

2010 Skillman
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Parent Handbook

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History and Approach to Learning

East Dallas Developmental Center (EDDC) was founded in 1980 by Dr. Joanne Evers and Dr. Eric Albers. They began the Center with infants and toddlers and later expanded to include a preschool program. The Center was incorporated as a non-profit organization in 1982 and is now run by a volunteer Board of Directors (made up of the parents of students at the Center) which meets monthly and directs operation and activities for the center, with day-to-day operations under the supervision of a paid Director, Kathy Fields. To contact the Board of Directors, please see the list of current Board members and their email addresses posted on the bulletin board near the Center's entrance.

EDDC is not governed, subsidized, or affiliated with any religious group or "umbrella" organization. As a result, each and every parent at the school plays an important role in determining the success of the Center. While parents of EDDC students are not *required* to participate in school events and fundraisers to secure their child's enrollment, the ongoing participation of devoted parents is a critical part of the formula for maintaining EDDC's over forty-year reputation for excellence.

Many parents of EDDC students start by joining "Parent Group," which allows you to share your personal and professional expertise to whatever extent you feel comfortable. The group holds monthly informal meetings one evening a month and childcare is provided free of charge at EDDC, when feasible, during the meetings. To learn more about Parent Group, please email: eddcparentgroup@gmail.com

Overview of Center Policies & Operations

Parents will be notified in writing of any policy changes. Policies will be reviewed on an annual basis by the board, in conjunction with the Director and Assistant Director.

Anyone wishing to review or discuss any questions or concerns about the policies and procedures regarding EDDC should feel free to speak with the Director or Asst. Director at any time.

Parents should always feel free to visit EDDC during the day to observe their children and observe the operations of the center. We would also like to encourage parent participation involving the operations and program activities. A copy of the Parent's Right's is included with your enrollment packet.

Enrollment and Payment Policies

For new families, an enrollment deposit which is one half of one month's tuition is due immediately upon acceptance into EDDC. This amount is a non-refundable registration fee, it does not get applied to your child's first month's tuition.

Continuing families will also be required to pay a $350 re-enrollment deposit on or about May 1st of each year to secure their child's place at EDDC in the fall. This deposit is due for each

child expected to be enrolled at EDDC in the coming fall and will be applied to the respective child's September tuition/supply fee payment. It is otherwise non-refundable if you indicate in your re-enrollment survey your intent to re-enroll but ultimately choose not to re-enroll your child at EDDC.

Tuition is paid in advance, due on the first of each month. (You may also make arrangements with the Director, Kathy Fields, to pay on the 1st and 15th of each month.) EDDC is a non-profit institution without large cash reserves. We need your payments on time in order to pay our teachers and serve your child properly.

EDDC manages tuition and invoicing through Brightwheel. You are able to pay online, manage charges and payments in one place for all children, view past statements and tax reports. Brightwheel has the highest level of security and compliance in the industry, so your information will be safe and encrypted. To add a payment method from the app, tap the three horizontal lines at the top left corner of the app, then tap "Payments", then "Payment Settings". Brightwheel charges a 2.99% fee for credit and debit cards and $0.09 for ACH transfers. Brightwheel has a "Billing Overview" with additional information available on their website.

Penalties for Late Payment

$10	Initial penalty if more than five days late
$30	Additional penalty if more than 15 days late
$25	Returned check charge

If your account is more than 5 days past due, an initial penalty of $10 will be assessed. You will be notified by the Director or Assistant Director that an additional $30.00 fee will be assessed if your tuition payment is not received by the 15th day your tuition is past due (2 weeks from the date initially due). If you need to make special arrangements, please contact Kathy Fields ***before*** the 15th day of the month. **If you have *not* paid your child's tuition within 2 weeks of the tuition becoming due and payable, and you have *not* made special payments arrangements approved by Kathy Fields and the EDDC Board, you risk suspension of drop-off privileges and your security code being "locked out" until your tuition, along with any late fees, is paid in full.**

The EDDC Board meets monthly to discuss the operations of the center, including monthly accounts receivable. If you need to make special arrangements to get, or to keep, your account current, please advise the Director, Kathy Fields, in writing and it will be forwarded to the Board anonymously (as all financial matters are handled).

