

Winters Child Development Center Parent Handbook

Please sign and return last page

Please keep handbook for reference

Reviewed and revised annually last update 07/09/2025

Mission Statement

The Winters Child Development Center's mission is to assist families by providing quality childcare dedicated to meeting each child's spiritual, social, emotional, physical and cognitive development in a nurturing and safe environment.

The purpose of this handbook is to outline the policies and procedures of Winters Child Development Center. Please review the material carefully, as your signature acknowledges the information and indicated compliance.

Hours of Operation:

Monday-Friday 7:00am-5:30 pm We are closed 10 holidays a year. You

Pay to hold your spot during holidays, vacation , etc. A holiday closing schedule is enclosed.

If your child is picked up AFTER 5:30 pm you will be charged \$1.00/minute for every minute after 5:30.

Your child must be present by 9 am to attend for the day (A doctor/dentist excuse will be honored). If your child needs to leave for an appointment they may return with a doctors note but not during nap time 12:30-2:30.

Breakfast is served 8:30-8:45 am- **if your child will be arriving after 8:30 they will need to eat breakfast at home.** We do not have the staff to cover a late breakfast. Children are not allowed to have food or drinks in the classroom.

Tuition rates effective 2/3/25

Infants up to 12 months of age \$170/week (Rate drops to \$145/week the first Monday After the child's 1st birthday).

Toddlers 12 months of age to 24 months of age \$145/week rate drops to \$140/week the first Monday after the child's 2nd birthday)

Children over 24 months of age and older \$140/week.

A \$5.00 a week discount will apply to each additional child.

Tuition will be auto drafted from your bank account. In the event your auto draft is returned as "non-sufficient funds" you will be given a written notice and cash payment will be required the next day at drop off. The second time a "non-sufficient funds" notice is given, you will be required to pay cash weekly.

Cash pay parents: Tuition is due Friday for the following week. If payment is not made on Friday, you may pay when you drop your child off on Monday. After drop off on Monday, if you have not paid tuition, a \$10 late fee per day will be assessed. You will have 48 hours (Wednesday at drop off) to make payment. If payment is not received, your child will be dismissed from the CDC. We do not keep cash onsite please bring exact amount . We do not provide change any overage will be deposited as a donation.

Drop-in rate is \$30/day over 24 months subject to an available spot. We will accommodate drop ins as we can. Please call the center for availability.

After School Rate 2:30-5:30 \$15.00 a Day

Non- Refundable Deposits of \$170/\$145/\$140 (depending on age) are required to secure a spot for your child. Deposits will be applied towards the first week's tuition.

Tuition must be paid during holidays, inclement weather days, vacation and summer break. If tuition is not paid, your child's spot will be filled, and you will have to re-enroll your child and be placed on the wait list.

Trial period and termination

A trial period of 2 weeks will be given for adjustment. After the trial period, **parents may terminate care with 2 weeks written notice. If you should decide to terminate care immediately, 2 weeks tuition is required in lieu of prior written notice, with all final payments due at the time of notification.** The center will give you 2 weeks written notice if we intend to terminate your child's care.

Termination

We have included a lice and biting policy in your enrollment packet. Which could result in termination if excessive cases of head lice or biting incidents are not resolved. See discipline policy for other grounds for termination.

Drop off and pick up procedures

Students must be signed into the center by the person dropping them off. **Only authorized persons will be allowed to pick your child up from the center. You may update the pick-up/ emergency contact list at any time either in person or by calling or texting the director.**

Absences

Please report all absences to the director either with a phone call or text msg.

Custody/court orders Winters CDC requires a copy of custody/ court orders if applicable. If a copy is not given, we cannot prevent a non-custodial parent from picking up the child. Please provide updated documentation when it

becomes available. Each parent has the right to see the child's file that we keep at the daycare, unless court papers deny that right.

Communication

It is our goal to provide a safe and nurturing environment for your child. Please communicate any needs or concerns regarding your child to staff. Daily reports will be sent home to keep you up to date on how your child is doing, things we are learning, and any changes to the policies of the center. If you have a complaint or concern, please first communicate with the person you have the complaint or concern with. If the problem is not resolved, feel free to follow the chain of command: teacher, director, board of directors. You can request a conference with the teacher and or director at any time to address any questions or concerns you may have. We have a parent information bulletin board in the front room. The following information is posted: Copy of our most recent licensing inspection, child abuse hotline number, classroom schedules, new requirements for gang free zones, tuition fees, and our closing dates.

