

Child Development Center Parent Handbook



Dear Parents,

Welcome to The University of Texas Rio Grande Valley Child Development Center “CDC”. I would like to thank you for selecting our program to meet your child care needs.

The Child Development Center’s priority is to provide a place that encourages, facilitates, and supports the development of your child. The Center is committed to providing quality childcare in a setting that is safe, nurturing, and intellectually stimulating. We hope that the type of quality childcare we’ve committed to provide will serve as a model to others within the community.

The Center’s mission is to build a strong partnership with the parents and staff members to work together towards an effective quality childcare. The childcare staff has an “open door” policy. We encourage parents to visit and take an active part in their child’s daily activities.

Another component of the Child Development Center involves our own UTRGV students who will conduct observations and implement activity assignments and learning components directed by those respected academic colleges or departments.

The Parent Handbook has been created to inform parents of their responsibilities for their children’s child care needs. In addition, it will serve as an informational guide to the Center’s responsibilities to the children and their parents.

Again, welcome to The University of Texas Rio Grande Valley Child Development Center. I look forward to hearing from you and welcome any suggestions, comments or assistance within our Center.

Sincerely,

A handwritten signature in blue ink that reads "Raquenel Sanchez". The signature is fluid and cursive, with the first name and last name clearly distinguishable.

Raquenel Sanchez, EdD, Director
The University of Texas Rio Grande Valley
Child Development Center

Table of Contents

Mission Statement	6
Program Philosophy	5
Goals	6
Center Goals	5
Admissions	6
Eligibility	7
Registration/Renewals	7
Fees	7
Child Care Fees	7
Late Tuition Fees	7
Child Care Fees and Billing	7
Payment Schedule	7
Late Pick-up Fees	8
Payment for Ill or Absent Days	8
Credits, Discounts, Refunds	8
Credit Card Payments	8
Hours of Operation	8
Holidays	8
Parking	9
Arrivals	9
Departures	9
Sign-In and Sign-Out	9
Authorization for Pick-up/Release of a Child	9
Notification of Absences or Illness	10
Notification of Withdrawal	10
Health and Safety	10
Medical/Physical Exams	10
Immunizations	11
Vision and Hearing Screening	11

Illness and Accidents Procedures	11
Outdoor Play	12
Medication	12
Hand Washing	13
Meals	13
Rest/Nap Time	14
Clothing	14
Items Brought from Home	14
Child Safety Program	14
Discipline and Guidance	15
Confidentiality	16
Reporting Child Abuse	16
Infants	16
Diapering	16
Infant Bottles	16
Learning to Use the Toilet (Potty-Training)	16
Children with Special Needs	16
Observations	17
Daily Schedules	17
Curriculum	18
Infant Daily Reports	18
Fieldtrips	18
Birthdays Celebrations	18
Parent Involvement	19
“Meet the Teacher ”	19
Parent Orientations/Meeting	19
Parent Conferences	19

Parent Workshops	19
Family Functions	19
Volunteerism	19
Parent Bulletin Boards	19
Child Development Advisory Committee	20
Babysitting	20
Termination of childcare by the Center	20
Complaint Procedures	20

Mission Statement

The Child Development Center is dedicated to supporting our students in reaching their fullest potential by providing comprehensive services through focus work with children, families, and community partnerships.

Vision

To enable parents to complete their personal, educational, and career goals by providing a quality education program for their children.

Center Goals

- To support the recruitment and retention of UTRGV student parents.
- To serve as a resource for, collaborate efforts with, and be accessible to the University's academic departments by providing opportunities for research, internships, and field study.
- To create strong working relationships with families.
- To respect and respond to cultural diversity.
- To provide the staff with opportunities for professional growth and development.

Shaping young minds for a lifetime of success is the core goal of The University of Texas Rio Grande Valley's Child Development Center (CDC). A nationally accredited program, the Child Development Center provides children, from ages 12 months to 5 years old, with a variety of diverse and creative learning opportunities in a caring and nurturing environment. At the Child Development Center we focus on the whole child, taking into account all of their developmental needs – physical, social, emotional and cognitive. At the same time, we offer our University students, faculty, staff, and community members' quality child care services that help them balance work, school, and family.

The University of Texas Rio Grande Valley Child Development Center respects the relationship between child and parents. We respect that parents are their child's first and foremost influential teachers.

Admission Requirements

Eligibility

Children of UTRGV students or employees are eligible to attend the CDC. Effective fall 2017 children ages twelve months to five years old from our surrounding communities are welcomed to attend. Children of ages twelve months to five years of age as of September 1 are eligible for enrollment. Children of the community ages twelve months to 5 years old. Ages for summer months and public school holidays, will be extended up to 8 years old.

Registration

Parents will be provided with an Admissions Application and Informational packet, to be completed prior to the child's first day of attendance. Failure to provide all documentation will delay your child's enrollment.

*In the event of an operational policy change or change in an item in the Admissions Application or Informational packet, parents will be notified in written notice and the Parent Handbook will be updated.

Your child will not be accepted into the Child Development Center if you have failed to submit all required documentation. (Section: §746.605 Minimum Standards for a Licensed Child Care Center)

Registration and Fees

Pre-Registration Fee (Revised: August 2010)

- Currently enrolled children will receive priority to pre-register for the following semester.
- **A \$40 non-refundable fee is due every semester (Fall, Spring, Summer Sessions).**
- If pre-registration fee is not received by due date, we will presume our services are no longer needed.

Child Care Fees

See Appendix 1.

Child Care Fees and Billing (Revised: August 2015)

A child care and tuition fee contract is required for each family enrolled at the UTRGV-CDC. Contract must be signed every semester. We must have the parent who is affiliated with the University sign the child care contract. The parent's signature attests to the fact the parent has read and agrees to the content of the contract. See appendix 1.

