

KIM'S PALACE
Licensed Home Daycare



PARENT
HANDBOOK

Kim's Palace is dedicated in providing a Christian loving, fun, and safe learning environment for young children to grow, and to prepare them for higher learning (Public school).

Now open Mon. - Fri. 6:00a.m. to 4:00p.m.

Kimberly Fizer, Owner and Operator

For more information: (214) 875-7872

Kim's Palace Licensed Home Daycare

2471 Matland Dr.

Dallas, Texas 75237

(214) 875-7872

Statement of Purpose an Education Policy: Kim's Palace Licensed Home Daycare is an early childhood program that is dedicated to provide high quality of age-appropriate educational activities for infants, toddlers, preschoolers, and after-school children with extended daycare for working with parents.

Non-discrimination clause: Kim's Palace do not discriminate. Its aim is to provide services to all regardless of race, color, creed or national origin.

Program Objectives: Kim's Palace Licensed Home Daycare believes that the "Parents" are the first most long-lasting, and most important educators in their child's life, and that the curriculum of "Kim's Palace" should grow from mutual involvement of teachers, parents, and children. Kim's Palace offers a supportive environment that's meaningful for the children allowing them to move freely, learning at their own pace in ways that will help develop their physical, emotional, cognitive, and social skills.

Philosophy

Kim's Palace philosophy is to teach and prepare young children for the next level of higher learning (school). As a professional educator, I'm committed to gain as much knowledge in early childhood education and the family life. I'm committed to comply with school policy, goals, and objectives to maintain a committed to professionalism.

It is to improve my personal growth and skills to be as effective and productive, working with young children, he parents, and the community. I'm dedicated in providing high quality of education by using the proper age-appropriate curriculums, materials, and high tech equipment that enhance the children's learning. Also, to guide, nurture, and care for the children allowing them to become productive and healthy individuals.

Kim's Palace Licensed Home Daycare Policies

Parent Information

My Rights As A Parent

1. To be welcomed in the Kim's Palace Licensed Home Daycare to observe and to volunteer with activities or special events for the children.
2. To always be treated with respect and dignity.
3. To help develop adult programs, this will improve daily living for my family and me.
4. To choose whether or not to participate without fear of endangering my child's right to be in the program.
5. To take part in major policy decisions affecting the planning and the operations of the program.
6. To be informed regularly about my child's progress in Kim's Palace Licensed Home Daycare.
7. To be informed about all community resources with health, education, and improvement of family life.
8. To request a parent conference at any time, but schedule conferences during naptime this between 12:30 p.m. – 2:30 p.m.

Hours of Operations

Kim's Palace Licensed Home Daycare hours are from 6:00 a.m. – 4:00 p.m. Monday through Friday. If the child is picked up after business hours, the parent will be charged a late fee of \$15 an hour. There will be no exceptions.

Admission Policy

Kim's Palace is operated on a non-discriminatory basis, providing access to services and equal treatment without regard to race, color, religion or national origin.

Enrollment: On or before your child's first day, please bring the following:

- *Kim's Palace enrolls infants through 12 yrs. Old
- *Full payment for your child's first week.
- *At least a month supply of diapers and wipes.
- *At least two changes of clothing's.

What Is Needed To Enroll:

1. An up-to-date immunization record
2. All children must be free of contagious diseases
3. Completed Admission Information Form included as followed: A signed Child Care / Parent Agreement; Emergency Medical
4. Authorization Field Trip Authorization; and Transportation Agreement and the attached (Health Requirements information)

Registration

There's a one-time non-refundable registration fee of \$35.00 that's due as the parent enroll his/or her child into the program.

Fee/ Late Fees

Payments are due every week / or biweekly, according to the parent payment period. Payments are expected to be paid in advance.

If payment become delinquent after two months, you will have ten days from notification to meet your financial commitment. Failure to do so will result in the removal of your child from daycare.

There will be no reduction in fee for excessive absences, illnesses or family trips, if your child misses daycare. The fee must be paid to cover that period of time. Teacher / childcare provider, supplies, and equipment are there. I view registration as a contract or pact between parents and the daycare.

There's not reduction in fees to change in age. All fees will stay the same throughout the school year.