The Center has a set of fixed expenses that do not fluctuate with the school year and/or enrollment, as well as mandated Teacher/Student Ratios. As a nonprofit, it is imperative that we have full classrooms year-round to meet our financial obligations to our Staff and our creditors. Therefore, please note the following:

For Part-Time Students
You must ***set and adhere*** to your schedule. Opportunities are available for either: Mon-Wed-Fri or Tue –Thu enrollment. It should be noted **you cannot make up**

missed days (due to illness, holiday, vacation, etc.) and dropping off on non-scheduled days must be:

- Approved in advance by Director or Assistant Director (to ensure classroom ratios are maintained)

AND

- Subject to standard drop-in day rates (currently $65/day) in addition to your regular tuition payment.

For Example: *If Monday is one of your set schedule PT days and the center is closed for a Holiday on that day or your child is out for another reason, you can NOT bring them an additional unscheduled day to "make up" the day without prior approval AND paying the extra fee.*

Seasonal Leaves of Absence

Additionally, **seasonal leaves of absence** (*e.g.*, summer) will require the continuation of full-time tuition payments to **guarantee** your child will have a space in the appropriate classroom the next fall.

Otherwise, every effort will be made to accommodate our returning students in the fall, but no guarantees can be offered. If your child takes a seasonal leave of absence, the Center *will actively try* to fill that spot immediately in order to keep our classrooms full.

Expulsion/Suspension Policy. EDDC reserves the right, in its sole and absolute discretion, to suspend or terminate care at any time. Such suspension or termination may occur without notice or cause and may arise due to any of the following:

- non-payment of tuition or other fees,
- behavior that jeopardizes the safety or security of the child, other children or the staff,
- failure to abide by EDDC policies and procedures, and/or
- disrespectful or offensive behavior (by either parent or child) directed at the staff or other children.

The foregoing list is meant to be illustrative and is not exhaustive. As set forth above, EDDC reserves the right to terminate or suspend care at any time, for any reason, and without notice.

Hours of Operation

7:30am – 6:00pm Monday-Friday (except national holidays; see school calendar). **Please bring your child to school by 9am.** Late arrivals are disruptive to the classroom educational program as well as the learning experience of your child as an individual and a member of the group.

6pm closing time is STRICTLY observed. Please arrive early enough to allow adequate time for collecting your child's belongings, checking cubbies, and signing out BY 6pm. Our teachers are wonderful and deeply dedicated, but they have families to get home to themselves, and they are paid by the hour. *There is a charge of $1.00 for every minute past 6pm regardless of the reason, and frequent late pickups without advance arrangements may be grounds for expulsion*. If you do expect to be late, notify the school by phone (214-821-7766) as soon as possible.

EDDC will be closed during snow and ice storms that cause the Dallas Independent School District to close. If inclement weather causes DISD to dismiss students early, EDDC will make their own decision. If DISD is not in session, the EDDC Board President will decide whether or not we will close. Notification will be provided to parents via Brightwheel and email.

No refunds will be given if EDDC is closed due to unavoidable circumstances such as bad weather or any other circumstances beyond our control. Days missed due to closings will not be made up at a later date.

Under the Texas Penal Code, any area within 1000 feet of a school is a gang-free zone, where criminal offenses are subject to harsher penalty.

The following are posted in the classrooms and the office:

1) Emergency Management and Evacuation Plan.
2) A fire/emergency exit map showing two routes.
3) Emergency telephone numbers.
4) The names of children with allergies; and
5) Class schedule and activity plans.

Communication

EDDC uses Brightwheel for all communication, tuition billing, and daily check in and check out procedures. Brightwheel is a secure app available for smart phones Individuals authorized to pick up your child can create an account and be linked to your child within the app.

Your child's teacher will use Brightwheel to communicate with you individually about your child, or the class as a whole. Please have push notifications enabled so that you receive communications in a timely manner. Brightwheel is also used by EDDC for community-wide communications. Staff and teachers may post pictures to your child's Brightwheel and share other information throughout the day. The frequency and manner of pictures and other posts are dedicated by EDDC staff policies. EDDC strives for teachers and staff to spend time focused on your child.

Pickup and Drop-off

Plan to come inside the school with your child at drop-off and pick-up times. For safety reasons, EDDC does not offer “curbside” service. Spending a minute or two helping your child find his classroom and teacher, looking at artwork, etc., can help ease the transition between home and school. It may also be helpful to remind your child when he or she will be picked up, and by whom. (“Daddy will come to take you home in time for dinner, about two hours after your nap is over.”)

Always sign your child in on the Brightwheel app each morning and sign him/her out in the afternoon. Teachers use this app as an important tool to communicate what your child has been working on during the day and what to expect the next day. You can communicate

through the messaging feature anything you want your child's teacher to be aware of for that day (*e.g.*, didn't sleep well, brought sack lunch, needs to wear hat, etc.)