Late Tuition Fees

Students: Tuition is due every Monday for the current week. The CDC will provide a two-day grace period to pay the tuition for the week. If payment is not received (by Wednesday, 6pm) after the grace period, an additional fee of \$25 will be assessed to your child care tuition fees. **A “HOLD” will be placed on your student account, if payment is not received, your child care services will be terminated immediately.**

Faculty/Staff: Monthly tuition fee is due on the 1st Monday of the month. You will have a grace period of 3 days. A fee of \$25 will be assessed on the 5th day after the due date if payment is not received. An additional \$25 will be assessed every week, thereafter, until tuition is paid in full. See payment schedule appendix 1. **If payment is not received, your child care services will be terminated immediately.**

Late Pick-up Fees

The CDC closes promptly at 5:30 p.m. Late fee policies will be strictly enforced. Parents must have a backup plan to ensure their child is picked up before closing. Parents will be charged a late pick-up fee of \$1 per minute after 5:30 p.m. ***Failure to pay your late pick-up fees may result in termination of your childcare services.***

If a parent anticipates arriving late, the parent must notify the Center immediately. ***If picking up your child late becomes a pattern or a repeated occurrence, your childcare services may be terminated.*** Late pick-up fees will be applied.

The CDC will make every attempt to locate and communicate with the parent(s) or next authorized person to pick-up the child. A courtesy period of up to 1/2 hour (6:00 p.m.) will be given to the parent before the UTRGV Police Department is called to pick-up your child.

Payment for Days the Child is Ill, Absent, Vacation, Staff Development or Unexpected Closures

Parents are responsible to pay tuition fees **regardless** if your child does not attend the center due to illness, absences, vacation, holidays or unexpected closures.

There is no tuition reduction for illness, absences, vacation, holidays, or unexpected closures (weather closures or professional staff development) observed by the CDC.

**There is no tuition discount for siblings.*

Refunds

Registration fees are non-refundable.

Credit Card Payments

All payments must be made through ePay. Instructions can be found in *Appendix 2*. Children who are receiving subsidize funding from Workforce will need to remit payment of their co-pay at UTRGV ePay.

Hours and Days of Operation

The CDC will operate Monday through Friday between the hours of 7:30 a.m. and 5:30 p.m. The Child Development Center has an open door policy. Parents may come in at any time to observe, get involved with their child's learning and any program center activities.

Unscheduled Closings

The Center is closed when the university is closed due to inclement weather or announcements from the administration. Parents need to pick-up children within 30 minutes of the announced closure times to avoid late pickup fees.

Holidays

- The CDC will observe UTRGV staff holidays. Referenced in Appendix 3. This holiday schedule will also be made available at the front office for your convenience.
- For the purpose of staff development, the Center will provide a two week advance written notice. Please become familiar with parent bulletin boards located at the entrance of each child's classroom.

Parking

We urge parents to take extreme measures in caring for their child when the parking lot becomes busy during drop-off or pick-up times. We do not allow parents to park directly in-front of the CDC. This is not a valid or safe parking area.

- Parents are provided with a limited number of 15-minute parking spaces to allow for drop-off and pick-up.
- Parents are **NOT** to use the 15-minute parking as an alternative to parking for class or work.
- **The UTRGV Police Department will be called if a child is left unattended in a parked vehicle.**

Arrival

The CDC staff will be readily available to meet and greet your child at 7:30 a.m.

We ask that parents bring children no later than 9:00 a.m. to participate in the CDC morning schedule.

Children will **not** be accepted into the center if it's past 11:00am because it's a disruption to other children preparing for lunch and nap time. You will be asked to return after nap time is over at 2:00pm.

All children must be escorted to and from the classroom by an adult. Parents need to allow enough time to bring their child into the classroom and assist their child with their personal belongings and placing them in their respective storage space.

Sign-In and Sign-Out

Parents and authorized individuals will be provided a personal identification number (PIN) to check in/out child of center. It is **mandatory** for parents to use their PIN upon arrival and departure each day. PIN numbers are to be kept confidential and not shared with others. All authorized PINs will be deactivated upon termination of your childcare.

Our *Open Door Policy* allows parents the opportunity to visit **their** child throughout the day. We ask parents to help make pick-up and drop-off times run smoothly by refraining from interrupting or distracting the **other** children from their daily schedule or tasks. This includes giving every child personal space when eating, toileting, playing, or working while in class and outdoors.

Departure

The Center closes promptly at 5:30 p.m. If parent anticipates arriving after 5:30, the parent must notify the center immediately. (See: Late Pick-up Fees)

The child will only be released to authorized individuals listed in the Admissions Application.

The CDC will make every attempt to locate and communicate with the parent or next authorized person to pick-up the child. A courtesy period of up to ½ hour (6:00 p.m.) will be provided to the parent before the UTRGV Police Dept. is called to pick-up the child(ren).

Authorization for Pick-up/Release of a Child

- The CDC will require the names, addresses and phone numbers of authorized individuals.
- Children will **only** be released to the parent and to authorized individuals.
- Upon registration, the enrolling parent must list both parents as authorized individuals.
- Both parents have the right to pick up their child, unless a court document restricts that right. A copy of court order must be provided to the CDC prior to your child's first day at the Center.
- Persons on the authorized list must be at least 18 years old and be able to supply documentation of their identity.

In an **emergency** situation, a parent must call the Center and request an individual, not previously listed in the child's admission's form to pick-up the child. The parents must identify themselves by their Personal Identification Number (PIN). Specific characteristics of the individual(s) picking up your child will need to be provided. The individual will be asked to provide a valid form of identification. Be advised, the CDC

will make a copy of identification and will request individual to sign the copy. **We will encourage you to add such individual to the authorized pick-up list.**

Please note that you can make changes to your authorized individuals list any time as needed.

Notification of Absences or Illness

Parents must inform the CDC no later than 9:00 a.m. if the child (ren) will be absent. In the event of a doctor's appointment, an emergency, or a special family occasion parent must notify the CDC before bringing their child after 9:00 a.m. This will allow center staff to plan for your child's attendance. Please keep in mind no drop-offs between 11:00am-2:00pm (This is including excused/unexcused tardies).

Notification of Withdrawal

If our child care services are no longer needed and your child will no longer be attending the CDC, a two week written notice must be submitted at the front office. This would provide the Center with sufficient time to gather your child's belongings and ease the transition.

