



Children's Center Parent Manual

Dear Parents,

WELCOME to San Jacinto College Children's Center

The North and Central Campuses of San Jacinto College have a center that supports learning for young children. The centers are lab schools affiliated with associate degree programs. All centers model best practices in early childhood development and are licensed through the Texas Department of Family and Protective Services.

CENTRAL CAMPUS: Education/Child Development Lab School is accredited by the National Association of the Education for Young Children (NAEYC). The NAEYC accreditation was awarded to Central Campus Lab School in 2000. The lab school has maintained this accreditation and serves as a model teaching facility for the Education/Child Development Lab School.

NORTH CAMPUS: Family and Children Education Center and Lab School is accredited by the National Association of the Education for Young Children (NAEYC). The center participates with Harris County Department of Education Head Start Program and in the Child and Adult Care Food Program, Texas Department of Agriculture (CACFP).

Our facilities serve as a training ground for San Jacinto College students giving them a real life view of children and how they learn. In the centers, students apply the theories learned in class through observations and hands-on experience. Additionally, we offer a service for students, faculty, staff, and community members who want a quality child development program for their children.

Dedication to building a happy, healthy, safe, and stimulating environment is the primary goal of every staff member. Parents are viewed as the most significant adults in their children's lives, and teachers are partners with them in providing a high quality early childhood setting. Research in the field of child development emphasizes the importance of early experiences on children's social competence, self-esteem, and cognitive development. This research serves as the foundation of how we operate our centers.

This parent manual contains important information on policies, procedures, and resources that pertain to the operation of our Centers. We believe that parents have a right and obligation to be fully informed. Please take the time to read your Parent Manual and sign the acknowledgement form in your enrollment packet.

All parents are encouraged and welcome to visit the center at any time. If you ever have any concerns or questions regarding the operation of the center, please do not hesitate to contact the center director either by phone, email or in person.

As your child's family away from home, we want your child to feel safe and secure, and we want you to feel welcome. We encourage you to attend parent meetings and other events that are held at the center. Your involvement in our program ensures a cooperative effort which leads to a positive impact on the development of your child.

Sincerely,

The Staff of San Jacinto College Children's Centers

PHILOSOPHY, PURPOSE AND GOALS: The philosophy of San Jacinto College Children's Centers is to provide responsible, nurturing care using positive guidance techniques in a developmentally appropriate setting to foster the social, emotional, cognitive, and physical development of young children.

Purpose and Goals:

- To provide quality child care for the college's students, staff, faculty and administrators, as well as families from the community
- To enable students to pursue educational objectives
- To aid parents in the development of their children through parent education and involvement
- To design a model environment based on current research
- To maintain a safe, healthy and stimulating environment
- To foster self-control, self-esteem and a sense of competence each child
- To use professional guidance techniques and act as role models for parents
- To facilitate children's physical, emotional, and cognitive development
- To enhance the young child's natural creative abilities
- To promote children's social skills through child initiated activities

CENTER STAFF:

San Jacinto College staff members have completed all required training. Staff members at SJC Children's Centers meet or exceed the requirements of regulatory and accrediting agencies. At each Center, staff member credentials are available for your review. Our centers have affiliations with a variety of exemplary practice organizations. Our partners include Children's Learning Institution, Head Start, and Collaborative for Children.

ENROLLMENT CRITERIA:

We serve the students, faculty, and staff of San Jacinto College and parents from the surrounding communities. Enrollment is for one semester during the fall, spring, or summer terms. Currently enrolled children will be able to pre-register at the end of each semester for the next semester.

A non-refundable registration fee is required each year to reserve your child's space in the center. The first registration fee is due prior to receiving your enrollment packet. Subsequent registration fees are due when you pre-register your child for an upcoming fall semester. A supply fee is due with the first tuition payment of each semester. *The enrollment packet is due one week prior to attendance.* If forms are not on file, your child will not be able to attend. The adult enrolling their child/children must be the parent or legal guardian, and you must certify that relationship in a notarized document when registering your child. Enrollment forms must be kept up to date at all times. Parents are required to notify the director in writing of any changes. The Center staff must have the correct phone numbers and contact information to reach you if your child is ill or in case of an emergency. The center staff will only release your child to you and the persons designated on the enrollment form.

Enrollment forms must be updated annually. Failure to complete and return updated forms could result in your child/children being withdrawn from the program.

