

JSC CHILD CARE CENTER

PARENT'S HANDBOOK



OCTOBER 2004

PARENT HANDBOOK CHANGES SINCE AUGUST 2004

The table below specifies the changes to the Parents Handbook since distribution in August 2004 and indicates if the change was a policy change, clarification of an existing policy, or new information. **Note that the table only provides a summary of the changes. The sections referenced should be read in their entirety to obtain all information regarding the associated policies and information.**

Handbook Section(s)	Type of Change	Explanation of Change
Classroom Policies & Supply Requirements (sections D.6.1-D.6.4)	New Information	Added that the Pinnacle curriculum is used for all age groups.
Potty Training (section D.6.7) and lack of Potty Training (section F.2.1.2)	Clarification	Corrected definition of “potty-trained” and added the process used at JSC CCC for training the children on how to care for their toileting needs (such as pulling their pants up and down and wiping themselves).

PARENT HANDBOOK CHANGES FROM 2003-2004

The table below specifies the changes from the Parent Handbook for 2003-2004 and indicates if the change was a policy change, clarification of an existing policy, or new information. **Note that the table only provides a summary of the changes. The sections referenced should be read in their entirety to obtain all information regarding the associated policies and information.**

Handbook Section(s)	Type of Change	Explanation of Change
Waiting List Priority Scheme (section C.2.2.3)	Policy Change	Children of the Web Page Manager and the Newsletter Editor will be assigned 7 additional points for children on the waiting list. Previously, the Newsletter Editor received 10 points and the Web Page Manager received none.
Acceleration of Children (section C.3.2)	Clarification	Added clarification that only children enrolled at JSC CCC can be accelerated. Children on the waiting list will not be accelerated.
JSC CCC Access for Non-badged Individuals (section D.1.1)	New Information	Added information about how to obtain on-site access for non-badged individuals who are not U.S. citizens (they must be cleared through JSC Security in Building 110).
Unplanned Closures and Evacuation (section D.2)	New Information	One of the off-site evacuation sites changed from St. Clare of Assissi Catholic Church to Clear Lake Baptist Church. Location, directions, and phone number for Clear Lake Baptist were added.

PARENT HANDBOOK CHANGES FROM 2003-2004 (continued)

Handbook Section(s)	Type of Change	Explanation of Change
Potty Training (section D.6.7) and lack of Potty Training (section F.2.1.2)	Clarification	Clarified in the definition of “potty trained” that a potty-trained child is expected to care for all of their toileting needs such as pulling their pants up and down and wiping themselves.
Field Trips (section D.6.8)	Clarification	The current policy states that children not participating in a field trip may stay in another classroom if space is available. Added clarification that the classroom must be age appropriate.
Illness (section E.3)	New Information	Added rectal thermometers are not used due to safety reasons.
Illness Criteria for Denial of Service (section E.3.1 under “Fever”)	Policy Change	Children with a high fever must be picked up within 30 minutes. If a child has a low fever, the teacher will wait 15 minutes and take the temperature again. If the second reading still shows a fever, the child must be picked up within 30 minutes.
Readmission Following Illness (section E.3.2 under “Fever”)	Policy Change	If a child was sent home for a fever, he/she cannot be readmitted to the center for 36 hours unless the parent provides a physician’s note stating the child is not contagious and the child’s temperature has been normal for 24 hours without the use of fever suppressing medication.
Withdrawal of Parents for Problem Behaviors (section F.2.2)	Clarification	Added that acts of violence, threatening behavior, or sexual harassment are grounds for withdrawal of parents from the center.
Threatening Behavior and Harassment Policies (section F.3)	Policy Change	Added section defining SF EI’s threatening behavior and harassment policies.

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A. INTRODUCTION

A.1 Document Purpose

The purpose of this handbook is to summarize the background and purpose for Space Family Education, Inc. (SFEI), describe the Johnson Space Center Child Care Center (JSC CCC) facility and program, and define the policies and procedures under which JSC CCC is operated. The policies and procedures for JSC CCC are organized into five sections: Admission and Enrollment Policies, Operation Policies, Health Policies, Discipline and Problem Behavior Policies, and Point System Policy. Upon enrollment and prior to the start of school each year, the latest version of the handbook is provided to parents/legal guardians (herein referred to as “parents”) of children enrolled at JSC CCC. Parents are required to sign a form verifying that they have read and agree to abide by all policies and procedures set forth in the document.

A.2 Space Family Education, Inc.

Space Family Education, Inc. (SFEI) was established in 1990 as a non-profit corporation under the laws of the State of Texas. Per the By-Laws of SFEI, the general purpose of the corporation is to establish and maintain a high-quality educational day care facility for persons employed at NASA Johnson Space Center (JSC). Policies of the corporation are directed towards four major goals:

1. To foster and promote the welfare and morale of parents employed at NASA JSC, by providing a high quality educationally-directed on-site day care facility.
2. To foster and promote the education and welfare of children enrolled in the on-site facility.
3. To promote good communication and relations between members of the corporation, the Board of Directors, the Facility Director, and the facility staff.
4. To carry out fund-raising activities in order to raise revenue for the maintenance and enhancement of the facility and equipment used by the facility, and scholarships.

The day care facility is called the JSC Childcare Center (JSC CCC). The parents of all children enrolled at JSC CCC must be members of SFEI. Membership is open to Federal Civil Service, military personnel, Exchange personnel, and NASA contractor employees of Johnson Space Center.

A.3 JSC CCC Licensing and Accreditation

JSC CCC is licensed by the Texas Department of Protective Regulatory Services (TDPRS) and accredited by the National Accreditation of Early Young Children (NAEYC).

A.4 JSC CCC Facility Description

JSC CCC is located at the Johnson Space Center in Building 211. The facility is 13,292 gross square feet, and can accommodate approximately 126 children from infancy to Kindergarten and a staff of approximately 28 adults. JSC CCC is outfitted with nine classrooms, cafeteria with commercial-grade kitchen, computer lab/library room, nursing room, laundry room, indoor play area, three age-appropriate outdoor playgrounds, covered outdoor porch, staff lounge, staff offices, and Men’s and Women’s adult bathrooms. Water fountains are available in the Early Pre-K through Kindergarten classrooms, cafeteria, indoor playroom, and outside playgrounds. An intercom system is installed for facility-wide announcements and to enable staff members to communicate with each other without having to leave the classrooms.

A.4.1 Classrooms

Each classroom has age-appropriate restroom facilities including a sink for washing hands and brushing teeth (when applicable), a viewing window that allows parents to “sneak a peek” at their children without getting caught, and a mailbox for each child that is used to distribute information to parents. Food preparation stations are available in the infant and toddler rooms. Infant, toddler, and two-year old rooms contain a diaper changing area. Computers are located in the two-year old through Kindergarten rooms. The classrooms are sized to allow approximately 45-50 square foot per child.

A.4.2 Play Areas

The indoor play area is carpeted and is installed with extra thick padding for comfort and safety of the children. The indoor play area is mainly used as an alternative to the outdoor playground, especially when it is extremely hot, extremely cold, or raining. The indoor play area is also used for extracurricular activities such as karate.

JSC CCC has three age-appropriate outdoor playgrounds. Each playground includes shaded play structures and a unique rubber-padding base for safety. The two playgrounds for the younger children also have an air-conditioned bathroom so teachers do not have leave the playground during recess.

A.4.3 TV Monitors and Internet Viewing

JSC CCC uses closed circuit TV cameras with monitors located in the main lobby to allow visibility into the cafeteria, indoor play area, outside playgrounds, and each classroom. In addition, JSC CCC subscribes to Parent Watch to provide Internet viewing of these areas to all parents in the center. Through Parent Watch, parents in the center can view their children’s rooms, cafeteria, and play areas from the comfort of their office or home PC. The cost of Parent Watch is included in tuition. Parent Watch provides a secure connection with password protection. To obtain access to Parent Watch:

- Go to www.parentwatch.com and select “Become a Member”.
- Follow the instructions to set up your identification code and password.
- Notify the JSC CCC receptionist that you have set up your account. The receptionist will set up access to your child’s classroom.

A.5 JSC CCC Phone Numbers

The following lists the phone numbers to the offices and rooms at JSC CCC:

Main Phone:	281-483-4734	Room 1:	281-792-6013
Director:	281-792-6031	Room 2:	281-792-6014
Asst. Director	281-792-6024	Room 3:	281-792-6015
Infant/Toddler Coordinator:	281-792-6029	Room 4:	281-792-6016
Staff Lounge:	281-792-6027	Room 5:	281-792-6017
Kitchen:	281-792-6028	Room 6:	281-792-6018
Cafeteria:	281-792-6023	Room 7:	281-792-6019
Nursing Room:	281-792-6030	Room 8:	281-792-6020
Lobby:	281-792-6025	Room 9:	281-792-6021

During an unplanned or emergency evacuation, the Facility Director (or appointed alternate) can be reached by cell phone at (281) 799-4310.

B. JSC CCC PROGRAM DESCRIPTION

B.1 Program Goals/Philosophy

The general purpose of SFEI is to establish and maintain a high-quality educational childcare facility for persons employed at NASA Johnson Space Center. The major goals and philosophies of the JSC CCC Program are to:

- Provide a warm, loving, and secure environment staffed with trained child care professionals which encourages each child's development of a positive self-concept, positive socialization skills, self-help skills, and a feeling of trust in other human beings.
- Provide an environment that encourages sound health, safety, and nutritional practices.
- Provide the age appropriate educational curriculum, including Pinnacle and the A Beka program, and a variety of developmentally appropriate activities and materials that are selected to emphasize concrete experimental learning in the areas of reasoning, language, visual perception, and fine motor and gross motor skills.
- Provide open communication with parents regarding their child's daily activities, individual needs, and developmental progress.
- Provide developmental screenings to identify special developmental needs of individual children and make referrals for special services when appropriate.
- Encourage creative expression and an appreciation for the arts.
- Respect cultural diversity of children, parents, and staff.

B.2 Classroom Routines

The routine followed in each classroom depends on the age group of the children. However, all classrooms follow a daily schedule that is planned to provide a balance of activities in the following dimensions:

- Indoor/Outdoor
- Quiet/Active
- Individual/Small Group/Large Group
- Child Initiated/Staff Initiated

The teachers in each room will provide age-appropriate developmental/curriculum goals and a detailed daily schedule at the beginning of each school year.

B.3 Developmental Goals, Curriculum, and Enrichment Activities

Education and developmental growth are key priorities for the JSC CCC. We use the Pinnacle curriculum for infants through Early Pre-K. We use the Pinnacle and A Beka curriculums for Pre-K and Kindergarten. We also provide for the active involvement of the child, because we believe that children construct their knowledge of the world by acting upon it. Therefore, children are encouraged to explore and to experiment. They are encouraged to develop problem-solving skills, to make decisions, to make choices, and to live with those choices.

In addition to an outstanding curriculum, JSC CCC provides enrichment for the students. Examples of enrichment activities are computer, Spanish, sign language, science and culture, and movement. Each activity is taught by trained professionals who visit the classrooms once or twice per week. The enrichment activity schedule for each classroom is distributed to parents at the beginning of the

school year. The number and variety of enrichment programs offered are a reflection of parental and child interest.

B.4 *Extracurricular Activities*

JSC CCC offers extracurricular activities such as Tumblebus, karate, and dancing. They are completely voluntary and are not included in the tuition rate. The activities are offered to children in the center by organizations not affiliated with SFEI. Parents can sign up for each activity at the center, but will pay all fees and charges directly to the corresponding organizations. Note that some activities are taught within the center (i.e. karate), while others may require the children to be transported to the organization's facility. Whenever children are transported to an organization's facility, they are escorted by a SFEI staff member.