- Parents must verify there are no outstanding fees.
- Pending fees must be cleared with the CDC prior to your child's last day.
- A "hold" will be place on student accounts if there are any fees due to the CDC.
- The CDC will notify the Human Resources Office of any outstanding balance due to the CDC, if a faculty/staff-parent terminates his/her services with the CDC.

Health and Safety/Emergency Procedures

Medical / Physical Exam & Immunizations

The Texas Department of Family and Protective Services, Minimum Standards for a Licensed Child Care Center (*Sections: §746.605, §746.611*) requires we obtain the following information for each child enrolled at the center:

- The child's name and birth date;
- The child's home address and telephone number;
- Date of the child's admission to the child-care center;
- Name and address of parent (s);
- Telephone numbers at which parent(s) can be reached while the child is in care;
- Name, address, and telephone number of another responsible individual who should be contacted in an emergency when the parent cannot be reached;
- Names and telephone numbers of persons other than a parent to whom the child may be released;
- Permission for field trips;
- Permission for participation in water activities;
- Name, address, and telephone number of the child's physician or an emergency-care facility;
- Authorization to obtain emergency medical care and to transport the child for emergency medical treatment;
- Current Immunization Records;
- A written statement from a health-care professional who has examined the child within the past year, indicating the child is physically able to take part in the child-care program;
- A statement of the child's special problems or special care needs; and
- **A written physician health statement regarding any allergies and special diets.**

Immunization Records (Section §746.613, §746.619, §746.623)

A copy of your child's current immunization records must be submitted to the CDC at least 5 days before your child's first day. **Children who are not current with their immunization will not be allowed to stay at the CDC.** For the safety and health of all the children enrolled at the CDC, it is imperative your child is up-to-date with his/her immunizations.

Vision and Hearing Screening

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for the following children who are enrolled in a child care center:

1. First-time enrollees who are four years of age or older and all children enrolled in programs who are four year of age by September 1 of each year will be screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest, or present evidence of screening conducted one year prior to enrollment.

A licensed or certified screener or a health-care professional must conduct the screening. Refer to Texas Health and Safety Code, §36.011, for specifics on vision and hearing screening. This information may be accessed in the Internet at: www.tdh.state.tx.us/vhs/.

Parents must provide the Child Development Center with a copy of the child's vision or hearing screening prior to the child's first day or within the first 120 calendar days of enrollment. (Section: §746.629 of the *Minimum Standard for Licensed Child Care Centers*.)

Illness Exclusions and Accidents

- Full-time staff members are trained in emergency procedures (CPR, First Aid, and Emergency Evacuation).
- The staff will work through the arrangement of play, learning environment and supervision of children to prevent accidents. Nevertheless, there are certain risk and hazards that may arise in the course of your child's activities.
- The staff will conduct daily health checks and will take notice and inform the parent of any signs of illness or injury which might have occurred outside the Center.
- Parents are required to fill out a form if child comes in with injuries and must advise teacher if their child was injured outside of the Center.

The Child Development Center is not licensed to provide care for ill children. Your child will **not be accepted** into the Center if they possess one or more of the following: (Section: §746.3601 *Minimum Standard Rules for Licensed Child Care Centers*)

- A temperature of 100 degrees or greater; ○ **Parents must keep their child at home for a period of 24 hours to ensure they are free from fever, unless a doctor's excuse has been provided.**
- Has an illness that prevents the child from participating in both indoor and outdoor activities;
- The illness results in a greater need for care than the CDC staff can provide without compromising the health, safety, an supervision of the other children at the Center;
- Shows symptoms and signs of possible severe illness such as fatigue, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; and
- Who has been diagnosed with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.
- **A child with head lice will need to be picked up and a hair treatment must be done. A copy of receipt for Head Lice Shampoo must be provided when your child returns to the CDC.**

If a child becomes ill while in our care or shows symptoms (as stated above) the CDC will...

(Section: §746.3605 Minimum Standard Rules for Licensed Child Care Centers)

1. Notify the parent to pick up the child;
2. Give appropriate attention and supervision until the parent picks the child up; and 3. Give extra attention to hand washing and sanitation if the child has diarrhea or vomiting.
4. Document illness onto Incident/Illness Report.

****Your child must be picked up within one hour of notification***

*****Infant parents will be notified immediately if the teacher suspects your child has become ill.***

In the event a child requires immediate medical attention, the staff will take the appropriate measures to contact emergency medical services. The staff will take the following measures: *(Section §746.3607 Minimum Standard Rules for Licensed Child Care Centers)*

1. Contact emergency medical services and take the child to the nearest emergency room;
2. Give the child first-aid treatment or CPR, when needed;
3. Contact the physician identified in the child's record;
4. Contact the child's parent; and
5. Ensure supervision of other children in the group.

In the case of a serious accidental injury to a child, the staff will not move the child. The staff will get another adult to immediately call 911 for emergency medical attention and ambulance then, notify the parent immediately after calling 911. If child is to be transported to the hospital before parent arrives, a staff member will accompany the child.

An Incident/Illness Report will be provided to parents when the injury or illness requires medical attention by a health-care professional.

All other minor injuries and illnesses will be documented and parents will be notified during pick-up time. Less serious injuries include, but are not limited to, minor cuts, scratches, and bites from other children requiring first-aid treatment by employees. *(Section §746.307 Minimum Standard Rules for Licensed Child Care Centers)*

Outdoor Play Outdoor play is an important part of the curriculum and is essential to children's health. Children are given daily morning and afternoon opportunities for outdoor play. During the summer months, outdoor play is limited when temperatures are in the 100's. Our Child Development Specialists check outdoor equipment prior to outdoor play to ensure it is not too hot for children to play on. All children have water available to drink. Children are encouraged and reminded to drink water throughout outdoor play. In the winter, outdoor play is cancelled if the temperature is below 40.

Video Surveillance

The CDC has video cameras throughout the classrooms and hallways for safety and supervision purposes. If parents would like to review an incident of their child, video recordings may be viewed upon request of the Director by appointment.