Please pay on time and have the correct amount for daycare. If fees are not paid on the day that you are committed to pay, there is a late fee of \$2.00 per day. Checks will be accepted, but there will be a \$20.00 charge on all checks returned for non-sufficient funds. If this happens more than two times, we will no longer accept your checks for childcare. At that point, a pre-laid money order will be the only form of payment accepted.

**Insurance:* Each child is covered by insurance he / or she is under the supervision of "Kim's Palace" for any accident that might occur.

Withdrawal

Parents are required to give a two-week notice and to complete a withdrawal form. Without this form completed, your child is considered enrolled at Kim's Palace Licensed Home Day.

DAYCARE TUITION

**Full-Day and *Part-Day rates are the same.*

Ages Served

Infant (0 – 17 months) \$150.00

Toddler (18 – 35 months) \$130.00

Pres-School (3 – 5 years old) \$120.00

After-School (6 – 12 years old) \$100.00

Nutrition

Wholesome nutritious meals will be serve to children on a daily basis- breakfast (7:00 a.m.-9:00 a.m.), lunch (12:00 p.m.), and morning / afternoon snacks. This meets the recommended amount designated by the State Department of Human Services Food Program. Kim’s Palace will furnish food for children on a special diet authorized by a doctor. Children must not bring food with them to the daycare. SPECIAL NOTE: Cakes, cookies, and other “not so nutritious food” may be served during special events like birthday parties, and holidays.

Infant’s Feeding: Formula is provided by the parent/guardian, all other foods and beverages are provided by me. Feedings are flexible. We feed them when they are hungry.

Breastfeeding: Kim’s Palace will provide a designated place that will welcome and support mother’s breastfeeding for their babies and to protect the health of breastfed infants. Families will receive accurate information about breastfeeding, and Daycare staff / childcare provider are trained to provide breastfeeding information and support to help mothers continue to breastfeed when they return to work or school. Resource for mother’s breastfeeding infants and providers preparing and feeding bottles to infants: Extension Alliance for Better Child Care <https://childcare.extension.org/supporting-breastfeeding-mothers-and-infants-in-child-care>.

<https://childcare.extension.org/guidelines-for-child-care-providers-to-prepare-and-feed-bottles-to-infants>.

Potty Training: Potty training shouldn't be rushed; it is important that your child is psychologically and physically ready for training. Huggie's Pull Ups (or other brand) must be provided by the parent / guardian during this transition period, no regular style training pants or underwear will be used until your child maintains 2 continuous weeks of bladder/bowel control; of course, if your child regresses after this 2 week period we will assess the next step.

Clothing: All infants using diapers or pull-ups need two complete changing of clothing. Kim's Palace will not be responsible for washing and drying your child. They will be returned to you in a protective plastic bag. Child's play is messy work. Your child may be given the opportunity to prepare nutritious food, painting, or doing various other messy, but fun activities while under my care. Please provide comfortable clothes and the proper shoes that are allowed to get dirty and stained. Tennis shoes are preferable. Dress up shoes have slick soles, sandal, crocs and flip-flops are dangerous and inappropriate for active play. Children's clothing should be uncomplicated so that they can easily use the bathroom by themselves. Please label your child's baby bag / school backpacks, etc. with their name. Often a child will have a garment that's identical to someone else in the daycare.

Safety

Kim's Palace provides an environment that your child can explore and play safely. Some features that help to ensure your child's safety are though not limited to:

Inside

- *Doors will remain locked for security purposes.
- *Adequate ventilation throughout the home
- *Operating smoke alarms and fire extinguishers.
- *Fire evacuation and severe weather plans posted.
- *Toys and equipment will be age-appropriate and in safe condition.
- *Electrical outlets will be covered.
- *Sharp object will be kept out of reach.
- *First Aid Kit will be available.
- *Emergency Contact Information will be posted near the exit.

Outside

- *Safe, spacious, fenced in backyard to play in.

*Nice, and clean peaceful neighborhood.

*YMCA Recreation Center in the neighborhood for more outdoor space activities.