Behavior reports will be sent home periodically as needed please sign and return with your comments and or request a parent teacher conference. We will keep parents informed of the child's progress.

We will communicate in person, over the phone or via text messages. Please feel free to contact your center Director via text to discuss any issues or concerns you may have if this is more convenient for you.

Family Participation

We have an open-door policy at our center. Family is encouraged to be active at the center. We welcome classroom volunteers after appropriate background checks are completed. Parents and family are also welcome to join us for classroom parties throughout the year.

Curriculum Goals

We strive to provide PreK readiness for all of our students. We start in our infant class by providing opportunity for visual, auditory sensory stimulation. We continue working with each age group to develop social emotional and cognitive skills. That are age appropriate. We have included a copy of each class schedule to give you an idea of what your child is doing daily.

We do a developmental check list at least twice a year January & July on all children in our care. The results of this check list will be used to inform

instruction and provide resources and referrals as needed. A copy of the results will be provided to the parents.

Physical Activity

We offer a variety of physical activity opportunities including outdoor play time of 60 minutes per day. Weather permitting generally temperatures above 90 degrees or below 50 degrees heavy rain or snow would not permit for outdoor play, Children work on developing both fine and gross motor skills. We offer our students opportunities for active play through out the day. Infants are given supervisor tummy time throughout the day. They are given floor play time to explore and work on muscle development.

Screen Time

We do not offer screen time for any children under the age of 2 years old. Screen time for 3- & 4-year-old students is limited to no more than 30 minutes a day and must pertain to the weeks educational goals Screen time is never used during mealtimes, snack times, or nap and rest time.

Nap/rest time

ALL children under the age of 4 are required by Texas law to have a rest period. No child is forced to go to sleep, but they are expected to stay on their mat and be quiet so that others may rest. Teachers are supervising the duration of naptime.

Discipline Policy/ Challenging Behavior

-Behavior management: Our philosophy/objective is to use discipline, consequences, and choices to teach a child. Positive reinforcement is used to encourage children to use acceptable behavior. Redirection is used when behavior is unacceptable, and the child is redirected to a more appropriate activity. When a child's behavior is unable to be managed or becomes dangerous to others, a parent conference will be called so we can work together on a behavior plan. We will update parents on child's progress. If the problem cannot be resolved, we will give you 2 weeks' notice of our intent to terminate care and you will need to make other childcare arrangements. Cameras are installed in classrooms and on the playground. If there is ever an incident in question, the director can review the video footage of the incident.

-Biting: See attached biting policy

Corporal Punishment

There is a zero- tolerance policy with regards to corporal punishment such as hitting, pinching, shaking, and biting on our premises. If we witness corporal punishment, we are required to report it to Child Care Licensing.

Smoking & Vaping

There is a zero-tolerance policy with regards to smoking and vaping on our premises. If we witness an adult smoking or vaping with a child in the vehicle on our premises, we are required to report the incident to Child Care Licensing.

Violence, Guns and Gang Related Activity

There is a zero – tolerance policy regarding violence , guns and gang related activity on our premises. Violation of this policy will result in immediate termination.

Child Abuse

Daycare providers are required by law to report to Child Protective Services any suspected physical, emotional, or sexual abuse or neglect.

Child Abuse Hotline 1 800 252 5400 Local PRS Licensing 325 657 7414

PRS website www.txchildcaresearch.org (Click on the link that says childcare regulations and standards)

Meals

Parents are responsible for providing healthy meal options. Parents will provide AM snack, Lunch, and PM Snack. We have refrigerators to store meals, we also have a toaster, microwave and an air fryer to heat meals. Examples of healthy meal ideas can be found at www.eatingwell.com and healthychildren.org.gov . We will provide water throughout the day but ask parents to provide a sippy cup. We do not allow candy, sodas, coffee, energy drinks etc. If you send them we will throw them out.

Special Diets

If a child has a particular dietary need, the center needs to be informed and we have a form that will need to be completed by your doctor. If there is a food allergy, we will need an allergy form completed by your doctor as well.