Medication

It is the CDC's preference that parents administer prescribed or over-the-counter medication to their own child. However, medication will be administered if the prescribed or over-the-counter medication meets the following criteria:

- Parents complete the "Authorization for Dispensing Medication" form
- Name of the child is on medication container
- The date the medication should be given;

- Name of medication is provided;
- The medication is in its original container;
- The amount of dosage is provided;
- The time the medication should be given is provided; and
- Written parental instructions is provided

Parents may leave the child's medication in the Director or Assistant Director's office. Medication cannot be left overnight. Medication should not be expired.

The CDC staff does not administer medication that requires the use of a medical device. The medical device can be held at the Center until parent is present to administer own treatment.

Vaccines

Effective January of 2016, Child Development Specialists working with infants 12 to 17 months will be required to take the Influenza (FLU), HEPA (Hepatitis) and Pertussis (Whooping Cough) and all staff are required to have a TB examination every year.

- Teachers that are required to take these vaccines will need to bring in documentation showing proof.
- Any CDS that works directly with infants and has not been able to take vaccines will need to bring in documentation from doctor or religious briefs documentation from their pastors or ministers advising they cannot take vaccines.
- If not able to receive vaccines, the CDS will need to wear gloves and face masks while handling infants. CDS will need to have a burping pad on their shoulder for every time they care for a child to prevent germs.
- The documentation of vaccines will be documented in the PROCARE system to be accessed at any time.

Hand Washing

The CDC will be firm about health and safety practices and controlling the spread of germs through hand washing routines. All children and staff are required to wash their hands throughout the day. (*Section §746.3407 Minimum Standard Rules for Licensed Child Care Centers.*)

Meals

- The CDC participates in the Child and Adult Care Food Program. The meals will be planned to meet the child's nutritional requirements as recommended by the United States Department of Agriculture (USDA).
- The menu for the current month will be posted in each classroom.
- Copies of the menu are available upon request.
- All children are encouraged to try all foods.
- If your child is under a special diet, you must provide the Center with a medical physician's statement.
- Young infants will be fed according to their own schedule. Feeding schedules will be provided by the infant CDS every 30 days.

The center will provide the following meals:

- Breakfast 8:30am – 9:30am
- Lunch 11:30am – 12:30pm
- Snack 3:00pm – 4:00pm

Every family is required to complete the Child Nutrition Program Application. *Families who choose not to complete the Child Nutrition Food Program Application, must write "Decline" in front of the application, sign, date and return to the CDC.*

Rest Time/Nap Time *(Section §746.2901 Minimum Standard Rules for Licensed Child Care Centers)*

- Every child will be provided with supervised sleep or rest period after the noon meal.
- A child who does not desire to take a nap will be provided with a book to read quietly, while they sit in their individual cot.
- Infants' schedules will be followed according to their individual needs.
- Children may also bring a small blanket and pillow if they wish. All items **must** be labeled with
 - the child's name.

Clothing/Dress Code

- We ask parents to provide two complete sets of extra clothing, as needed.
- Children's clothing should be clearly marked **with** child's name or initials.
- All children should wear comfortable clothing and closed shoes (no sandals) that allow them to participate in indoor and outdoor daily activities.
- Children 3 years and up may wear croc-style shoes, only if they are lace-up style.

Items brought from Home

- The CDC maintains an adequate supply of materials, toys and equipment for the children. Therefore, we encourage children not to bring items from home.
- The CDC cannot be responsible for any items lost or broken.

Parents will be notified of special days in which their child will be allowed to bring a favorite toy for "Show and Tell" or "Show and Share".

Please refrain from bringing food, gum, candy, or money into the CDC. These items are not allowed at the Center.

Child Safety Program

The CDC has established a Child Safety Program with the children. CDS will incorporate a week of activities for introducing children to the steps and procedures for evacuating the CDC building in the event of a real emergency. Children will learn the evacuation route into the playground and other designated areas on campus. The CDS conduct monthly fire and evacuation drills with the children or as often as needed. Each classroom is equipped with a backpack filled with bottled water, snacks, emergency telephone numbers, first aid kit, and attendance roster.

The infant and toddler classrooms are equipped with a mobile crib to place the infants and non-walking toddlers to quickly evacuate the classrooms. The infant/toddler CDS will bring their classroom backpack filled with distilled bottled water, pampers, wipes, emergency phone numbers, first aid kit and attendance roster.

In the case that parents are present during the time of practice drill, they must stay with their child throughout the entire drill until able to sign-in or sign-out through the PROCARE system.

Emergency Preparedness Plan

1. Evacuation

- A. In the event the Child Development Center must evacuate the premises, the staff, volunteers and children will relocate to the Education Complex auditorium, located West of the CDC.
- B. Center staff and volunteers will escort children to the Education Complex Building with the assistance of the University Police and the Health and Safety Department.
- C. The emergency evacuation and relocation diagram can be located in each classroom and at the reception area. The designated relocation area is clearly marked.
- D. The Center staff, volunteers, and children will be relocated to:

**The University of Texas Rio Grande Valley
Education Complex Building 1201
W. University Drive
Edinburg, TX 78539
956) 665-3627**

- E. In the event of an evacuation, the Administrative Assistant will take with her the Enrollment and Emergency Information Binder which includes:
- a. Admission Information
 - b. Designated Individual for Pick-up
 - c. Emergency Authorization for Medical Attention

Firearms/Other Weapons

Texas Department of Family and Protective Services Child Care Licensing forbids firearms or other weapons to be on the premises unless being carried by a law enforcement officials who are trained and certified to carry a firearm on duty.

Gang Free Zone

Under the Texas Penal code, any area within 100 feet of a child-care center is considered a gang-free zone. Please inform administration if you know of gang related activity near our center.

Discipline and Guidance

Positive guidance teaches children skills which help them get along in their physical and social environment. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior.

The staff will not deviate from the discipline and guidance standards in the Minimum Standards for Licensed Child Care Centers. (*Sections §746.2801, 746.2803, 746.2805 Minimum Standard Rules for Licensed Child Care Centers*) Discipline will 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.