Curriculum

Erika Mc Millan Home implements the TEA approved Circle Activity Collection for Infant, Toddler and PreK Curriculum through the Children's Learning Institute (CLI) Engage Platform. The CIRCLE Activity Collection offers a variety of hands-on activities that teachers can implement in their classrooms during whole group, small group, centers, and one-on-one instruction. When implementing the activities, we encourage children to have an optimal learning experience using playful, purposeful, and playful strategies. Children will be exposed to new concepts multiple times and across a variety of contexts to solidify their understanding. We are excited to offer the CIRCLE Activity Collection as a part of our program to better prepare our children as lifelong learners.

Physical Activity

Activity Play and Inactive Play: Kim's Palace provide at least 120 minutes of active play time to all children each day; children are given the opportunities for outdoor play 2 or more times per day; and we rarely show television and videos.

Play environment: Kim's Palace provide portable play equipment (wheeled toys, balls, hoops, ribbons) that is diverse and available for children to use at the same time. We make outdoor portable play equipment freely available to all children all of the time; outdoor play space includes an open, grassy area and a track/path for wheeled toys; and indoor play space is available for all activities, including running, when weather does not permit outdoor play.

Supporting Physical Activity: Our staff / child care providers often encourage children to be active and often join children in active play. Also, posters, pictures, and displayed books are provided for visible support for physical activity in 2-to5-year old classroom.

Screen Time

Screen time activity includes all media/ technology "educational" content on a cell or mobile phone, computers, television, tablets, video, film, or DVD to support ALL children's learning.

Inclement Weather Policy

Kid's Palace will be closed during inclement weather when the Dallas Independent School District schools are closed. Parents will be notified by phone, texts, or email approximately 5:00 a.m. the day of closing with instruction and details. (Full tuition must be paid).

Drop-off and Pick up Policy Upon arrival (drop off), parents must walk their child (ren) into the home and sign them in using the attendance sheet and the I-Pad for the purpose of the CCA parents before proceeding to the classroom. Please ensure that your child's teacher is aware of their presence in the classroom by walking your child to their classroom and completing morning check-in confirmation with their teacher. Please do not allow children to walk to their class on their own. Your child's safety is our number one priority, so please consider this additional time in your morning routine as we partner to ensure the safety and well-being of your child. Upon departure (pick up) parents must sign children out using the attendance sheet or the I-Pad (CCA) at the front desk before proceeding to the designated pick up area. Please keep your children with you at all times and do not allow them to roam the building or walk out of the building alone. If someone other than yourself will be picking the child up, please let the Director know and ensure that designated person is listed on their authorized pick up list. Please inform the designated individual that they will be required to show proper identification before the child is released to them. If there are any changes that would impact this procedure, please inform us in writing. Unless it is an emergency, please finish all phone calls prior to entering the building during drop-off and pick up times. We have a No Cell Phone Policy in the daycare.

REMINDER: Children will not be release to anyone who is not on the child-release list without notification by parent. Picture identification must be presented for anyone I do not know.

Transportation: If you need your child to be picked up from home or school, I need for the parent to sign a transportation form giving me permission to picking up your child. During enrollment, there will be more information discussed about car seats, and booster seat and how it will be necessary to have to protect the children safety in the vehicle that I will use as a mean of transporting them in.

Medication: If your child is on medication and it must be administer while at childcare, the medicine must be in the original container and labeled with the child's name, doctor, name of medication dosage and when it is to be taken. I will also have a form for you to sign giving me permission to administer the medication to your child. Medication will be given at the time you specify and a written record will be kept.

Hand washing: Hands will be washed often throughout the day (before meals, after bathroom or diaper changing, etc.) to prevent the spreading of germs.

Attendance and Health Policies

For the health and well-being of your child and others at daycare, keep your child home for the following reasons:

*A fever (a child should remain at home for 24 hours after the fever is gone and / or prescribed antibiotics administered for 24 hours before a child returns to daycare) *Nausea, vomiting, diarrhea (child should remain home 24 hours after the last episode). If your child happens to experience any of these three times in my care, parents will be notified. *Red, “crusty” itchy eyes (conjunctivitis or pink eye is very contagious). The child must be kept at home for 48 hours while being treated with antibiotics and should only return to daycare if there is no discharge from the eyes. *A runny nose if there is colored nasal mucous.