B.5 *Developmental Screenings*

Trained staff members perform developmental screenings of the children twice each year. The screenings are completely confidential and written results are provided to the parents. Teachers will schedule a conference with the parents to discuss the results for their child. The purpose of the screening is to:

1. Identify the developmental levels of the children so that lesson plans and curriculums used in each classroom can be individualized to the needs of the children.
2. Identify special needs of the children who may require further diagnostic testing, medical evaluation, or referral for special educational services.

B.6 *Parent/Teacher Communication*

Parents and staff exchange daily feedback concerning the child's day in all classrooms. Parent mailboxes are located in each room. Please take a moment to check the mailboxes for important information. Parents are welcome to request a conference with their child's teacher/caregiver or the Facility Director at any time. Formal parent conferences are scheduled twice each year to allow parents and teachers an opportunity to discuss each child's developmental progress and adjustment to the program. Parents are also provided with an opportunity at the conferences to evaluate the services of JSC CCC and give recommendations for improvement in the services offered.

B.7 *Parental Involvement*

Parents are invited to share their talents with the children as classroom volunteers, guest lecturers, staff trainers, parent education trainers, and assistants at seasonal social events. Parents can also help to keep operating costs down by participating in fund raisers and parent workdays.

C. ADMISSION AND ENROLLMENT POLICIES

C.1 Enrollment Eligibility

Enrollment eligibility at JSC CCC is based on a number of factors including the employer of the parents, age of the child, immunization schedule of the child, and parent authorizations for medical treatment and transportation during emergencies. The following sections detail the criteria and requirements for being able to enroll a child at JSC CCC.

Note that the Facility Director is responsible for ensuring the overall welfare of the children enrolled in JSC CCC. This includes ensuring an operating environment conducive to staff and Facility Director performance in providing childcare to all enrolled children. It also includes ensuring a safe, friendly atmosphere between JSC CCC staff and parents so that the staff can meet the needs of all children and parents. In addition to the requirements listed below, acceptance and ongoing enrollment of any child in the facility is contingent upon approval of the Facility Director.

C.1.1 Parent Employer Requirements

Children whose parents or legal guardians are NASA civil servants or work for a contractor of NASA JSC (both on-site and off-site) are eligible to attend JSC CCC. Per the original Memorandum of Understanding (MOU) between NASA and SFEI, first priority is given to NASA civil servants and therefore cannot be overturned by the SFEI Board of Directors. Second priority is given to on-site contractors and third priority to off-site contractors. NASA civil servants include Federal Civil Service employees, military personnel, and Exchange personnel of JSC. Employees of JSC CCC are considered to be on-site contractors. NASA employees being transferred to JSC may join SFEI and be placed on the waiting list when the reassignment is announced.

Once enrolled, a child is only allowed to remain at JSC CCC as long as at least one parent is a NASA civil servant or a contractor of NASA JSC. If the employment status of a parent changes such that neither parent is associated with JSC, the child will be allowed to remain at the center for up to one month unless the child is enrolled in Pre-Kindergarten or Kindergarten. Pre-Kindergarten and Kindergarten students of parents that are no longer associated with JSC will be allowed to complete the entire school year.

C.1.2 Age Requirements

JSC CCC provides care for children ranging in age from 6 weeks to 6 years of age (or until eligible for 1st grade). Newborn children can be enrolled in the center, but will not be able to attend the center until they reach 6 weeks of age. Note that even if a child is too young to attend the center, the parents will be required to pay tuition in order to “hold the spot”.

C.1.3 Immunization Requirements

All children enrolled at JSC CCC must be immunized or currently participating in an immunization schedule administered by a licensed physician. Updated immunization records and medical history must be provided to the center on an annual basis (reference “Medical History and Immunization Records” for more information).

C.1.4 Medical Emergency Authorization

Parents will be required to sign a Medical Emergency Authorization form giving authorization for a licensed physician to administer treatment to their child during a medical emergency in the event the parents or emergency contacts for the child cannot be reached. The form also authorizes transportation of the child to a hospital if necessary (reference “Medical Emergencies” for more information).

C.1.5 **Transportation Authorization**

Parents will be required to sign an Evacuation Transportation Authorization form that authorizes a SFEI staff member or JSC emergency personnel to transport their child to an alternate on-site or off-site location in the event the JSC CCC building must be evacuated (reference “Unplanned Closures and Evacuations” for more information).

C.1.6 **Emergency Contact Information**

Parents are required to complete a Contact and Transportation form at enrollment. The form contains emergency numbers for the parents and for alternate contacts that can be called in the event the parents are unreachable during an emergency. Parents are required to provide at least one alternate emergency contact.

C.1.7 **Children with Special Needs**

Children with a special medical condition or developmental need may be enrolled with the permission of the Facility Director after a screening process is completed. The screening process is performed to ensure that the special need of the child does not compromise the effective delivery of child care services to the other children enrolled and does not cause other members of SFEI to incur additional expenses through the tuition process (i.e. requires hiring of a nurse or other medical personnel).

C.2 Enrollment Process

To enroll a child at JSC CCC, the parents must become SFEI members and request that the child be placed on the JSC CCC waiting list. When an opening for the child occurs, the parents are contacted by the Waiting List Coordinator and offered the spot. Upon acceptance of the spot, the parents register their child with the center by submitting the required paperwork and paying the security deposit. The Waiting List Coordinator determines the child’s start date. The first tuition payment is due on the start date of the child. The following sections detail each step of the process.

C.2.1 **SFEI Membership**

To become a SFEI member, the eligible parent completes a SFEI Membership Application form and submits the form and membership dues to the receptionist at the center. Only one membership per family is required. The form may be obtained from the SFEI web page at <http://www.jsc.nasa.gov/childcare/> under “Member Info” or from the receptionist at the center.

The data to be provided on the form includes contact information (address, phone numbers, email, etc.), employer information, waiting list information (child’s name, age, earliest enrollment date, etc.), and current rates for membership dues.

Membership dues are \$20.00 per year beginning September 1. The dues cover all children in the family including both enrolled children and children on the waiting list. Prorated rates are available for members joining mid-year. A reminder notice to pay membership dues will be mailed to all SFEI members each August. Members who are located on-site at JSC will receive notices via NASA mail. Members who are not located on-site at JSC will receive notices at their home address. Members who have not paid by September 1 will receive a delinquent dues notice at their home address. **Failure to pay membership dues by October 1 of each year will result in membership cancellation and automatic removal of the member’s children from the JSC CCC Waiting List (if applicable).**

C.2.2 ***JSC CCC Waiting List***

SFEI maintains a waiting list of parents who desire enrollment for their child(ren) in JSC CCC. All openings at JSC CCC are filled from the waiting list. Only SFEI members who already have children, are pregnant, or have begun the process of adoption are eligible to join the list. The following summarizes how the waiting list is created and maintained:

1. To place a child on the waiting list, the parent completes a SFEI Membership Application form and submits the form to the receptionist at the center. Note that this form must be completed regardless of whether or not the parent is a current SFEI member. The form contains all information required by the Waiting List Coordinator for placing children on the waiting list. The receptionist will note the date and time that the form was received and provide the form to the Waiting List Coordinator.
2. Upon receipt of a SFEI Membership Application form, the Waiting List Coordinator will assign a confidential identification code for each child listed on the form and place each child on the waiting list in the appropriate age group category (reference “Age Group Definitions” and “Waiting List Identification Codes” below). The Waiting List Coordinator will then provide the identification code(s) to the parent via email or letter.
3. The children on the waiting list are prioritized based on the employer group of the parent (civil servant or contractor) and a “point system” (reference “Waiting List Priority Scheme” below).
4. The waiting list is published on the SFEI web page at <http://www.jsc.nasa.gov/childcare> under “Member Info”. The names of the children on the waiting list are not published. The identification codes for each age group are listed in priority order with corresponding “earliest enrollment dates” and number of points. The published waiting list will be updated once per month. Discrepancies in the published waiting list should be immediately reported to the Waiting List Coordinator.
5. When an opening occurs in the center, the parent of the child with the highest priority in the associated age group is contacted by the Waiting List Coordinator and offered the spot. Upon acceptance of the spot, the parent will be informed of the start date for their child. The parent then registers their child with the center (reference “How Openings at JSC CCC are Filled” below).

The following sections provide detailed explanation of how age group categories are defined in the center and on the waiting list, how identification codes are assigned, how the waiting list is prioritized, what the “earliest enrollment date” is, and how openings in the center are filled.

C.2.2.1 Age Group Definitions

In accordance with the state rule for public schools, children at JSC CCC are placed in an age group category based on their age as of September 1 of the current school year to ensure they graduate from Kindergarten at the appropriate age. In Texas, children may not enter public Kindergarten unless they are 5 years old on or before September 1 and they may not enter public First Grade unless they are 6 years old on or before Sept. 1.

The children on the JSC CCC waiting list are grouped into the following six age categories. The ages listed correspond to the age of a child as of September 1 of the current school year:

- Infants 0-12 months (0-1 year)
- Toddlers 12-24 months (1-2 years)
- Twos 24-36 months (2-3 years)
- Early Pre-K 36-48 months (3-4 years)
- Pre-K 48-60 months (4-5 years)
- Kindergarten 60-72 months (5-6 years)

In April of each year, the children in each section of the waiting list will be moved to the next age group in preparation for the new school year. **All identification codes will remain the same.** The following changes will occur:

- The Pre-K section will become the Kindergarten section.
- The Early Pre-K section will become the Pre-K section.
- The Twos section will become the Early Pre-K section.
- The Toddler section will become the Twos section.
- The children who are of toddler age will be moved from the Infants section to the Toddler section.
- The children who are of infant age or are not yet born will remain in the Infants section.

C.2.2.2 Waiting List Identification Code

Each child placed on the waiting list is assigned a unique identification code. This code is completely confidential and is used by the parent to view his/her status on the published waiting list. The code consists of three parts:

1. The first digit indicates the employer of the parent:
 - “N” indicates NASA Civil Service/Military Personnel
 - “C” indicates On-site Contractor of NASA JSC
 - “L” indicates Off-site Contractor of NASA JSC
2. The second digit indicates an age grouping based on the child’s birth date. The following lists the age group codes and corresponding birth date ranges that currently appear on the waiting list (the letter “O” is not used to avoid confusion with the number “0”):
 - “K” September 2, 1998 through September 1, 1999
 - “L” September 2, 1999 through September 1, 2000
 - “M” September 2, 2000 through September 1, 2001
 - “N” September 2, 2001 through September 1, 2002
 - “P” September 2, 2002 through September 1, 2003
 - “Q” September 2, 2003 through September 1, 2004
 - “R” September 2, 2004 through September 1, 2005
 - “S” September 2, 2005 through September 1, 2006
3. The remaining digits indicate the identification number for the child. Note that this number is for identification only and is completely unrelated to priority.

C.2.2.3 Waiting List Priority Scheme

Each age group section of the waiting list is prioritized based on the employer of the parent and whether or not a child has a sibling enrolled in the center:

- First priority - NASA employee dependents with siblings enrolled
- Second priority - JSC contractor dependents with siblings enrolled
- Third priority - NASA employee dependents without siblings enrolled
- Fourth priority - JSC on-site contractor dependents w/o siblings enrolled
- Fifth priority – JSC off-site contractor dependents w/o siblings enrolled

Note that if the sibling of a child on the waiting list leaves the center, the child on the waiting list will lose “sibling enrolled priority status” and be placed into the third, fourth, or fifth priority categories based on the employer of the child’s parent.

As defined in the SFEI by-laws, Article III, Section 1A, on-site contractors are “individual(s) with assigned office space in an on-site building with an associated phone where the individual can officially be contacted”.

