

MARY McLEOD BETHUNE DAY NURSERY, INC.

PARENT HANDBOOK

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**MARY McLEOD BETHUNE DAY NURSERY, INC.**

**PARENT HANDBOOK**

**HISTORY**

For more than sixty-four years the Mary McLeod Bethune Day Nursery, Inc. has provided dependable, quality care. Founded in 1941, Bethune opened on Howard Street as Corpus Christi's first day nursery of its kind in the Coastal Bend - and is the city's first State licensed childcare center. Bethune's quality care and stimulating learning experiences drew students city-wide and in 1970 another facility was created to serve a combined total of 120 children. In order to continue meeting the community's increasing day care needs, a new facility at 900 Kinney Avenue permitted the closure of the original Howard Street facility. This enabled Bethune to increase enrollment to 160 children. In 1991, the need to replace our obsolete Army World War II barracks extension site resulted in another facility to provide services for up to 94 infants and toddlers increasing enrollment to 175 children. In 1994, again, the need for meeting the needs for our schoolagers resulted in a portable building donated by Pacific Southwest Bank to provide care for 23 additional children increasing enrollment to 198.

From its very beginning, the people of Corpus Christi have recognized Bethune's special contributions to the field of childcare. In 1942, Bethune became a participating agency in the Community Chest and a forerunner of the United Way of the Coastal Bend. The State of Texas recognized Bethune's ability to maintain high quality childcare and with a contract in 1966 to provide services under a state program to children of low-income families.

**PRESENT**

Bethune's enrollment reflects the city's changing population. Bethune has met the changing needs of the parent and child with innovative programs:

- \*Infant-Toddler Program
- \*Comprehensive and Developmental Program
- \*Parenting Skills Program
- \*Pre-Kinder
- \*Before and After School care
- \*Summer Camp

Bethune is supported in part by the Coastal Bend Workforce - Child Care Services, Corpus Christi Independent School District, Education Service Center Region II, Homeless Issues Partnership, United Way of the Coastal Bend, Child and Adult Care Food Program, Del Mar College Special Populations Program, and child care fees.

**OUR GOALS**

We hope to:

- \* help each child develop a positive self-image
- \* guide each child to become an independent person

- \* respect each child for what he/she is and to help him/her live each day fully and happily to the best of his/her ability
- \* help each child learn to live satisfactorily with other children and to learn to love and trust others
- \* have a well-planned yet flexible program allowing each child the freedom of choice in use of all materials
- \* assist each child in developing cognitive skills
- \* provide each child with repeated experiences of being loved, understood and accepted
- \* provide a happy atmosphere conducive to learning
- \* promote the physical, emotional, social and intellectual development of children and families
- \* encourage self-confidence, self-control and a positive self-concept
- \* assist parents in developing parenting skills
- \* increase the awareness of the community

#### **OUR MISSION**

The Mary McLeod Bethune Day Nursery is dedicated to enhancing quality, affordability and child care services for all families. Mary McLeod Bethune Day Nursery assists low income families in providing child care for children 0 months to 10 years of age while parents/guardians work or participate in educational or training programs.

The Mary McLeod Bethune Day Nursery collaborates with the Coastal Bend Workforce -Child Care Services, Corpus Christi Independent School District, Education Service Center Region II, Homeless Issues Partnership, United Way of the Coastal Bend, Del Mar College Special Populations Program and the United States Department of Agriculture - Child and Adult Care Food Program.

#### **ELIGIBILITY**

Bethune offers quality child care to the total community parents that are self paid, Coastal Bend Workforce Development Board - Child Care Services, or receive other funding sources. In order to qualify through the Coastal Bend Workforce Development Board -Child Care Services, parents must qualify for the various fundings otherwise, parents are enrolled by the published rates established by the Board of Director's. Parents enrolled for full-time childcare receive 8-10 hours of care and parents enrolled for part-time childcare receive a maximum of 6 hours of care.

#### **SHELTER CARE POLICY**

Starting August 31, 2003, Mary McLeod Bethune Day Nursery will provide childcare services for children living in local shelters or in temporary emergency housing.

FUNDING WILL BE AVAILABLE FOR A PERIOD OF THREE MONTHS ONLY

Appropriate documentation must be provided in order to qualify for services such as a shelter referral or proof of residence in a shelter or temporary housing.

#### **ENROLLMENT POLICY**

All children are enrolled on a first-come basis without regard to color, sex,

national origin, handicap, or religion. If the actual enrollment is not complete, your child will not be accepted until all required documents are complete and on file in our administrative office and fees have been paid in advance for the week.

Parents of children that need assistance are eligible once a referral has been made through the Coastal Bend Workforce Development Board - Child Care Services and a slot is available.