Please be sure each drop-off/pick-up person has the app downloaded, is logged in, and has push notifications, and camera permissions enabled. Upon logging into the app, you should see your child) ren's name(s).

QR codes are posted in each room. At drop-off, open the app, tap "Check In/Out" and use your phone's camera to scan the QR code. The QR code is only scannable from within the app. You will be asked for a code and signature. Your code is unique to you and cannot be changed by staff or admins. You may edit your code from within the app, so it is something unique to you. The same procedure is used for pick-up at the end of the day. If your child is being dropped off or picked up by someone who does not have the app (i.e. grandparent, nanny, or another caregiver, etc.) please be sure they see your child's teacher, the Director, or the Assistant Directkr to check in/out.

For Infant Parents: When checking your child in at drop-off, you must add notes through Brightwheel. "+ Add Note" is located in the app under your child's name. Please fill out the pre-programmed information in Brightwheel: wake up time, when they last ate, last potty (diaper change), and pick up time. Infant teachers need this daily information because it lets them know how your child's day got started.

Safety First!

During drop off and pickup:

1) **Make sure that a teacher is aware that your child(ren) has(have) been put in their care or leaving with you.** These can be confusing times and we want to make sure that the teachers know when someone arrives or leaves.
2) **Be aware of anyone who may follow you into building**. If you do not recognize this person, please ask who they are here to see and direct them to a staff member. They are most likely another parent, but with children's safety at stake, you can never be too careful.
3) **Keep your child(ren) with you at all times.** Not all classrooms are set up to accommodate all age groups and there are several safety concerns when children are not properly supervised in these conditions, including the risk of choking.

Check your child's parent cubby daily for important information placed there by the school staff and various committees.

Check your child's cubby daily to ensure your child has a supply of clean clothes/pacifiers/nap blankets, etc. Clothing soiled during the school day will be left in the cubby in a closed plastic bag for laundering at home.

Anyone picking up an EDDC student from the school (other than *custodial* parents/guardians) must have the express consent of parents/guardians and will be required to show identification. You may leave "standing" written permission with the Director or Assistant Director for friends/relatives who will pick your child up often. Otherwise, please note the pickup situation through the messaging app on Brightwheel. Please include the person's full name in your enrollment form, along with a contact phone number for them. If anyone needs to be added later, please inform the office and we can add it in the app.

Parents can view the minimum standards for licensed Child-Care Centers at any time either here at EDDC or online. You can also view the latest inspection report on the parent information board located at the front of the center or online at www.dfps.state.tx.us

You can report any suspected abuse and neglect to the Texas Department of Family and Protective Services or law enforcement. Call 1-800-252-5400 to make confidential reports. *See attached Child Abuse and Neglect Policy.*

Emergency Evacuation Plan

In the unlikely event that an emergency requires an evacuation, teachers will bring all students to the Skillman Church of Christ, 3014 Skillman Street. Should a wider evacuation area be ordered, the city will provide buses to transport students and staff to the Ridgewood Park Methodist Church, 6445 E. Lovers Lane. In either case, parents will be notified, and children must be picked up immediately. A copy of our emergency preparedness plan is on file and available for review at your request.

For *emergencies only*, Director Kathy Fields' cell phone number is 469-360-3899.

Inclusion Policy

Children with special care needs with daycare recommended accommodations must have a health-care professional note. We would need to have a written plan from a qualified professional affiliated with local school district or early childhood intervention program. We will utilize adaptive equipment that is provided for the child's use. We are not responsible for the maintenance, repair or liability for breakage of any adaptive equipment. If the child receives early intervention services or special education services, they can receive those services here at EDDC if needed. Activities here integrate children with and without special care needs.