The children within each of the above categories are prioritized according to a “points” system. Note that the number of points accumulated by a child is only used to prioritize the child within each category. The following criteria is used when calculating the number of points for each child:

- One point is assigned for each month on the waiting list.
- If a child has a sibling that was previously added to the list, (s)he will be assigned additional points equal to one-half of the sibling’s points (up to a limit of 10 points). Note that no points are added when siblings are placed on the waiting list at the same time. The purpose of these additional points is to give the second child added a chance of entering the center at approximately the same time as his/her sibling.
- Children of the Board of Directors will be assigned 10 additional points. They may retain these points if a full term was served.
- Children of the Web Page Manager and the Newsletter Editor will be assigned 7 additional points. They may retain these points if they have served in a satisfactory manner for 6 months.
- If a spot is declined, 10 points will be deducted and another offer will not be made for 3 months. You have the option to indicate an “earliest enrollment date”, which would be the earliest you would desire to have your child placed in the center. If you have provided this date, you will not be called earlier and penalized for declining a spot. It is your responsibility to change this date as necessary. Please submit your request in writing to the Waiting List Coordinator. Note that twins and triplets will not be penalized for declining a spot unless there are enough openings for all of the children.
- An adopted child may begin accumulating points once the adoption process has been initiated, up to a maximum of 9 points. Note that the 9-point limitation only applies to the points determined by the number of months the child has been on the waiting list. Extra points received because the parent is a Board Member or Newsletter Editor still apply.

- In the event of a miscarriage, the name will not be removed from the waiting list, but a maximum of 9 points may be accumulated prior to the actual birth of a child. Note that the 9-point limitation only applies to the points determined by the number of months the child has been on the waiting list. Extra points received because the parent is a Board Member or Newsletter Editor still apply.
- If a parent voluntarily withdraws a child from the facility and wishes to place the child back onto the waiting list, they may do so by contacting the Waiting List Coordinator. Accumulation of points will begin as of the date that the child is placed back onto the waiting list (no previous points will be carried over).

C.2.2.4 **Earliest Enrollment Date**

The “earliest enrollment date” indicates the earliest possible date that a child can enroll at JSC CCC. Parents can specify an “earliest enrollment date” on the SFEI Membership Application form when they join the waiting list. After joining the waiting list, parents can add or modify their “earliest enrollment date” at any time by notifying the Waiting List Coordinator or the center receptionist. If a child who is not yet born is added to the waiting list, the “earliest enrollment date” will automatically be set to the due date of the child unless otherwise specified by the parent. **The “earliest enrollment date” cannot be set to a date earlier than the due date of the child.**

The “earliest enrollment date” allows a child to join the waiting list and begin accumulating points even though the child will not be able to attend the center until a later date. Whenever an opening occurs, people with an “earliest enrollment date” that is later than the date of the opening will not be contacted. Specifying a date prevents the deduction of points due to having to decline a spot because the parents are not ready to enroll their child. Please reference the sections “How Openings at JSC CCC are Filled” and “Promotion of Children” for further information on the implications of setting an “earliest enrollment date”.

C.2.2.5 **How Openings at JSC CCC are Filled**

As children withdraw from the center, the openings are filled from the waiting list. The majority of openings in the center occur each summer when the Kindergarten children graduate and leave. Kindergarten children are allowed to stay in the center for the summer, but must withdraw no later than the Friday before the first day of school (corresponds to the first day of school for the Clear Creek Independent School District). As Kindergarten children withdraw from the center between June and August, children within the center are moved up to the next age group and new openings are filled from the waiting list. Due to the number of children on the waiting list, the center is usually filled to capacity by the end of August each year. Openings between September and May are generally scarce. Please keep this in mind when selecting an “earliest enrollment date”.

When an opening for a certain age group within JSC CCC becomes available, the following process is followed to fill the spot:

1. The Waiting List Coordinator will contact the parent of the child with the highest priority for the age group on the waiting list. Note that people who have specified an “earliest enrollment date” that is later than the date the opening will occur will not be called. For example, if the opening will occur on March 4 and the person with the highest priority cannot enroll until April 1, that person will be skipped and the person with the next highest priority will be called.

2. The Waiting List Coordinator will attempt to contact the parent for up to 3 business days before moving to the next name on the list. All contact information provided by the parent will be used (i.e. home phone, work phone, cell phone, pager, email). It is the responsibility of each parent on the list to notify the Waiting List Coordinator of any changes to their location and phone numbers. In addition, parents should notify the Waiting List Coordinator whenever they will be out-of-town or otherwise unreachable. If possible, parents can provide an alternate contact to accept the spot in their absence.
3. Upon notification of the date of the opening, the parent has 2 business days to respond to the Waiting List Coordinator with a decision concerning acceptance of the spot. If the spot is accepted, the parent must begin registration of their child no later than 5:30 p.m. of the next business day or the spot will be forfeited. If the spot is declined, 10 points will be deducted from the total points accumulated for the child and the child will not be eligible for enrollment for three months.
4. The first step in registering a child is to pay a security deposit of \$100 to the receptionist at the center. Checks should be made payable to "SFEEI". Upon receipt of the security deposit, the receptionist will supply the required enrollment forms. These forms are due no later than one week prior to the start date of the child. When registering a child for Kindergarten, a non-refundable Kindergarten curriculum fee will also be due (reference "Kindergarten Registration" below).
5. Tuition payments must begin by the start date of the child. If the parent is paying monthly and the child enters the center in the middle of a month, the tuition will be prorated for the month. If for some reason the child cannot begin on the start date, the spot may be "held" by paying full tuition for a period not to exceed 3 months from the start date.

C.2.3 Kindergarten Waiting List

Since JSC CCC contains two Pre-K classrooms and one Kindergarten classroom, an in-house Kindergarten waiting list exists to determine which of the children graduating from Pre-K will be able to enroll in Kindergarten the next year. The standard capacity for the Kindergarten room is sixteen children. However, if the in-house demand for Kindergarten is more than sixteen, up to twenty children will be allowed to enroll (twenty is the maximum physical capacity of the room). Typically, about half of the Pre-K children leave to attend Kindergarten at another school, which allows enough space at JSC CCC for all who wish to attend. However, the Kindergarten waiting list has been implemented to accommodate the years where more than twenty wish to enroll.

To join the list, parents fill out a Kindergarten Waiting List Request form and submit the form to the Waiting List Coordinator or center receptionist. Once the request is received, the Waiting List Coordinator will add the child to the list and notify the parent of the child's identification code. Priority on the Kindergarten waiting list is determined by the original membership application date for the child (the date the child was added to the center waiting list). **Note that priority on the list is not determined by the date the request form was submitted.**

The Kindergarten waiting list will be "frozen" on December 1 of each year. Members can still join the list after December 1, but will be placed at the bottom of the list on a first-come/first-served basis. The Kindergarten waiting list will continue to be maintained until September in case one or more of the people who accepted renege on their decision.

C.2.4 **Kindergarten Registration**

Children listed on the in-house Kindergarten waiting list and on the JSC CCC waiting list are eligible to attend Kindergarten at JSC CCC. The CCISD calendar is used to determine SFEI's first day of school which usually occurs in middle to late August.

Kindergarten registration is divided into in-house registration (for children on the Kindergarten waiting list) and open registration (for children listed on the JSC CCC waiting list). Part of registration for Kindergarten includes paying a non-refundable curriculum fee. This fee covers the books and other supplies required for the Kindergarten curriculum. The amount of the fee will be determined just prior to the start of in-house registration each year.

In-house registration begins on the second Monday in January of the calendar year that Kindergarten will start (i.e. for the Kindergarten school year of August 2005 – May 2006, in-house registration begins on January 10, 2005). If the Kindergarten waiting list contains twenty children or less, parents register their child by paying the curriculum fee to the receptionist at the front desk. Parents must register before the start of open registration to ensure a spot for their child. If the Kindergarten waiting list contains more than twenty children, the Waiting List Coordinator will contact the parents of each child on the list in priority order until twenty spots have been filled. Once contacted, a parent will have up to three business days to register their child. Children registered for Kindergarten will move to the Kindergarten room as part of the normal summer migration (reference the *Promotion of Children (Migration)* section below).

Open registration begins on the first Monday in February (i.e. for the Kindergarten school year of August 2005 – May 2006, open registration begins February 7, 2005). If Kindergarten openings are still available after in-house registration completes, the Waiting List Coordinator will begin filling the openings from the center waiting list (reference the *How Openings at JSC CCC are Filled* section above). The child's start date will be the first day of school unless an earlier opening becomes available.

C.2.5 **Enrollment Forms and Information Package**

At the time of registration, the receptionist will provide an enrollment package to the parent that contains the following forms and information. Note that all forms are completed by the parent except for the Physician's Report – Health and Immunization form which is completed by the child's physician. All forms and parent authorizations are required unless otherwise noted:

- JSC Child Care Center Parent's Handbook – Contains a description of SFEI and the JSC CCC and provides the policies and procedures that JSC CCC operates under.
- Parent Acknowledgement form – Acknowledgement by the parent that he/she has read, understands, and agrees to comply with all policies as stated in the JSC Child Care Center Parent's Handbook.
- Child's Enrollment Information form – Provides general information about the child and parents including address, phone numbers, emergency contacts, and general medical information.
- Contact and Transportation form – Provides contact information for the parents, list of people authorized to pick up the child, and list of alternate emergency contacts to be called in the event the parents are unreachable during an emergency. The form also allows parents to specify people that are specifically not authorized to pick up the child. Note that parents are required to provide at least one alternate emergency contact.

- Child's Health and Developmental History form – Provides medical/developmental history of the child and information about the child's eating habits, sleeping habits, and environment. This information enables the teachers to better meet the needs of each child in the room, both physically and emotionally.
- Infant Information Sheet – Only required for children under 18 months of age. It contains a summary of care instructions and health information for the child and is posted in the child's classroom for quick reference.
- Physician's Report – Health and Immunization form – Contains the medical history and immunization records of the child and must be completed and signed by the child's physician. After enrollment, updates to medical history and immunization records must be provided on an annual basis.
- Medical Emergency Authorization - Provides the parent's authorization for a licensed physician to administer treatment to their child during a medical emergency in the event the parents or alternate emergency contacts are unreachable. Parents provide their child's physician, preferred hospital, and insurance information on the form. Note that this form must be notarized. After enrollment of the child, parents should remember to update this form if their child's physician or hospital preference changes.
- Administration of Medication Authorization – Provides the parent's authorization for staff members to administer acetaminophen (i.e. Tylenol) and other medications to their child. This form is not required. Parents may choose not to allow staff members to administer medication to their child. Note that the parent must also complete a Medication Request form each time medication other than acetaminophen is to be given to a child. Medication Request forms are available in each classroom.
- Sunscreen Authorization – Provides parent's authorization for staff members to apply sunscreen to their child for outdoor play and swimming lessons. This form is not required. Parents may choose to not to allow the application of sunscreen to their child.
- Evacuation Transportation Authorization – Provides parent's authorization to transport their child to an alternate on-site or off-site location in the event that the JSC CCC building must be evacuated. Note that the decision to transport children off-site can only be made by JSC emergency personnel.
- Participation in Field Trip Authorization – Only applies to children in Early Pre-K through Kindergarten and provides the parent's authorization to allow their child to participate in school field trips. This form is not required. A parent may choose not to allow their child to participate in field trips.
- Photography and Videotaping Authorization – Signed by parents who DO NOT wish for their child to be photographed or videotaped during the school year. Children at the center are occasionally photographed for the NASA JSC Round Up publication and by college students participating in early childhood education courses. In addition, the teachers at the center often photograph the children for classroom projects and school functions. To give authorization for a child to be photographed or videotaped, the parent simply does not sign this form.

- A Parent’s Guide to Day Care document – Provides the requirements for a child care facility to be licensed by the Texas Department of Protective and Regulatory Services (TDPRS). Parents must sign and return the attached form acknowledging that they have read and understand the document. This acknowledgement is required for JSC CCC to maintain its licensing with the state.
- Code for the Door Sheet– Provides the security code and instructions for opening the cipher lock on the front door of the JSC CCC building. The cipher lock is installed to prevent unauthorized people from entering the center. Unless monitored by a staff member, all other doors in the center remain locked during hours of operation.