#### **REQUIRED DOCUMENTS**

1. REGISTRATION AND INFORMATION CARD. This card must be completed in its entirety as the information gives us a better understanding of your child and his/her needs.
2. Eligibility determination in person for updates whenever there is a change in any information initially provided or information to be provided upon re-determination. (Ten days are allowed for changes.)
3. CHILDCARE AGREEMENT: This agreement is considered a contract between parents and the Day Care Center. It is also to be signed at the time of admission by parent or guardian.
4. HEALTH DATE: At the time of enrollment the following items must be submitted:
  - a. Health statement signed by a physician
  - b. Immunization Record
  - c. T. B. Skin Test with date and results, or physician's statement (after 12 months and thereafter).
5. SOCIAL SECURITY CARDS for yourself, child(ren), and spouse if applicable
6. Most recent check stub OR verification on letterhead of training
7. BIRTH CERTIFICATE
8. Verification of public assistance (if applicable)
9. TRANSPORTATION AUTHORIZATION (see Field Trips)

Notify the Coastal Bend Workforce Development Board -Child Care Services and administrative offices immediately of any changes such as new phone numbers, addresses, jobs or school status.

On a quarterly basis, the agency will update files. Phone calls will be made to your employment, training sites, etc. to verify information given for your files and to assure that contact numbers are up to date.

All changes of residence, employment, etc. must be reported IMMEDIATELY.

#### **PARENT INVOLVEMENT**

Parents and Bethune are partners in providing the environment for the growth and development of the young child. Parents are always welcome - it is important for you to be familiar with this part of your child's growth.

The center sponsors lectures by guest speakers on child development as well as issues affecting the family and any concerns over center policies and procedures of the center (center director or representative of administration will be present). Parents are required to participate in Parent Meetings. Parent Meetings are designed to assist parents in their parenting skills. The center sponsors lectures by guest speakers on child development as well as issues affecting the family. These meetings are held quarterly usually at 7:00 p.m. in the evening. As part of the Child Care Agreement, all parents agree to attend a minimum of four parent education meetings per year. Parents are welcomed to visit the school at anytime. Inform the office the day before if you plan to eat with the children.

#### **CONFERENCES**

Parents are required to schedule monthly conferences with designated staff members. The conference should be made by the parent or teacher at a time when neither person is responsible for children. Parents are encouraged to communicate with staff in individual and joint conferences or meetings to discuss joint responsibilities, plan for the child's program, special activities and projects, the child's present and future needs, their interests, potentialities, growth and development, or any concerns. A conference is recommended once a month and may be formal and/or informal. Conferences must be held at least quarterly. Please review the parent board in your teacher's room to sign up for your meetings.

#### **CHILD AND ADULT CARE FOOD PROGRAM SIX MONTH UPDATE**

Parents will be notified of an appointment held every six months for the purpose of verifying information in the child's record.

#### **DAYS OF OPERATION/SCHOOL HOLIDAYS**

The Center is open year round with the exception of nine observed holidays. The following holidays will be observed; therefore the Center will be closed:

**Memorial Day/Labor Day (floating day)  
Thanksgiving Day (Thursday and Friday)  
Christmas Eve and Christmas Day  
New Year's Day  
Martin Luther King Day  
Easter (Good Friday)  
July 4th**

The Center will close early for Thanksgiving Eve and the day before Christmas Eve. On these holidays the day care will close no later than 3:00 p.m. ALL children will need to be picked up by 3:00 p.m.

These holidays are subject to change yearly.

If a listed holiday falls on a Saturday, Bethune will observe this holiday on the Friday before. If a holiday falls on a Sunday, it will be observed on the following Monday.

#### **FEES**

Our fees are based on a sliding scale according to the number of days and hours

of care needed and the age of the child in care.

Parents are responsible for discussing any problem which prevent fee payments with the Executive Director or designated person before due date of fee. Failure to pay fees or make suitable arrangements to pay could possibly result in stopping attendance until such arrangements are made. If after trying to work with the parent/guardian and there is still no cooperation, services could be terminated effective within twelve calendar days if not immediately.

Non-sufficient Fund Checks (NSF) (returned checks) will be charged back to the child's account with an additional service charge of \$25.00 and checks will no longer be accepted as payment.

Payment of fees **MUST** be made by money order or certified checks **ONLY**.

The first week of fees are due upon enrollment. Fees are due by Monday morning and **ONE WEEK IN ADVANCE** according to terms. The center will NOT make change for any fee paying parent therefore, **CORRECT CHANGE IS REQUIRED**. Any overpayment will be credited to the following week's balance.

In cases of emergency or other natural disasters and if the center is in need of dismissing children early, discounts will **NOT** be given to fee paying parents unless informed at that given time.

Parents who will no longer need child care services from our agency will have to make their **FINAL PAYMENT** by money order, cashier's check or cash **ONLY**. NO personal checks will be accepted on final payments.

REMINDER: Don't forget the months with (5) five weeks affect self-paid parents.

#### **HOURS**

The Center is open from 7:00 a.m. until 5:30 p.m. Monday through Friday.

The Center will provide child care services until 6:00 p.m. for parents who are verified and approved due to late employment or training until the hour of 5:30 p.m. Documentation from employer or school must be on file to substantiate late care. Late fees will began at 5:31 p.m. for parents who do not qualify for late care and at 6:01 p.m. for parents who do qualify for late care.