The staff will:

1. Encourage good behavior;
2. Remind the child of acceptable good behavior with positive statements;
3. Redirect the behavior using positive statements; and
4. Use brief supervised separation or time out from the group, when appropriate for the child's age and development.

The childcare staff will only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction. CDS work closely with parents to understand and to determine which methods work best for each child. Repeated challenging behavior calls for conferencing with other staff, parents, and administration. If your child's behavior compromises their proper safety, sanitation, or supervision of the classroom that the CDC staff can provide, we will call parents to pick up their child.

Confidentiality

- Information regarding children and families will be kept in file and confidential. Only authorized personnel will have access to your child's file.
- Parents should refrain from discussing personal issues or concerns to your child's teacher. If the issue on hand is about your child, please set up a parent-teacher conference to resolve any issues or concerns.

Reporting Child Abuse

State law requires that suspected child abuse or neglect be reported. The CDC staff is trained annually to prevent and respond to suspected child abuse or neglect and will report to appropriate authorities. *To prevent or respond to child abuse, please call the Texas Department of Family and Regulatory Services child abuse hotline at 1-800-252-5400 if child abuse is suspected.*

Infant Room

Diapering

Parents are responsible for supplying the CDC with diapers and wipes. Infants will be changed at regular intervals throughout the day and as needed. Parents are welcome to bring a full package of diapers to be kept at the CDC. Diapers must be marked with your child's name.

Wipes will be used when changing an infant's diaper. If your child has a diaper rash, please inform your child's teacher so proper precautions are taken when changing your child's diaper.

Infant Bottles

If your child is 12 months old and is using a bottle, you will need to provide a doctor's note, because

- at 12 months of age, sippy cups will be used for your child's intake of liquids. You will need to provide 4-sippy cups daily. A sippy cup will be used for breakfast, lunch, snack, milk and water. We encourage parents to begin weaning their infant off sippy cups by 18 months old to ease the transition to regular cup use. For more information, please visit the [American Academy of Pediatrics \(AAP\)](#) website.

Breastfeeding

UTRGV is a Texas Mother-Friendly Worksite and campus. There are dedicated available rooms furnished with comfortable amenities in a quiet and private location. Breastfeeding moms are welcomed to use the infant classrooms. Suits are available at the following locations: Edinburg: Health Affairs Building East (EHABE) 1.111, Mathematics and General Classroom (EMAGC) 2.202A, Liberal Arts Building North (ELABN) 308, and University Center (EUCTR) 313. Brownsville: Health Services Clinic- Cortez Hall (BCRTZ) 237. Harlingen: Clinical Education Building (HCEBL) 2.136.03.

Learning to use the Toilet (Potty-Training)

- When your child shows interest in learning to use the toilet, the staff will make every effort to support your child; however, all children must be potty-trained by the age of 3 years old, before entering the preschool wing.
- Children must wear underpants during potty-training.
- Extra sets of clothing, specifically underpants, shorts or pants must be provided.
- Any clothing that is soiled or wet will be placed in a plastic bag to be sent home.
- The CDC is not responsible for washing any soiled clothing. The staff will do their best to keep soiled clothing separate from your child's clean clothing.

Children with Special Needs

As parents, you will be responsible to assist the CDC and the appropriate resource personnel to determine our ability to provide the childcare services required for your child. The resource team may consist of the director, assistant director, education coordinator, classroom teacher, and registered, licensed or certified resource personnel such as a physician, psychologist, social worker, speech therapist, physical and occupational therapists, educators and other technical and professional personnel, as indicated by the child's special needs. We encourage parents to provide the CDC with appropriate information to assist us in providing the best possible care for your child.

Observations

The Child Development Center may serve as a learning setting for individuals involved in the study and/or education of young children. A limited number of classrooms provide an observation window for research purposes where observations can occur without interrupting the activities of children. Visiting individuals will always be supervised by the director, assistant director, ECE Teacher or CDS. Permission must be granted before these individuals enter the classroom.

An important instrument used in the research process is that of photographs. Photographs may be taken for utilization of portfolios, documentation in the classroom, presentations, research, and on the website (as a means of communication and updates). Should you object to the use of the photographs (of your child) for research purposes, you must sign the section in the Parent Agreement Contract declining your child's participation.

Facebook

The CDC has a Facebook page dedicated to show our accomplishments, center activities, celebrations, reminders and upcoming events. Photos are reviewed by the Director and/or Assistant Director prior to making them public. Your child's face will be blurred out in photos before being made public. Staff is not encouraged to have CDC families as friends on social media.

Daily Schedules

Each classroom has a daily schedule that is similar in all classrooms, but unique in small ways. The infant's schedules will be more individualized than the other classrooms. Check with your child's teacher about your child's daily routine.

Lesson plans and schedules are posted in the individual classrooms.

Infants

The daily schedule will depend on the child. Each child will have their own individualized schedule unique to eating, diapering, playing and sleeping. The CDS will learn to create a schedule that is flexible and able to respond appropriately to infant needs.

Toddlers

The daily schedule will be more consistent and predictable. The consistency of a daily schedule will help a toddler feel more in control and secured. There will be flexibility in meeting the children's needs. A toddler's daily schedule will have a balance of indoor and outdoor times, quiet and active times, times to play alone or with others, time to select activities, begin to establish healthy habits, meal times, and rest time.

Preschool

The daily schedule will have a balance of indoor and outdoor times, quiet and active times, times to play alone or with others, time to select activities, begin to establish healthy habits, meal times, and rest time. The daily schedule will allow for children to plan their work, execute their plan, and recall their work time activities at group time. Children will be provided with time for child-initiated and teacher initiated activities.

Curriculum

Infants & Toddlers (12 months – 35 months)

Frog Street is the curriculum used for the infants and toddlers. The focus of Frog Street curriculum is to provide opportunities for children to learn about themselves, their feelings, and about others. The curriculum is designed to build strong foundations for little ones ages 0-18 months. The curriculum is developed with easy-to-use activities specifically created for children ages 18-36 months, and provides intentional instruction in key areas of development so children ages 36-48 months can effectively continue on the path to kindergarten readiness. The CDC will create a learning environment that encourages movement, exploration and discovery that will encourage thinking skills for problem solving. Active learning means children have direct, hands-on experiences with people, objects, events, and ideas. They construct their own knowledge through interactions with the world around them. Children take the first steps in the learning process by making choices and following through on their plans and decisions. Teachers offer physical, emotional, and intellectual support. In active learning settings, the adults expand children's thinking with diverse materials and nurturing interactions.