All forms must be completed and returned to the receptionist at the center no later than one week prior to the start date of the child. Note that one form requires a notary signature and one form must be filled out and signed by the child’s physician. Please allow plenty of time to obtain the necessary signatures.

C.3 *Promotion of Children (Migration)*

The classrooms at JSC CCC are set up by the “school age” of the children. In accordance with the state rule for public schools, children at JSC CCC are placed in an age group based on their age as of September 1 of the current school year to ensure they graduate from Kindergarten at the appropriate age. In Texas, children may not enter public Kindergarten unless they are 5 years old on or before September 1 and they may not enter public First Grade unless they are 6 years old on or before September 1.

The children enrolled in JSC CCC are grouped into the following six age categories. The ages listed correspond to the age of a child as of September 2 of the current school year:

- | | | | | | |
|------------|--------------|-------------|----------------|--------------|-------------|
| • Infants | 0-12 months | (0-1 year) | • Early Pre-K | 36-48 months | (3-4 years) |
| • Toddlers | 12-24 months | (1-2 years) | • Pre-K | 48-60 months | (4-5 years) |
| • Twos | 24-36 months | (2-3 years) | • Kindergarten | 60-72 months | (5-6 years) |

Children are promoted to new classrooms when the Facility Director and the child’s current teachers determine that a child is developmentally ready to be promoted and when there is an available opening in the classroom to which the child will be promoted. **Children are not automatically promoted on their birthdays.** Because the children are grouped according to age, the curriculum is evolved over the course of the year to grow with the children’s needs (reference “Classroom Policies and Supply Requirements” for details on mid-year schedule and room conversions). Therefore, parents should expect that their child would be in an assigned room for the entire school year (August through May).

Final room assignments and all migration decisions will be made at the discretion of the Facility Director in consultation with the child’s teachers and the Waiting List Coordinator. These assignments will consider not only age, but also developmental readiness of the child. The following lists some of the basic requirements for promotion:

- All children placed in a Toddler room must no longer require the use of a bottle or a pacifier.
- All children placed in a Twos room must be able to use a regular cup (no sippy cups).
- All children placed in an Early Pre-K, Pre-K, or Kindergarten room must be potty trained (reference “Classroom Policies and Supply Requirements” for a complete definition of “potty trained”).

C.3.1 Yearly Migration

Most promotions occur during the summer when the Kindergarten children graduate and leave the center (yearly migration). As the Kindergartners withdrawal from the center between June and August, children within the center are moved up to the next age group and new openings are filled from the waiting list. Migration will occur every two weeks beginning in June and complete by the Friday before the first day of school in August. The children in each room will be moved in order of age (oldest to youngest) unless otherwise specified by the Facility Director.

C.3.2 Acceleration of Children

Occasionally, parents request that their child be accelerated to the next school age group. Typically these requests occur for children whose birthdays barely miss the September 1 cut-off date. Accelerations are allowed at JSC CCC under the following conditions:

- The parents must request the acceleration.
- There must be an opening in the age group the child is to be moved to.
- The Facility Director must approve the acceleration.
- Children cannot “temporarily accelerate” and then repeat the age group the next year. Once a child has accelerated to the next age group, the child will remain with the new age group until they withdraw from the center. This means that the child will graduate too early for public Kindergarten or public First Grade.

Note that only children enrolled at JSC CCC can be accelerated. Children on the waiting list will not be accelerated.

C.4 Withdrawal Notification Requirements

Parents are required to pay a security deposit when they enroll their child(ren) at JSC CCC. The security deposit is refunded when the child is withdrawn from the center under the following conditions:

- A written notice is submitted to the Assistant Facility Director or receptionist at least two weeks prior to the withdrawal date of the child.
- The withdrawal is not due to an immediate termination of enrollment resulting from disciplinary action (i.e. failure to pay membership dues or tuition).

The security deposit may be credited towards the last two weeks of tuition, may be refunded in full within 30 days of the last day of attendance, or may be donated to JSC CCC. Note that as soon as written notice is received, the Waiting List Coordinator will begin the process of filling the opening from the waiting list. **Therefore, written notice of withdrawal is effective immediately upon receipt by JSC CCC and cannot be rescinded unless it is rescinded prior to the opening being filled.** Parents desiring to re-enroll their child in JSC CCC may contact the Waiting List Coordinator. Note that accumulation of points will begin as of the date that the child is placed back onto the waiting list (no previous points will be carried over).

D. OPERATING POLICIES

D.1 Hours of Operation

JSC CCC is open from 7:00 a.m. to 5:30 p.m., Monday through Friday. Parents who arrive prior to 7:00 a.m. will not be allowed to leave their child even if the teacher is in the classroom. Teachers typically arrive early in order to prepare for the day and will not be available for childcare until 7:00 a.m. The center closes promptly at 5:30 p.m. Parents should allow adequate time to talk with their child's teacher and gather their child's belongings before closing time.

JSC CCC is closed on all NASA JSC holidays. These include New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Christmas, and any other additional days declared by the government. The center may also be closed for certain emergency situations as outlined in "Unplanned Closures and Evacuations" below.

D.1.1 JSC CCC Access for Non-badged Individuals

Access to JSC requires a NASA badge. Individuals who do not have a NASA badge and need to drop off or pick up children from JSC CCC (i.e. spouses and alternate contacts) can do so as long as their names have been included on the Contact and Transportation form submitted by parents during enrollment. Parents can modify this form at any time after enrollment by contacting the JSC CCC receptionist. The receptionist compiles and maintains the "JSC CCC authorized persons list" and provides the list to JSC Security who distributes it to the JSC security guards. **Note that the JSC Security list is only updated once per month. Therefore, the process of adding or removing someone from the list could take up to one month.** Non-badged individuals must do the following in order to access JSC CCC:

1. Enter JSC through Gate 4 (off of Space Center near Bay Area Blvd). If Gate 4 is locked, enter through the Main Gate (off NASA Rd. 1).
2. Inform the JSC security guard that you are dropping off/picking up a child at JSC CCC.
3. Provide identification with a photograph (i.e. driver's license) and the name of the child. The JSC security guard will verify your name appears on the "JSC CCC authorized persons list".

All non-badged individuals who are not U.S. citizens, must be cleared through JSC Security in Building 110. To obtain this clearance, a parent who has a badge must contact JSC Security and submit the necessary paperwork. Note that the clearance process may take as long as nine weeks.

Note that NASA JSC offers a "spouse badge" for people who work on-site. To obtain a spouse badge, notify NASA JSC security in Building 110.

D.1.2 Arrival and Departure Procedures

Parents are required to log the arrival and departure times for their children each day. The keyboard that is used to log arrival and departure times is located at the receptionist desk in the main lobby. Upon enrollment, parents will receive a Personal Identification Number (PIN) for each child. To log a child in or out, press the "Child" button on the keyboard. When prompted, enter the child's PIN, then press the "OK" button. The keyboard display will indicate either "Clocking In" or "Clocking Out". The current date and time will be stored in the computer.

Only parents and people who have been previously authorized by the parents will be allowed to remove a child from the center. At the time of enrollment, parents will be asked to provide a list of alternate people (i.e. family members or close friends) who are authorized to drop off and pick up their child(ren). Any deviation from the normal authorized person(s) will require a written note from the parent to the Facility Director prior to the event. The

person picking up the child will need to show a driver's license or NASA badge for identification.

In addition to the parking lot, the center also has a covered area outside the front doors for drop off and pick up in inclement weather. When parking under the covered area, parents should park on the right hand side to allow other vehicles to drive by. There is no parking at any time in the yellow marked area in front of the building. To avoid accidental injuries, parents must turn off their automobile engines when not physically in the driver's seat of the car and supervise their children at all times when in the parking lot. **Parking under the covered area is for short term only. If you plan to be in the center more than 5 minutes, please park in a parking spot located in front of the school.**

D.1.3 Late Pick-Up Fee

Parents who pick up their children up after the JSC CCC closing time will be charged a late pick-up fee of \$5.00 per child for each 15-minute increment.

During normal operation, the JSC CCC closing time is 5:30 p.m. The late pick-up fee begins accruing at 5:31 p.m. (the first \$5.00 fee will be charged at 5:31 p.m., the second at 5:46 p.m. and so on). Payment is made directly to the caregiver in cash at the time of pick-up. The clock located on the wall in the lobby is the correct time for the center. Please adjust your watches by the front lobby clock.

During an unplanned closing or emergency evacuation of JSC CCC, a 30-minute grace period will be given. Therefore, the late pick-up fee will not start accruing until 30 minutes after the center has officially closed. Payment is made directly to the caregiver in cash at the time of pick-up or the next time the child is brought to the center.

D.1.4 Parent Visitation

Parents are encouraged to visit the center during operating hours and view their child's classroom at any time. Parents may also join their child for breakfast or lunch when desired. Parents can visit their child in the classroom as long as the visit does not disrupt the classroom activities or routine. Many children become upset whenever their parent leaves the room. Having to deal with separation anxiety multiple times during the day can be very difficult for some children. In addition, a parent entering the classroom tends to excite the children and divert their attention away from their current activity. Parents should consult with their child's teachers to determine the best times for visitation.

Note that the facility utilizes closed circuit TV cameras in each classroom that allows parents to view their child from the main lobby or on the Internet (reference "JSC CCC Facility Description" for more information on these cameras). In addition, each classroom has a viewing window that allows the parent to watch their child from outside of the room.

D.2 *Unplanned Closures and Evacuation*

On rare occasions, a hazardous condition or threat of a hazardous condition will cause an unplanned closure of the JSC Child Care Center (JSC CCC). Examples of hazardous conditions include fire, chemical release, hazardous weather conditions, terrorist threats/attacks, workplace violence, and extended utility outages. As soon as the decision is made to close JSC CCC, the parents will be notified of the closure time and instructed to pick up their children.

The JSC CCC building will be evacuated immediately if any condition exists such that remaining in the building poses an immediate threat to the children and staff (i.e. fire, chemical release, flooding). At a minimum, the children will be moved out of the building to designated areas surrounding the building. If the Facility Director or JSC emergency personnel determine that the areas surrounding the building are not safe, the children will be moved to an alternate location at JSC (referred to as “on-site”) or a predetermined location outside of JSC (referred to as “off-site”). The first choice for on-site relocation is the Gilruth Center. If the Gilruth Center is unsuitable for any reason, the children and staff will be moved to another location on-site that can accommodate them (such as a cafeteria or auditorium). If JSC emergency personnel determine that conditions on-site are not safe, the children will be transported to one of the following off-site locations:

3. **Nassau Bay Hilton**
Address/Phone: 3000 Nasa Rd. 1, Houston, (281) 333-9300
Directions: From JSC Gate 3 (Space Center at NASA Rd. 1), turn right on Space Center, turn right on NASA Rd. 1, the Hilton is located on the left hand side of NASA Rd. 1.
6. **St. Paul Catholic Community Church**
Address/Phone: 18223 Point Lookout, Houston, (281) 333-3891
Directions: From JSC Main Gate (off NASA Rd. 1), turn left on Saturn, turn right on NASA Rd. 1, turn left on Point Lookout (between Wendy’s and Luby’s), go through the stop sign, St. Paul is located on the left hand side of Point Lookout.
7. **Clear Lake Baptist Church**
Address/Phone: 15700 Space Center Blvd, (281) 488-3767
Directions: From JSC Gate 4 (Space Center at Bay Area Blvd.) turn left on Space Center, continue past Bay Area Blvd, Clear Lake Baptist is located on the left-hand side at the corner of Space Center and El Dorado.

These off-site relocation spots were chosen so that the Facility Director will have a choice of exit routes to avoid moving the children through a more dangerous area. **Note that only JSC emergency personnel can determine that the children must be moved to an off-site location.** The vehicles to be used during an evacuation will be coordinated by the Facility Director and the JSC Transportation Officer. If JSC Security resources permit, an escort from security will accompany the evacuation vehicles to the relocation area. Note that relocation to the Gilruth Center may not require vehicle transportation. If weather and time permits, the children can be escorted to the Gilruth Center by the JSC CCC staff. If the children and staff have been moved to an on-site or off-site location, parents will be notified and informed as to whether or not JSC CCC is officially closing.