Due to coverage, parents must report to agency if late care is needed before 5:15 p.m.

#### **ARRIVAL POLICY**

Children must be brought into the Center no later than 8:30 a.m. and be released in the care of a staff member. Allow a few minutes for the Health Check (see Health Policies). No jewelry, food or toys may be brought to school.

#### **PICK-UP POLICY**

When picking up your child, make sure the staff member on duty is aware the child is leaving. Check for any papers or notices being sent home and check the Parents' Bulletin Board.

If your child is being picked up by someone who is not listed on the child's

emergency card, you MUST call the office or leave written authorization to add this individual to the card, otherwise the child will not be released.

Children will not be released for any reason, if there is a question on the alert condition of the person picking up the child.

#### **CLOSING TIME/LATE FEE**

The Center is scheduled to close at 5:30 p.m. We ask parents to cooperate by picking up their children no later than 5:30 p.m.

If because an emergency, the parent should be delayed, please call the Center and inform the office that you will be late by 5:15 p.m. A late charge of \$5.00 per every 5 minutes is assessed starting at 5:31 p.m. and payable **IMMEDIATELY** by the parent. Parents who qualify for late care will be charged a late fee of \$5.00 per every 5 minutes starting at 6:01 p.m.

While we understand that emergencies do occur, we request that parents keep in mind the 5:30 p.m. closing time. Our staff is hired until the closing hour and continuous tardiness to pick up a child on the part of a parent will necessitate our request that the child be withdrawn from the Center. We will call the Texas Department of Regulatory and Protective Services office if there is a reason for the agency to question the arrangements for the picking up of a child/ren.

#### **ABSENTEEISM/TARDINESS**

Parents are responsible for notifying the administrative offices of plans to keep a child out or arriving late (after 8:30 a.m.) any time during his/her enrollment. Upon arrival, the child(ren) must report directly to the office.

**PARENTS MUST CALL THE OFFICE EVERY DAY THAT THE CHILD DOES NOT ATTEND THE DAY CARE AND GIVE REASON OF ABSENCE FOR PROPER DOCUMENTATION.**

IF A CHILD IS ABSENT FOR THREE (3) CONSECUTIVE DAYS DUE TO ILLNESS, A PHYSICIAN'S RELEASE FORM IS TO ACCOMPANY THE CHILD UPON RETURNING.

#### **BAD WEATHER AND EMERGENCY PICK-UP**

Any weather or emergency condition that closes the Corpus Christi Independent School District schools, automatically closes our facility, yet, we will reserve the right to close this facility if the safety of our staff and families is at risk and is not acknowledged by the Corpus Christi Independent School District. Listen to local radio stations for any changes in closures. Otherwise follow issued emergency plans provided by the day care.

In case of evacuation during center time, child(ren) will be taken to the Janet Harte Multi-Purpose Building (the gym) or to the YMCA at 417 South Broadway- phone 882-1741.

#### **PROGRAM**

Discovery Learning Centers are set up throughout each classroom, exposing children to current learning materials with which to create and discover. The children are allowed to learn at their own pace of development, yet we encourage curiosity and ability to think. Through play, the child develops his/her mind and body, integrating the intellectual functions of thinking,

reasoning, problem solving, talking and imagining.

We utilize three principles of each development:

**1. PHYSICAL DEVELOPMENT**

Physical development proceeds according to the rate that is individual for each child. Through the use of tumbling mats, bean bags, balance beams, and hoops, children are able to develop the large muscle-group skills (gross motor) and the use of puzzles and manipulatives to promote growth of hand skills and eye-hand coordination (fine motor skills).

**2. COGNITIVE DEVELOPMENT**

This development is designed to stimulate children's thinking and reasoning skills. Working in small groups, children play "thinking games" in which they must carefully follow directions or begin to draw conclusions from visual and verbal clues supplied by the teacher.

**3. MUSIC DEVELOPMENT**

This includes songs, dance, fingerplays and rhythm band instruments to promote creative self-expression and appreciation of the creativity of others.

**PROMOTION/TRANSFERRING OF CHILDREN TO ROOMS**

Children are moved from one room to another when developmentally ready and not by chronological order. All moves are first made by children visiting the new room two half days; a.m. and p.m. and one full day.

**CURRICULUM**

Independence and the ability to use independence wisely is a major goal for each child. The child is guided in developing self-reliance, cooperation and self-expression.

It is recognized that a child's play is his/her major vehicle of learning. Since children learn by doing, they are able to acquire the self-confidence and the physical and mental skill necessary for later learning through the concrete experiences of structured play.

Samples of activities include:

- |                 |                      |
|-----------------|----------------------|
| * Creative art  | * Movement and music |
| * Manipulatives | * Block play         |
| * Math          | * Physical play      |
| * Fingerplays   | * Puzzles            |
| * Dramatic play | * Science            |
| * Field trips   |                      |

Each child is assessed soon after the child's initial adjustment period and thereafter assessed annually or every six months, if needed.

The Portage Guide to Early Education is the tool used to measure each child's developmental progress.

