

2020-21 FAMILY RESOURCE BOOK



5720 Bagby Avenue, Waco, Texas 76712
Office (254)420-2931 Fax (254)420-4903
www.centralfaith.com



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Licensed by Texas Department of Health & Human Services

Member of the Texas Licensed Child Care Association
Member of the National Child Care Association

Family Resource Book



Mission Statement

Our mission is to provide a child centered educational program, at a reasonable tuition, that will honor God in a high quality Christian based environment benefiting both our children and our parents.

Children's Behavior Philosophy

I will respect myself as well as others. I will respect their bodies, their minds, their works, and their personal goods.

Slogan

Select Us...Safe, Educational, Loving Environment with Christian values, and Trust.

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Dear Family,

We welcome you and your child to Central Faith Child Development Center, Inc. We look forward to developing a strong and positive relationship with you. We believe that communication between families and our staff is essential to fully meeting your child's needs. Central Faith is proud to provide a Safe, Educational, Loving Environment with Christian values and Trust. We attempt to always go above and beyond the minimum standards to keep our children safe. We take advantage of teachable moments to educate your child. One of our goals is to provide a loving environment that is filled with warmth and encouragement. Special time is set aside each day to study the Bible and teach our children about Christian values. Our developmentally appropriate programs support imagination and a natural love of learning. Our programs combined with our skilled, trained staff allow your child's physical, social, emotional, and mental development to progress smoothly and naturally. We want to earn your trust.

The center is owned and operated by Central Faith Child Development Center Incorporated, a non-profit Texas Corporation.

Each family is given a tour of our center where policies and procedures are discussed. This book is for your reference, but please contact us anytime you have a question about anything. We want you to have a positive experience and do what is best for your child. We look forward to a long relationship with your family.

Family involvement, comments, suggestions, questions and conferences are welcomed & encouraged. Please call or email anyone of the management team!

Thank you for allowing us to care for your child!

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REGISTRATION AND ENROLLMENT

Applications

Applications are accepted any time of year depending on space availability. It is the families' responsibility to supply Central Faith with a health care professional's statement that allows the child to participate in the program. Families are required to provide Central Faith with a copy of all immunizations received before enrollment. The registration and supply fee must be paid to reserve a space. Enrollment must begin within 60 days or you will need to pay half-price tuition to hold your space. A space being held at half price must begin full tuition after 3 months of reduce tuition.

Admission Forms

Enrollment is accepted any time of year depending on space availability. Enrollment forms are on our website, can be emailed to you, and available in the office of our school. Families must supply Central Faith with the following completed forms: Admission Information and Child Assessment Form, CACFP Meal Benefit Income Eligibility Form from the Texas Department of Agriculture, a current immunization record, Medical Release form, Discipline & Guidance Policy, Safe Sleep form for Infants, Tuition Payment Agreement, & Central Faith Enrollment Agreement, which is the last page of this book. It is the families' responsibility to supply Central Faith with a health care professional's statement that allows the child to participate in the program before admission to the center. Families are required to provide Central Faith with a copy of all immunizations received after enrollment. Families must also inform the school of changes in employment, address, and phone numbers.

Policy, Procedures and Changes

If, at any time, you have any questions or concerns regarding the classroom or our policies, please contact one of the directors. We are happy to sit down and discuss any problems you may have and solve them to the best of our ability. Each family will receive a copy of the Central Faith Resource Book. Upon signing you will agree that you will adhere to the policies set forth. The child care business is a complex and ever changing industry. In the event of any changes, a notice will be given to parents in writing, your child's attendance on or after that date will constitute your acceptance of any change to the policies or procedures. Notices and information may be mailed, placed in the child's cubby, or posted on the web site. Nothing contained with herein shall be construed as a contract between Central Faith Child Development Center, Inc. and any one or all of customers.

The family resource book is updated annually in June. Information is emailed, printed and available at the front desk. The updated book is posted on the website.



FAMILY INVOLVEMENT

Orientation

All families are given a tour of the center. After acceptance to the program, families meet with a director to review policies and procedures at Central Faith. Families are set up to receive text and email messages. Families will receive an email with directions to access the Kid Reports App that is used to communicate. Families are encouraged to join the Facebook Group for their age (Infants, Toddlers or Preschool).

Visiting

Central Faith has an open door policy and families may visit at any time. A visit may be scheduled after hours by appointment with a director. (Our doors are kept locked at all times, so just call us when you arrive.)

Conferences

Conferences are scheduled to review your child's progress. Families may be contacted or may request a conference anytime. Conferences are usually scheduled during our open house in the fall and in the spring. Teachers are available upon request for additional conferences.

Participation

Central Faith has a volunteer group of families and staff that plan assist with events for the center. All families are encouraged to participate. A background check is performed on all volunteers in the center. You may be a volunteer by completing a background and volunteer form available from any director. Families are encouraged to attend the special events planned. The events are listed on our Facebook Page and the Google Calendar on the website. Reminders are sent out via email, text, Kid Report message, printed and on the family newsletter.

Nursing mothers

If you choose to nurse or bottle feed your child, you may use the nursing center during normal operating hours.

Community Outreach

Open House is held once a year. At this time the children present their academic and art work. Time is made available for parents and family to visit with all staff members. We usually have guest services available, such as speech and physical therapists, our enrichment activities instructors, various other organizations for boys and girls, etc. Open house provides a great opportunity for families to meet everyone & become acquainted with the numerous activities available for children.

Programs

Each month our school hosts a special activity for the children, a family event, or a community service opportunity. The schedule is posted on our website, school calendar and Facebook Page. Families are encouraged to participate by attending or helping with the events. Enrichment programs are offered for an additional tuition, such as Flips gymnastics and Teams of Tomorrow.

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Evaluations

Improvement and suggestions from our families is very important to us. There is a suggestion box in the lobby that may be used any time. Parent Surveys are emailed as needed, but at least twice a year. Family input is also requested for our staff evaluations.

Confidentiality

It is the policy of Central Faith to maintain confidential information in strict confidence.

Facilities Maintenance

Maintenance and compliance checks are completed each day by all teachers and directors to ensure that our building and grounds are in ideal condition.

Children's Records

Each child has a file set up when they are enrolled at Central Faith. The file is property of the center and will only be released to legal authorities.

Emergency Information & Authorization

All families enrolling must complete the authorization for medical attention. In case of emergency, families will be contacted. A child in immediate need of medical care will be taken to Baylor Scott & White as it is the closest hospital.

Inclusion and Non-Discrimination

A child will not be denied care on the basis of race, color, national origin, sex, marital or military status, age, religion, sexual orientation, gender identity, political ideology or the presence of sensory, physical or mental disability or on any other basis.

Attendance

Families may have their child attend as many or few days as preferred. Families are asked to let us know when they will be out for more than 3 consecutive days. Families are required to let us know if their child is or has been ill. Full tuition is expected regardless of attendance.



EDUCATION

A Positive Learning Experience

Children from newborn to kindergarten are accepted for enrollment. A child that has completed kindergarten is considered to have outgrown our program. When Central Faith has no vacancies, families may join a waiting list for future enrollment of their children. No child at Central Faith shall be denied benefits or discriminated against because of religious belief, color, nationality or gender. However, we do reserve the right to refuse service to anyone. Our goal is that each family that enters our school will leave feeling that their child has personally benefited by attending and that our childcare center has been a positive and rewarding experience.

Curriculum

Frog Street Press curriculum and the Bible are used to enhance the program. All classes have a special time for Math, Science, Language Arts, & Social Studies teaching. Children are also taught sign language & Spanish, as well as music & physical education. Central Faith is a certified Baby Signs education provider. The curriculum is approved by the Texas Education Agency. Each class has large group time in the morning and late afternoon each day, about 10-15 minutes; Small Group time of about 1 hour in the morning and afternoon, indoor and outdoor activities at least three times a day, breakfast, lunch, snack and rest time. The goal of Central Faith is that each child will excel in all areas of intellect, social and emotional growth. Assessments are completed in the beginning, middle and end of the school year.

Classrooms and Attendance

Children are assigned to classrooms based on their age and development. Each class has a primary teacher. Our program is based on each child's social, emotional, and physical developmental needs. We believe that children are happy and secure when they have plenty of opportunities to succeed each day. This promotes self-confidence and as a result they develop into well-rounded adults.

Classroom Transitions

Children are transitioned into new classrooms throughout their time with Central Faith. Families are given a letter informing them if their child is chosen to transition to another class.