A parent or a person on the emergency contact list must always be available who can come to the daycare for emergencies or for a sick child. Please call if your child has a communicable illness or infestation, such as chicken pox, and notify other parents. Your child’s identity is protected.

Rest Time: Infants nap varying times and their personal schedule take precedence. By the time a child reaches one year of age, they are generally into an afternoon nap routine. Rest time for toddlers and preschoolers will be each afternoon between the hours of 12:30 p.m. – 2:30 p.m. However, no child will be forced to sleep when he or she is not tired and all children will be allowed to rest regardless of the general schedule.

Health and Hygiene: Some features of Kim’s Palace that help ensure your child’s health are: *No smoking permitted in the home.* Good hygiene is stressed at all times.*Children are not allowed to carry around bottles or have them in their beds. *Children are prevented from sharing cups, utensils, and food. *Every attempt will be made to keep toys and play areas sanitized.*Food preparation will be done in a safe and hygienic manner.

Termination of Childcare: If you decide to remove your child from my care, please provide at least two weeks of notice. If I can no longer care for your child, I will also provide you with at least two weeks of ‘written’ notice.

Discipline

Texas State Minimum Standard Requirement 747.2703

Kim’s Palace will use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, and include at least the following procedures:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
2. Reinforcement: reminding the children of behavior expectations daily by using clear, positive statements / or classroom limits.
3. Redirecting behavior using positive statements, and
4. Using brief supervised separation or time away from the group, when appropriate for the child’s age and development, that is limited to no more than one minute per year of the child’s age.

Types of discipline and guidance or punishment are prohibited **747.2705**

1. Corporal punishment or threats of corporal punishments.
2. Punishment associated with food, naps, or toilet training.
3. Pinching, shaking, or biting a child.
4. Hitting a child with a hand or instrument.
5. Putting anything in or on a child's mouth.
6. Humiliating, ridiculing, rejecting, or yelling at a child.

Collaboration for Challenging Behavior

There will be 3 warning given concern any child that may display disruptive behavior.

*1st warning will be a “verbal” statement, which I will be using lots of positive reinforcement and redirections according to the guidelines of Early Childhood Development to assist monitoring child's behavior. If child behavior continue to progress,

*2nd warning will be a “written documentation”. Within the documentation, it will include the things your child has done to misbehave in a disruptive matter.

*3rd warning: there will a teacher and parent conference. Teacher will discuss with the parent of his or her behavior. If the child continue to display disruptive behavior.

*4th warning is where the parent will sign a “Release of Contract”: In the contract, it will state that your child will not be able to return for service and care due to disruptive behavior. Your child will be release from the Kim's Palace Licensed Home Daycare.

Please see the “[Addressing Challenging Behavior Policy](#)” *Addendum* 2024 section (page 1) for further review.

Accommodations for Families

Our program's policy and process in supporting families and children who may need additional accommodation, including home language, differing abilities and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the general public and in the parent's primary language. Please notify the Director if you or your child require accommodation and we will ensure that we do our part in making sure your needs are met.

Below are ways that our program will partner with families:

1. If specific therapies are needed during the day while the child is in our care, we will provide space to accommodate sessions.
2. Participation in all comprehensive care meetings if needed.
3. Complete supporting documentation from authorized medical professional for any accommodations related to child's physical or developmental needs.
4. Provide materials and resources in parent's/child's primary language.
5. Provide opportunity for cultural inclusiveness by hosting cultural events throughout the year.

Please see the “[Addressing Challenging Behavior Policy](#)” Addendum 2024 section (page 2) for further review.

Parent Conference

Please do not use drop/off pick-up time to communicate lengthy concerns with your child’s teacher as this can be a distraction to the care of other children in the within the classroom. Conferences are offered to parents **two times a year**, but parents can request a conference to discuss any concerns on an as needed basis. During conference time, each parent will receive information on their child’s development and have the opportunity to set goals with teachers based on the results from the developmental assessments conducted by the teacher.

Please see the “[Addressing Challenging Behavior Policy](#)” Addendum 2024 section (page 5) for further review.

§747.501. What written operational policies must I have?