**HEARING AND VISION SCREENING**

The center will provide hearing and vision screening for all children ages 3-4

and make referrals as needed.

#### **FIELD TRIPS**

Parents will be informed of all field trips planned, a minimum of 48 hours in advance of the date, time and place for all trips away from the Center. A monthly calendar of excursions is provided in the lobby by Parent Board. A blanket transportation authorization of written consent to transport a child will be used for all excursions. In the event an excursion is cancelled or postponed, we will make the effort to notify the parent. Parents are welcome to accompany classes on excursions. In some instances it is necessary for the planning of the field trip. Check the parent boards to make plans.

#### **NUTRITION PROGRAM**

The Center serves three well-balanced nutritional meals daily. Meals served are breakfast, lunch and an afternoon snack.

Menus for the noon meals are posted in each classroom and on the Parent's Bulletin Boards. Please inform the Center if your child has any food allergies. Please do not allow your child to bring food of any kind to the Center. All meals are reimbursed by the United States Department of Agriculture - Child and Adult Care Food Program.

Parents are welcomed to send cookies, cupcakes, etc. to share birthdays or special events. Please let your child's teacher know a week in advance if you will be bringing treats.

**INFANT/TODDLERS:** Feeding instruction forms must be completed before children begin attending, to enhance the proper nutritional diet.

Formula, infant food, bottles or bottle inserts are to be supplied by the parent.

#### **HEALTH POLICIES**

**HEALTH CHECK:** In the morning, allow a few minutes for child(ren) to be checked by the designated staff. (Any questionable markings are subject to being reported to the Texas Department of Protective and Regulatory Services.) Good hygiene is a MUST. Example: bathed, clean clothes, hair clean and combed, teeth clean and faces washed.

**IMMUNIZATIONS:** It is the parents' responsibility to obtain any required immunization as it becomes due. If the physician has reasons not to give immunization as recommended by the State Department of Public Health, a written statement from the physician must be submitted.

**ILLNESS:** Children must be kept home if they have fever, severe coughs, severe sore throats, vomiting, uncontrolled diarrhea, a contagious rash, discharge from eyes or ears, or other symptoms of a contagious disease.

Children should not return to school until 24 hours after temperature returns to normal. If a child has a temperature in the afternoon, he/she should not be in school the following day unless prescribed by a physician to return.

When parents are contacted by the school due to running a fever of over 100, the child must be picked up immediately by a responsible person. A written statement from the doctor is required upon return to school.

**HEAD LICE:** Parents will be called and must make arrangements to pick up the child as soon as possible. Care must be given to cleaning the child's head immediately. A doctor's prescription is needed after problems of two days.

**EARLY DEPARTURE DUE TO ILLNESS:** Children becoming ill at school will be isolated and parent will be called. Children should be picked up as quickly as possible. Parents will be notified if a contagious disease, such as chicken pox has been contacted by a classmate.

**EMERGENCY MEDICAL PROCEDURE:** In the event of a medical emergency with a child:

- (1) parent will be called, if parent is not available
- (2) alternate person(s) will be called
- (3) physician will be called
- (4) child will be taken for emergency care by center designated staff

If your child is ill and is unable to come to school, call the administrative office so that we can be aware of the illness.

#### **MEDICATION**

This agency will not be responsible for administering medication unless dosages have been prepared in a feeding bottle by the parent in case of infant care.

#### **SUSPECTED ABUSE**

The State of Texas requires that all members of day care institutions be on the lookout for, and report to the State, any and all cases of abuse to a child. Bethune Day Care is, therefore, obligated to report to the State any suspected cases of child abuse and/or neglect.

#### **REST PERIOD**

All children are required to rest after lunch. Even if your child does not sleep, he/she must lie quietly and rest during this period. A cot is provided for each child.

#### **DRESS CODE**

Students at Bethune will be required to adhere to a school uniform. The uniform attire is as follows:

**Navy blue shirt with a polo collar  
Khaki or jean slacks or knee shorts**

Bethune T-Shirts may also be purchased in place of polo shirts. Information on monogramming for the polo shirts will be given at the main office.

This uniform applies to children ages 18 months up to schoolage. Children in the Corpus Christi Independent School District will not be required to wear this uniform during the school year.

#### **CLOTHES**

Children will be actively engaged in working with paints, watercolors, modeling clay and sand. Clothing should be comfortable, easy for the child to fasten, and washable. Mark all clothing with child's full name.

All children should have a complete change of clothes at the Center. Please dress your child for the appropriate weather, including visors, hats, sweater, coats, socks, shoes, and shirts. All children go outdoors, if only for a short period, unless it is raining. (Sandals are NOT allowed unless they are closed in front and back.)

INFANTS/TODDLERS: Must have at least two (2) changes of clothing, 30 day time disposable diapers, and at least three (3) pair of disposable training pants for children ages 19-24 months in lockers at all times. Check your child's locker daily or ask your child's teacher about supplies.

Parents, do not depend on others to supply your child with extra clothing. If your child does not have extra labeled clothing, you will be called to either bring clothing or to pick up your child immediately. Parents are permitted to bring a smock or oversized shirt for the child to wear when he/she is involved into art projects.