Infant Daily Reports

Parents of infants (12 months-17 months) will be provided daily information regarding eating, diapering, and sleeping for their child.

Preschool (3 -5 years)

The Scholastic Big Day Curriculum for Pre-K is organized into eight engaging and child-friendly themes. As the year progresses, the themes in this early-learning program broaden, and children begin to understand more about the world around them.

Field Trips

The CDC does not have field trips at this time.

Transportation

No transportation is provided.

Animals

No animals allowed.

Water Activities

In the months of June, July, and August, children have designated sprinkler days. The children are allowed to get wet with sprinklers with parent permission. Each classroom has a different water day.

Birthday Celebrations

Parents may choose to recognize your child's birthday by having a birthday celebration. The CDC will provide the parent with information on what to bring. The CDC will provide a crown for every child who is celebrating a birthday that month.

Parents who wish to celebrate their child's birthday away from the CDC must supply the child's teacher with sufficient birthday party invitations to be distributed to all children.

Birthdays will be celebrated once **a month**. You will find the date of celebration on the monthly calendar. Birthdays treats will consist of fresh fruit already washed, cut and diced by the parents at home.

Parental Involvement

“Meet the Teacher”

The CDC will hold a “Meet the Teacher” at the beginning of each semester in order to provide the parent and child an opportunity to meet the teacher, become familiar with the class environment, and class expectations.

CDS will provide the parents and their child with a tour of their classroom and a brief overview of the learning framework practices in the classroom, which encourages a child’s learning through active participation in the learning environment.

Parent Orientation/Meetings

Parent orientations will be scheduled at the start of the fall semester. Parents will sign up to meet with Administration to review, stay updated, and be informed of the program, upcoming events, policies, concerns, questions and other items deemed to be discussed.

Parent Conferences

Parent conferences will be scheduled at least two times a year (fall and spring semester), but can or may be held at any time if necessary. CDS will place sign-up sheets prior to conference times for parents to sign-up to discuss their child’s developmental progress. Most parent conferences will typically take about 20 minutes.

Parent Workshops/Training

Parent workshops will be held throughout the year. Parents are encouraged to attend at least two workshops.

Family Functions

The CDC will have many opportunities for parents, children and the child care staff to participate in a variety of scheduled fun family activities. The family activities will provide a chance for parents to meet each other, meet teachers, volunteers, student workers, and student trainees in a social setting. Parents are encouraged and welcomed to participate in their child’s daily activities by contributing to their child’s classroom by volunteering, conducting a class presentation, or planning an activity. Please provide your child’s teacher with at least a two week notice of your participation in the classroom.

Volunteering

The CDC is always looking for volunteers to come and participate in children activities. Parents are encouraged to come read a story, assist with lunch or snack time, assist the children prepare for nap, assist with sanitizing and washing toys, help with the laundry, work on the children’s bulletin boards, parent information bulletin board, or helping out with organizing the child’s classroom.

Parent Bulletin Board

Each classroom will have a “Parent Bulletin Board”. The “Parent Bulletin Board” is designed for parents to decorate, provide and maintain information regarding the children’s activities, daily routine, menu, lesson plans and other valuable information.

Parents will need to speak to the teacher about dates and times to come in and work on the “Parent Bulletin Board”.

Child Development Advisory Committee

- The Child Development Advisory Committee will serve as a liaison between the Child Development Center, University, and other parents of the CDC.
- The Advisory Committee will meet a minimum of two times a semester. The agenda will be posted in each classroom. Announcement of the Advisory meetings will be posted at least two weeks in advance.

Babysitting

- The CDC discourages any staff from babysitting for children enrolled at the CDC.
- In the early childhood profession we have worked hard to counteract the misimpression that teachers are babysitters.
- The CDC employs fully credentialed early childhood educators and we don't want to create any misunderstanding with our children and their parents.

Termination of Child Care Services

Administrative and Financial Responsibilities

The UTRGV CDC reserves the right to terminate its provision of child care service based on instances of parental noncompliance with law and/or CDC policies. Examples include, but are not limited to, the following:

- Non-payment of tuition fees.
- Failure to provide all required forms such as health immunization and emergency medical information forms.
- Delinquent payments;
- Failure to provide or update medical or emergency contact information;
- Non-compliance with the policies set forth in the Parent Handbook.
- Failure to sign-in and sign-out.

Social and Cooperative Responsibilities

The Center's mission is to build a strong partnership with parents and staff members to work together towards an effective quality childcare center. To fulfill this mission, a high level of cooperation is required from all members of our community.

If any of the following situations arise, the CDC Director will terminate childcare services:

- Verbal or physical abusive behavior towards staff, children or property by parent or legal guardian;
- Lack of cooperation from parents or legal guardians with the program's efforts to resolve differences and/or meet the child's needs through parent/staff meetings or conferences;
- Excessive or chronic lateness in picking up a child at the end of the day;
- 3 times for late pick up;
- Smoking at the CDC or anywhere that children can see or inhale the smoke;
- Arriving to the CDC under the influence of alcohol or any drugs;
- Failure to abide by the policies and procedures;

Complaint Procedures

The director is available upon request to talk to you about any concerns or complaints that you may have regarding the center and/or its policies and procedures.

The CDC appreciates hearing your positive and negative feedback. If you have a complaint, we ask you discuss this with your child's teacher or with one of the administrators. We ask however, these discussions do not disrupt or take attention away from the children. Please refer back to *Social and Cooperative Responsibilities*.

We understand you may not always agree with the CDC policies, but by signing your contract you acknowledge that you have read, understand, and agree to the policies found in the Parent Handbook. We will try to assist and work with you in finding a resolution to your complaint.