During transition time, the child will visit the new class for a few hours each day over a period of about a week or until they are comfortable in the new room. Central Faith requires all children to arrive before 9 a.m., but may be picked up at any time of day. It is best if a child does not depart during nap time (between 1& 3), except in the event of a family emergency or doctor's appointment. This can be disruptive to children that are resting. We value and respect the child's time with you and will make every effort to work within your families' unique needs. Transitioning into Kindergarten is a big step; children in our program are taught self-help skills in preparation for their next adventure.

Children with Special Needs

Families and teachers meet together to develop an Individual Education Plan for children with special care needs. Special Care needs might include: allergies, disabilities, discipline emotional issues, existing or previous illnesses, hearing, language or speech, medication, motor development, social development, separation issues, serious injuries, toilet training, or vision. If a family feels their child may have a special need, please let us know so we can make a plan that works best for the child. If you are unsure of special needs, ask someone to get you a screening. There are several local agencies that come to Central Faith and will usually provide a screening free of charge. Our goal is to provide the best care for each child.

Classroom Environment

When it comes to the basics, don't worry. We put an emphasis on cleanliness. As you'd expect, any spaces or toys that children come in contact with are thoroughly cleaned and sanitized. We have a cleaning company that comes in to clean and sanitize our entire facility. They use the same cleaning process that is used in most hospitals. We like everything to be cleaned and sanitized to prevent the spread of germs. Our child sized restroom facilities, sinks and equipment help promote self-reliance and confidence. Your child will be enriched with age appropriate toys, art, books, and computers.

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Our Staff

Caring for your children is a privilege for us; however, a love of children is not enough to ensure that we are able to provide the best quality care for our students. Members of our staff are carefully selected, trained, and evaluated to ensure that they conform to the Central Faith philosophy of childcare. Each teacher must have the skills to meet the early education needs of children. Our staff goes through an extensive training before teaching in a class room. Each teacher receives orientation as well as first aid and CPR training. Next they are trained on Minimum Standards, Supervision, Shaken Baby Syndrome, Sudden Infant Death Syndrome, Abuse & Neglect, Child Development, Safety & Emergencies, Discipline & Guidance, Lesson Plans, Class Management, Developmentally Appropriate Practices, Individual Education Plans, Multicultural Activities, Diversity, and Professional Development. Along with this, the teachers train in the classrooms with a mentor teacher. All of our staff participates in training events held at Central Faith and various other workshops and conferences. Our staff works very hard to bring a higher degree of learning to our school.

Media (Screen Time)

The center has a TV and DVD that is used for staff training only.

Technology

All classrooms have a tablets and Alexa Echo Dot as well as a phone.

Spanish

All of the teachers incorporate basic Spanish into their daily routine.

Sign Language

Central Faith is a certified Baby Signs Center. All teachers receive the training to teach the signs. A monthly sign language letter is sent home to help families. Teaching sign language to children before they learn to speak helps reduce frustration between the child and the caregiver or parent.

Transportation

Central Faith does not transport children. In case of emergency, personal vehicles can be used to transport.

Field Trips

We do offer special field trips during the year, but all of these opportunities come to our school. We do not transport children off campus.

Water Activities

We use sand and water tables in the classrooms throughout the year for science activities. We have splash days in the warm months with sprinklers and wading pools.

Animals

Central Faith occasionally has pets visit providing their immunization record and vet health statement is provided. There are several wild bunnies that live on the grounds. Butterflies are hatched each spring. Sometimes there are lady bugs and other insects used for science projects. The children love to watch the animals!



FEES

Registration

A non-refundable registration fee is due at the time of enrollment. Each family is also assessed a non-refundable supply fee in the fall and spring of each year. This helps with the cost of craft items, new toys, and supplies for the classrooms from which each child benefits. Once the registration fee is paid, your space will be held for 2 weeks at no additional charge. If you are not planning to attend within 2 weeks, half price tuition must be paid to reserve a space for your child. Half price tuition can be paid for a maximum of 3 months; after that full tuition must be paid.

Tuition

All tuition is due on Friday, in advance, for the next week. Weekly, Bi-Weekly, or Monthly payments can be made by cash, ACH, credit card or check. If tuition is not paid in full by 9:00 a.m. Monday, a late charge will be added to the account. If the tuition and late fee are not paid, in full, by Tuesday close of business, the child will not be allowed to return until the account is paid in full. Central Faith reserves the right to discontinue a child's enrollment if the tuition is not kept up to date. If an ACH payment is denied or a check is returned there will be a fifty-dollar fee added to the account. If a draft is denied twice in one month only cash will be accepted in the future. All tuition, once paid, is considered earned when paid and is non-refundable. Increases in tuition and other fees are effective each year in March. No refunds or credits for sickness or other absences will be given. Tuition reserves a place for your child at the center and is not prorated for absences. Full tuition is charged regardless of attendance due to illness, holidays, bad weather days or emergencies. Tuition is charged in advance of services rendered.

My Procure

Credit card payments may be made with the My Procure log in. Each family will receive an email to set up their account.

After Hours Arrival

Hours of operation are 7 a.m. to 6:00 pm. Parents are responsible for having their child picked up no later than 6:00 pm. After 6:00 pm the late charge is \$50.00 for being late and \$5.00 for each additional minute, per child, and must be paid when you pick up unless you are on ACH the fee will be automatically withdrawn. The first late pick up you will receive a verbal warning. The third time you are late, you will be withdrawn from our program.

Inclement Weather

Central Faith will not be open for business on bad weather days. Central Faith will attempt to text message and email families. Please check our Face Book page, website, look for an email or text for more information should bad weather arise.

Pandemic or Natural Disaster

In the event that the center must be closed, full tuition is required to reserve a space for your child. Every effort will be made to provide care as quickly as possible.

Holidays

The school is closed for the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day and the Day after Thanksgiving, and Christmas Break. For purposes of tuition and vacation all Holidays count as a full day of attendance.



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Program Departure

To allow the center to have a smooth transition of classes and to notify families on the waiting list a two-week written notice or two weeks' tuition with written notice is required for a child to withdraw. Tuition will continue to be charged until written notice is received. There are no exceptions to this policy. Once a child is withdrawn, they will have to be placed on the waiting list if they want to return. If there is a space and the application is approved, the registration fee must be paid again. A child may be suspended due to violation of tuition payment or consistent delinquent accounts, failure to provide required documents, consistently late pick up of a child, unacceptable behavior of adults (language, dress, cell phone, family drama, etc.), or not following the policies of Central Faith, behavior of a child unwilling to follow the procedures and rules of the center, or is a child's need cannot be met by our program.

Hiring Staff

If you hire a Central Faith staff member for purposes of private baby-sitting Central Faith Child Development Center, Inc. accepts no responsibility for that employee while they are under your supervision. You also agree not to hire Central Faith staff away from the center. Both, you and the staff member, will be held liable for actual damages including loss of tuitions.

Fundraising Events

Central Faith will participate in fundraising events throughout the year. Some of the events will be to benefit the school directly. Some events will be for other charities. Families are encouraged to participate if possible. Central Faith is proud to teach children about helping others and tries to be involved in community events. Not all events are geared towards fundraising, some events are just community awareness or for fun. The yearly activity schedule is posted on our website. If you have an organization you would like us to consider, please let us know. Our staff is dedicated to teaching children and raising awareness. If you or your child would like to help in the events, we would love to have you!

Tax Statements

Central Faith will provide tax statements to children currently enrolled. If your child is not currently in our program, you may call our office and request a statement to be emailed or faxed to you. (Please keep your address and email address current.) All tuition and fees must be paid current to receive a tax statement. Families can also access this information through the "My Procure" account.



FAMILY RESPONSIBILITIES

Hours of Operation

Hours of operation are Monday through Friday from 7 a.m. to 6 p.m. Our school operates year round. Children must arrive before 9 a.m. to participate in the daily activities. (If you have an appointment or will be late, please let us know in advance.)

Arrival and Departure of Children

To keep our center as germ free as possible, families are encouraged to use the convenient drive through loop for arrival and departure of children. If there is a reason that you feel you must enter the facility, please let us know. You may park in the parking lot in front. Both methods require a health check by our designated staff. Every child in attendance must be checked in and out on the computer monitors using the fingerprint method or by our staff. Please be sure that anyone authorized to pick up your child is listed in your child's file. No child will be released to anyone not on the list. Persons authorized to pick up your child will be required to show identification before a child is released to them. Families may park and come inside or use the convenient curb side service. When you authorize another adult to pick up your child from Central Faith you must include their name, phone number, and address. You must be the parent, legal guardian, or authorized person and be over the age of 18 to pick up a child. If a parent wants to delete a legal parent or guardian, the parent/guardian must provide legal documentation of child custody or restraining order.