(9)Procedures for parents to visit the child-care home any time during your hours of operation to observe their child, program activities, the home, the premises, and equipment without having to secure prior approval [Medium]

Family Participation

Family involvement at Kim’s Palace is very important to the success of not only our program, but also your child (ren). There are several ways that families can get involved with the home daycare and activities to ensure that your experience while enrolled in our home daycare will be a great one! Opportunities for parent involvement include:

- Class parties
- Parent/teacher conferences
- Monthly parent meetings
- Holidays (see monthly calendar)
- Annual fundraisers
- Graduation

Parents will have the opportunity to receive pertinent information related to the resources in the community as well as information of their child’s growth and development. Therefore, resources will be posted on the Parent Bulletin Board for the parents to observe and take advantage of

information offered that may be vital and essential to their child's development. Also, we are partners with ***Book Spring*** and the ***Books at Beginning at Birth*** which provide your family with the literacy tools your child needs to become a successful life-long reader and learner.

Assessments

Children, caregivers, and the program will be regularly assessed by me to ensure the best possible care for your child. You are welcome to request that an assessment be taken or to see results of any assessment concerning your child.

Please see the "[*Addressing Challenging Behavior Policy*](#)" *Addendum* 2024 section (page 4) for further review.

Field trips

Field trips for ages 4 and up are planned throughout the year. A notice will be posted on the outside of your child's classroom door 48 hours prior to the scheduled trip. A field trip permission form, indicating the day, time, location, purpose and items your child will need for the day. The teacher will send a detailed list home for the field trip. Parents, grandparents, aunts, uncles, etc. are always invited to attend any of our scheduled field trips.

Transition plans

When your child is ready to move to a new classroom or school (public), we do all we can to make this transition a smooth and successful one. We will contact you when we feel your child is ready to move. The move will always be a collaborative decision among parents, teachers and administrative staff. We recognize that transitions can be a challenge therefore we will take into consideration each child's temperament and adjust our transitions time accordingly. Transitions planning will be discussed in detail during the parent conference.

Emergency Preparedness 747.5001

An emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuation and relocation. The plan addresses the types of emergencies most likely to occur in your area including, but not limited to, natural events such as tornadoes, floods or hurricanes, health events such as medical emergencies, communicable disease outbreak, and human-caused events such as intruder with weapon, explosion, or chemical spill.

Kim's Palace is responsible for providing a safe environment for the children, staff, and caregivers from any hazardous emergencies that may endanger lives. Here are the following procedures Kim's Palace Licensed Home Daycare will comply.

Evacuation, including: (A) In case of an emergency, I will move the children to a designated safe area or alternate shelter known to all household members, caregivers, and volunteers. For this to be carried out, I will discuss the safe area within the daycare and demonstrate the proper procedure for the children, staff, volunteers, caregivers to follow in case of any emergency. (B) Children will be relocated to the designated safe area or alternate shelter. Meaning, if there's an emergency such as a major 'gas' leak in the neighborhood, our designated place of shelter will be the Antioch Fellowship Missionary Baptist Church, and the Fire Station in our neighborhood which is three minutes away from the daycare. I, along with other caregivers will gather all the children together and explain what happen and how we must relocate to our safe area. I will be responsible for using my vehicle for transporting the children and caregivers to the alternate shelter which is the Antioch Fellowship Missionary Baptist Church or the Fire Station#40. (C) Name and address of the alternate shelter away from the home. The address for the Antioch Fellowship Missionary Baptist Church is 7550 S. Hampton Rd., and the Fire Station #40 is 2440 Kirnwood Dr. (D) An emergency evacuation and relocation diagram as outlined in 747.5007 of this title displayed. I will discuss the emergency evacuation and relocation diagram with parent during the time of enrollment and to give them a brief tour of the daycare showing them designated safe areas where his or her child will take shelter in case of an emergency. (E) How children in attendance at the time of the emergency will be accounted for at the designated safe area or alternate shelter. I will make sure that every child within my care is safe and accounted for. Meaning, I along with other caregivers, and staff will have an attendance sheet listed with the names of every child as well as a head count will be done to make sure that every child is present within my care.

