abide by them.

1. All children in this program are to be treated equally and with respect.
2. It is the teacher's responsibility to maintain discipline.
3. The teacher has set up his or her schedule, made lesson plans, and set behavior guidelines. All volunteers and visitors will respect these preparations and will assist in carrying them out.
4. All adults and children must wear seat belts and shoulder restraints at all times when using transportation provided by the center. Seat belts or restraints must not be shared.
5. If a parent signs up to be a volunteer on a field trip, they must give their attention to all the children in the group. They may not invite friends or relatives to join the group during the field trip. If a parent signs up as a volunteer and travels with the group, they must stay with the group until they return to the center. A parent may take their own vehicle and join the group as long as they do not interfere with the planned program and agree to abide by these guidelines.
6. All volunteers must follow the rules that staff follow, such as the following: No outside food or drink (unless in approved container), no cell phone use while in the presence of the class, no cursing or foul language, must dress appropriately to work with small children, no gossiping or causing problem with other staff or parents, **CONFIDENTIALITY**.
7. Volunteers are asked to please put their cell phones on vibrate or silent. There are many inappropriate ringtones that the children do not need to hear.
8. All volunteers will be asked to sign a confidentiality statement and to adhere to it.
9. All volunteers must sign in on the sign-in sheet by the Administrative Office and in the classroom.
10. Our program maintains a TOBACCO-FREE, DRUG-FREE, ALCOHOL-FREE environment for the children. No volunteer or visitor may use any form of TOBACCO, DRUGS, OR ALCOHOL while in the presence of children, whether at the center or on field trips. No volunteer may take a break from the group for the purpose of using TOBACCO, DRUGS, and or ALCOHOL.
11. No firearms of any kind are permitted on center property. This includes during transportation and field trips. Having a permit to carry a firearm does not entitle anyone to bring firearms to any center function or property. The term "Firearms" pertains to any kind of weapon that discharges, including cap pistols and starting pistols.
12. Regular volunteers are required to have a background check and a Tuberculosis Test. A regular volunteer is defined as a non-paid person that donates their time to this agency by working:
  - 1.) More than 20 hours in one week, or
  - 2.) At least one hour a day most days, or
  - 3.) Anyone deemed "Regular" by the Administrative Staff.
13. Any volunteer or visitor who does not abide by these guidelines will be asked to leave the center immediately. If the group is on a field trip and a volunteer or visitor does not abide by these guidelines, they will be asked to leave the group and will be expected to find their own transportation back to the facility.
14. If you are NOT volunteering, we ask that you do not linger in the classrooms or the building as this disturbs not only the children but the entire class.
15. Finally, our teacher's jobs are to teach and interact with the children not to gossip, visit, or entertain staff, parents or other volunteers. Please keep this in mind when entering the classes.

## **SCURRY COMMUNITY SERVICES FUND – RAISING POLICY**

All fund-raising events must meet legal guidelines, agency guidelines, Head Start Performance standards, and licensing standard for child care centers.

Any parent or staff member may make suggestions or pass information to the Policy Council concerning fund-raisers that they are familiar with or they think would be successful. However, only the Executive Director may make inquiries concerning specific fund-raiser events, available dates, available facilities costs, etc. The Executive Director is the only one who can set up fund-raising interviews or meetings in the name of Scurry Community Services.

No person other than the Executive Director may make financial arrangements for any fund-raising event. The Executive Director is the only person who may sign agreements or contracts.

Only those persons approved by the Policy Council will participate in fund-raising events. Any person collecting funds or gift items or selling products in the name of Scurry Community Services must wear a nametag. These tags must be turned in at the end of each fund-raising event.

Persons who donate any service or items of any kind to Scurry Community Services will be given a card with the name of the agency on it if they wish to call for verification of the event. The Parent Involvement Specialist will keep an account of the cards given out so that donations can be tracked and thank you notes sent to each contributor.

All money, gifts, certificates, or other donations made to Scurry Community Services must be turned in to the Fiscal Office at the end of each day.

All raffle tickets checked out will be the responsibility of the person taking the tickets. If they are lost or destroyed, the person taking the tickets will be responsible for paying for them. They will not be replaced. All tickets or money must be returned by the specified date prior to the drawing.

All persons participating in fund-raising events must sign a Code of Conduct statement.

No person asking for donations of Scurry Community Services may accept a personal donation or gift as part of the fund-raising event. Violations of this policy will result in action reflected in the Code of Conduct statement adopted by the Policy Council.

## **PARENT RIGHTS AND RESPONSIBILITIES**

### **A. What are my Rights as a Parent?**

1. To take part in major policy decisions affecting the planning and operation of the program.
2. To help develop adult programs which will improve daily living for my family and me.
3. To be welcomed in the classroom.
4. To choose whether or not I participate without fear of endangering my child's right to be in the classroom.
5. To be informed regularly about my child's progress in the program.
6. To be always treated with respect and dignity.
7. To expect guidance for my child from the teachers and staff, which will help his/her total individual development.
8. To be able to learn about the operation of the program, including the budget and the level of education and experience required to fill various staff positions.
9. To take part in planning and carrying out programs designed to increase my skill in areas of possible employment.
10. To be informed about all community resources concerned with health, education, and the improvement of family life.

### **B. What are My Responsibilities as a Parent?**

1. To learn as much as possible about the program and to take part in major policy decisions.
2. To accept The Program as an opportunity through which I can improve my life and my children's lives.
3. To take part in the classroom as an observer, a volunteer worker or a paid employee, and to contribute my services in whatever way I can toward enrichment of the total program.
4. To provide parent leadership by taking part in elections, to explain the program to other parents and encourage their full participation.
5. To welcome teachers and staff into my home to discuss ways in which parents can help their children's development at home in relation to school experiences.
6. To work with the teacher, staff, and other parents in a cooperative way.
7. To guide my children with firmness, which is both loving and protective.
8. To offer constructive criticism of the program, to defend it against unfair criticism and to share in evaluating it.
9. To take advantage of programs designed to increase my knowledge about child development and my skills in areas of possible employment.
10. To become involved in community programs which help to improve health, education, and recreation for all.