The following sections detail the reasons JSC CCC would close during normal operating hours, how parents are notified of unplanned closures and the requirements for picking up children, and what sources are available to parents for obtaining closure or evacuation information.

D.2.1 Reasons for Unplanned Closures

JSC CCC will close during normal operating hours if one of the following occurs:

1. JSC has officially closed any portion of site that includes the JSC CCC building:
JSC CCC is located on the property of NASA JSC and therefore must abide by the rules and regulations set forth by JSC. If JSC officially closes any portion of site that includes the JSC CCC building, JSC CCC must also close and the children and staff must leave the building. Note that the closure is based solely on the directive by JSC to close, not on whether or not the parents have been released from work. Once the Facility Director has received direction from JSC to close, parents will be notified to pick up their children at the JSC CCC building. However, parents should note that JSC emergency personnel could at any time require that the building be evacuated immediately. If this occurs, the JSC CCC staff must comply and move the remaining children to an on-site or off-site location as dictated by JSC emergency personnel.
2. The children and staff have been evacuated to the Gilruth Center and cannot return to the JSC CCC building within a reasonable time frame:
If the children have been moved to the Gilruth Center and must remain away from the JSC CCC building for any period of time beyond which reasonable care of the children can be provided, JSC CCC will close. The parents will be notified to pick up their children at the Gilruth Center. Examples of “reasonable care” include being able to adequately feed the children, change their diapers, and provide a location for the children’s naps.
3. The children and staff have been evacuated to a location other than the Gilruth Center:
If the children have been moved to any on-site or off-site location other than the Gilruth Center, JSC CCC will close and the parents will be notified to pick up their children at the relocation spot. If the hazardous condition that caused evacuation of the JSC CCC building also extends to the Gilruth Center area, then the chances of being able to return to the building within a reasonable time frame are remote.
4. An extended utility outage at the JSC CCC building has occurred and conditions are such that proper care of the children cannot be provided:
If the JSC CCC building suffers a utility outage (such as power or water), JSC CCC may have to close. The closure will be based on the effects of the outage, how long the outage will last, and in some cases what time of year the outage has occurred. For example, if the air conditioner breaks during the middle of August and remains off for several hours, the heat may become unbearable or harmful to the children. If the water supply is cut off for an extended period of time, the children and staff will be unable to flush the toilets and the staff will not be able to wash their hands after diapering a child. Either of these conditions could result in a health hazard. Note that during a utility outage the center will attempt to stay open for as long as possible. In the air conditioner example, the staff would first try moving the children to the playgrounds or using fans to cool the rooms. During a water outage, the staff would try using bottled water (if enough is available) or water obtained from the Gilruth Center. If all attempts to remedy the situation fail, however, the Facility Director and the Facility Manager can decide to close the center.

D.2.2 Parent Notification and Child Pick-Up Requirements

As soon as the decision to close JSC CCC has occurred, the Facility Director will contact the room captains who in turn will contact all parents within their child’s room to inform them that their children are to be picked up. The room captains will provide the closure time and the location of the children. When JSC CCC is closing due to a JSC site closure, the official closure time of JSC CCC will be set to 30 minutes after the official closure time of JSC. For all other circumstances, the official closure time of JSC CCC will be set to 30 minutes after the Facility Director has notified all of the room captains.

Parents will be expected to pick up their children by the official closing time of JSC CCC. If children have not been picked up within 30 minutes after the JSC CCC closing time, the parents will be charged a late pick-up fee. In other words, parents will be charged a fee if their children are not picked up within 1 hour of the decision to close JSC CCC.

All parents of children at JSC CCC are required to provide emergency contact information so that they can be reached by JSC CCC staff and/or room captains during an emergency or unplanned closing of the center. Emergency contact information includes work, home, cell, and/or pager numbers. Note that parents are required to authorize at least one alternate person (grandparent, sibling, family friend, etc.) to pick up their children from JSC CCC in case the parents cannot be reached. Parents can authorize as many alternate contacts as desired. To do this, parents must provide the list of authorized people along with emergency contact information for each person on the list to the receptionist. Ideally, at least one of these alternate contacts should be located close enough to arrive at JSC within 30 minutes.

If a parent or alternate contact who does not have a NASA badge needs to pick up a child from JSC CCC, they should follow the process outlined under “JSC CCC Access for Non-badged Individuals” above. Note that people picking up children may also need to show identification with a photograph to JSC CCC staff prior to leaving with a child. This is especially true if the children have been moved to an off-site location and the staff member does not recognize the person picking up a child.

D.2.3 Sources of Information During Unplanned Closures and Evacuations

Whenever JSC CCC is closing and/or the children are being evacuated, the Facility Director will contact the JSC Security Dispatcher and the JSC Public Affairs Office (PAO) to disseminate all pertinent information to the JSC Security Guards and the JSC Employee News Service Lines. If possible, a recorded message will also be added to the answering machine at (281) 483-4734 (JSC CCC main number) and a note posted on the front door of JSC CCC. The following lists alternate sources that can be used by parents to obtain information concerning unplanned closures or evacuations:

1. JSC CCC Facility Director: (281) 799-4310 (cell phone)
(281) 439-4128 (pager)
2. JSC Security Guards Located at the JSC gates
3. JSC Emergency Operations Center (EOC):
 - JSC Emergency Information Line: (281) 483-3351
 - Toll Free JSC Emergency Information Line: (877) 283-1947
4. JSC Public Affairs Office (PAO):
 - PAO JSC Employee News Service: (281) 483-6765 (recorded message)
 - NASA Broadcast News Recording: (281) 438-8600 (recorded message)

D.3 *Tuition*

The Board of Directors determines the amount of tuition rates. Since SFEI is a non-profit corporation, tuition rates are based solely on the operating expenses of the center and are subject to change as conditions require. Parents will be given 30 days written notice of all tuition rate changes. Current rates may be obtained at any time by contacting the Assistant Facility Director.

Part-time care is not available and there are no discounts for vacation or sick leave. Full tuition will be due regardless of the number of days the child is absent from the center. In the event of a government work furlough, JSC CCC will remain open and parents will be expected to continue paying tuition. If necessary, parents can apply for an emergency tuition assistance loan. Paperwork and additional information concerning loans can be obtained from the Facility Director.

Year-end tax statements are provided at the end of January. Monthly receipts are available for dependent care reimbursement programs. Please contact the Assistant Facility Director for details regarding tuition receipts and tax reporting.

D.3.1 *Tuition Payment Schedule*

Tuition is payable weekly or monthly. Parents notify the Assistant Facility Director of the desired payment schedule at the time of enrollment. Payment schedules can only be changed at the beginning of the Operations Year (May 1). When payment methods change, the Assistant Facility Director will calculate exact payment due to cover the transition. Weekly tuition is due on Monday. If Monday is a Federal holiday, weekly tuition is due on Tuesday for that week. Monthly tuition is due on the first working day of each month. The Facility Director must approve any exceptions to the tuition payment schedule.

D.3.2 *Late Payment of Tuition*

Weekly tuition payments received after closing on Tuesday of each week are considered late. Monthly tuition payments received after closing on the second working day of each month are considered late. A fee of \$5.00 is charged for each week that payment of tuition is late. This time-table is in effect at all times, even when JSC CCC is closed on Monday for a Federal holiday. Every attempt will be made by SFEI to collect money owed. If these attempts are unsuccessful, the delinquent account will be turned over for collection.

If the tuition fee is more than 10 working days delinquent, the child's spot will be reallocated to the next eligible child on the waiting list. The security deposit and any points earned, but not redeemed, will be forfeited. Any additional fees due must be paid immediately.

D.4 *Returned Check Fee*

If a check made payable to "SFEI" is returned for any reason, a \$25.00 penalty fee per check will be charged. The check will be held until the current account and all penalty fees are paid. If two checks by one family are returned within a 1-year period, the family will be required to pay tuition with cash only.

D.5 *Staff-to-Child Ratios*

The staff-to-child ratios and group sizes maintained at JSC CCC are based on the standards set forth by the Texas Department of Protective and Regulatory Services (TDPRS). The following chart includes the maximum ratios and groupings required by TDPRS and what is implemented at the JSC CCC. The ratios are based on the age of more than half of the children in each group:

AGE GROUP	TDPRS		JSC CCC	
	Staff-to-Child Ratio	Max Group Size	Staff-to-Child Ratio	Max Group Size
Infants (0-11 months)	1/4	10	1/3.5	10
Toddlers (12-17 months)	1/5	13	1/4	12
Toddlers (18-23 months)	1/9	18	1/6	12
Twos (2 years)	1/13	26	1/7	14
Early Pre-K (3 years)	1/17	34	1/8	16
Pre-K (4 years)	1/20	35	1/8	16
Kindergarten (5 years)	1/24	35	1/10	20

The number of teachers assigned to each group at JSC CCC is dictated by the ages of the children in the room. Infant rooms are assigned 3 full-time teachers plus a “floater” that helps the full-time teachers during high-activity times each day. Young toddler rooms (age 12-17 months) are assigned 3 full-time teachers. Older toddler (age 18-23 months) through Kindergarten rooms are assigned 2 full-time teachers.

Note that the ratios in the above chart apply to groups where all children are awake and active. Staff-to-child ratios may decrease when the children are taking naps and during arrival and departure times. When a room contains 3 full-time teachers, the shifts of the teachers are 7:00 a.m.–4:00 p.m., 7:45 a.m.–4:45 p.m., and 8:30 a.m.–5:30 p.m. When a room contains 2 full-time teachers, the shifts of the teachers are 7:00 a.m.-4:00 p.m. and 8:30 a.m.-5:30 a.m.

D.6 *Classroom Policies and Supply Requirements*

The classroom policies and supply requirements vary for each age group, however, a few policies apply to all age groups:

1. All clothing and supplies must be labeled with the child’s name.
2. No toys from home are allowed except for naptime sleep toys and special occasions (i.e. show-and-tell days).
3. No candy may be brought to the center unless previously approved by the child’s teacher or Facility Director.

The teachers will provide a detailed supply list to parents at the beginning of the school year or at the time of enrollment. This list will include all personal items required by the child (clothing, diapers, tooth brushes, etc.) as well as supplies required for completing projects or school work included in developmental and curricular activities.

Note that teachers develop generalized lesson plans at the beginning of the year that cover the developmental and/or curriculum goals for the age group. Detailed lesson plans are developed weekly and are based on the level and interests of the individual children in the class. In addition, all classes celebrate holidays such as Christmas, Valentine’s, and Halloween. Therefore, parents may be asked to provide additional art or party supplies during the year.

The following sections detail the requirements for each age group and provide information on diapering supplies, nursing, potty training, celebration of birthdays, and field trips.

D.6.1 Infant Rooms

The following lists the policies for the Infant rooms. These policies are based on National Accreditation of Early Young Children (NAEYC) regulations as well as Sudden Infant Death Syndrome (SIDS) training received by the staff:

- For sanitary reasons, parents and staff must remove their shoes prior to entering an Infant room.
- All babies will be placed on their backs to sleep. If parents want their child to be placed on his/her stomach, they must first sign a waiver.
- Blankets will not be used in the cribs. JSC CCC encourages babies to be put in sleepers with feet for warmth.
- Infants will not be given bottles while in their cribs
- Bottles will not be reheated and will only be saved for 30 minutes. Once a bottle has been heated and fed to an infant, the formula or breast milk will be discarded if not consumed within 30 minutes.
- Infants will only be fed from unopened baby food jars and food will not be reheated. Unused food will be sent home with the parents at the end of the day.
- No cloth diapers will be used.
- **For sanitary reasons, no siblings or older children are allowed in the baby room.**

During the year, infants progress from bottle to sippy cups, from infant seats to feeding chairs (short high chairs or a feeding table will be used), and from cribs to cots. Age-appropriate toys are added to the room as the children grow and develop. [The Pinnacle curriculum is used in achieving developmental goals.](#) Enrichment activity instructors visit the Infant rooms once per week to teach sign language and movement (physical coordination and exercise activities). All children in the room participate in sign language instruction. Children participate in the movement activities as soon as they are old enough to do so.