Parking

Families may use the loop to drop off and pick up children. The loading and unloading is limited to 15 minutes. Drivers are encouraged to park closest to the curb as to allow other cars to go around them to exit the school. If you anticipate your time will be longer than 15 minutes, park in the parking lot & use the sidewalk to bring your child to school. Vehicles are not allowed to be unattended in the fire lanes that are painted red. Vehicles can receive a traffic violation or be towed at the owner's expense.

Cell Phones

Cell phones are not permitted in the classroom. We ask that you refrain from using your cell phone in the classroom in order to maximize child and staff parent communication during drop off and pick up times. These are important times to exchange information.

Smoking

Smoking is not permitted in the building or on the grounds of Central Faith Child Development Center.

Family Dress Code

Please remember that you are coming in to a child care facility and to be mindful of what you wear when you enter the building. Dress appropriately.

Family Grievance Procedure

We encourage you to discuss any classroom issue with your child's teacher. We welcome your input and will make every effort to resolve concerns. However, we ask that concerns always be communicated in a professional and courteous manner, and that all our staff be treated with the respect they deserve as partners with you in caring for your children. For concerns that require lengthy conversations, please schedule a conference with the teacher and a director. If at any time you feel that issues are not being resolved, please feel free to talk to a Director.



Life Changes

It is important that you keep the staff of Central Faith informed about any situation that becomes stressful or causes stress for your child. Stressful situations may include death of a family member or pet, divorce or loss of a job. Most children will feel your stress and emotions when you are discussing these issues with others, it is important to watch for signs of stress. Your child may vent frustrations by exhibiting behavior problems with teachers or other children in school or at home. Your child may also become quiet or withdraw from activities. If you will let Central Faith know in advance, we can work together to help the child. Any information that is shared with the staff will be kept confidential.

Custody Issues

If the parents are going through any kind of a family dispute it will often have a profound effect on a child's behavior. Please inform management and your child's teacher if this happens to your family. Please understand we do not have the authority to withhold a child from any parent having custody or joint custody. To deny a parent from picking up a child, we must have a current court order signed by a judge that specifically addresses that issue. During these times it is important that the child's childcare center environment is as stable and as consistent as possible for the sake of the child. Unless there is proof of physical, emotional, or sexual abuse we cannot become involved in custody disputes; we cannot mediate or keep track of which parent can pick up on which days.

Address/Information Changes

Please notify us immediately if you move or change your phone numbers, including work and emergency numbers. The center may be contacted by phone, voice mail, text, fax, email, Facebook page or website message.

Your Child Needs

Children should wear clothing that is comfortable and that they can manage without help. Please avoid items with belts, suspenders, overalls, jumpsuits and complicated fasteners. Items such as jackets, backpacks, and sweaters should be marked with the child's name. Avoid draw string hoods as these have been known to catch on toys and equipment. Students should be dressed accordingly to modesty, cleanliness, neatness, and the weather. A child must wear appropriate clothing with no offensive slogans or writing. Shoes should be comfortable and suitable for any situation. Tennis shoes or dress shoes are the best. For safety reasons flip flops and sandals are not allowed.

Even older children may have spills or accidents and soil their clothes. Please furnish your child with an extra complete set of clothing. Please label each article of clothing with a permanent marker. Please send clothes in a sealed bag.

Diapers and wet wipes must be supplied by the parent or guardian. The teacher will notify you when your child is running low. We cannot accept a child for care without these required necessities. Cloth diapers are only accepted if your child is not able to use disposable.

If your child outgrows clothes, shoes, books or toys, consider donating them to Central Faith.

Unacceptable Items

Outside toys and food are not allowed in the center. Many times the outside toys create a situation of conflict between two children and there is always the chance that the toy or item will come up missing. The center is not responsible for lost or missing articles. Outside food is not allowed to be brought into the school because the center is responsible to the Texas Department of Agriculture Federal Food Program for the nutritional value of the food that is served to the children and due to allergies. Our school strives to be "Nut Free", please wash your hands and your child's hands if you have been in contact with nuts before entering the classroom.



Family Education/Communication

Family time is crucial to the success of your child. Our school provides care while you are at work or school, but the time you spend your child is the most important time in their life. When you come to drop off or pick up your child, give all of your attention to them. Family involvement and participation is essential. Families are encouraged to sign up for our Kid Report App, email and text messaging. Messages may be sent to us via the Kid Report app, Facebook Page, Facebook messenger, email, website or by text anytime.

Family education classes are offered at our center and in the community at various times. Please watch our website, Facebook page, check your email, family newsletter, texts, Kid Report daily sheets for information as it becomes available. Families are also encouraged to participate in our family events. There are opportunities for you to join us in the morning, lunch, afternoon and evening. You may come anytime to observe your child's class or message us to send you a picture or live feed video. Anyone wanting to be admitted into the classroom must have a background check completed.

Surveys requiring your input to evaluate and improve our program are sent out in the fall and spring by paper or internet. Your time is greatly appreciated in communicating your needs and ideas. There are also suggestion boxes in the lobby and directors are always available for discussions.

The current licensing inspection, required postings and other information is located near the front office area.

Monthly curriculum, Family newsletter, menu, special event flyers and field trip calendars are posted on the website, Facebook Page & FB Age Group Pages. Information is also shared via email, text and Kid Reports. Each child receives a daily report that includes toileting, meal information, naps, etc. on the app.

Teachers and directors are always available for conferences. Assessments are completed in the beginning, middle and end of the school year. Conferences are scheduled after the assessments are completed. Be sure to look for the sign-up sheet via email, text or message.

Above all we hope that you will feel free to openly discuss and allow us the opportunity to work through any problems that may arise concerning your child and the center.

Positive Guidance/Discipline

Our program is designed to encourage independence and self-control. We focus on positive reinforcement. If minor behavior problems occur the child will be redirected. We will help each child to understand what they feel and use appropriate methods to handle those feelings. When necessary, family conferences may be requested.

Discipline at our center is aimed on teaching the child self-control. If a child refuses to cooperate that child will be removed from the group to think about their behavior where they can be observed but not participate with the group. The child will be allowed to return to the group when they are willing to cooperate. Central Faith staff will work with families in solving behavioral problems. If a child persists in behavior which is detrimental to other children, that child may be dismissed from enrollment. We follow the state guidelines as well, which are:

Discipline must be:

Individualized and consistent for each child;

Appropriate to the child's level of understanding; and

Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

Using praise and encouragement of good behavior 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

Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

Corporal punishment or threats of corporal punishment;

Punishment associated with food, naps, or toilet training;

Pinching, shaking, or biting a child;

Hitting a child with a hand or instrument;

Putting anything in or on a child's mouth;

Humiliating, ridiculing, rejecting, or yelling at a child;



Subjecting a child to harsh, abusive, or profane language;
Placing a child in a locked or dark room, bathroom, or closet
Withholding active play or keeping a child inside as a consequence for behavior; and
Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.
Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. The goal is to develop personal standards in self-discipline, not to enforce a set of inflexible rules.
Giving children understandable guidelines and re-directing their behavior helps them to develop internal control of their actions and encourages acceptable behavior.
Child development research supports that physical punishment such as pinching, shaking, or hitting children teaches them that hitting or hurting others is an acceptable way to control unwanted behavior or get what they want.
Children will also mimic adults who demonstrate loud or violent behavior.
Rapping, thumping, popping, yanking, and flicking a child are all examples of corporal punishment.

Behavior Management

Central Faith uses positive discipline and guidance. Sometimes a child may have behavior that has hurt another child. When this happens, the families of both children will be given a report. If there is persistent behavior that cannot be resolved, the family will be called in for a conference. Central Faith will work with families that are enrolled in a behavior modification program for their child if possible. However, another child will not be allowed to be put at risk of danger due to a behavior problem. If your child is causing harm to another child at Central Faith, you may be asked to withdraw your child from our care. If your child is going through a temporary behavior issue, your child may be suspended from school for 1 to 3 days depending on the seriousness of the behavior. If your child receives three behavior reports in a week, the child will be suspended. If your child is suspended from our school more than once, your child will no longer be allowed to attend.