Communication, including: (A) I will post the emergency telephone number for the parents, staff, and visitors to observe, and will have it on file in case of emergency. (B) I will communicate with local authorities (such as fire, law enforcement, emergency medical services, health department), parents, and the Texas Department of Family and Protective Services to network / & partner with a resource from the community so that I may bring better quality of service and care to the children, parents, staff and caregivers of the Kim's Palace Licensed Home Daycare. (C) I will have the Minimum Standards on file for the parents to review, and the Inspection Report will be posted for the parents to observe. (D) If the parents have any questions / or concerns, they may contact:

Texas Department of Family and Protective Services Agency
8700 N. Stemmon Fwy. Ste. 104, Dallas, Tx. 75247
Phone number (214) 689-7284 / Website: www.dfps.state.tx.us
***The Child Abuse Hotline 1 (800) 252-5400**

Kim's Palace Licensed Home Daycare will evacuate with the essential documentation including:

(A) Parent and Emergency contact telephone numbers for each child in care. Upon enrollment, I will explain in details the importance for the parent and emergency contact telephone numbers of their child in case of emergency and have them to fill out that form. (B) Authorization for emergency care each child in care. (C) The attendance record information for children in care at the time of the emergency. I will make sure that every child attendance record information which include the admission / enrollment form, TB, Immunization records, contact numbers, etc. are present for emergency purposes. In the event of an emergency, you will be called, and if necessary, your child will be transported by ambulance to the nearest hospital (Charleston Methodist Hospital). If the emergency is very serious or urgent, I may need to call 911 before contacting you, but you will be reached as soon as possible. You will be responsible for the costs of all medical treatment necessary for your child's well-being.

Kim's Palace will

I will conduct a fire drill every month in case of a "fire". Children will learn how to safely exit the daycare home within three minutes. Staff, caregiver, and household members will also take part of these drills.

Calendar /Holiday Schedule

Paid holiday closings: New Year Eve/ New Year Day, Memorial Day, Martin Luther King Day, Labor Day, July 4th, Good Friday, Thanksgiving (and the day after), Christmas Eve/ Christmas Day.

Vacation closing: 11 paid vacation day per year; all other vacation days are not paid, if any occur.

Each year, I take a family personal vacation. I need this time for me to rest and to be with my family. Because, I take my career seriously in caring for your children, I need this time out to maintain the energy level it takes to give your child the quality care he/ she deserves.

*Special note: parents will be given a 30 days noticed before I post my vacation.

Open door policy

Please feel to drop in and check on your child at any time, come and have lunch with your child, or even spend the day with him or her. You are always welcome!

You are also invited to call and check on your child throughout the day. If I am busy and the phone goes unanswered, please do not be alarmed, simply leave me a voice mail message and I

will return your calls as quickly as possible. You may also communicate any information to me via email at kfizer69@gmail.com. I usually check my email a few times a day.

Parent Updated Information

Kim's Palace understand that at times situations occurs and changes must be made. Therefore, parents are responsible for sharing any new contact of information that is required by Kim's Palace to have filed to our records. Such information: update home /and work numbers, new address etc. You may share this face-to-face with director or communicate information at kfizer69@gmail.com

A Few Final Thoughts

As a parent in my child care home, please...

*Take an interest in your child's activities and development at day care, and share your child's habits, fears, and concerns with me;

*Read all correspondence given to you, and those posted. Promptly, sign and return those forms needing to be signed;

*Remember that you are responsible for your child while on my premises so please remain in complete contact with your child during that time;

*Call me! Your concerns and feedback are important to me.