Parents are required to provide all bottle, food, and diapering supplies for their child. The supplies required for Infant rooms include:

- One complete change of clothes (label each piece of clothing)
- Disposable diapers (label outside of package only)
- Diapering supplies including diaper wipes, diaper rash cream, powder, etc. (label each container)
- Bottles must be prepared by the parents (will be refrigerated and warmed up if necessary). Nipples must be covered. (label bottles and caps)
- Baby food, if applicable (label both top and bottom of baby food jars)
- Sippy cup, if applicable (label both cup and lid). **Note that sippy cups are hand washed with soap and hot water daily by the staff, but are not washed in a dishwasher.** Parents should take sippy cups home on a periodic basis for complete sterilization.
- Sunscreen and insect repellent for outside play (requires written permission from the parent)

Parents are responsible for keeping up with supplies. If your baby runs out of diapers/wipes during the day, you may be asked to bring some to the center. The child care center is not responsible for providing baby supplies.

D.6.2 **Toddler Rooms**

No bottles or pacifiers will be used in the Toddler rooms. Toddlers progress from sippy cups to regular cups during the year. The rooms are outfitted with tables and chairs that are low to the floor for meals/snacks and art projects. All food is prepared by the JSC CCC kitchen staff and carried into the rooms. Age-appropriate toys are added to the room as the children grow and develop. [The Pinnacle curriculum is used in achieving developmental goals.](#) Toddler rooms contain a child-sized toilet for children who are ready to be potty trained (reference “Potty Training” below).

The supplies required for Toddler rooms include:

- One complete change of clothes (label each piece of clothing)
- Disposable diapers or pull-ups (label outside of package only)
- Diapering supplies including diaper wipes, diaper rash cream, powder, etc. (label each container)
- Baby food, if applicable (label both top and bottom of baby food jars)
- Sippy cup to be used at the beginning of the school year (label both cup and lid). Note that sippy cups are hand washed with soap and hot water daily by the staff, but are not washed in a dishwasher. Parents should take sippy cups home on a periodic basis for complete sterilization.
- Naptime blanket or special toy to sleep with if needed (label each item)
- Sunscreen and insect repellent for outside play (requires written permission from the parent)

D.6.3 **Two-Year Old Rooms**

Only regular cups will be used in the Two-Year Old rooms (no sippy cups). One of the major developmental goals for children in the Two-Year Old rooms is potty training. Children are not allowed to promote to Early Pre-K until they are potty trained (reference “Potty Training” below). [The Pinnacle curriculum is used for educational and developmental growth.](#) Enrichment activity instructors visit the classrooms once per week to teach sign language, music and movement. Computers are available in the classrooms for the children to use during “free time”.

The supplies required for Two-Year Old rooms include :

- One complete change of clothes (label all pieces of clothing)
- If child is not potty trained, disposable diapers (label outside of package only) and diapering supplies including diaper wipes, diaper rash cream, powder, etc., (label each container)
- While child is being potty trained, supply of training pants, plastic pants, and disposable diapers or pull-ups for naptime (label each pair of training pants and plastic pants)
- Naptime blanket or special toy to sleep with if needed (label each item)
- Sunscreen and insect repellent for outside play (requires written permission from the parent)
- School supplies specified by the teacher (i.e. crayons, construction paper, glue, etc)

D.6.4 **Early Pre-K through Kindergarten Rooms**

All children must be potty-trained before being placed in an Early Pre-K, Pre-K, or Kindergarten room (reference “Potty Training” below). JSC CCC uses the [Pinnacle curriculum](#) for Early Pre-K. [The Pinnacle and A Beka curriculums are used for Pre-K and Kindergarten.](#) The level and amount of curriculum taught increases as the children move from Early Pre-K to Kindergarten. [The A Beka curriculum fee is \\$76.00 for Pre-K, and \\$80.00 for Kindergarten.](#)

Enrichment activity instructors visit the classrooms once per week to teach sign language, computer, Spanish, movement, and science & culture. Computers are available in each classroom for children to use during “free time”. [Kindergartners also receive computer instruction as part of their curriculum.](#)

The supplies required for Early Pre-K through Kindergarten rooms include:

- One complete change of clothes (label each piece of clothing)
- Naptime blanket and small pillow to sleep with if needed (label each item)
- Sunscreen and insect repellent for outside play
- School supplies specified by teacher (i.e. crayons, construction paper, glue, scissors, etc.)

D.6.5 **Diapering Supply**

Parents are responsible for providing an adequate supply of diapers and baby wipes for their child at all times. Caregivers will notify the parents when their supply is low. If a child’s supply runs out during the day, the caregivers will contact the parent at work to bring the supplies immediately. No cloth diapers will be used at JSC CCC.

D.6.6 **Nursing**

A private room is available at JSC CCC for nursing mothers. Note that nursing in the classrooms is not allowed. Mothers are allowed to nurse their child at any time during the day. The child’s nursing schedule can be provided to the child’s teachers at the time of enrollment.

D.6.7 **Potty Training**

Potty training is usually done in the Two-Year Old rooms as part of the development goals for the age group. However, potty training can begin the Toddler rooms if individual children are ready to be trained.

During potty training, children will be placed in training pants or underwear for the entire day except during naptime. Pull-ups can be used at naptime only. Note that potty training can only be successful if training is applied both at home and at the center. If desired, teachers will be happy to discuss potty training techniques with parents.

Children will not be placed in an Early Pre-K, Pre-K, or Kindergarten classroom unless they are potty trained. “Lack of potty training” is defined to be when a child consistently goes to the bathroom in his/her underwear with no attempt to use the toilet. Note that “lack of potty training” does not apply to the occasional accident (such as waiting too long to go, then not making it to the bathroom on time) or to extenuating circumstances (such as sickness or temporary regression due to anxiety of moving to a new classroom).). [Also note that a potty trained child is expected to care for all of their toileting needs such as pulling their pants up and down and wiping themselves.](#) If a child is held back in the Two-Year Old room during yearly migration due to lack of potty training, the child will not be able to move to the Early Pre-K room until the child is potty trained **and** an opening in that room is available. Note that lack of potty training in the Early Pre-K through Kindergarten rooms is considered a “problem behavior” (reference “Management of Problem Behaviors” for more information).

Once potty-trained, the children are taught to care for all of their toileting needs such as pulling their pants up and down, wiping themselves, and washing their hands with soap and water before touching anything else. This training will start in the Two-year old rooms for children that are ready, and will continue through Early Pre-K for all children.

During training, children will be instructed on how to pull their pants up and down and how to wipe. They will be expected to at least attempt this process themselves. As needed, the teachers will talk them through the process, then finish cleaning them up before leaving the bathroom.

By the time children enter Pre-K, they are expected to be able to independently use the restroom, unless extenuating circumstances (such as illness or injury) require the teacher's assistance. As with any developmental activity, good toileting habits must be reinforced at home in order to be effective.

D.6.8 ***Field Trips***

Periodically throughout the school year and during the summer, fun and educational field trips are planned for the students from age Early Pre-K through Kindergarten. We welcome fun suggestions for the school year: the sky is the limit! Field trips are not included in the tuition, and parents will be notified of field trip prices in advance. Note that the parents must have signed the "Acknowledgement of Responsibility and Permission for Student Participation in School Field Trip" form in order for their child to participate in field trips.

SFEI provides two school buses for transportation during field trips. The school buses are equipped with seat belts and air-conditioning. If parents want their child to sit in a car seat, they must *put in and take out* their own personal car seat. All students are required to wear the field trip uniform. The uniform consists of the navy shirt, monogrammed with the school logo (can be purchased through the center), khaki bottoms, and closed toe shoes. We will not allow flip-flops, open toe, open heel, or shoes that easily slide off. Socks must be worn with the shoes.

Parents are welcome, and encouraged, to attend field trips to help chaperone and supervise. Parents can ride on the bus if there is room or follow behind the bus in their own vehicle. We do ask that parent and child stay with the group at all times. A teacher will be present at all times. Parents will not be allowed to be alone with the group.

Field trips are considered a privilege. If a child's behavior has been poor at the center or on previous field trips, they may not be allowed to attend an upcoming field trip. Children who are not potty-trained are not allowed to participate in field trips unless they are accompanied by their parent or guardian. Reference section F.2.1.2 for a complete definition of "lack of potty-training". Teachers will try to forewarn parents.

Note that children who do not participate in field trips will not be able to attend the center for the duration of the field trip unless space is available in another age-appropriate classroom (i.e. a child in another classroom is absent that day). This policy applies to all children who do not participate, whether the lack of participation is due to the parent's decision, denial because of previous behavior problems, or denial due to lack of potty training.

D.6.9 *Celebration of Birthdays*

JSC CCC encourages the celebration of birthdays for children in the center and welcomes parents to join in on the fun. Birthday celebrations must be coordinated with the child's teachers in advance and should be planned after naptime in the afternoon. Parents may bring cakes, cupcakes, cookies, etc., to share with their child's classmates. Birthday parties for infants and toddlers are held in the classrooms. Birthday parties for two-year old through Kindergarten children are held in the cafeteria. JSC CCC will provide regular plates and napkins for birthday celebrations. Special birthday supplies (theme plates, cups, napkins, hats, etc.) will need to be provided by the parents. Note that parents of children in Early Pre-K through Kindergarten can plan a field trip for their child's birthday as long as the field trip is approved by the Facility Director, the child's teachers, and the parents of all children in the classroom. The parents will need to assume all costs associated with the field trip, including the fee charged by NASA for use of the school bus.

D.7 *Meals and Snacks*

JSC CCC has a commercial-grade kitchen with an outstanding cook. Meals and beverages (milk or juice) will be served every day. SFEI provides nutritious USDA monitored meals for breakfast, morning snack, lunch, and afternoon snack. The menu for each week is distributed to the parent's mailboxes and posted in the front lobby and on the web page. Cost of the meals is included in the tuition, however no refunds will be issued for school meals that are not eaten.

Infants and toddlers eat meals and snacks in their classrooms. Two-year old through Kindergarten children eat meals and snacks in the cafeteria. Formula, baby food, and teething biscuits are not supplied by the kitchen and must be provided by the parents.

The Facility Director schedules the meal times for each Toddler through Kindergarten room. Parents and teachers set meal times for infants. The following lists the time frame each meal and snack is served:

- Breakfast: 7:00 a.m. - 8:15 a.m.
- Morning snack: 9:00 a.m. - 9:30 a.m.
- Lunch: 11:00 a.m. – 12:30 p.m.

Parents may bring a sack lunch (no heat ups) if the child is allergic to or will refuse to eat a meal that is scheduled. Parents are encouraged to only bring the main course (i.e. peanut butter sandwich) so that the children will still be served fruits and vegetables for a balanced meal. Parents are allowed to remove their child from the center for lunch during their room's scheduled lunch hour. Parents must sign their child in and out during lunch periods if the child is physically removed from the premises. If your child has problems coming back to the center after lunch outside the classroom, the parent must stay until the child is settled.

Parents are encouraged to join their children for breakfast or lunch. A sign up sheet is provided in the cafeteria for parents to put down their name and mark what meal they are eating. Teachers are available in the cafeteria to assist you with filling out the form. Breakfast is \$2.00 and lunch is \$3.00 (subject to change). You may pay at the end of the week, the following Monday, or include the meal payment in your tuition check, but please make a memo at the bottom of the check so that your account is properly credited.

Parents are asked to not let children bring candy, sodas, or gum to school unless specified by a teacher. With the exception of infant and toddler children, no food is allowed in the classrooms. This includes visiting parents and children dropped off after meal or snack time is over. Parents can bring food for their child if the child misses a meal or snack, but the parent will need to sit with their child in the cafeteria while they eat.