Biting

Biting is a natural developmental behavior especially during the second and third year of life. We recognize that biting is a distressing activity for families, staff and the child who is bitten. Because biting is so distressing, everyone would like to eliminate it quickly. Unfortunately, it is not so easily corrected. Biting does require immediate action by the staff to comfort the child who was bitten, express disapproval to the biter, and to find the cause for biting. When biting changes from a relatively unusual occurrence (a couple times a week) to a frequent and expected occurrence, it will be addressed with added precautions. Teachers keep track of every bite, including attempted bites, and note location, time, participants, and circumstances. Sometimes a teacher will be placed in the class room to "shadow" the child. Teachers may consider changes to the room arrangement and adding or removing toys or materials that may be causing a child to bite. When a child is bitten, the wound is washed with soap & water, ice pack applied, a director is notified, and an accident report is completed for the parents to sign. If a child bites 3 times in a day, you will be asked to pick them up. If your child is sent home 3 times, they will no longer be allowed to attend our program.

Suspension & Expulsion

The beginning years of any child's life are critical for building the early foundation of learning, health and wellness needed for success in school and later in life. During these years, children's brains are developing rapidly, influenced by the experiences, both positive and negative, that they share with their families, teachers, peers, and in their communities. It is crucial that children's earliest experiences truly foster and never harm their development. Our school performs developmental screenings, observations and assessments for all children. All evaluations and behavior information is documented. The goal of Central Faith is to prevent expulsion by providing developmentally appropriate activities, teaching social-emotional skills, making environmental modifications, holding family conferences and seeking guidance from professionals outside the child care center. If your child has a challenging behavior, has suffered trauma, or is developmentally delayed, Central Faith requires that you obtain an outside therapist that will come to the school to work with the child and teacher. When a concern is observed, incident reports are prepared and

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families are asked to sign to acknowledge behavior. Conferences are scheduled as needed and for repetitive concerns. Our preference is to work with the child and family that is seeking to improve their child's need by obtaining professional guidance. However, if your child is causing harm to another child at Central Faith, you may be asked to withdraw your child from our care. Your child may be suspended from school for 1 to 3 days depending on the seriousness of the behavior. If your child receives three behavior reports in a week, the child may be suspended. If your child is suspended from our school more than once, your child will no longer be allowed to attend.

Central Faith wants the best for each child, sometimes a large group setting is not the best fit. If your child does not adjust well, a conference will be schedule to discuss other options.

EXPULSION REASONS

- Inappropriate behavior of adults/Custody Issues
- Unwilling to obtain behavior modification, speech, OT, counseling, etc. for child
- Suspension more than one time
- Failure to pick up child on time-1st time warning, 2nd time notice, 3rd time child is withdrawn from program
- Tuition not paid in advance/3 ACH declines or return checks
- Violating any of the policies in the family resource book

It is the responsibility of the families to follow all of the policies of Central Faith. If you fail to follow our policies, place a child at risk, or endanger/threaten our staff you will be ask to leave the program. If necessary, a criminal trespass warrant will be issued.

Lost and Found Items

We have a table near the front desk for lost & found items. If items are labeled with your child's name, they will be returned to the classroom. If unlabeled, check the table or ask if you are missing clothing or jackets. After 1 week all items will be donated to charity or to our program.

Video and Photographs

Our center does not have video cameras.

We do take pictures and videos of the children on occasions and for special events. By signing receipt of the handbook, you are granting us permission to photograph and film your child. The pictures are sometimes posted on Face Book, Central Faith website and in other promotional materials. Pictures may be used in materials for informational purposes within the school and also be used in public displays, newspaper other print media, television, etc. Occasionally the television reporters will use our school in their broadcasts. If you do not want your child to be photographed or filmed, you must have a letter on file with the office stating that you do not allow pictures of your child to be taken.

We do have professional photographers come to the school. All children will be photographed, unless you instruct us not to take your child's picture. Purchasing these pictures is optional.

Volunteers

Central Faith invites families to volunteer their time to help oversee students during special events, parties, and programs. Sign-up forms are available at the front office. Families are also welcome in the classroom at any time, just follow the rules the children are expected to follow. If you have a special interest, occupation, cultural heritage or hobby that you would like to share with the class or the whole school, we would love to have you set something up with the office staff.

Parties

Your child's birthday is a special day! Please notify the teacher or director in advance before planning any celebration for your child. Party invitations may only be passed out at school if every child in the class is invited. Central Faith celebrates during morning announcements. Please remember that outside food is not allowed to be brought to the school. You may send party hats, favors or gift bags as long as food is not contained.

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NUTRITION AND FOOD SERVICE

Breakfast, lunch and snacks are provided to each child enrolled at no additional cost. Family style meals are served in most of our classes. (Family Style Meals will cease in the event that a contagious disease or outbreak is in the classroom or community.) The kitchen staff prepares the food and delivers it to the classrooms. Liquids and hot foods are kept out of children's reach. Infants will be fed the formula provided by Central Faith unless otherwise note on the child's "All About Me" form.

Menus for breakfast, lunch, and snacks are posted on the bulletin board, emailed, text, message on Kid Report and on the internet at www.centralfaith.com for your convenience. A text message is sent to families when the next menu is available. Families on our email will be sent a copy of the menu. You may also request a paper copy be sent home with your child.

Infants are fed according to their individual schedules.

Breakfast is served each day at 8 a.m. Lunch is served at noon; snack is served after 3. An alternative menu can be provided to children with a medical allergy or for religious reasons providing we have a doctor's prescription or clergy statement on file. If your child arrives after 9 a.m. they will not be fed breakfast. The same is for lunch, if your child is not here when the class has lunch, we will not have a meal for the child. It is your responsibility to feed the child if arriving after breakfast, lunch, or snack has been served. Central Faith receives federal financial assistance to serve healthy meals to your children from the Texas Department of Agriculture. Meals served here must meet nutrition requirements established by USDA's child care food program. Due to allergies and the food program, outside food is not allowed to be brought into the school. For information about meal service, visit our website.

Nursing mothers

If you choose to nurse your child at our center, you may use the nursing center. It is equipped with a rocker. Just ask the office staff, we will be happy to assist you. Be sure to use change the sign to "in use" for privacy. Each infant room has a refrigerator/freezer unit to store fresh or frozen breast milk. See our parent resource board or our website for more information on nursing.

Allergies

Families must complete the allergy statement on our enrollment form. If your child has a food allergy, our nutrition staff will supply a comparable meal for the child. If your child has a medical condition, an action plan is required along with any necessary medication. The medication will be kept in a locked cabinet closest to the child's classroom.

Pest Control

The school building, storage areas, children's area, kitchen and playground are treated with pesticides by a professional pest control company on the first of every month and as needed.

HEALTH

Health Checks

Children are visually checked each morning for wellness. The health check is a visual assessment of a child to identify concerns about child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance and a temperature check. Families are asked to complete an "ouch" from home notice on the Kid Report app if the child received any minor or major injuries since their last time of attendance. (Teachers will notify families if a minor injury occurs here.)

Hand Washing

Staff and children are required to wash their hands upon arrival. Children and staff are required to wash their hands before eating, using the water table, after toileting, after outdoor activities, after using the sand tables, after feeding, or touching animals. If there is a contagious disease or any illness in the community or center, hands are washed more often.



Immunization Requirements

It is the families' responsibility to supply Central Faith with a health care professional's statement that allows the child to participate in the program and a current immunization record. Families are required to provide Central Faith with a copy of all immunizations received after enrollment.

Staff Health Requirements

From our Employee Resource Book:

Employees must be free of any health problems that could interfere with the performance of assigned job duties or endanger the health, safety, or well-being of the children. Employees must be able to visually and audibly supervise children. Employees must be able to communicate in English both orally and written. Employees must be able to lift children, bend from the waist, stoop or squat, and must not have a history of back problems.

Central Faith does not require employees to be immunized. Provided below is information about immunizations and resources if you are interested in getting immunizations.

Child Care Provider Vaccinations

Immunizations are not just for children. Keeping up-to-date on your vaccinations help protect you and the children you work with from vaccine-preventable diseases that can be transmitted in a child care setting, including influenza, pertussis (whooping cough), and varicella. As a child care provider you come into contact with many viruses and bacteria while working with children. Some diseases, such as pertussis, are more serious in children, while others, such as chicken pox, are worse for adults.

Vaccines to consider

Yearly Flu vaccine not only protects you from the flu each year but also helps make sure you do not spread the disease to children. The flu vaccine is recommended for everyone over the age of 6 months. Since the type of flu that sickens people every year changes, you should get a vaccination every year.

Once **Tdap** vaccine protects against pertussis, which affects the lungs and is spread from person to person through the air. Pertussis can be very serious, especially for infants who are too young to be vaccinated. An individual with a mild case of pertussis may have a bad, lingering cough and can still transmit the disease to young children. You likely received a series of vaccines as a child to prevent pertussis. However, the protection from those vaccines may have worn off. You can receive one Tdap vaccine as the best way to prevent pertussis as an adult.