#### **TOYS**

Children are not allowed to bring toys except on special occasions where a child is sharing a favorite book, record, etc. with other children.

Make sure item is durable and well-marked. A child may bring ONLY one item at a time. Be selective about the toy which your child brings. It should be something with which he/she will not hurt him/herself or anyone else. Also remember it is quite possible that it can or will be broken or lost at school. **NO COSMETICS OR GUNS PLEASE!**

#### **DISCIPLINE**

With guidance and motivation from skilled, caring teachers, children are guided in learning how to express their negative and positive feelings in socially acceptable ways which are not destructive to themselves or others.

It sometimes becomes necessary as a last resort to separate a child from his/her peers (called "time-out") for a short period of time (usually two to three minutes) when dangerous or disruptive behavior persists. Corporal punishment or humiliation are **NEVER** to be used.

#### **DAMAGING EQUIPMENT**

Children are taught to use all playground and classroom items and equipment correctly. In the event a child is showing destructive behavior and destroys such items or equipment, the replacement cost will be added to the parent.

#### **WITHDRAWAL OF A CHILD**

If the child is enrolled with the Child Care Management System, the parents are expected to inform the Child Care Management System and the Center's administrative office if a child is to be withdrawn from the program. Failure to notify either the Child Care Management System or the administrative office will result in continuous fee charges until such notice is given.

Self-Paid parents are expected to notify the enrollment clerk and front office a minimum of one week in advance upon planning for withdrawal from the program in order to avoid continuous billing of fees.

## **LICENSING RULES AND REPORTS**

Parents are welcomed to review Minimum Standard Rules/Inspection Reports upon advance request from the Executive Director.

Parents are at liberty to contact the State licensing office, the Protective Regulatory Services Child Abuse Hotline (1-800-252-5400) or the Protective Regulatory Services web site as deed.

## **WEAPON POLICY**

At NO time will this agency allow any weapons on the property. Violation by any parent, visitor, etc. will result in immediate termination of service for the family.

## **SPEED LIMIT ON PARKING LOT**

Our parking lot at times might be free of traffic yet it is very important to prevent a traffic jam in front of either buildings. In order to prevent a traffic jam, it is very important to park your vehicle before you enter the buildings. If parking is not available, circle the parking lot if needed.

When entering and exiting the parking lot, the speedlimit MUST not exceed 3 miles per hour in order to ensure the safety of all on the premises otherwise, it will be requested that the person bringing and picking up children park outside the gates.

Safety on the parking lots is a MUST.

## **INFLUENCE OF CONTROLLED SUBSTANCE**

Entering the agency under the influence of alcohol or any illegal controlled substance will disallow release of any child/ren even if the person picking up the child/ren is the parent.

## **ADMINISTRATION FUNCTIONS**

**EXECUTIVE DIRECTOR:** Is the (CEO) Chief Executive Officer of the agency who provides leadership for the agency. The Executive Director develops and administers the agency's capabilities to offer a quality child care program in accordance with the philosophy and policies outlined and approved by the Board of Directors. The Executive Director develops the program, leads, coordinates and makes decisions to maintain a quality agency. The Executive Director manages the entire agency staff.

**PROGRAM COORDINATOR:** Supervises all educational program staff (teachers), implements and monitors the program needs for enhancement.

**OFFICE MANAGER:** Is designee as needed to monitor the duties of the clerical support staff and monitors the functions of the bookkeeper.

**SUPPORT STAFF COORDINATOR:** Monitors the support staff and oversees volunteers, contract workers and is back up to program.

**ADMINISTRATIVE ASSISTANT:** Assists with clerical duties and handles full enrollment procedures for children being registered into the center. Interfaces with the Child Care Management System and other collaboration partners in need of child care services.

**BOOKKEEPER:** Performs financial and recordkeeping duties for the agency.

## CHILDHOOD ILLNESSES

### COMMUNICABLE DISEASE CHART FOR SCHOOLS AND CHILD-CARE CENTERS

#### BRONCHITIS

Symptoms: Frequent coughing, labored breathing, possible fever.  
Incubation: 1 to 7 days  
Duration: 2 to 4 days  
Communicability: 2 days before symptoms appear to 2 days later  
Treatment: Consult your doctor. If the child has fever, make sure they rest, give plenty of juice and use a vaporizer.

#### CHICKEN POX

Symptoms: Fever, discomfort, itching, pink or red spots on the chest, stomach, and back, which may spread to the scalp and face. Spots change to blisters, which eventually crust.  
Incubation: 10 to 21 days  
Duration: 7 to 10 days  
Communicability: 1 day before spots appear to about 6 days after. The child should be isolated until blisters crust and dry. Consult your doctor. Rest is essential. Relieve itching with Calamine lotion. Trim child's nails so they don't scratch the scabs.  
Special  
Precautions: Keep child's utensils and dishes separate.