What to Bring

Infants

1) **Diaper-rash creams/powders/etc.** Please place the products your child uses, labeled with his/her name, in his/her cubby for use at changing time. These items are not shared among children. *EDDC provides diapers, wipes and/or pull-ups for students who need them.*
2) **One or two complete sets of seasonal-appropriate extra clothing.** Soiled items will be placed in your child's bag each day. Parents of infants should bring fresh clothing changes daily. Please choose clothes your baby is comfortable in and expect them to get dirty! Even our littlest students participate in art projects and creative play that can get messy.
3) **Outdoor clothing.** Except in cases of extreme weather, EDDC students (even babies!) spend time outside each day. Please send your infant to school with appropriate sun hats, jackets, etc. to keep him comfortable on a stroller ride or in the sandbox.
4) **Bibs/pacifiers.** These may be kept in your child's cubby.
5) **Baby bottles filled with enough breastmilk or prepared formula to last all day.** Infants are fed on demand; older children are fed at regular mealtimes.
    a. **Bottles should be clearly labeled with your child's name** and placed in the refrigerator in your child's classroom each morning.
    b. Empty/soiled bottles will be in your child's bag each evening to be taken home, washed and refilled.
    c. Please also provide one container of formula or frozen breastmilk to be kept at school in case of emergencies.
6) **Whatever food your infant will eat during the day.** EDDC provides meals and snacks for toddlers and older children but not infant food. Please label your child's meals and include any special instructions. It is not necessary to provide plates and utensils, but you may do so if you wish.
7) **Soft toy or blanket for naps.** Only for infants above 12mos in age, in accordance with the Infant Safe Sleep Policy. Please take them home for washing at the end of each school week.
8) **Breastfeeding.** You can have the use of the infant room to breast-feed your infant. As a parent, you have the right to breastfeed or provide breast milk for your child here at EDDC. We have rocking chairs in the room for you to use.

Toddlers/Twos

1) **Diaper-rash creams/powders/etc.** Please place the products your child uses, labeled with his/her name, in his/her cubby for use at changing time. These items are not shared among children. *EDDC provides diapers, wipes and/or pull-ups for students who need them.*
2) **Extra seasonal-appropriate clothing.** Soiled items will be placed in your child's bag each day. Please choose clothes your child can easily move in and expect them to get dirty! Even our littlest students participate in art projects and creative play that can get messy. Children undergoing "potty training" should have at least two and as many as five sets of extra "bottoms," and should be dressed in clothes that are easy to get on and off quickly. (No overalls during potty training, please!)

3) **Outdoor clothing.** Except in extreme weather, EDDC students play outside each day. Please send your child to school with appropriate outerwear to play comfortably.
4) **Please do not send your child to school wearing flip flops or slides.** They can pose safety hazards to little feet on both indoor and outdoor climbing equipment and riding toy. Sandals (preferably with sturdy soles and Velcro straps) are fine.
5) **Sunscreen/Insect repellant.** Parents should apply sunscreen/insect repellant in the morning before children arrive at school. If you would like your child's teacher to reapply in the afternoon, leave a bottle of sunscreen/insect repellant labeled with your child's name and appropriate instructions for your teacher.
6) **Sippy cups.** Young toddlers (under age two) may use sippy cups. Please bring a clean one each day, labeled with your child's name, and pick up the used one each evening to be washed and returned.
7) **Soft toy or blanket for naps.** A soft toy for naps is acceptable, but these will be used by your child only during naptime. Please take them home for washing at the end of each school week.
8) **"Show and Share" (FRIDAYS ONLY) or interactive participation items, as requested by your child's teacher.** Toys and other personal items brought to school can sometimes get broken or lost, which can be upsetting to your child. EDDC's policy is that toys from home are only allowed on "Show and Share" days. If your child needs to bring other items to participate in a classroom activity, his teacher will inform you.

Preschoolers

1) **Extra seasonal-appropriate clothing.** Soiled items will be placed in cubbies. Choose clothes your child finds comfortable and expect them to get dirty! Our preschoolers engage in creative play and projects that can get messy. We make every effort to use "washable" art supplies, but please understand that there will be stains. It is helpful to teachers (and to your child) if you select clothing and shoes that he can get on and off with minimal help.
2) **Outdoor clothing.** Except in extreme weather, EDDC students play outside each day. Please send your child to school with appropriate outerwear to play comfortably.
3) **Please do not send your child to school wearing flip flops or slides.** They can pose safety hazards to little feet on both indoor and outdoor climbing equipment and riding toys. Sandals (preferably with sturdy soles and Velcro straps) are fine.
4) **Sunscreen/Insect repellant.** Parents should apply sunscreen/insect repellant in the morning before children arrive at school. If you would like your child's teacher to reapply in the afternoon, leave a bottle of sunscreen/insect repellant labeled with your child's name and appropriate instructions for your teacher.
5) **Soft toy or blanket for naps.** A soft toy for naps is acceptable, but these will be used by your child only during naptime. Please take them home for washing at the end of each school week.
6) **"Show and Share" (FRIDAYS ONLY) or interactive participation items, as requested by your child's teacher.** Toys and other personal items brought to school can sometimes get broken or lost, which can be upsetting to your child. EDDC's policy is that toys from home are only allowed on "Show and Share" days. If your child needs to bring other items to participate in a classroom activity, his teacher will inform you.