Varicella vaccine protects against chickenpox. Many adults already have had chickenpox and are now immune to it. However, the disease can be serious for adults so adults who have never had chickenpox or been vaccinated should get two doses of the vaccine.

Vaccine Resources Talk to your doctor about getting the vaccines you need. Many places offer free or low-cost vaccines to people who do not have insurance or who cannot afford their copay. Call 2-1-1 to find out which clinics in your area offer immunizations. The Texas Department of State Health Services provides Texas resources and you can also order posters and brochures. www.dshs.state.tx.us/immunize or (800) 252-9152. The Centers for Disease Control and Prevention offers reliable information about vaccines, vaccine-preventable diseases, and national recommendations. The website includes many resources, including a printable version of the adult immunization schedule www.cdc.gov/vaccines/recs/schedules/default.htm. For more information on vaccine safety and frequently asked questions go to www.cdc.gov/vaccinesafety/Concerns/Index.html. The Immunization Action Coalition offers educational materials on vaccines and diseases. www.immunize.org.

Tuberculin Testing

McLennan County residents are not required to be tested for tuberculosis.

Hearing and Vision Screening

Our school conducts screening for four-year-old children each year. If your child is not in attendance on the day of our screening, you will need to provide a screening report from your personal physician. The law requires that all children in any private or public facility must be screen or have a professional examination for possible vision or hearing problems.



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Exclusion and Sickness

Please notify the staff when your child will be absent. If the child is ill; notify the staff of the nature of the illness, especially if the disease is contagious. Central Faith cannot accept your child if they have an illness that prevents them for participating comfortably in child care center activities including outdoor play.

To protect all children from illness we will not accept children in the morning if they appear ill, have a temperature, or have head lice/eggs. If your child becomes ill, lice are detected, or your child does not seem to be well, you will be notified immediately so that he/she can be picked up within the hour. Children will be isolated until they can be picked up.

If your child has received any bumps, bruises or scratches, let the teacher know so it can be notated for us as we complete the health check.

Your child must be free of fever, diarrhea, or vomiting for 24 hours and not contagious before we accept the child in the program. If your child has to be tested for any type of illness, they will need to stay out until test results are received or they have a letter to return from their physician.

When contagious diseases are recognized at Central Faith, staff will send a notice via text, email or Kid Report message to families describing the type of illness and symptoms to look for. This information will give families advance notice to plan alternate care arrangements for sick children. Names of sick children are not public information and will be kept confidential.

Children with head or body lice will be isolated until they can be picked up. The child may return after treatment has been administered and there is no sign of lice or eggs.

Tissues will be provided for children with runny noses. In cases of mild coughs without other symptoms children will be given more fluids to help alleviate symptoms.

Medication

Central Faith will not store or administer medications unless it is required for an emergency. Medical boxes are in the hallways and front office for emergency medications.

Application of ointments

Central Faith encourages the use of sunscreen to protect children from the sun's harmful rays and insect repellent during the summer months when mosquitoes are most likely to bite. Families are asked to apply sun block and bug spray in the morning when dressing the child. The center will apply sun block and bug spray in the afternoon after naptime. All items must be supplied by the family. Any items sent to school must be age appropriate and labeled with your child's first & last name. Items deemed inappropriate will not be administered. By sending these items, you give the center authorization to apply them to your child. Central Faith does not provide any type of diaper cream, sunscreen, or insect repellent.

Medical Emergencies

All of our teachers are CPR and First Aid trained. In an emergency situation appropriate action will be taken and families will be notified.

If your child is injured at the center first aid will be administered. For minor bumps or scrapes a notice will be sent on the Kid Report or text message. For major accidents, a form will be filled out and signed by the teacher and parent. This will include the nature of the injury and treatment. The form will be presented to you upon pick up. If further treatment is needed the family and/or doctor specified by you will be contacted immediately. In an emergency situation your child will receive the necessary treatment until you can be contacted. Families must sign the Authorization for Emergency Treatment when enrolling their children. In extreme situations, 911 will be called. If necessary, your child will be sent to Baylor Scott & White as it is the closest hospital.



Safe Sleep Policy

Central Faith requires all families with a child younger than 12 months to complete the safe sleep policy with the child's teacher and a director.

Purpose: This form provides the required information per minimum standards for the safe sleep policy.

Directions: Parents will review this policy upon enrolling their infant at Central Faith, and a copy of the policy is provided in the parent handbook. 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.helpandhope.org/Safe_Sleep/tips.asp

SLEEP POLICY All staff, substitute staff, and volunteers at 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.
- 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.
- 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. 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. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.
- 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.
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.
- If extra warmth is needed, use sleep clothing (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets.
- Place only one infant in a crib to sleep.
- 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
 - 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.
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers).
- Actively observe sleeping infants by sight and sound.
- 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.
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally.
- 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.



Physical Activity

Central Faith strongly supports the need for physical activity each day. We have eight age appropriate playgrounds. Indoor and outdoor physical activity is scheduled and encouraged throughout the day.

Benefits of physical activity and outdoor play

Outdoor activity increases health and physical development by improving sensory development, reducing obesity and stimulating blood cells. Outdoor activities help kids stay healthy and avoid problems like obesity and heart ailments later in life. When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Duration of physical activity, both indoor and outdoor

Each child has outside free play every morning from arrival until breakfast.
Infants will be given opportunities for physical activity, including supervised tummy time.
Toddler age children will participate a minimum of 60 minutes of moderate to vigorous active play each day.
Preschool and Pre-Kindergarten children will participate a minimum of 90 minutes of moderate to vigorous active play each day.

Type of physical activity

Central Faith will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.
All children will participate each day in:
Two occasions of active unstructured play outdoors when weather permits.
Two or more structured or teacher-led activities or games that promote movement over the course of the day.
Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical Activity Setting

Physical activity may take place in the classroom, the hallway or on the playground, when weather permits.

Recommended clothing and footwear

When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

Physical Activity Plan

When weather conditions prohibit outdoor play, physical activities will occur in the classroom or hallway during the scheduled outside time. Classroom teachers have activities planned in advance for "rainy days".

Opportunities for active play may overlap with outdoor play when weather permits.

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CONFLICT RESOLUTION

If, at any time, you have any questions or concerns regarding the classroom or our policies, please contact a Director. Directors are happy to sit down and discuss any problems you may have and solve them to the best of our ability. If the director is unable to assist the family, a meeting with the Executive Director may be requested. Each family will receive a copy of the Central Faith Resource Book. (It is also available on our website.) Upon signing you will agree that you will adhere to the policies set forth. The child care business is a complex and ever changing industry. The family resource book is updated annually in June. Information is emailed. A printed copy can be requested by calling the center. The updated book is posted on the website. Your child's attendance on or after the date of the email will constitute your acceptance of any change to the policies or procedures. Nothing contained with herein shall be construed as a contract between Central Faith Child Development Center, Inc. and any one or all of customers or students.

State regulating information

Central Faith is licensed by Texas Department of Health & Human Services. A copy of the current licensing review is posted in the lobby and may be found on the internet. The minimum standards set by the state are followed. The regulations and our inspections can be found on the web at http://www.dfps.state.tx.us/child_care/. Keeping the children safe and happy and you satisfied is very important to us. Please try to resolve any problems with the teacher or a director first. You may request a meeting with the Admissions or Operations Director. If your issue is not resolved, please call for an appointment with the Executive Director. You may contact us at 254-420-2931. Our fax number is (254)420-4903. Our mobile number is (254) 717-9080 or 717-8191. Our address is 5720 Bagby Avenue, Waco, Texas 76712. A local representative may be reached at 801 Austin Avenue, Suite B-30, Waco, TX 76701. You may report abuse or neglect any time at https://www.dfps.state.tx.us/contact_us/report_abuse.asp Or by calling 800-252-5400.