#### COMMON COLD

Symptoms: Sneezing, stuffed or runny nose. Sore throat and watery eyes. Possible cough, chills and low fever.  
Incubation: 1 to 7 days  
Duration: 2 to 14 days  
Communicability: 2 days after symptoms appear to 2 days after.  
Treatment: If the child has fever, make sure they rest. Give plenty of juice and use a vaporizer. Keep child warm and avoid chilling.  
Special  
Precautions: Consult your doctor if the symptoms persist or worsen.

#### CROUP

Symptoms: Labored breathing, hoarseness, loud hacking cough which often comes at nighttime.  
Incubation: 2 to 6 days  
Duration: 4 to 5 days  
Communicability: Consult your doctor. Use a vaporizer. Keep child on a light, low-fat diet.

#### GERMAN MEASLES (RUBELLA)

Symptoms: Chills, low fever. Runny nose and painful swelling of glands

behind the ears. Usually there is a slight raised, fine red rash, which begins on the face, then spreads over the entire body.

Incubation: 14 to 21 days  
Duration: 3 to 6 days  
Communicability: 7 days before symptoms appear to 5 days after. Pregnant women should never be exposed to this illness.  
Treatment: Consult your doctor. If the child has fever make sure they rest, give them plenty of juice and use a vaporizer.  
Special  
Precautions: Keep the child's hands clean and launder linen and clothes separately.

#### **INFLUENZA (FLU, VIRUS)**

Symptoms: Chills, drowsiness, weakness. Sudden high fever. Headache, achiness, sore throat. No appetite. Possible nausea and dizziness.  
Incubation: 1 to 3 days  
Duration: 3 to 7 days  
Communicability: 1 day before symptoms appear to 7 days after.  
Treatment: Consult your doctor. If the child has fever, make sure they Rest, give plenty of juice and use a vaporizer.  
Precautions: Keep child's utensils and dishes separate.

#### **MEASLES**

Symptoms: Early symptoms include low fever, slight hacking cough, fatigue, discomfort, eye irritation. Around 4th day, fever and cough worsens and a rash of faint pink spot appears on the neck and cheeks then spreads to the rest of the body.  
Incubation: 10 to 15 days  
Duration: 8 to 12 days  
Communicability: 4 days before rash appears to 5 days after.  
Treatment: Consult your doctor. If the child's eyes are sensitive to light, keep the room dim. If there is a fever, make sure they rest, give plenty of juice and use a vaporizer.  
Special  
Precautions: Keep child's utensils and dishes separate.

#### **MUMPS**

Symptoms: Swollen glands on one or both sides of the jaw. Mild headache and fever.  
Incubation: 12 to 24 days  
Duration: 6 to 10 days  
Communicability: 7 days before symptoms appear to 9 days after.  
Treatment: Rest is essential. Apply cool compresses to the cheeks. Do not give citrus juices.  
Special  
Precautions: Keep child's utensils and dishes separate.

#### **PNEUMONIA**

Symptoms: Coughing, fever, rapid breathing. Discomfort, chills, weakness. Possible nausea and vomiting. Sudden fever lasting several days.  
Incubation: 2 to 14 days  
Duration: About 7 days  
Communicability: Varies

Treatment: Make sure the child rests. Give plenty of juice. Use a vaporizer. Keep them on a light low-fat diet.

**ROSEOLA**

Symptoms: Sudden fever lasting several days. After fever is gone a rash of flat or raised spots appears on the chest, stomach or back, then spreads to the rest of the body.

Incubation: 10 to 14 days

Duration: 5 to 6 days

Communicability: Varies

Treatment: Consult your doctor

**SCARLET FEVER**

Symptoms: Painful sore throat, fever. Nausea and vomiting. Within 3 days, a fine rash appears on the neck, armpits, and groin then spreads all over the body.

Incubation: 1 to 5 days

Duration: 6 to 8 days

Communicability: 1 day before symptoms appear to 6 days after.

**STREP THROAT**

Symptoms: Painful sore throat, fever, nausea and vomiting.

Incubation: 2 to 5 days

Duration: About 6 days

Communicability: 1 day before symptoms appear to 6 days after.

Treatment: If child has a fever, make sure child rests and give them plenty of juice.

Special

Precautions: Check other members of the family for symptoms.

**VOMITING OR DIARRHEA:**

Consult your doctor if vomiting or diarrhea persists for more than 6 hours, contains blood or is accompanied by high fever. Have the child rest and keep them off solid foods. When they start to feel better, give them low fat foods and frequent small amount of liquid.

The Agency has the right to request a doctor's diagnosis and release for attendance after each illness in order to assure the health of the others in care.

**MINIMUM STATE VACCINE REQUIREMENTS  
IMMUNIZATION SCHEDULE**

This chart summarizes the vaccine requirements incorporated by the Department of Health and Human Services Centers for Disease Control and Prevention. This chart is not intended as a substitute for consulting the Texas Administrative Code, which has other provisions and details.