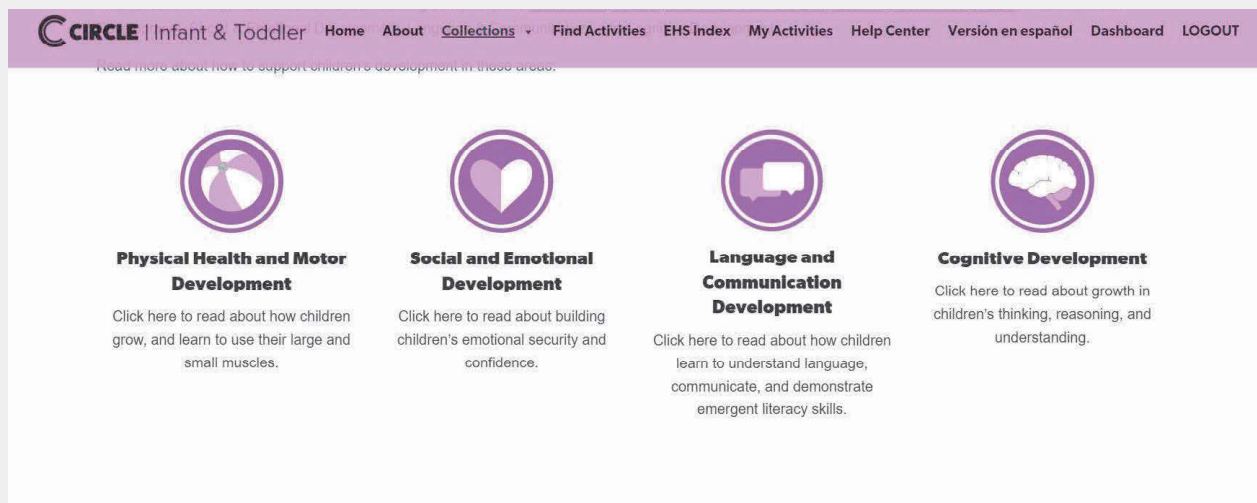
Signature of Parent/Guardian: _____ Date: _____

Signature of Daycare Provider: _____ Date: _____

|

Curriculum

Erika Mc Millan Home implements the TEA approved Circle Activity Collection for Infant, Toddler and PreK Curriculum through the Children's Learning Institute (CLI) Engage Platform. The CIRCLE Activity Collection offers a variety of hands-on activities that teachers can implement in their classrooms during whole group, small group, centers, and one-on-one instruction. When implementing the activities, we encourage children to have an optimal learning experience using playful, purposeful, and playful strategies. Children will be exposed to new concepts multiple times and across a variety of contexts to solidify their understanding. We are excited to offer the CIRCLE Activity Collection as a part of our program to better prepare our children as lifelong learners.



The screenshot shows the top navigation bar of the CIRCLE website. The bar is purple and contains the following links: CIRCLE | Infant & Toddler, Home, About, Collections, Find Activities, EHS Index, My Activities, Help Center, Versión en español, Dashboard, and LOGOUT. Below the navigation bar is a white section with four circular icons representing different developmental areas. Each icon is surrounded by a purple circle. The icons are: a person running (Physical Health and Motor Development), a heart (Social and Emotional Development), a speech bubble (Language and Communication Development), and a brain (Cognitive Development). Below each icon is a title and a short description.

Physical Health and Motor Development
Click here to read about how children grow, and learn to use their large and small muscles.

Social and Emotional Development
Click here to read about building children's emotional security and confidence.

Language and Communication Development
Click here to read about how children learn to understand language, communicate, and demonstrate emergent literacy skills.

Cognitive Development
Click here to read about growth in children's thinking, reasoning, and understanding.



The screenshot shows the CIRCLE Pre-K Curriculum page. The navigation bar is blue and contains the following links: CIRCLE | Pre-K Curriculum, Home, About, Collections, Pre-K Curriculum, Help Center, Versión en español, Dashboard, and Sitemap. Below the navigation bar is a large blue heading: **Pre-K Curriculum**. Underneath the heading is a paragraph: "The CIRCLE Pre-K Curriculum provides all the resources needed to support weekly planning and delivery of comprehensive prekindergarten instruction." At the bottom of the page is a collage of images showing various CIRCLE Pre-K Curriculum materials, including a laptop displaying the website, several spiral-bound manuals (Teacher's Manual, Scope & Sequence, Welcome to Pre-K!), and a "WELCOME" sign.

Pre-K Curriculum

The CIRCLE Pre-K Curriculum provides all the resources needed to support weekly planning and delivery of comprehensive prekindergarten instruction.