Play guns, swords, and other toy weapons are never permitted at EDDC.

Nap Times

1) Infants: as needed, in assigned cribs
2) Toddlers/Twos: 12:30pm-2:30pm, on assigned cots
3) Preschoolers: 1:00pm-2:30pm, on assigned mats
4) **Students above 12mos in age are encouraged to bring a blanket or soft toy from home to make nap-time cozy.** Small pillows and blankets are preferable since EDDC cubbies are small. Children listen to soft music or story tapes while resting, and there is always a teacher present to supervise. **Please take nap items home to be cleaned every Friday.**

Health Policies

According to state law, teachers can only give your child medicine (*either prescription or over the counter)* when you provide written instructions from your doctor, as stated on official "medication forms." (Request these from Administration or your child's teacher.) Many parents ask their pediatricians ahead of time to fill out forms with instructions for commonly used cough/cold medications, pain relievers, etc. Medication instructions should be noted on the medication form each day and labeled medicines should be placed in the designated "medicine box."

For children with severe allergies, it is recommended that parents provide Benadryl and an EpiPen. It will be kept in a locked medication box in your child's classroom. A signed Medical Consent form (Emergency Care Plan) must be on file to administer Benadryl and/or EpiPens for severe allergies.

All accidents/injuries will be taken seriously and reported to the parents the day they occur. An Incident/Illness Report form will be filled out and signed by the teacher, Administration and the parent. A copy is to be given to the parent, and a copy is to be placed in the child's file. Parents will be called to pick children up if there is a question as to whether the child should see a doctor or if the child is overly upset. If a child has a contagious illness, please inform the school as soon as possible. An Incident/Illness Report form or note containing the same information will be sent out to all parents of children exposed to a contagious disease.

Please also notify the school if your child is diagnosed with an infectious disease (e.g., flu, chickenpox, stomach virus, etc.)

Sick children must stay home. Message EDDC via Brightwheel in the morning if your child will be staying home sick. The goal isn't to "penalize" sick kids—it's to keep everybody else in the class as healthy as possible. Keep your child home if he or she:

1) Has a fever of 100.4 degrees or greater; If your child has a fever, he/she needs to be fever free for 24 hrs. before returning to school unless you have a doctor's note
2) Has signs of a new cold with sore throat, frequent cough, purulent eye discharge or copious mucous and is uncomfortable
3) Has a headache or head pain
4) Has a loss of appetite
5) Is excessively irritable or shows unusual lethargy
6) Has inflammation of the eye or eyes
7) Has a skin abscess or open sore not previously treated with an antibiotic (these should be covered with a bandage until healed*)
8) Has a rash
9) His/her behavior is not usual due to "generally not feeling well"
10) Has abdominal pain; or
11) Is vomiting or has diarrhea (must be symptom free for 24 hours).

Your child will be sent home if he or she exhibits any of the above symptoms during the school day.

*Due to the increase in MRSA (Methicillin resistant Staphylococcus aureus), we require that all skin traumas, such as abrasions or cuts, be covered with a clean, dry bandage until healed. Children may not attend school with uncovered lesions.

In trying to avoid accidents, children and activities will always be carefully monitored to ensure a safe environment. In the event of an emergency, a staff member will administer first aid and if necessary, call 911. The parent will then be notified. Only medical emergency vehicles will transport children should the need arise.

Please make your child's teacher aware of any/all health issues at drop-off time. A staff member will do a routine health check when they arrive, if they suspect any change in your child's behavior since the last date of attendance. The staff will observe and look for the following when assessing your child's health:

1) breathing difficulties,
2) severe coughing,
3) discharge from the nose or eyes,
4) changes in skin color,
5) bruising or swelling, and
6) cuts, sores or rashes.

In addition, the staff will hug or gently feel the child's cheek, forehead, or neck (in case of fever or chills). The staff will also converse with the parent/guardian to find out about any changes in the child's sleeping, eating and/or drinking, toilet habits and mood/behavior changes at home. If any changes are found, they will be documented on the classroom chart/sign-in sheet. See above policies on illness and exclusions as well as handling of medical emergencies.