E. HEALTH POLICIES

E.1 Medical History and Immunization Records

All children at JSC CCC must be immunized or participating in an immunization schedule under a licensed physician. At enrollment, parents are required to submit a Child's Health and Developmental History form and a Physician's Report – Health and Immunization form. These forms identify the child's medical history, chronic medical conditions, medication and/or food allergies, and immunization history. Following enrollment, parents are required to provide updated immunization records and changes in medical history (if applicable) on an annual basis. Each year, the Facility Director and the Texas Department of Protective Regulatory Services (TDPRS) will review the medical and immunization records of all children in the center. If applicable, parents will be informed of incomplete records and will be given a deadline for providing missing information as required by TDPRS.

E.2 Medical Release Forms

Three medical release forms are utilized at JSC CCC:

- Medical Emergency Authorization – Parents are required to submit this form at enrollment. The form gives authorization for a licensed physician to administer treatment to their child during a medical emergency in the event the parents or alternate emergency contacts are unreachable (reference “Medical Emergencies” below). Parents provide their child's physician and preferred hospital on the form. Parents should remember to update this form if their child's physician or hospital preference changes.
- Medication Request Form - Parents must complete this form before the SFEI staff can administer any type of medicine to a child (reference “Administration of Medication” below). This form is required for both prescription and over-the-counter medication. The form is available in the classrooms and must be updated weekly.
- Physician's “Return-to-School Slip” - The Facility Director may require a “Return-to-School Slip” signed by a licensed physician after a child has had a contagious illness and/or has been sent home due to conditions found in the “Illness Criteria for Denial of Service” section below.

E.3 Illness

In addition to their safety, happiness, and growth, our concern for our children's health is of prime importance. To prevent and control the spread of communicable illness among children and staff, strict health policies must be enforced at the center. Cooperation between the staff and parents is essential to assuring a safe and healthy environment for *all* of the program participants.

Upon arrival of children to the center, teachers will visually screen each child for obvious signs of illness. Children displaying symptoms of contagious illness and children who are not well enough to participate in the daily activities will not be admitted (reference “Illness Criteria for Denial of Service” below). Parents are required to inform staff members about any symptoms of illness that the child had been exhibiting at home and to inform the staff if the child received any medication before arrival.

Parents (or emergency contacts) will be notified if their child becomes ill during the day and will be expected to **pick up the child within 30 minutes** of notification. There are no exceptions to this policy. Until the child is taken home, efforts will be made to isolate the sick child from the other children.

At JSC CCC, children's temperatures are taken either orally or under the arm. Ear thermometers are not used because the readings are not consistently accurate. Rectal thermometers are not used due to safety reasons.

Please use your own judgment in determining whether or not your child should attend the center. Some of the common symptoms that indicate a child should remain at home include sore throat, acute cough, green/yellowish discharge from the nose, diarrhea, headache, vomiting, fever, rash, upset stomach, toothache, discharge from eyes, pulling on ears, and extreme tiredness. In general, if you have to give your child Tylenol, Kaopectate, or cold medication in the morning, then the child is too sick to come to school. These medications simply make the sick child more comfortable. They do not cure the condition causing the fever, diarrhea, or cold symptoms. As soon as the medication wears off and the child exhibits symptoms of illness, parents will be called to pick up the child. In addition, a child who is too ill to participate in outdoor activities should remain at home until able to participate in the school program. The center does not employ enough staff to care for a sick child in the center while the remainder of the class is outside playing.

Parents are required to notify staff whenever their child has been exposed to a communicable illness. This will allow the staff to take appropriate precautions to prevent the spread of the illness. If a child has been exposed to a communicable illness, other parents in the class will be notified; however, the name of the child that was exposed will not be revealed.

E.3.1 *Illness Criteria for Denial of Service*

Children may be denied admission or sent home during the day based on the following illness criteria:

1. Fever – Children with a fever will not be allowed to remain at the center. “Fever” is defined to be 100.4 degrees Fahrenheit (F) or higher when temperature is taken orally, 99.4 F or higher when temperature is taken under the arm. If a child has a high fever, the parents will be notified to pick up their child within 30 minutes. If a child has a low fever, the staff member will notify the parents, wait 15 minutes, and take the child’s temperature again. If the child still has a fever, the parents will be notified to pick up the child within 30 minutes. If the fever has subsided, the child can remain at the center. Definitions of low fever and high fever are (“F” indicates degrees Fahrenheit):
 - Low fever - 100.4 F - 100.9 F when temperature is taken orally, 99.4 F - 99.9 F when temperature is taken under the arm.
 - High fever - 101 F or higher when temperature is taken orally, 100 F when temperature is taken under the arm.
2. Vomiting – Parents will be notified immediately when a child vomits and will be required to pick up the child within 30 minutes.
3. Persistent Diarrhea - Parents will be notified if a child has two abnormal stools in one day and will be required to pick the child up within 30 minutes. “Abnormal stool” is defined as a noticeable or sudden increase in the number of stools, a reduction of stool consistency with an increase in the fluid content, and tendency for the stools to be greenish in color. The staff will not diagnose the cause of the diarrhea and is required to send the child home after two abnormal stools, regardless of the suspected cause. Note that on the first day back after being sent home for diarrhea, a child will be sent home after the first occurrence of diarrhea that day.

The Facility Director, with the concurrence of the child’s physician, may allow infants ranging in ages from 6 weeks to 12 months to remain at the center following three abnormal stools if there are no other symptoms of gastroenteritis or viral diarrhea such as fever, vomiting, irritability, dehydration or lethargy. This exception is made because young infants frequently exhibit symptoms of diarrhea when adjusting to dietary changes in formula and food, when on medication, and when teething. The infant cannot remain

at the center if the condition causes a sanitation problem or causes the staff to neglect the care of the other children.

4. Severe cold symptoms – Defined as persistent coughing, fever, sore throat, or yellow or green mucous from the nose or mouth. A teacher may send a child home for persistent green mucous and the child will not be allowed to return without a doctor’s note stating that the child is not contagious.
5. Unexplained or unusual skin rashes, skin eruptions, or discharges - A child will not be allowed to remain at school to “watch” a rash. The child will be required to go to the doctor to obtain a note stating that they are not contagious before returning to school.
6. Child cannot participate in daily activities – Children will not be allowed to attend the center if the child does not feel well enough to participate in the usual daily activities. This includes going outside to the playground and physical movement activities.
7. Child requires excessive attention – Children will not be allowed to attend the center if they require more attention or individual care than the staff can give without neglecting the other children in the room.
8. Evidence or symptoms of contagious disease – A child who is known to have or exhibits symptoms of a contagious disease will not be allowed to attend the center. The following lists some common contagious diseases and their symptoms:
 - Chicken pox –crops of small blisters on a red base that becomes cloudy and crusted in 2-4 days
 - Conjunctivitis (pink eye) – red, watery eyes with thick yellowish discharge.
 - Culture - strep throat that has not been under treatment for at least 24 hours
 - German Measles – fever, muscle aches, fatigue, headache, stiffness (especially in the neck), red rash on head and body after second or third day.
 - Head lice –nits (white dots) attached to the hair shaft
 - Impetigo – red oozing erosion capped with a golden yellow crust that appears “stuck on”.
 - Mumps – inflammation and swelling of the parotid glands (on either side of the neck just under the jaw), fever, headache, sore throat
 - Pinworm – intestinal roundworm that usually causes itching near the anal area, worms may be observed in child’s stool
 - Ringworm –flat, spreading, ring-shaped lesions
 - Scabies –crusted wavy ridges and tunnels in the webs of fingers, hands, wrist and trunk.

E.3.2 Re-Admission Following Illness

Children may be re-admitted after an illness only when their presence will not endanger the health of the other children and when they are well enough to participate in the regularly scheduled daily activities, including outside play. Children may not be re-admitted following a communicable illness unless they are absent for the amount of time specified by the Texas State Requirements or provide a written statement from the physician verifying that the child is no longer contagious. The Facility Director may require a "Return-to School Slip" for re-admission, provided the child was taken to the doctor. The following lists the criteria for re-admission to the center:

1. Fever - If a child was sent home for a fever, he/she cannot be readmitted to the center for 36 hours unless the parent provides a physician's note stating the child is not contagious and the child's temperature has been normal for 24 hours without the use of fever suppressing medication.

If the child has a low grade fever the first day back to school (anything over 99.0) they will be sent home because they are still sick and contagious. Definitions of normal temperature, low fever, and high fever are ("F" indicates degrees Fahrenheit):

- Normal temperature - 98.6 F when temperature is taken orally, 97.6 F when temperature is taken under the arm.
- Low fever - 100.4 F - 100.9 F when temperature is taken orally, 99.4 F - 99.9 F when temperature is taken under the arm.
- High fever - 101 F or higher when temperature is taken orally, 100 F when temperature is taken under the arm.

2. Nausea, vomiting or diarrhea – A child can be readmitted after the illness has subsided for **24 hours**. Children will not be admitted for 24 hours after being sent home for these symptoms. For example, if a child was sent home at 2:00 p.m. on Tuesday for vomiting, the child cannot be re-admitted to the center until 2:00 p.m. on Wednesday.
3. Infection – A child can be admitted after four to eight doses of an antibiotic have been given over a 24-hour period (for strep infection, the child must also no longer complain of sore throat pain).
4. Contagious Disease – A child can be readmitted following diagnosis of a contagious disease once the child has completed the contagious stage of the illness as determined by the Facility Director. The following lists the criteria for readmission for some common contagious diseases:
 - Chicken pox - lesions are crusted, usually 5-10 days after onset
 - Conjunctivitis – 24 hours have elapsed since first treatment, the eyes are no longer discharging, and prescription medication is available
 - Head Lice - treatment has occurred for 24 hours and all nits are removed
 - Impetigo - lesions from impetigo are no longer weeping
 - Pinworm - treatment has occurred for 48 hours
 - Scabies – under treatment

E.4 Administration of Medications

Teachers will administer medication to a child only under the following conditions:

1. The parent has completed and submitted a Medication Request Form. This form is available in the classrooms and must be updated weekly.
2. The parent has administered the medication to the child at least once to verify the child will not have any adverse reactions.

Medication (both prescription and over-the-counter) must be labeled with the child's name and date. Prescription medicine must be in the original container and be labeled with the following:

- Child's name
- Type of medicine
- Dosage, administrations requirements
- Physician's name
- Reason medication is prescribed
- Prescription number and date
- Storage requirements (i.e. refrigeration)

Staff members will only administer medication to children at 11:00 a.m. and 3:00 p.m. If a child requires medication at some other time during the day, a parent will need to come to the center and administer the medication to their child. Staff members will document all medication given to a child noting the time and dosage of each administration. All medication records including Medication Request Forms, approval forms from the child's physician, and administration documentation will be kept for 30 days.

Parents should notify the child's teacher if medication was given prior to the child being brought to the center so they can watch for reactions. Staff members will only administer prescription and over-the-counter medication in accordance with written instructions from the manufacturer and/or the child's physician.

E.5 Medical Emergencies

Conditions that are considered medical emergencies by the SFEI staff include, but are not limited to:

- Concussions
- Difficulty Breathing
- Unconsciousness
- Laceration, either significant in size or bleeding
- Injury to an extremity with obvious deformity
- Head trauma associated with vomiting or altered consciousness

If a child becomes seriously ill or injured while at JSC CCC, a trained staff member will begin emergency first aid procedures while another staff member calls JSC emergency personnel (483-3333). The Facility Director or designated alternate will notify the child's parent or emergency contact using information provided on the Contact and Transportation Information form. This form is completed at the time of enrollment and contains emergency numbers for the parents and for alternate contacts that can be called in the event the parents are unreachable. Parents are required to provide at least one alternate emergency contact on the form.