Families can access researched based activities to support children's development at home. <https://cliengagementfamily.org/>



The screenshot shows the homepage of the CIRCLE Activity Collection: Family website. The header includes the CIRCLE FAMILY logo, navigation links (Home, About, Explore Early Learning, Find Activities, My Activities, Other Collections, Help Center), and buttons for 'Versión en español', 'Login', and 'Sign Up'. The main title is 'CIRCLE Activity Collection: Family'. Below the title is a diverse group of cartoon families. A text block below the illustration states: 'The CIRCLE Activity Collection: Family translates child development research into practice by providing a variety of hands-on activities that families can do at home. This collection is organized around seven learning domains: Language & Communication, Reading & Writing, Math, Science, Social & Emotional, Physical Development, and Art & Sensory.'

Child Assessments: Children ages Birth to 5 years participating in full day program will have a documented child progress monitoring at least 3 times – Beginning, Middle and End of year. The Development Checklist used is based on child age range which shows what skills a child could exhibit with the age range. Teachers will only document the skill or behavior that a child has developed.

Teachers will also have ongoing monitoring of children's development using a variety of observational strategies or tools. The Developmental Checklist will also be provided to parents to document their child's growth at home to share at parent conferences. The

Child Progress Monitoring:

- Provide concrete data to have rich conversation regarding areas of growth and specific needs identified.
- Parents and Teachers collaborate in creating goals and plans to move child forward.
- Provide data where Teachers can modify lesson plans and instruction to better meet child developmental or academic needs.
- Identify concrete data to identify areas of concern and make referrals to outside agencies or district to support child and family.
- Share Progress monitoring data, samples and portfolios of each child to provide and communicate with New Teachers as children transition to new classrooms.

Parent Teacher Conferences: Parents will receive an invitation to sign up for a scheduled meeting with Lead Teacher and or Administrator at 30 days prior to Parent Teacher conference week. Parent Teacher Conferences are strongly encouraged for teacher and Parents to participate. This will give parents an opportunity to engage and offer ideas and strategies to their teachers to support their children's growth. Parents and teachers are expected to create and acknowledge a Summary and plan for the next Progress Monitoring Cycle.

Child Assessment Tools: Children's Learning Institute (CLI) Child Development Checklist Birth – 48 months. Children 5 years of age will be monitored using the CDC Child Development Monitoring Checklist.



CHILDREN'S LEARNING INSTITUTE


Infant & Toddler DEVELOPMENTAL CHECKLISTS

Just like tracking height and weight, tracking developmental milestones helps caregivers see how children's skills compare to typical growth and development.

Developmental milestones are skills most children can do by a certain age. There are important milestones children achieve at each stage of life.

Each child is an individual, so it is important to remember that a milestone checklist is only a guide for growth and development. Some children may achieve skills a little earlier and some children may achieve skills a little bit later; however, certain skills tend to develop within predictable age ranges.

Knowing what to look for is key to knowing how a child is developing. Developmental milestones can help caregivers become aware of what skills are expected at what ages and acknowledge what the child is accomplishing—a first smile, a first step, a first word.



- <https://circleactivitycollection.org/infant-and-toddler-curriculum/teachers-guide-meeting-the-needs-of-infants-and-toddlers/monitoring-child-development/>
- <https://www.cdc.gov/ncbddd/actearly/milestones/milestones-5yr.html>

Texas Rising Star Program: Our program aims to achieve the Texas Rising Star Certification. The Texas Rising Star program is a quality rating and improvement

system for Texas early childcare programs participating in the Texas Workforce Commission's (TWC) Child Care Services. We are committed to providing high-quality childcare that exceeds the state's minimum childcare licensing standards in the following categories:

1. Director and Staff Qualifications, Orientation, and Training
2. Teacher-Child Interactions
3. Program Administration
4. Indoor/Outdoor Learning Environments

Children who attend high-quality early learning programs, especially at-risk children, can make significant gains in their knowledge, skills, and abilities. For more information go to <https://texasrisingstar.org/parents/>

Updating Contact Information: Parents can update their contact information in a variety of ways freely by placing information on communication log or placing information in suggestion texting box or emailing at emac24@gmail.com.

Parent Handbook will be reviewed annually and modified as needed. Parents will receive revised changes to Parent policies in writing.