State law requires EDDC to keep current records of all students' immunizations. This may include a tuberculin test. Anytime you take your child for immunizations, please make sure the office gets a copy for your child to be current. It is also a requirement by State law that all children 4 years and older to be screened for vision/hearing each year. Documentation of the results must be kept on file and sent in by June 30th of each year. A professional examination is required. If you decline immunizations for your child or the vision/hearing screening; you must provide a notarized affidavit to the office.

EDDC Staff is not required to have any preventable disease vaccines at this time, unless deemed mandatory from our local health official in the future.

The EDDC Board strongly supports and encourages immunization of all EDDC students according to the Texas Minimum State Vaccine Requirements found in the Texas Administrative Code, Title 25 Health Services, Sections 97.61 to 97.72. However, pursuant to Texas Human Resources Code Section 42.043(d), EDDC is required to accept certain immunization exemptions. EDDC follows Dallas ISD's policy that immunization exemptions are not recognized in time of epidemics. Students will need to be immunized or cannot attend school in case of an epidemic declared by the Commissioner of Health.

See attached immunization FAQs.

Discipline and Guidance Policy

Discipline is derived from the word disciple meaning, "to teach." Therefore, at EDDC, we do not think of discipline as punishment but rather as an opportunity to teach self-control. This will be done in a loving and supportive way. In no instance will corporal punishment be administered, nor will consequences be related to food, rest, or toileting. Please carefully read the Discipline and Guidance Policy within your admission forms and sign. A copy will be kept within your child's file. Discipline at EDDC, when necessary for the safety and well-being of our children, is individualized and consistent for each child. Discipline is appropriate to the child's level of understanding and directed toward teaching the child acceptable behavior and self-control. At EDDC, only positive methods of discipline and guidance are used that encourage self-esteem, self-control, and self-direction. Methods include using praise and encouragement instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements; redirecting behavior using positive statements; and brief supervised time out from the group, which is limited to no more than one minute per year of the child's age. No harsh, cruel, or unusual discipline or punishment is ever used at EDDC.

Corporal punishment or threats of corporal punishment are never used. Children are never humiliated or ridiculed. Voices are never raised at children. Our goal is to provide positive guidance for children that teaches them skills which help them get along in their physical and social environment. We are endeavoring to give children understandable guidelines and redirection as needed to help them develop internal control of their actions and encourage them to exhibit acceptable age-appropriate behavior.

Food Policies

Infant

Infant feeding is discussed in "What to Bring" section.

Toddlers – Preschoolers

EDDC provides hot lunches for all children except the infant class Monday through Friday, along with daily morning and afternoon snacks, and milk, juice or water to drink. The food is prepared by a contracted caterer to be nutritionally balanced and appealing to children; meals are delivered daily.

Guess Who's Coming To Dinner
Office Manager Contact: Alyssa Herrera
10729 Audelia
Dallas, TX 75238
214-340-0061

Morning snack is served at 9:00am, lunch is at 11:30, and afternoon snack is served after nap, at 3:15pm. Menus are posted monthly at the front of the school; the menus will also be emailed each month.

Please make your child's teacher or other staff members aware of any food allergies or sensitivities, including how to identify a potential adverse reaction. Every effort will be made to accommodate your child's dietary requirements; although you may prefer to send

a sack lunch on days when the standard menu contains items your child cannot or will not eat.

Please give your child breakfast at home. Food that cannot be shared at the center can cause problems.

Please do not send candy or gum to school with your child.

Special Activities & Opportunities

Birthdays. Each child's birthday is celebrated in a positive, relaxed manner. If you wish to bring treats for your child's class to celebrate his/her birthday, contact his/her teacher to plan arrangements.

Class Parties. Class parties are organized at the discretion of each classroom's teacher with the support of classroom parents. Class parties are generally celebrated for major holidays and may include a special snack, craft or other activity. Please see the Center calendar for more details.

Stretch-n-Grow. Stretch-n-Grow is an on-site enrichment program that aims to provide high-quality, fun, educational exercise experiences to help grow happy, healthy, successful kids. These 30-min sessions are led weekly (days vary by class) by certified child fitness professionals. There is no additional fee for this activity. For Toddlers and above.

Parent/Teacher Conferences (Pre-K and Threes classes). Formal conferences are scheduled annually, but EDDC encourages regular communication between teachers and parents. Your child's teacher will always be happy to speak with you about your child's progress. If you have any issues that can be discussed with your child's teacher over the phone, the best time to call is while the class is napping. This allows your child's teacher to focus on the conversation about your child without sacrificing the care and attention she needs to provide to the entire class during "awake hours." If you have additional concerns, don't hesitate to speak with the Director, Assistant Director, or any member of the Board of Directors.