Confidentiality is very important to us. Enrollment, health, or any other information given to San Jacinto College Children's Centers will not be shared with anyone outside the program.

ADJUSTMENT STATEMENT:

There is a two to four week adjustment period to determine the appropriateness of the program for the child and family. During this adjustment period, the best placement for the child will be determined.

WITHDRAWAL POLICY:

Written notice of intent to withdraw your child from the lab school must be submitted to the director one week in advance of the effective withdrawal date. The contracted tuition amount is due through the last day of attendance, and *the College reserves the right to continue charging tuition until one week after receipt of written withdrawal notice.* All unpaid fees owed to the lab school will be collected by the business office as any other monies owed to the College. If you fail to give notice of withdrawal, you are liable for the full amount stipulated in your contract.

TUITION AND FEES:

Tuition and fees shall be set forth on a separate contract form to be filled out by the College and executed by the parent. Tuition and fees are due in advance, as stated in the contract, and where applicable, in compliance with the rules set forth by the Texas Workforce Commission (TWC). A \$10 late fee will be applied for tuition not received by the Tuesday preceding the attendance week. I understand that my child's enrollment will be terminated if tuition is seven (7) days past due.

No reduction in tuition or refunds will be made as a result of absences, vacations, holidays, personal schedules or if the College is closed because of unforeseen circumstances. Fees shall be non-refundable as indicated on a separate contract document and shall not be refunded for any reason. Consideration will be given to extenuating circumstances on a case by case basis.

CONTRACT:

A signed contract agreement will be required for each enrolled child. Tuition is due for contracted days; there will not be trading or substituting days.

With prior approval from the director, additional attendance can be arranged based on availability. Tuition is due on the day of the additional attendance or as otherwise provided by the College. Attendance at the centers is based on the information provided in the contract documents, and any false or inaccurate information may result in a child being disqualified from attending.

LATE PICK-UP FEE:

There is a \$1 per minute late pick up fee with a \$5 minimum. Pick up time is based on college time. Late fees are added to the next week's tuition payment. We encourage all parents to pick their child/children up on time. If you find that you are going to be late, please notify the lab school immediately so that your child can be prepared for this change in his/her schedule, and staff arrangements can be made. Late fees will be charged regardless of notification. Any child picked up late three times will be subject to dismissal by the director

OPERATIONAL PROCEDURES:**Hours of Operation:**

The children's centers at San Jacinto College are open all year. Center hours are determined by the needs of the local community. The hours are as follows:

Central Campus:

Fall and Spring Semesters: Monday - Friday, 7 a.m. - 5:30 p.m.

Summer Semester: Monday -Thursday 7 a.m. - 5:30 p.m.; Friday 7 a.m. - 12:00 p.m.

North Campus:

Fall and Spring Semester: Monday - Friday 7:00 a.m. – 5:30 p.m.,

Summer: Monday -Thursday 7:00 p.m. – 5:30 p.m.; Friday 7:00 a.m. - 12:00 p.m.

San Jacinto College Children's Centers will be closed on holidays as determined by the College and as listed in the schedule of classes. A College calendar is available upon request.

Arrival / Departure:

Formal daily activities begin each day at 8:30 a.m. Children should arrive no later than 9 a.m. Upon arrival, the adult bringing the child into the lab school is required to sign in the arrival time and take the child to the classroom. A lab school staff member must be aware of each child's arrival and departure. The lab school will release the child/children only to designated persons. The adult who picks up the child is required to write in the departure times as the child leaves. Identification (driver's license or other valid identification as determined by the College) will be required for the release of the child/children. It is the parent's responsibility to keep the authorized names current. Your child will not be released to anyone who is not on the enrollment form.

Teaching Staff:

Your child will be assigned to a group of children and teaching staff. The assigned teaching staff will be responsible for their primary care. This allows for the teachers and children to develop a consistent, secure relationship. The teachers will plan and implement the learning activities and experiences. They will also provide positive guidance and support to you and your child. The center maintains developmentally appropriate teacher/child ratios. These ratios are maintained in the classroom and on the playground.

At the beginning and end of each day, the children may be grouped into multi-age groups for short periods of time. As staff arrives, the children and their teachers will go to their designated classrooms. Every attempt is made to minimize the number of transitions a child experiences during the day and throughout the year.