EMERGENCY EVACUATION

In the event that our center has to be evacuated, there is a plan in place. If the disaster only effects Central Faith the children and staff will be relocated to the church building next door. If the school and church are both unusable, everyone will be evacuated to St. John's Church. As many children as possible will be placed in employees' personal vehicles. All car seats in the building will be utilized. The authorized pickup books, tablets, laptop computers, activity and emergency boxes that are in each classroom will be transported by the staff. (Kits are checked monthly and items rotated to avoid expired items.) Children with special needs will be cared for by their designated teacher. Any special equipment will be transported for the special needs children in the back of cars. The main emergency kit, laptop, and medicines will be transported by the admissions director. The admissions director will set up a first aid station. The complete emergency information book with medical authorization forms, laptop computer and other front office books will be transported by the operations director. The operations director will set up a check-in/out area. Central Faith will transport the teachers and children to St. John's Church, located at 100 S. Robinson Drive in Robinson. Central Faith will use the fellowship hall to hold the children until the families can be reunited. There is a grocery store near for miscellaneous items. The Executive Director as well as the other licensed Directors will communicate with families, licensing, authorities, and media. Notifications will be made by mobile phone, land line, Kid Report App, text messaging or email via the computer or remote log in from ExtraCo Technology. If the local licensing office cannot be contacted, State Intake will be notified at 800 252 5400. The Executive Director will be responsible for contacting the water and electric companies as well as bringing the vital records notebook and a laptop computer to the offsite location. The total travel estimate is 4.6 miles, about 7 minutes.

Please see the attached map for more information. In case of emergency, the mobile phone number for Linda Taft is 254 717 8191. The evacuation plan is posted in each classroom and is available on our website. This plan is reviewed annually. All families are given the information during orientation and at open house. Staff receives training during orientation and at the fall staff meeting. Central Faith practices fire drills each month. The practice is set up to be done at opening, meals, nap, and closing times. Drills are scheduled to include all five weekdays as well as all four weeks of the month. Intruder and severe weather drills are practiced every other month.

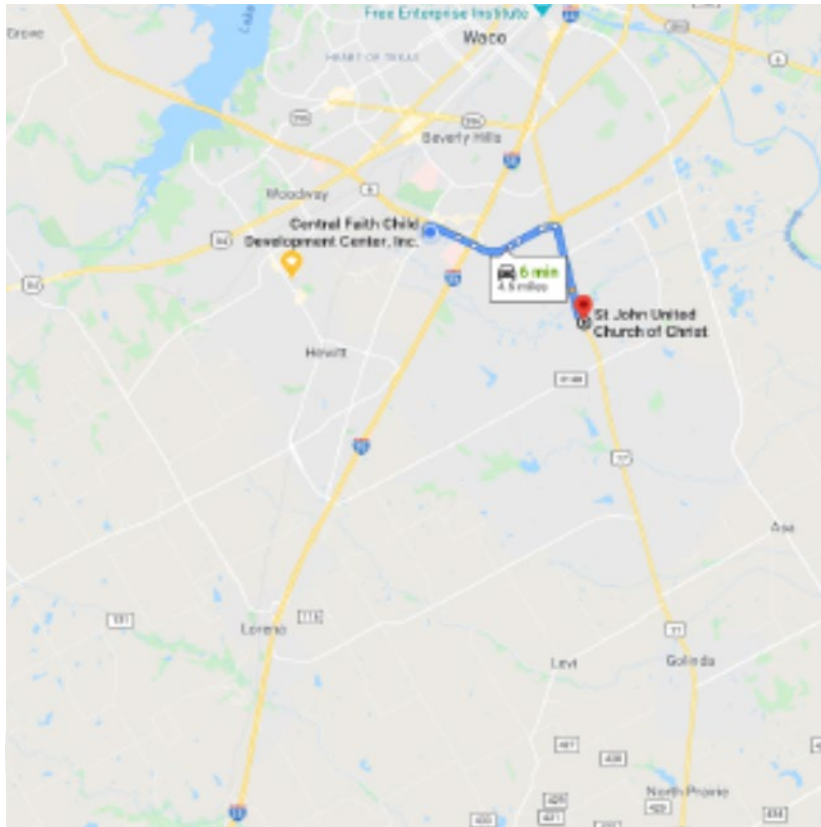
Safety Practices

Fire evacuation is practiced every month with the children so they are less likely to be frightened and the teachers are prepared. Special evacuation cribs are in the infant room so that the babies can be removed quickly. The fire extinguishers are inspected monthly by our staff and yearly by an outside agency. The carbon monoxide detector is tested monthly.

Preparations for threatening weather or intruders have been made. Bi-monthly the teachers and children practice going to safe places on the inside of the building. Procedures for the drills are explained to the children by their teachers. The practice is set up to be done at opening, meals, nap, and closing times. Drills are scheduled to include all five weekdays as well as all four weeks of the month.



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Driving Directions from Central Faith to St. John's Church

1. Head northeast on Bagby Ave
 2. Turn right onto W Loop 340
 3. Continue straight
 4. Use the left 2 lanes to turn slightly left
 5. Take the ramp on the left onto Hwy 6 S/TX-340 Loop
 6. Merge onto Hwy 6 S/TX-340 Loop
 7. Take the US-77 S exit toward Cameron
 8. Keep right at the fork to continue toward US-77 S/N Robinson
 9. Keep right at the fork and merge onto US-77 S/N Robinson
- Destination will be on the left

St John United Church of Christ

100 South Robinson Drive, Robinson, TX 76706



ABUSE AND NEGLECT

Staff are trained during orientation and each year on this topic. Each child is checked from head to toe each hour during our name to face check for bumps, bruises, scratches, etc. A health check is noted on the Kid Report App for each child. Employees or volunteers from the Family Abuse Center participate in the open house events held at Central Faith. The Abuse Center supplies pamphlets with information located near the check in monitors for families. Posters are in each classroom with information. To increase awareness, abuse and neglect is discussed at the staff meetings and printed in the family newsletter at least annually.

CHILD ABUSE:

It is the responsibility of the staff and families at Central Faith to report any sign of child abuse to the proper authorities. In some instances, the state may direct us not to inform the parents of the report. Please understand we are legally obligated to comply with these guidelines. If you feel a child is being neglected or abuse you may file an anonymous report by calling (800)252-5400.

Abuse

Physical abuse is a physical injury that results in substantial harm to the child, such as bruises, fractures, or death. It also can include a genuine threat of harm even if there is no visible injury.

Sexual abuse is sexual conduct harmful to a child's mental, emotional, or physical welfare. This includes fondling a child's genitals, penetration, indecent exposure, and exploitation through prostitution or producing pornography.

Emotional abuse is an action that results in a marked impact on a child's growth, development, or psychological functioning. Emotional abuse includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, or belittling to the point that it results in noticeable effects on the child's daily functioning.

Neglect

Neglectful supervision means placing a child in a situation that requires judgment or actions beyond what the child is physically or mentally capable of doing and that results in bodily injury or a substantial risk of immediate harm to a child.

Medical neglect is failing to get or follow up with medical care for a child when the lack of care results in physical injury or in a marked impact on a child's growth, development, or functioning.

Physical neglect is the failure to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child. Physical neglect can include a situation where the home environment presents a health or safety threat to children.

Abandonment and refusal to accept parental responsibility are two other categories of neglect.

Failing to protect a child from any situation described above also falls under the definitions of abuse/neglect.

Reporting Basics

How does reporting abuse or neglect of children in Texas work? What do I need to do to make a report?

State law requires anyone who suspects child abuse or neglect to report those suspicions to the Texas Department of Family and Protective Services (DFPS) or to a local law enforcement agency.

Any person making a report to DFPS is immune from civil or criminal liability as long as the report is made in good faith. The reporter's name is also confidential and will not be provided directly to the accused person by any DFPS employee. There are circumstances under which DFPS is required to disclose a reporter's identity to law enforcement, a court of law, or another state agency. Please see the section below on Confidentiality for more information.

A person who suspects child abuse or neglect, but fails to report it, can be charged with a misdemeanor or state jail felony. Remember, reporting suspected child abuse or neglect makes it possible for a child to get help.

Report child abuse or neglect in two ways:

You may call the Texas Abuse Hotline at 1- 800-252-5400 to report abuse or neglect.

The hotline is answered by DFPS Intake Specialists (who are all degreed professionals) 24 hours a day, 365 days a year.

You will be asked to provide your name and contact information.

You will be asked to explain your concerns. The Intake Specialist might ask additional questions to determine if the situation that you describe meets the Texas Family Code's definitions of abuse or neglect.

You may report your allegations to the Texas Abuse Hotline through the Internet at <http://www.txabusehotline.org>.

This secure website provides a way to explain your concerns in writing.

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You must provide your name and a valid e-mail address. Your identity remains confidential and will not be provided directly to the accused person by any DFPS employee.

Once an Intake Specialist processes your report, you will receive a confirmation e-mail with a Call Identification Number. The e-mail will also tell you whether or not your report was forwarded to a local DFPS office for further investigation.