Texas Department of Family and Protective Services-Child Care Licensing

Most recent inspection reports, letters, or notices requiring posting are always posted at the Child Development Center.

A copy of the “Minimum Standard Rules for Licensed Child Care Centers” can be found at the front desk, or at the [TDFPS Web site](#).

Parents can access the TFPS Public Website at www.txchildcaresearch.org to gain information regarding our program and its compliance with TFPS-CCL. Results of inspections and investigations conducted at the Center will be made available through the TFPS website. **Local Office Contact:**

**2520 N. Closner Blvd.
Edinburg, TX 78541
(956) 316-8275
HOTLINE: 1-800-252-5400**

The University of Texas Rio Grande Valley Child Development Center does not discriminate against because of race, color, national origin, sex, age, disability, religion, or political belief. Anyone who believes they have been discriminated against should immediately write to:

**Texas Department of Human Services Commission, Civil Rights
710 West 51st St., MC W-206
Austin, Texas 78751
1-888-388-6332**

Or

**USDA
Director, Office of Civil Rights
1400 Independence Avenue SW Washington,
D.C. 20250-9410
800-795-3272 or 202-720-6328 (TTY)**

UTRGV CHILD DEVELOPMENT CENTER				
2017 - 2018 Payment Schedule				
EMPLOYEE				
12 to 18 MONTHS				
Month/Year	Payment due	Tuition Amount	Payment Coverage	Late fee Accrual Date
August 2017*	8/28/2017	\$ 125.00	Aug 28 - Sept 1	8/30/2017
September 2017	9/4/2017	\$ 500.00	Sept 4 - Sept 29	9/8/2017
October 2017	10/2/2017	\$ 625.00	Oct 2 - Nov 3	10/6/2017
November 2017	11/6/2017	\$ 500.00	Nov 6 - Dec 1	11/10/2017
December 2017	12/4/2017	\$ 375.00	Dec 4 - Dec 29	12/8/2017
January 2018	1/2/2018	\$ 625.00	Jan 1 - Feb 2	1/5/2018
February 2018	2/5/2018	\$ 500.00	Feb 5 - Mar 2	2/9/2018
March 2018	3/5/2018	\$ 500.00	Mar 5 - Mar 30	3/9/2018
April 2018	4/2/2018	\$ 625.00	Apr 2 - May 4	4/6/2018
May 2018	5/7/2018	\$ 500.00	May 7 - Jun 1	5/5/2018
June 2018	6/4/2018	\$ 500.00	Jun 4 - Jun 29	6/8/2018
July 2017	7/3/2017	\$ 625.00	Jul 3 - Aug 4	7/7/2017
August 2017	8/7/2017	\$ 500.00	Aug 7 - Sept 1	8/11/2017
19 MONTHS TO 4/5 YEARS				
Month/Year	Payment due	Tuition Amount	Payment Coverage	Late fee Accrual Date
August 2017*	8/28/2017	\$ 120.00	Aug 28 - Sept 1	8/30/2017
September 2017	9/4/2017	\$ 480.00	Sept 4 - Sept 29	9/8/2017
October 2017	10/2/2017	\$ 600.00	Oct 2 - Nov 3	10/6/2017
November 2017	11/6/2017	\$ 480.00	Nov 6 - Dec 1	11/10/2017
December 2017	12/4/2017	\$ 360.00	Dec 4 - Dec 29	12/8/2017
January 2018	1/2/2018	\$ 600.00	Jan 1 - Feb 2	1/5/2018
February 2018	2/5/2018	\$ 480.00	Feb 5 - Mar 2	2/9/2018
March 2018	3/5/2018	\$ 480.00	Mar 5 - Mar 30	3/9/2018
April 2018	4/2/2018	\$ 600.00	Apr 2 - May 4	4/6/2018
May 2018	5/7/2018	\$ 480.00	May 7 - Jun 1	5/5/2018
June 2018	6/4/2018	\$ 480.00	Jun 4 - Jun 29	6/8/2018
July 2018	7/2/2018	\$ 600.00	Jul 2 - Aug 3	7/6/2018
August 2018	8/6/2018	\$ 480.00	Aug 6 - Aug 31	8/10/2018
For new parents who are starting on August 28, 2017; both August 28, 2017 weekly tuition and September 2017 tuition must be paid.				

UTRGV CHILD DEVELOPMENT CENTER

2017 - 2018 Payment Schedule

COMMUNITY

12 months to 4/5 Years				
Month/Year	Payment due	Tuition Amount	Payment Coverage	Late fee Accrual Date
August 2017*	8/28/2017	\$ 125.00	Aug 28 - Sept 1	8/30/2017
September 2017	9/4/2017	\$ 500.00	Sept 4 - Sept 29	9/8/2017
October 2017	10/2/2017	\$ 625.00	Oct 2 - Nov 3	10/6/2017
November 2017	11/6/2017	\$ 500.00	Nov 6 - Dec 1	11/10/2017
December 2017	12/4/2017	\$ 375.00	Dec 4 - Dec 29	12/8/2017
January 2018	1/2/2018	\$ 625.00	Jan 1 - Feb 2	1/5/2018
February 2018	2/5/2018	\$ 500.00	Feb 5 - Mar 2	2/9/2018
March 2018	3/5/2018	\$ 500.00	Mar 5 - Mar 30	3/9/2018
April 2018	4/2/2018	\$ 625.00	Apr 2 -May 4	4/6/2018
May 2018	5/7/2018	\$ 500.00	May 7 - Jun 1	5/5/2018
June 2018	6/4/2018	\$ 500.00	Jun 4 - Jun 29	6/8/2018
July 2018	7/2/2018	\$ 625.00	Jul 2 - Aug 3	7/6/2018
August 2018	8/6/2018	\$ 500.00	Aug 6 - Aug 31	8/10/2018

Weekly rate of \$125

Login website:

<https://webapps.utrgv.edu/it/em/index.cfm?event=Registrant.login>

Create your account by clicking on “Register Here”:



Online Services Login

Sign in with your ePay account

 ePay Email Address

 ePay Password

Sign in

[Can't access your account?](#)

To protect your personal information, please close ALL open browser windows when you sign out.

or

New Customer Registration

By creating an account you will be able to register for courses faster and keep track of the courses & events you have previously attended.