Birth	None
By 2 months	1- Combined Diphtheria-Tetanus Toxoid & Pertussis 1- Hib1 1- Polio 1- HepatitisB2 1- PCV
By 6 months	3- Combined Diphtheria-Tetanus Toxoid & Pertussis

	3- Hib
	3- PCV
By 12 months	3- Combined Diphtheria-Tetanus Toxoid & Pertussis 4- Hib1 3- Polio 4- PCV Influenza (YEARLY)
By 15 months	1- Hepatitis B3 4- Combined Diphtheria-Tetanus Toxoid & Pertussis 1- Dose 15 mos. Or a completed series Hib1 2- Polio 1- Measles 1- Mumps 1- Rubella 1- Varicella
By 19 months	4- Combined Diphtheria-Tetanus Toxoid & Pertussis 1- Dose 15 mos. Or a completed series Hib1 2- Polio 1- MMR 1 1- Varicella 2- HepatitisB2
By 6 years	HepatitisB Series 5- Combined Diphtheria-Tetanus Toxoid & Pertussis 4- IPV MMR 2 1- Varicella
By 12 years	1- Td
At Kindergarten Entrance	4- Polio 2- Measles 1- Mumps 1- Rubella 1- Varicella 3- HepatitisB2 2- HepatitisA2

**Selected Populations Vaccines:**

By 24 months	1- PCV 1- PPV Influenza (Yearly) Hepatitis A Series
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1. Complete series of any Hib vaccine, or one dose of any Hib vaccine given at or after 15 months of age.
2. Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in lieu of vaccine.
3. Serologic proof of immunity or documentation of previous illness may substitute for vaccination. Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine."

- Hepatitis A vaccine is required for students attending a school located in a high incidence geographic area designated by the Texas Department of Health. Thirty-nine (39) counties affected by the Hapatitis A requirement are: Bexar, Brewster, Brooks, Cameron, Crockett, Culberson, Dimmitt, Duval, Edwards, El Paso, Frio, Grayson, Hidalgo, Hudspeth, Jeff Davis, Jim Hogg, Kenedy, Kinney, LaSalle, Maverick, McMullen, Moore, Nueces, Pecos, Potter, Presidio, Randall, Real, Reeves Starr, Sutton, Terrell, Terry, Uvalde, Val Verde, Webb, Willacy, Zapata, and Zavala.

**NOTES:**

The provisions and information set forth in this handbook are intended to be informational and not contractual in nature and are subject to modification with notice.

This Childhood and Adolescent Immunization Schedule is approved by the Advisory Committee on Immunization Practices, American Academy of Pediatrics and the American Academy of Family Physicians.

**WIC: The Special Supplemental Nutrition Program for  
Women, Infants and Children**

**1. What is WIC?**

WIC is a nutrition program for low-income women, infants and children. It teaches young families how to stay healthy through better nutrition and how to stretch a tight food budget. It also provides supplemental foods and helps families access health and medical services. Some WIC clinics provide childhood immunizations, and others can refer families to the nearest shot clinic. WIC educates pregnant women about the benefits of breastfeeding, and it offers guidance and support to them.

**2. Who is eligible?**

- Women who are pregnant, breastfeeding, or have an infant younger than six months.
- Infants and children younger than five.

Applicants must have a household income at or below 185% of the U.S. Poverty level (see the guidelines below), they must be a state resident, and they must have a nutritionally inadequate diet or a nutrition-related health problem. U.S. citizenship is not a requirement. WIC applicants who participate in Food Stamps, Medicaid, or TANF automatically meet the income eligibility requirements.

**Income guidelines for WIC participants are effective April 1, 2005.  
The new monthly guidelines are as follows:**

Family Size	Weekly	Bi Weekly Weekly	Twice Monthly Monthly	Monthly	Annual
1	341	681	738	1,476	17,705
2	457	913	989	1,978	23,736
3	573	1,145	1,241	2,481	29,767
4	689	1,377	1,492	2,984	35,798
5	805	1,609	1,743	3,486	41,829
6	921	1,841	1,995	3,989	47,860
7	1,037	2,073	2,246	4,491	53,891
8	1,153	2,305	2,497	4,994	59,922
Each Additional Family Member	+116	+232	+252	+503	+6,031

\*One pregnant woman counts as two household members.

**3. What does it mean to "qualify Nutritionally"?**

Examples include, but are not limited to - anemia, obesity, growth failure, infants born prematurely or born with other high-risk health problems, inadequate or too much weight gain in pregnancy, current or history of a high-risk pregnancy, nutritionally inadequate diet (low in specific vitamins and/or minerals, high in non-nutritious foods, low in daily servings of fruits and vegetables, etc.), breastfeeding problems, diabetes, and many other health and medical conditions that have an impact of nutritional health.

After applicants are determined income eligible, they are screened by a health or nutrition professional. This will include measurement of height and weight, a simple blood test for anemia, a dietary assessment, and a medical history. There are no costs for the screening. Eligibility lasts anywhere from 6 to 12 months, depending on the age of the participant.

**4. What foods do WIC participants receive?**

WIC participants receive vouchers that allow them to purchase specific foods each month at a nearby grocery store. The foods are high in protein, calcium, iron, and vitamins A and C, and folic acid.