JSC emergency personnel will assume emergency medical support for the child immediately upon their arrival. If medical treatment by a physician is required before the Facility Director is able to reach a parent or emergency contact, the child's physician specified on the Medical Emergency Authorization form will be notified. If the child's physician is unavailable or cannot treat the child in a timely manner, then the closest licensed physician will be used (i.e. physician from the on-site JSC Clinic).

If the child must be transported to a hospital before the Facility Director is able to reach a parent or emergency contact, the hospital specified on the Medical Emergency Authorization form will be used if possible. A staff member will accompany the sick or injured child and will carry the child's entire file with them in order to provide the child's medical information to the hospital emergency staff.

E.6 *Minor Injuries*

Minor injuries such as small scratches, cuts, scrapes, and bruises or discoloration of the skin will be documented on an Accident Report form and reported to the parents at the end of the day. Staff will apply first aid to minor injuries when required (i.e. soap and water, ice, band-aid). If an injury is significant but not a medical emergency, the staff will notify the parent by telephone so that the parent can observe the child's injury if desired. Accident Report forms are signed by both the parent and the Facility Director and stored in the child's permanent file. If requested, parents may have a copy of the form.

F. DISCIPLINE AND PROBLEM BEHAVIOR POLICIES

F.1 Discipline and Child Guidance Techniques

All discipline and child guidance techniques used by staff will be of a positive, non-punitive nature. The goals of the disciplinary techniques will be:

- To ensure that the classroom is a safe, secure environment for all of the children.
- To teach the children that our society has acceptable and unacceptable social behaviors.
- To teach self-respect and respect for the rights of others.
- To teach the children self-control and inner discipline.
- To teach the children to take responsibility for their actions and the consequences of their actions.
- To strengthen the children's self-esteem and feelings of self-worth.

All methods of discipline will be age-appropriate for the child and will be accompanied by a rational explanation of expectation on the child's level of understanding. Discipline methods at JSC CCC include:

- Redirecting the child to participate in another activity.
- Anticipating and eliminating potential problems.
- Providing positive reinforcement for appropriate behaviors.
- Talking and providing reflective listening with the child.
- Temporarily removing the child from a stressful situation.
- Limiting the child's participation in some activities until the child is able to cooperate and follow the rules associated with that particular activity.

Staff members will abstain from corporal punishment or other humiliating or frightening discipline techniques. Parents are asked to follow the same disciplinary guidelines with their child, and in their dealing with other children, while at the center.

F.2 Management of Problem Behaviors

Children who exhibit recurring unmanageable behavior that endangers the safety of the other children in the program or significantly disrupts the educational curriculum may be suspended or withdrawn from the center if the negative behavior cannot be corrected in a reasonable period of time. Withdrawal of students will be made only in very rare circumstances and after other reasonable alternatives have been explored. The needs of the child in question, the parents of the child, and the other children enrolled in the center will be considered before withdrawal of a child is required.

Parents can also be withdrawn from the center if they exhibit violence or unnecessary harassment towards any SFEI staff member, child, or parent while on the grounds of JSC CCC. Parent withdrawal results in immediate termination of their children's enrollment.

F.2.1 Withdrawal of Child for Problem Behaviors

When a negative behavior is exhibited on a recurring basis, the caregiver will discuss the situation with the parents and inform the parents of the strategy chosen to help the child resolve the problem. The staff will need the cooperation and participation of the parents in following through with the chosen methods at home to provide consistency in the solution strategy. If improvement in the child's behavior is not achieved in a reasonable amount of time, the Facility Director will hold a conference with the teacher and parents to explore additional options and strategies. Referrals to special service providers such as a child psychologist, family social worker, or special education consultant may be a part of the additional options.

If improvement is not shown in the child's behavior following the conference, the Facility Director will provide written warning to the parents that permanent withdrawal is being

considered, and will consult with the Board of Directors to determine if withdrawing the child from the program is appropriate. If the withdrawal is approved, the Facility Director will notify the parents that they will need to withdraw their child.

When possible, the Facility Director will give the parents two weeks notice before the withdrawal must go into effect. A pro-rated portion of any paid tuition and the security deposit will be refunded within 30 days when the withdrawal is required. However, if the problem behavior exhibited by the child drastically endangers the safety or the well being of the staff and/or other children in the program, immediate withdrawal may be required. Any immediate termination of enrollment as a result of disciplinary action will result in forfeiture of the deposit; however, a pro-rated portion of any paid tuition will be refunded within 30 days.

The Facility Director will notify the parents of the soonest date when they can apply for re-admission to the program after the problem behavior has been corrected.

F.2.1.1 Biting

While young children occasionally bite when they are unable to express themselves verbally, biting is serious misconduct and is dangerous to both the one giving and receiving the bites. Normal positive guidance techniques will be used in the classroom to attempt to eliminate biting. However, if a child bites another child or staff member two times in one day, the parent will be contacted at work. If a child bites another child or staff member three times in one day, the child will be sent home for the day. The parent must pick up the child within 30 minutes of being contacted. Parents should not attempt to blame the teachers for the child's biting, or talk them out of sending the child home. The parents of the victims would like for your child to stop!

F.2.1.2 Lack of Potty Training

As stated under "Promotion of Children", children must be potty trained before being promoted to an Early Pre-K room. Lack of potty training in an Early Pre-K, Pre-K, or Kindergarten room is considered a problem behavior. "Lack of potty training" is defined to be when a child consistently goes to the bathroom in his/her underwear with no attempt to use the toilet. Note that "lack of potty training" does not apply to the occasional accident (such as waiting too long to go, then not making it to the bathroom in time) or to extenuating circumstances (such as illness or temporary regression due to the anxiety of moving to a new classroom). ~~Also note that a potty trained child is expected to care for all of their toileting needs such as pulling their pants up and down and wiping themselves.~~ If the teachers and Facility Director determine that a child is not potty trained and there is a problem behavior, a conference will be set up with the parents to discuss options and strategies for helping the child to potty train. After the conference, the parents and child will have a two-week probationary period to correct the problem before further action is considered (i.e. suspension or withdrawal). During the probationary period the parents will be required to clean up and change their child after a non-accidental bowel movement in his/her underwear within 30 minutes of the notification. Note that if a child is suspended, tuition must be paid during the suspension period.

F.2.2 ***Withdrawal of Parents for Problem Behaviors***

If the parent(s) of a child enrolled in the center exhibits violence or threatening behavior (as defined by JSC's *Policy on Workplace Violence and Threatening Behavior*) or sexual harassment (as defined by JSC's *Sexual Harassment Policy*) towards the Facility Director, a teacher, a group of teachers, other parents, any child, a member of the Board of Directors, or any member of SFEI while on facility grounds, the Facility Director can evict the parent and his/her child(ren) from the center and terminate enrollment immediately. Unruly behavior or harassment of any kind will not be tolerated at JSC CCC. Therefore, the Facility Director has the final authority in removing the parents and child from the center. Eviction will result in the loss of the security deposit. Neither the parent in question, nor the parent's spouse, will be placed on the waiting list at any future time.

Acts of violence, threatening behavior, or sexual harassment that are observed or experienced while at the JSC CCC facility should be reported to the Facility Director immediately. All reports of incidents will be taken seriously and will be dealt with appropriately and confidentially. Reference "JSC Announcements" accessed from the JSC Internal Home Page to view the contents of JSC's *Policy on Workplace Violence and Threatening Behavior* (JSCA #00-047) and *Sexual Harassment Policy* (JSCA #94-092).

F.3 ***Threatening Behavior and Harassment Policies***

SFEI places the highest priority on the health and safety of its employees, parents, children, and visitors. Consequently, acts of violence, threats, harassment, intimidation and other disruptive behavior as defined by JSC's *Policy on Workplace Violence and Threatening Behavior* and *Sexual Harassment Policy*) are prohibited and will not be tolerated. SFEI follows the JSC policies on that are observed or experienced while at the JSC CCC facility should be reported to the Facility Director immediately. All reports of incidents will be taken seriously and will be dealt with appropriately and confidentially. Reference "JSC Announcements" accessed from the JSC Internal Home Page to view the contents of JSC's *Policy on Workplace Violence and Threatening Behavior* (JSCA #00-047) and *Sexual Harassment Policy* (JSCA #94-092).

F.4 ***Grievance Procedures***

JSC CCC has an "Open Door Policy" that gives the parents access to the Facility Director at any time for grievances or concerns. Though parents are generally encouraged to discuss a concern first with their child's teacher, they are welcome to contact the Facility Director at (281) 483-4734 to discuss any issue of concern.

If parents are unsatisfied after conferring with the Facility Director, they should express their concerns to the Board of Directors. The Board of Directors and the Facility Director welcome the opportunity to address issues in either an open forum or a closed/private meeting, as requested. Please attend a Board of Directors meeting to discuss issues rather than emailing to other parents and creating discourse without an opportunity to resolve matters first. The decisions of the Board of Directors are final.

Note that the staff at Space Family Education, Inc. is committed to your child's development and education. The staff strives not only to meet the needs of the children, but to also be sensitive to the stresses of being a working parent. Please be sure to give these teachers the respect that they deserve.

G. POINT SYSTEM POLICY

As a non-profit corporation, the SFEI requires contributions of money and time from sources outside of enrollment fees to sustain the service that it provides. First, and foremost, we rely on our population of parents, the chief adult beneficiaries of our service, to provide our basic foundation of support. It is the consensus of the Board of Directors that the participation of parents providing some minimum of service to the organization will result in benefits that include the following:

- Increased awareness of and positive involvement in the program that contribute to insuring the success and continued quality of the program
- Identification and utilization of skills of parents with specific talents which would otherwise be unobtainable or expensive to acquire
- Increased satisfaction on the part of parents because of their involvement
- A reduction in program costs and thus tuition rates
- A strengthening of the community atmosphere of the program through a fostering of mutual knowledge and appreciation among SFEI members.
- In order to maintain our status as a non-commercial, parent-owned corporation with competitive tuition fees, parent participation will be encouraged through a reward point system. Guidelines for the point system are as follows:

The Point System Coordinator, a volunteer position in the corporation, will maintain the Point System Description and point balances. The Coordinator is responsible for interpretation of the guidelines, with consultation as needed by the board of Directors. The Board of Directors is responsible for resolving point disputes.

- One point is earned for each half-hour of approved service, or \$20 in donated materials provided to the center.
- Each point is worth a \$1.00 reduction in fees.
- Each family may apply a maximum of 7 points per child per week (or 30 points per child per month) towards tuition reduction. Families paying monthly who have a point surplus may use 4 additional points (a total of 34) in April. No more than 364 points may be used per calendar year.
- If an excess of points has been earned, but not redeemed during the last 30 days of enrollment, 50% of the balance may be reimbursed to the parent.
- Points cannot be transferred from one family to another.
- Service by family members other than the parents (i.e. grandparents, etc.) will be awarded points. Individuals who do not have a family member enrolled at the Child Care Center cannot earn points.
- SFEI employees who have a child enrolled at the Child Care Center may earn points only in performance of volunteer services that are clearly not part of the employee's job.
- By virtue of the large amount of ongoing service performed by the Board of Directors, each member of the Board will earn 4 points each week, except the Policies and Procedures Chairperson and the Treasurer, who will earn 6 points each week for Board-related activities. The Board members may earn additional points for other services. The Points System Coordinator will earn up to 6 points per week as the workload dictates.
- Points will be awarded for necessary service to the center that will lower operating costs, increase safety, enhance learning opportunities, increase functionality of the facility, fill a void in service, or raise funds. A list of necessary services will be maintained by the Point Coordinator.
- Volunteer service should be reported in writing to the Point System Coordinator who will award points.
- The Point Coordinator will supply each family with a ticket for each point earned. These will be placed in the mailboxes at the entrance of the Child Care Center. Tickets should be clipped to each family's tuition check that reflects a corresponding decrease in tuition. The family must write their name on each ticket turned in.
- Tickets will not be replaced if lost or destroyed.