Please note that the Internet Reporting System is for non-urgent situations. Receipt of internet reports may be delayed during times of high call volume to the Texas Abuse Hotline.

The Internet Reporting System should NOT be used in urgent or emergency situations, including but not limited to:
Injuries to a child age 5 or under or serious injuries to any age child
Immediate need for medical care (including a suicidal child)

Sexual abuse where the perpetrator has access or will have access to the child in the near future

A child age 5 or younger who is alone or is likely to be left alone in the next 24 hours

Any other situation you feel requires a response within 24 hours

Call in reports about these (and similar situations) to the Texas Abuse Hotline at 1-800-252-5400.

Always call local law enforcement first if a child is in imminent danger.

What information do I need when I make a report? What will I be asked to provide?

Intake Specialists need specific information before they can forward a report of abuse or neglect to a local Child Protective Services (CPS) office for investigation. This information includes the alleged victim's address (or other information to help CPS contact the family) and an allegation that indicates abuse or neglect as defined by the Texas Family Code.

Not every allegation reported to DFPS will result in a CPS investigation. This is because not every situation involving concern for a child meets the legal definition for abuse or neglect under the Texas Family Code. It is crucial that you provide as many details as possible about the alleged abuse or neglect, as well as the family demographics, so that the Intake Specialist can make an accurate assessment of the situation.

Before making your report, please take a moment to gather any records or notes you have on the family so you have easy access to the necessary information. While you may not have all of the information noted below, providing as much of it as possible will allow DFPS to make the best decision about how to proceed.

Persons Involved/Persons with Knowledge

Household Members

All known persons living in the child's home (adults and children)

Alleged Perpetrator(s)

The person or persons suspected of abusing or neglecting the child. They may or may not be household members

Any other people who may have information about the situation. This may include school employees, neighbors, other relatives, medical staff, etc.

Information Requested for Each Person

Identification Location Special Needs

Name, Home address (including Do the child, parents,

Date of birth (preferred) or apartment name and siblings, or alleged

age number) perpetrator have any

Social Security number, Directions to the home special needs?

Race/ethnicity Home phone number & If so, how do those needs

Marital status cell phone number(s) affect their normal

Work functioning?

School, or daycare name

Address, phone number, hours in attendance, and grade level.

Note: Multiple forms of locating information are important so we can find the family as quickly as possible. For example, having only a school address is challenging if we need to locate the family quickly on a Saturday morning.

To send a report to CPS for investigation, an Intake Specialist also must have an allegation that meets the Texas Family Code definition of abuse or neglect. Giving as much detailed information as possible helps the Intake Specialist make as accurate an assessment as possible. This is especially important with Internet reports because the Intake Specialist cannot ask follow-up questions.

Learning to identify child abuse and neglect and deciding to make a report is very distressing for many people.

However, DFPS can more accurately assess a situation if you frame your statements as objectively as possible. Clear



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and detailed information allows the Intake Specialist to make the most accurate assessment possible. When you make your telephone or Internet report, you will be guided through a series of questions. The questions below are ones most commonly asked by our staff when assessing information.

Allegation Information

What happened?

- What led you to suspect abuse or neglect?
- Did you witness something?
- If so, what did you see?
- Where and when did it occur?
- Was anyone else present?
- If someone said something to you, who was it (the child or someone else)?
- What did the person say?
- When did the person tell you?
- Are you aware of anyone else who may have been told?

Who abused or neglected the child?

- Do you know who may be abusing or neglecting the child?
- Does that person live in the home with the child?
- If not, how often does the perpetrator have access to the child or when will the person see the child again?
- Does the perpetrator have access to other children? What is the role of the parent/guardian?
- If the parent or guardian is not the perpetrator, is he or she aware of the concern?
- Do the parents or guardians seem protective?
- If they are not aware of the concern, will you tell them?
- How do you think they will react?

What else is happening in the family?

- Are there factors at work that put additional stress on the family such as drug or alcohol abuse, domestic violence, gang activity, recent marital problems or job loss?
- Are there any issues that could pose a safety risk to our staff?
- Is anyone helping to support the family?
- Have there been any previous concerns?
- Do you know if they have been reported to our agency or another agency before?
- How is the family likely to react when we contact them?

- Is there a bug or rodent infestation in the home?
- Are there concerns about trash, rotting food, sewage, or animal waste in the home?
- Are there hazardous home conditions that pose a safety risk to the child (e.g., exposed wiring, broken glass, loose nails, or holes in the floor)?
- What effects (if any) have the home conditions or the cleanliness of the child had on the child's health (e.g., constant illness, rashes, etc.)?

Reminder

Call 911 if a child appears to need immediate medical attention or otherwise appears to be in immediate danger!



BREASTFEEDING SUPPORT

The Special Supplemental Nutrition Program for Women, Infants, and Children

WIC provides nutritious foods, nutrition education (including breastfeeding promotion and support), and referrals to health and other social services to participants at no charge. WIC serves low-income pregnant, postpartum and breastfeeding women, and infants and children up to age 5 who are at nutrition risk. WIC is not an entitlement program; i.e., Congress does not set aside funds to allow every eligible individual to participate in the program. Instead, WIC is a Federal grant program for which Congress authorizes a specific amount of funding each year for program operations. The Food and Nutrition Service, which administers the program at the Federal level, provides these funds to WIC State agencies (State health departments or comparable agencies) to pay for WIC foods, nutrition education, breastfeeding promotion and support, and administrative costs.

Where is WIC available?

The program is available in all 50 States, 34 Indian Tribal Organizations, American Samoa, District of Columbia, Guam, and Commonwealth Islands of the Northern Marianas, Puerto Rico, and the Virgin Islands. These 90 WIC State agencies administer the program through approximately 1890 local agencies and 9,000 clinic sites.

Who is eligible?

Pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 are eligible. They must meet income guidelines, a State residency requirement, and be individually determined to be at “nutrition risk” by a health professional. To be eligible on the basis of income, applicants’ income must fall at or below 185 percent of the U.S. Poverty Income Guidelines (currently \$41,348 for a family of four). A person who participates or has family members who participate in certain other benefit programs, such as the Supplemental Nutrition Assistance Program, Medicaid, or Temporary Assistance for Needy Families, automatically meets the income eligibility requirement.

What is “nutrition risk?”

Two major types of nutrition risk are recognized for WIC eligibility:

Medically-based risks such as anemia, underweight, overweight, history of pregnancy complications, or poor pregnancy outcomes.

Dietary risks, such as failure to meet the dietary guidelines or inappropriate nutrition practices.

Nutrition risk is determined by a health professional such as a physician, nutritionist, or nurse, and is based on Federal guidelines. This nutrition assessment is free to program applicants.

How many people does WIC serve?

During Fiscal Year (FY) 2010, the number of women, infants, and children receiving WIC benefits each month reached approximately 9.17 million. For the first 8 months of FY 2011, States reported average monthly participation just below 9 million participants per month. In 1974, the first year WIC was permanently authorized, 88,000 people participated. By 1980, participation was at 1.9 million; by 1985, 3.1 million; by 1990, 4.5 million; and by 2000, 7.2 million. Average monthly participation for FY 2008 was approximately 8.7 million.

Children have always been the largest category of WIC participants. Of the 9.17 million people who received WIC benefits each month in FY 2010, approximately 4.86 million were children, 2.17 million were infants, and 2.14 million were women.

What food benefits do WIC participants receive?

In most WIC State agencies, WIC participants receive checks or vouchers to purchase specific foods each month that are designed to supplement their diets with specific nutrients that benefit WIC’s target population. In addition, some States issue an electronic benefit card to participants instead of paper checks or vouchers. The use of electronic cards is growing and all WIC State agencies are required to implement WIC electronic benefit transfer (EBT) statewide by October 1, 2020. A few State agencies distribute the WIC foods through warehouses or deliver the foods to participants’ homes. Different food packages are provided for different categories of participants.

WIC foods include infant cereal, iron-fortified adult cereal, vitamin C-rich fruit or vegetable juice, eggs, milk, cheese, peanut butter, dried and canned beans/peas, and canned fish. Soy-based beverages, tofu, fruits and vegetables, baby foods, whole wheat bread, and other whole-grain options were recently added to better meet the nutritional needs of WIC participants. WIC recognizes and promotes breastfeeding as the optimal source of nutrition for infants. For women who do not fully breastfeed, WIC provides iron-fortified infant formula. Special infant formulas and medical foods may be provided when prescribed by a physician for a specified medical condition.



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Who gets first priority for participation?