## ILLNESS

The Texas Department State Health Services has guidelines that tell us when a child must be excluded for attendance at the center. Our policies and procedures are for the health and well being of the children attending our center. The decision to phone a parent and ask them to have their ill child removed from the classroom is based on both the needs of the ill child and the need to protect the other children in the classroom from any exposure.

### Parents will be phoned to pick up their child if:

- Child does not feel well enough to participate in the activities offered
- Fever of 100.4 or greater
  - Child may return after being fever free for 24 hours or with a doctor's note
- nausea, vomiting, or loose, watery stools (2 episodes within 3 hours)
  - Child may return when there is no nausea, vomiting, or diarrhea for 24 hours or with a doctor's note
- sore throat, severe cold, persistent cough, or earache
  - May return with a doctor's note or when child is better
- Red, inflamed eyes with any matter
  - May return when there is no redness or matter; or
  - After starting prescribed medicine (bring medicine); or
  - A doctor's note stating the child may return
- Suspected head or body lice
  - May return when there are no bugs present and hair has been treated
  - The key to getting rid of lice is "nit picking"!
- An unexplained rash accompanied with fever or irritation
- A contagious disease (*be sure to let us know!*)

**Note:** We will call 911 if there is a life threatening emergency and the parent/guardian will be called immediately. **Be sure to keep your emergency contact information updated so that we can let you know when your child is ill or if there is an emergency.**

If your child was excluded for reasons that required a doctor's care, please bring a note back from the doctor stating that your child is able to attend school on what date. 3/7/08

## MEDICATIONS

We are under strict guidelines when administering medicine at the center. It is always best if you can give your child his/her medicine. If needed, we can give medicine at the center. Our requirements are:

- Prescribed medicine must be in the original container with the prescription attached stating the prescription number, date of prescription, the prescribing doctor, and the dosage to be given at what interval.
- Over the counter medications such as teething gels or tablets, gas drops or tablets, Tylenol, Motrin, or any other pain reliever, cough or cold medicines, etc. must have a written note from the doctor on his prescription pad with his signature stating the date and the dosage to be given at what interval.
- Parents will fill out medication forms for each medicine to be given. These forms can be found in the locked black medication file box located in the cafeteria on the desk, in the child's classroom, or in the Health office. These forms must be filled out completely, dated, signed, and there must be a telephone number where you can be reached
- Medicines must never be put within children's reach. If you come in early and the children are still in the gym, please put the medicine in the lockbox in the cafeteria (make sure you have filled out the medication form and notified staff that it is there).
- Medicines are kept in the health office until 4:30 and are then taken to the lockbox in the cafeteria. Medications that need refrigeration will have an icepack with them. Early Head Start aftercare medicine will be kept in the health office until children go to the cafeteria then they will be put into the lock box also.
- If a medicine states 4 times a day, we will only be able to give the medicine twice during that day. If a medicine says 3 times a day, it will only be given one time that day (Unless otherwise directed by the label i.e. medicine to be given with food). If a medicine is to be given once or twice a day, we ask that you administer this medicine at home.
- Medications will not be given if the prescription is over a year old, if the medicine has expired, the label is not readable, the child's name is not on the label or someone else's name is on the label. 3/7/08

## HEALTH AND SAFETY

Comprehensive health services are important for your child. Keeping well child physical and dental exams current will ensure the well-being of your child. Immunizations are not only important but are required by the State of Texas. We must have an up to date shot record for every child at the center. When immunizations are done, please bring a copy to us. Scurry County does not require TB testing unless a person is at high risk with possibility of exposure. (Head Start and Early Head Start staff is required by Federal guidelines to receive a TB test at time of employment.)

A daily health check is done by the teacher on every child. The teacher will document the physical state of the child (runny nose, fever, cough, bumps, scrapes, or bruises, etc) the teacher may discuss these with you.

We use the classroom for teaching children safe habits. Our staff will check the safety of the environments daily. We look for dangers in the classroom, center, and playgrounds. Our emphasis is on a safe and happy environment for your child

Family style eating gives children the opportunity to learn healthy eating habits with the support of their friends. Our menu, which is posted in the classrooms, has balanced and nutritious food and is approved by our registered dietician. Our agency participates in and follows the guidelines set by the Child and Adult Care Food Program administrated by the USDA (United States Agriculture Department) we serve three meals breakfast, lunch, and afternoon snack. Parents of infants may choose to provide Infant Formula.

All other foods/drinks are provided by the center, **no outside foods/drinks are allowed.**  
**Children with food allergies must have Doctors note and a suitable substitute will be provided.**

Vision and Hearing Screenings are performed by the agency based on the child's age. The results will be given to the parent after completing the screening. Health habits are established in the classroom with daily tooth brushing. An emphasis is placed on hand washing and other habits that help reduce the spread of illnesses. 3/7/08

## BIRTHDAY/HOLIDAY PARTIES

Due to Head Start and Health Department Regulations, food can not be brought into the Center and served to children. The Center will provide Birthday cake/cupcakes for snack on the last Friday of each month to celebrate Birthdays that fall during that month.

**For Birthday and Holiday parties parents are not allowed to bring food (cooked/uncooked), candy, or drinks to the Center.**

Parents are encouraged to come to the parties and participate by bringing decorations, games, paper goods, etc.; please talk to your child's teacher about what you could do in advance.