Dance classes (optional). These are offered weekly on Thursday mornings for a fee of $10 per ½ hour class per child, payable directly to the dance teacher, Pam Beaty (not included in EDDC tuition). If you choose not to enroll your child, he/she will remain with his/her teacher while classmates receive dance instruction in another classroom. For ages 3-5 years.

Spanish classes (optional). These are offered weekly on Thursday afternoon for a fee of $8-$10 (depending on enrollment) per ½ hour class per child. Payment will be made quarterly to Culture Kids \; this is not included in EDDC tuition. If you choose not to enroll your child, he/she will remain with his/her teacher while classmates receive Spanish instruction in another classroom. For ages 3-5 years.

Water Activities. During the summer months EDDC has sprinkler days. Classrooms will be taken separately and within water play ratios to the playgrounds for sprinkler play.

Pre-K and Threes field trips. The children will be transported in the school van. Parent volunteers are encouraged to be a part of the experience. Parents will be notified at least 48 hours in advance of any field trips.

Family events. EDDC's volunteer Parent Group plans various activities and parties designed to bring center families together outside of "school" hours. Check email and Brightwheel for notices about family events; they provide a great way to connect with other EDDC parents.

EDDC Television/Screen Time Policy. State licensing limits television viewing time to two (2) hours per day; EDDC limits television and screen time well within the state guidelines and strives to show programs and use computer aids with an educational purpose, as age appropriate. Teachers will make an effort to show programming and use computer applications or videos related to the week's lesson plan. Non-active and non-instructional screen time is limited. Special allowances are made for movies as special rewards. The DVDs used are available for parent review. If there is a movie day in the class which will exceed one hour per day, it will be included in the class lesson plan.

Friday Night Sitting

Many Friday evenings, an EDDC staff member will be available to babysit at the Center for an additional fee ($40 for one child, $20 for additional child) payable in cash directly to the teacher. Sign-up sheets are posted at the front and back doors; parents must sign up in advance for the service and must return to the center to pick up children by midnight. Friday Night Sitting services are not part of the Center's operations and the Center is not liable for sitting arrangements.

EDDC Child Abuse and Neglect Policy

In an effort to protect the wellbeing and safety of children, the State of Texas requires anyone who suspects child abuse and neglect to report it to the proper authorities. The East Dallas Developmental staff are trained to identify the signs and symptoms of abuse and neglect and receive a minimum of one hour of annual training on recognition and prevention. All suspected indicators will be documented and reported. The Center is required by law to cooperate with any investigation of child abuse and neglect.

Children being brought to the Center with noticeable bruises or other marks on them will be reported immediately to the Director and, subsequently, to the proper authorities either by the staff member reporting or the Director. Suspicions of any other type of abuse such as neglect, or emotional abuse must be reported also. Our first responsibility is to protect the children in our care. To protect everyone, the child, the parents, and the facility, we follow the following procedure when we suspect or know about a child being abused.

Suspicions or findings are reported to the Director. The Director has the responsibility to assess the situation and decide what action, if any, needs to be taken. The Director will evaluate all the evidence and make the decisions for reporting. However, all employees and/or parents may make reports separate and independent of the Director. If desired, reports can be made anonymously by contacting Family and Protective Services either by telephone or online as shown below.

Texas Department of Family and Protective Services
Child Care Licensing
8700 N. Stemmons Freeway
Dallas, Texas 75247
214-951-7902

PRS Child Abuse Hotline
1-800-252-5400

PRS Website
https://www.txabusehotline.org
(You must include the “s” in https:// to access this site)

Abuse/Neglect/Reporting

Any suspicion of child abuse on a child is to be reported to the Director immediately. Documentation will be made, and a phone call will be made to licensing. Physical, sexual, or emotional abuse can be very difficult to detect. Symptoms, warning signs or factors indicating abuse could include:

- unusual bruises, welts or burns.
- recurring bruises, welts, or burns.
- unexplained injuries.
- unusual clothing for time of year.
- unusual shyness, avoidance, anxiousness to please.
- very knowledgeable (beyond age level) with facts/information.
- frequent urination, itching or discomfort.
- very poor relationships with peers.
- unusually “adult” in actions, language, or behavior; and/or
- regression in behavior when redirected.

These are just a few external behaviors observable. Always discuss with the Director.

East Dallas Developmental Center is committed to the safety, welfare and protection of all children participating in our program. This commitment includes protecting them from abuse or harassment of any form, whether physical, mental or sexual and from any individual (***e.g.***, parent, peer, or staff member).