If WIC cannot serve all the eligible people who apply for benefits, a system of priorities has been established for filling program openings. Once a local WIC agency has reached its maximum caseload, vacancies are filled in the order of the following priority levels:

Pregnant, breastfeeding, and infants determined to be at nutrition risk because of a nutrition-related medical condition.

Infants up to 6 months of age whose mothers participated in WIC or could have participated and had a medical problem. Children at nutrition risk because of a nutrition-related medical problem.

Pregnant or breastfeeding women and infants at nutrition risk because of an inadequate dietary pattern. Children at nutrition risk because of an inadequate dietary pattern.

Non-breastfeeding, postpartum women with any nutrition risk.

Individuals at nutrition risk only because they are homeless or migrants, and current participants who, without WIC foods, could continue to have medical and/or dietary problems.

How does WIC support breastfeeding?

Since a major goal of the WIC Program is to improve the nutritional status of infants, WIC mothers are encouraged to breastfeed their infants, unless medically contraindicated.

WIC mothers who breastfeed their infants are provided information and support through counseling and breastfeeding educational materials.

Breastfeeding mothers receive a greater quantity and variety of foods than mothers who fully formula feed their infants, with mothers fully breastfeeding their infants receiving the most substantial food package.

Breastfeeding mothers are eligible to participate in WIC longer than non-breastfeeding mothers. Breastfeeding mothers may receive follow-up support through peer counselors.

Breastfeeding mothers may receive breast pumps and other aides to help support the initiation and continuation of breastfeeding.

What is the WIC infant formula rebate system?

Mothers participating in WIC are encouraged to breastfeed their infants if possible, but WIC State agencies provide infant formula for mothers who choose to use this feeding method. WIC State agencies are required by law to have competitively bid infant formula rebate contracts with infant formula manufacturers. This means WIC State agencies agree to provide one brand of infant formula and in return the manufacturer gives the State agency a rebate for each can of infant formula purchased by WIC participants. The brand of infant formula provided by WIC varies by State agency depending on which company has the rebate contract in a particular State. By negotiating rebates with formula manufacturers, States are able to serve more people. For FY 2010, rebate savings were \$1.7 billion, supporting an average of 1.9 million participants each month, or 20.5 percent of the estimated average monthly caseload.

What is WIC's current funding level?

Congress appropriated \$6.734 billion for WIC in FY 2011. By comparison, the WIC Program appropriation was \$20.6 million in 1974; \$750 million in 1980; \$1.5 billion in 1985; \$2.1 billion in 1990, and \$4.0 billion in 2000.

For more information:

Information on FNS programs is available at www.fns.usda.gov/fns/

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TEXAS DEPARTMENT OF AGRICULTURE:

Central Faith offers healthy meals to all enrolled children as part of our participation in the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). The CACFP provides reimbursements for healthy meals and snacks served to children enrolled in child care. Please help us comply with the requirements of the CACFP by completing the Meal Benefit Income Eligibility Form.

Am I required to complete a Meal Benefit Income Eligibility Form in order for my child to receive CACFP Benefits? No, but if you choose to do so, your provider may receive a higher reimbursement for the meals served to your child.

Do I need to fill out a Meal Benefit Form for each of my children in day care? You may complete and submit one CACFP Meal Benefit Income Eligibility Form for all children enrolled in child care in your household **only** if the children in child care are enrolled in the same home. We cannot approve a form that is not complete, so be sure to read the instructions carefully and fill out all required information.

Who qualifies for the higher reimbursement without providing income information? Your provider will receive a higher reimbursement for meals served to foster children and children in households getting Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamps), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR), or any of the programs listed on the enclosed Form H1660, *List of Eligible Federal/State Funded Programs*. Children in households participating in WIC also may qualify for the higher reimbursement.

Who qualifies for the higher reimbursement based on income? Your provider may receive a higher reimbursement for the meals served to your children if your household income is equal to or less than the amount indicated for your household size listed on the Income Chart, sent with this application. Children in households participating in WIC may be eligible for the higher reimbursement.

May I fill out a form if someone in my household is not a U.S. citizen? Yes. You or your children do not have to be U.S. citizens to qualify for meal benefits offered at the day care home.

Who should I include as members of my household? You must include everyone in your household (such as grandparents, other relatives, or friends who live with you) who shares income and expenses. You must include yourself and all children who live with you. You also may include any foster children living with you.

How do I report income information and changes in employment status? The income you report must be the total gross income listed by source for each household member received last month. If last month's income does not accurately reflect your circumstances, you may provide a projection of your monthly income. If no significant change has occurred, you may use last month's income as a basis to make this projection. If your household's income is equal to or less than the amounts indicated for your household's size on the attached Income Chart, the family day care home will receive a higher level of reimbursement. Once properly approved for the higher reimbursement rate, whether through income or by providing a current SNAP, TANF, or FDPIR case number, you will remain eligible for those benefits for 12 months. You should, however, notify us if you or someone in your household becomes unemployed and the loss of income during the period of unemployment causes your household income to be within the eligibility standards.

What if my income is not always the same? List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you only get it sometimes.

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What if I have foster children? Foster children that are under the legal responsibility of a foster care agency or court automatically qualify for the higher reimbursement. Any foster child in the household qualifies regardless of income. Households may include foster children on the Meal Benefit Form, but are not required to include payments received for the foster child as income. Households wishing to apply for such benefits for foster children can provide the Texas Department of Family and Protective Services Form 2085 FC, *Placement Authorization Foster Care/Residential Care*, to their child's caregiver or sponsor and do not need to complete the CACFP Meal Benefit Income Eligibility Form.

We are in the military, do we include our housing and supplemental allowances as income? If your housing is part of the Military Housing Privatization Initiative and you receive the Family Subsistence Supplemental Allowance, do not include these allowances as income. Also, in regard to deployed service members, only that portion of a deployed service member's income made available by them or on their behalf to the household will be counted as income to the household. Combat Pay, including Deployment Extension Incentive Pay (DEIP) is also excluded and will not be counted as income to the household. All other allowances must be included in your gross income.

In the operation of child feeding programs, no person will be discriminated against because of race, color, national origin, sex, age, or disability. If you have other questions or need help, call **254 420-2931**.

Building for the Future

This child care center/facility receives Federal cash assistance to serve healthy meals to your children. Good Nutrition today means a stronger tomorrow! Meals served here must meet nutrition requirements established by USDA's Child and Adult Care Food Program. If you have questions or concerns, call USDA at **1-800-795-3272** or Food and Nutrition Division at **1-800-TELL-TDA (835-5832)** or **(254) 420-2931**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication and Compliance, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 866-632-9992 (toll free), 202-260-1026, or 202-401-0216 (TDD). USDA is an equal opportunity provider and employer.

GANG FREE ZONE:

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

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SIGNATURE PAGE

We look forward to a long relationship with you and we are always interested in learning about better ways to serve you and the children you have entrusted to our care. If you have any concerns, no matter how large or small please let us know. We cannot solve a problem if we are not made aware of it. Feel free to visit with any of the management team or office staff any time you have a question or suggestion. We enjoy making changes for the better. Our goal is to educate each child to the best of our ability so they have a faith in God, a love for learning and respect for others.

AGREEMENT:

I understand, and agree to abide by all policies and procedures set by Central Faith and as stated in the Family Resource Book. I agree to pay Central Faith Child Development Center, Inc. any and all fees and tuitions due. I am paying my registration fee and first week's tuition in advance. Both the registration fee and first week's tuition are non-refundable. I authorized Central Faith to take pictures and/or videos of my child for use in the classroom, on the website, on Face Book, media publications, other promotional materials. Pictures may be used in materials for informational purposes within the school and also be used in public displays, newspaper or other print media, television, etc. Occasionally the television reporters will use our school in their broadcasts. I understand that sunscreen, diaper cream, and insect repellent will be applied if I provide it. Central Faith reserves the right to modify or change policies and tuitions, as well as the policies and procedures in the "Family Resource Book", with a written notice. Your child's attendance after the change will be considered your acceptance of the new policies, procedures, and or tuitions.

I further understand that this resource is to be used as a guide and is not all policies are contained in it. I understand that it does include the information required by the Texas Department of Agriculture and it includes the emergency evacuation plan required by the Texas Department of Family & Protective Services.

Parent's Name: _____

Child's Name: _____

Signature: _____

Date: _____

Please check one:

I will access the handbook via the website.

Email me a copy at:

I received a hard copy.

THE STATE OF TEXAS

COUNTY OF McLennan

Subscribed and sworn (or affirmed) before me this date the _____ day of 2020

Notary _____