Register Here


By pressing the Sign in button, you agree to:


- Use the system and data only for official University transactions.
- Never share your password or access.

Help

- Brownsville: (956) 882-HELP (4357)
- Edinburg: (956) 665-2020

Click on “Registration” next to Child Development Center:


The University of Texas Rio Grande Valley



Oops!! You have reached this page because your last session has expired.

You may have been trying to register with us from one of the below websites. Please navigate back to the departmental website to start the registration process.

CBEST Ads	Registration
Child Development Center	Registration
Continuing Education	Registration
Continuing Education Online	http://portal.utpa.edu/utpa_main/daa_home/ce_home/online_courses - Website Registration
Graduate Application Fee for UTRGV	http://portal.utpa.edu/utpa_main/daa_home/ogs_home - Website Registration
Great Plains Honor Conferences	Registration

Make your selection: **SAMPLE PRICES NOT REFLECTIVE OF TUITION FEES**


The University of Texas Rio Grande Valley





[Course Listing](#)
[Login](#)

All Members

COURSE CODE	COURSE TITLE	STARTS	ENDS	PRICE	ENROLL
CDC404	Late Pick-up Fee	Feb 12, 2016	Dec 31, 2016	\$1.00	Add
CDC402	Registration Fee - Spring 2016	Oct 6, 2015	May 15, 2016	\$40.00	Add

Faculty/Staff

COURSE CODE	COURSE TITLE	STARTS	ENDS	PRICE	ENROLL
CDC505	CCS Tuition - March 1 - 31, 2016	Mar 1, 2016	Mar 31, 2016	\$170.00	Add
CDC507	CCS Tuition - March 1-31, 2016	Mar 1, 2016	Mar 31, 2016	\$459.00	FULL
CDC506	CCS Tuition - March 1-31, 2016	Mar 1, 2016	Mar 31, 2016	\$315.00	FULL
CDC101	Faculty/Staff - Tuition for March 7, 2016 - April 1, 2016 (5-days/ per week)	Mar 1, 2016	Mar 31, 2016	\$480.00	Add


Students

COURSE CODE	COURSE TITLE	STARTS	ENDS	PRICE	ENROLL
CDC203	Student - Tuition for February 29 - March 4, 2016 (2 days per week)	Feb 29, 2016	Mar 6, 2016	\$75.00	Add
CDC202	Student - Tuition for February 29 - March 4, 2016 (3 days per week)	Feb 29, 2016	Mar 6, 2016	\$85.00	Add
CDC201	Student - Tuition for February 29 - March 4, 2016 (5 days per week)	Feb 29, 2016	Mar 6, 2016	\$130.00	Add

You will be taken back to the first screen, press “Register Here”:

UTRGV The University of Texas Rio Grande Valley

UTRGVePay

 Online Services Login

Sign in with your ePay account

Sign in

[Can't access your account?](#)

To protect your personal information, please close ALL open browser windows when you sign out.

or

New Customer Registration

By creating an account you will be able to register for courses faster and keep track of the courses & events you have previously attended.

Register Here

By pressing the Sign in button, you agree to:

- Use the system and data only for official University transactions.
- Never share your password or access.

Help

- Brownsville: (956) 882-HELP (4357)
- Edinburg: (956) 665-2020

Enter your information and click on “Create Profile”:

UTRGV The University of Texas Rio Grande Valley

UTRGVePay

Profile Registration

First Name

Last Name

Email

Email (again)

Password

Password (again)

Address

City

State

Zipcode

Country

Day Phone

*Password must be at least 10 characters and must be a combination of uppercase and lowercase alphabets and at least one number.


* Indicates a required field.

CREATE PROFILE

You can “Review Purchase and Continue” if the cart is correct. You can also, at this point, enter the same item in your cart if you have more than one child in the Center by clicking on “Add Registrant Info” then “Review Purchase and Continue”.

UTRGV The University of Texas Rio Grande Valley

UTRGV ePay

**Child Development Center**

Maria Ramirez

[Course Listing](#) [My Cart \(1\)](#) [My Account](#) [Logout](#)

My Cart - 1 item in your cart.

COURSE TITLE	QUANTITY	PRICE	EXTENDED PRICE
REGISTRATION FEE - SPRING 2016	1	\$40.00	\$40.00

Add Registrant Info

Ramirez, Maria

Total \$40.00

Coupon Code

Apply Coupon

[Empty Cart](#) [Register for Additional Courses](#) [Review Purchase & Checkout](#)

Complete your purchase:



Maria Ramirez

[Course Listing](#)

[My Cart \(1\)](#)

[My Account](#)

[Logout](#)

Shopping Cart Snapshot

Registration Fee - Spring 2016

FIRST NAME	LAST NAME	EMAIL ADDRESS	PHONE #		CLASS PRICE
Maria	Ramirez	tarmie_carlie@yahoo.com	(956) 665-2469		\$40.00
Course Total					\$40.00
Sub Total					\$40.00
Total					\$40.00

Select Payment Method Credit Card/Check ▾

[Back to Cart](#)

[Complete Payment Process](#)

Enter payment information and Press “Pay Now”. You will receive a receipt by email or it may be printed at this time:

VISA CDC VISA Amount **\$40.00**

All fields marked with a * are required.

* Cardholder First Name * Cardholder Last Name

* Card Number * Card ID

* Month * Year

Credit Card Billing Address

Address2

City

State Credit card billing zip code

Country

Please verify your payment information for accuracy, then click on the 'Pay Now' button to process your payment.

[Pay Now](#) [Cancel](#)

UTRGV

CDC Other Fees **\$40.00**

First Name: Maria

Last Name: Ramirez

Redirect: <https://webapps.utrgv.edu/it/em/index.cfm?event=Return.From.Core&coreUIID=9A15A6C0155D28C164161D48EA623B7GL31A61007336036100000143899000000>

Numbers:

To make future payments, you will sign in with your ePay account.