WIC foods include routine formulas (and also specifically formulas for infants with high-risk medical conditions), infant cereal, fruit or vegetable juice, eggs, milk, cheese, and peanut butter or dried beans or peas.

**6. What is the WIC Farmers Market Nutritional Program?**

WIC participants in 59 of the 254 Texas counties receive coupons during the late spring and early summer months. These coupons can be used to purchase fresh fruits and vegetables at their local farmer's market.

**7. Who do people call for WIC information in Texas?**

Call this toll free number 1-800-942-3678 or 1-800-WIC-FOR-U.

**Nos preparamos para el futuro**

Este centro de cuidado de niños recibe asistencia económica federal para servir comidas nutritivas a sus hijos. La buena nutrición hoy significa un mañana más saludable.

Las comidas que se sirven aquí tienen que cumplir con los requisitos de nutrición establecidos por el Programa de Alimentos para Adultos y Niños del Departamento de Agricultura de los Estados Unidos (USDA).

Tiene preguntas o inquietudes? Comuníquese con el USDA al 1-800-424-9121

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Con el Programa Especial de Nutrición al 1-800-982-3261

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Con la organización que contrata al centro de cuidado de niños de su hijo al Mary McLeod Bethune Day Nursery, Inc.

Las personas que tienen derecho de participar en el programa no deben ser

discriminadas por raza, color, origen nacional, sexo, edad, discapacidad ni creencias politicas. Calquier personal que crea qye ga sido criminada debe escribir inmediateamente al Director de la Division de Derechos Civiles del Departamento Servicios Humanos de Texas a: Director, Civil Rights Division, MC W-206, Texas Department of Human Services, P. O. Box 149030, Austin, Texas 78714-9030 o a la Secretaria de Agricultura a: Secretary of Agriculture, Washington, DC 20250. Nota: Las quejas por discriminacion basadas en religion o creencias politicas se deben enviar unicamente al Director de la Division de Derechos Civiles del Departamento de Servicios Humanos de Texas.

### Parent Complaint Procedure

**RIGHTS TO FILE A COMPLAINT:** Any person alleging discrimination based on race, color, national origin, age, sex, disability, political beliefs, or religion has the right to file a complaint of the alleged discriminatory action with the management staff of this agency and/or the Civil Rights Department of the Texas Department of Human Services, P. O. Box 149030, Austin, Texas 78714-9030. The agency will explain the complaint system to each individual who expresses an interest in filing a discrimination complaint and shall advise the individual of the right to file a complaint in either or both systems. All complaints must be filed no later than 180 days from the date of the alleged discriminatory action. Under special circumstances this time limit may be extended by the Civil Rights Department.

**ACCEPTANCE:** All complaints, written or verbal, not handled by the Texas Department of Human Services Civil Rights Department, shall be accepted by Mary McLeod Bethune Day Nursery, Inc. Complaint information will be sufficient to determine the identity of the individual toward which the complaint is directed, and to describe the intent or situation about which the allegation is made. Anonymous complaint will be handled just as any other complaints.

**VERBAL COMPLAINTS:** In the event a parent makes an allegation in person or through a telephone conversation and refuses or is not inclined to put such allegation in writing, the person to whom the allegation is made will put the elements of the complaint in writing.

### GRIEVANCE PROCEDURE

In dealing with people, it is inevitable that a parent may become dissatisfied with a factor relating to his/her child's participation in a day care program. In order that parents may have a channel in which to air their objections or offer their suggestions for improvement in certain areas, the following charts have been devised defining a logical manner in which any problems of this nature may be resolved.

Grievance Example: Child care punishment related to bed-wetting, etc. taken to:

Child's Teacher;	
	If not resolved,
Program Director;	
	If not resolved,
Assistant Director:	

Executive Director: If not resolved,  
Full Board. If not resolved,

At this point, any grievances must be in writing and signed by the parent.

Grievance Example: Services denied due to ineligibility, etc. taken to:

Executive Director; If not resolved,  
Full Board.

At this point, any grievances must be in writing, signed and submitted to the Executive Director.

### **SERVICE TERMINATION**

Childcare services may be terminated by the Center for the following reasons:

1. Loss of qualifying status set by the Coastal Bend Workforce Development Board Council-Child Care Services/Department of Child Protective & Regulatory Services.
2. Failure to comply with Center policies.
3. Continuous disruption of the program by a child or parent.
4. Lack of cooperation on the part of a parent or guardian in accepting referral or seeking appropriate service for the child.
5. Refusal to seek appropriate service.
6. Failure to report changes which affect eligibility.
7. When determined ineligible for services in this Center.
8. Continuous poor personal hygiene such as head lice.
9. Repeatedly arriving late in the morning or picking up late in the afternoon.
10. Poor moral conduct of the parent or guardian.
11. Entering the Agency with any concealed weapon.
12. Disruption of the program by a parent or guardian.

# CHANGES

CHANGES WITHIN THIS PARENT HANDBOOK CAN AND WILL OCCUR THROUGHOUT THE YEAR.

Inside of book cover