Internal procedures for reporting any suspicion of child abuse on a child are to be reported immediately to the Director. Documentation will be made, and a phone call will be made to licensing. Confidentiality is the highest priority. There will be no discussions with fellow staff members or other families at the school or outside the school by the staff member. All communication is directed between the Director and employee only.

Community Resources are available to families and will be shared or families directed toward such services with confidentiality.

The following acts are prohibited and will not be tolerated in any way by an East Dallas Developmental Center staff member directed toward a child. Any observations or personal knowledge of such violations must be reported immediately to the Director.

1) Any display or demonstration of sexual activity or abusive conduct toward a child.
2) Sexual advances or sexual activity of any kind between any adult and child.

3) Infliction of physically abusive behavior or bodily injury to a child. This behavior could include but not limited to slapping, hitting, pushing, pulling a limb or hair, shoving hard to sit down, jerking motion, or similar behaviors.
4) Physical neglect of a child, including failure to supervise properly or leaving children unattended.
5) Causing mental or emotional injury to a child (yelling, shouting, humiliating, excessive embarrassing, spiteful teasing, name-calling, purposeful exclusion from activities, using “mean” language, saying “shut-up”, using “put-down” language or similar behaviors).
6) Possessing, consuming, or being under the influence of illegal drugs of any kind, alcohol, or over medicating oneself where judgment and ability to perform one’s job is impaired in any way.

Each staff member has the responsibility to report any questionable circumstances to the Director. In the event anyone personally witnesses an occurrence, that person will be asked to complete an Incident Report Form. When the Director receives a report of alleged violation, she will have the discretion to consult with others as needed and to take such steps deemed appropriate to address the issue. Any person who fails to report an observed incident or suspected situation will be in violation of this procedure. East Dallas Developmental Center may treat this violation as grounds for suspension or termination. Anyone on staff that reports suspicions of child abuse or neglect at the school are immune from discharge, retaliation or any other disciplinary action for that reason alone unless it is proven the report is malicious or intentionally defaming.

Any staff member who is accused of committing a prohibited act will be suspended temporarily while the investigation is underway. The individual involved will have the opportunity to give a deposition and meet with the Response Team (individuals who are involved in the process of reviewing the allegation).

All staff have signed a separate form stating awareness of proper procedures for handling abuse. They also must complete 2 hours of training each year related to child abuse and neglect.

Safe Environment Training for parents and the general community are held regularly at St. Thomas Aquinas at no charge to offer help in recognizing abuse/neglect and offer knowledge on prevention methods and reporting as well as offers online training opportunities. Other community-based organizations that may offer the required training at no cost may be found at www.dfps.state.tx.us on the Child Care Licensing page or may contact the local licensing office for assistance. The local office information is found above.

Infant Safe Sleep Policy

Parents will review this policy upon enrolling their **Infant** at East Dallas Developmental Center. If your child is in the Infant I or Infant II classroom, please sign this policy which is provided in the parent handbook and a copy will be returned to you. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS) at:
http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx

All staff, substitute staff, and volunteers at East Dallas Developmental Center will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full-size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and a mattress cover or protector. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329]. Items that should not be placed in a crib include:
    - soft or loose bedding, such as blankets, quilts, or comforters.
    - pillows.
    - stuffed toys/animals.
    - soft objects.
    - bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing (such as sleepers or footed pajamas) as an alternative to blankets [§746.2415 and §747.2315].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must *not be attached* to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2415 and §747.2315].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2426 and §747.2326].
- Our childcare program is smoke-free. Smoking is not allowed in Texas childcare operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].

- Actively observe sleeping infants by sight and sound [§746.2403 and§747.2303].
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised “tummy time” several times daily. This will help them strengthen their muscles and develop normally [§746.2427and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant’s health care professional [§746.2428 and §747.2328].

PRIVACY STATEMENT

DFPS values your privacy. For more information, read our privacy policy at: http://www.dfps.state.tx.us/policies/privacy.asp.

Infant Safe Sleep Policy (Infant Class Only)
SIGNATURES

I have been provided a copy of the East Dallas Developmental Infant Safe Sleep Policy.

This policy is effective on: _____(date)

Child's Name: _____

Signed by: _____ Date signed_____
Director/Asst. Director

Signed by: _____ Date signed_____
Staff Member

Signed by: _____ Date signed_____
Staff Member

Signed by: _____Date signed_____
Parent