Breastfeeding Policy

We offer a comfortable space for moms to feed their children. We also provide a freezer for breast milk storage. We will thaw and warm breast milk per parents' instructions. For more information and resources on breast feeding please visit wicbreastfeeding.fns.usda.gov

Potty Training

We will be more than happy to assist with potty training when your child is ready. Parents are asked to begin training at home before we begin at the daycare. Once you begin, parents will need to supply pull ups, then underwear as we progress. We will not give food as a reward for using the potty.

Diaper Changes

Diapers are checked/ changed every hour or more frequently if needed. All diapers are changed after nap. Please label all diapers with child's 1st name and 1st letter of last name.

Supply List

Children who are not potty trained need to bring diapers and pull ups. ALL children need to bring a sippy cup, backpack, lunch box, and a nap mat. Nap mats will be sent home on Fridays to be washed. Please label your child's items with their first name and last initial.

Clothing Guidelines

All students must bring an extra change of clothes. All walking students must always wear shoes. Please send appropriate outerwear on cold days.

Toys

No toys from home are allowed. Your child may have a special toy for naptime, but it will stay in their backpack until then. We are not responsible for toys that are lost, stolen, or broken.

Health

Please do not bring your child if he/she is sick. Children are not allowed to attend if they exhibit any of the following symptoms: Rash, diarrhea (3 times in 24 hrs), fever (temp over 100.0 F) or vomiting. If your child becomes ill while at daycare, parents will be contacted and asked to pick their child up within an hour of being notified. If parents are not able to be reached, the emergency contact listed on their pickup card will be contacted. Once the child is sent home sick, they cannot return to daycare

without being 24 hours symptom free without medication. Flu, RSV and Covid require at least 5 days out. You are still responsible for tuition during times of illness. You pay for your spot not attendance.

Medication

We prefer that parents administer medication. We will administer medication ONLY if the MEDICATION CONSENT FORM has been signed. ALL MEDICATION MUST BE IN THE ORIGINAL CONTAINER. Written instructions with the child's name, dosage, and time given need to be noted with medication. Expired medication will not be administered.

Medical Emergencies

In cases of a serious accident or illness that requires immediate medical attention, the following procedure is followed:

- 911 is called
- Parent/emergency contact notified
- Child and health records are taken to North Runnels Hospital-the director, codirector, or designated person in their absence, will be with your child upon transport and will remain with your child until the parent arrives
- An emergency report must be completed, a copy is given to the parent as well as the Department of Welfare.
*It is extremely important that your child's emergency contact card, phone numbers, and medical and medication list is kept up to date in the daycare files. Please report any changes immediately
*Parents are responsible for all costs involved in emergency medical treatment, including the cost of transport if required.

For minor instances like bumps and bruises, first aid will be administered, and an accident form will be completed and sent home.

Inclement Weather Policy

We follow Winters ISD policy regarding inclement weather. If the school has a delayed opening or closure due to weather so does the center. Watch your local news as well as our Facebook page for updates on inclement weather delays and closures.

Accommodations For Families

We strive to provide a safe caring environment with inclusion. We embrace diversity and individual uniqueness. If you or your child require accommodation, please inform the director. We will do our best to meet any educational or cultural accommodations.

We currently work with the Winters ISD school system and ECI to provide a quiet space for additional resources to be provided for any student needing services such as speech therapy.

Winters Child Development Center retains the right to modify the parent handbook as needed. A notification of any change in policy will be sent home.

Resources

Workforce Solutions of West Central Texas

Provides Tuition assistance for families that meet the qualification. We do participate in the Child Care Services Program for more information please contact 325-795-4200.

You will find a list of additional family resources posted on our parent information board.

Directors contact information

Stephanie Turner

Center 325-754-4871

Cell 325-864-6553

winterscdctexas@gmail.com

Please keep the parent handbook and sign and return this page.

I hereby give my consent for Winters CDC to take pictures of my child and use them for educational purposes and/or public information.

YES _____

NO _____

I/We hereby acknowledge receipt of the parent handbook. By signing this agreement, you agree to the policies listed herein. Breach of agreement may result in termination of childcare services.

Child's Name _____

Parent Name _____

Parent Signature _____ Date _____

Staff Name _____

Staff Signature _____

Director Signature _____ Date _____