Transitioning to the Next Classroom:

Depending on your child's developmental needs, your child will remain in the same classroom from August through May. Transitioning to the next classroom is an ongoing process; the children visit the other classrooms periodically through the fall and spring semesters. During the summer semester the children and teachers visit the other classrooms, and are sometimes combined to ensure a smooth transition for each child. By maintaining a cooperative relationship between classrooms, the children are able to transition with little or no anxiety. All teaching staff members are trained to move to any group in the center and are capable of caring for any group at any time.

Transitioning to Next Placement:

The Preschool and Head Start teaching staff introduce the concept of entering kindergarten with the children during the spring semester. Teachers from the area schools are invited to come in and speak with the children. Parents are encouraged to take their child to their future school in preparation for their enrollment.

Assessment of Child's Progress:

Assessments are conducted to document the developmental progress and learning of a child and to identify the child's needs and interests. Assessments of children provide information used to improve curriculum, teaching practices, and environment. The information gained by assessments is used in planning instruction for individual and groups of children and to identify who may need specialized services or interventions. When needed, the results are used for further developmental screening and/or referral for diagnostic assessment when indicated. Other uses for assessment results are to plan program improvements to meet goals and objectives and to help facilitate communication with families.

Within 45 days of the child's entry into the program, a baseline screening is conducted. After the baseline screening, the child is assessed continually. Written reports are made available to parents at least two times a year. Children are assessed through informal and formal observation, including anecdotal recordings, collection of work samples, checklists, and formal assessments.

Families are provided information on an ongoing basis in regard to the child's development and learning. Families are provided both verbal and written communication in regard to assessment results by center staff. At least twice each year, the parent and teacher will schedule a face-to-face conference. If the family's home language is something other than English, a translation and/or translator will be provided. Verbal communication occurs informally on an ongoing basis. Written reports are provided daily for children younger than 2 years of age. Staff is trained on the process, procedures, and interpretations of the assessment instrument. The training is conducted in staff meetings, at in-service days, and at workshops. The assessment records of each child are kept confidential in an individual portfolio filed in locked cabinets in the classroom and/or in the director's office. Access to the files is limited to staff members conducting the assessments and persons the family has authorized. Digital files are password protected.

Daily Activities:

The teaching staff plans daily activities for the children that include, but are not limited to: messy art, gluing, bubble play, play dough, active outside time, etc. The children play outside in the morning and afternoon, weather permitting. If the weather prohibits outside play, alternative activities are provided. These activities include dancing, exercising, marching, jumping, etc.

Children should be dressed in a manner that allows them to sit on the floor, play in the sand pile, paint or participate in messy activities. Please dress your child appropriately in comfortable clothes. Slick soled shoes, cowboy boots, "Crocs," backless shoes/slides and flip-flops are not safe for school wear and will not be allowed.

Nap Time:

Individual cribs, cots, and mats are provided for each child. A nap time schedule is posted in each classroom. Infants nap on demand. Each child will rest a minimum of one to two hours daily as required by minimum standards. Security items such as blankets, small stuffed animals, etc. are allowed for naptime. This type of arrangement needs to be made with the classroom teacher. Each child will need one blanket and a small pillow for naptime. These items will need to be taken home each Thursday/Friday to be washed and returned on Monday/Tuesday morning when your child returns to school. Please take any soiled clothes home daily.

Personal Belongings:

The children's centers provide an ample supply of learning tools and materials to meet the daily needs of the children. Please leave all personal toys, guns, jewelry, videos, money, candy, and gum at home. The children are allowed to bring special interest items if the teacher is notified in advance. The Children's Centers cannot be responsible for any items brought from home.

Clothing:

All items brought from home must be labeled with the child's name.

Infants: Provide daily a minimum of two sets of labeled clothing, diapers*, baby wipes and food and formula, as is appropriate

Toddlers: Provide daily a minimum of two sets of labeled clothing, diapers or "pull ups"*, and baby wipes.

Pre-school: Provide daily one set of labeled clothing. Discuss the specific procedure with the classroom teacher.

*For children who are in diapers, commercial disposable diapers or "pull-ups" are required unless the child has a medical reason that does not permit their use. If your child requires cloth diapers, a statement from the health care provider is required stating the medical reason. The cloth diapers must have an absorbent inner lining and be completely contained within an outer covering made of waterproof material that prevents leaks. Both diaper and outer layer of clothing are changed.

Child Abuse and Neglect

College child care personnel are required by law to report suspected child abuse and neglect to Children's Protective Services. Parents are encouraged to share any concerns and to request information about child abuse and neglect from the staff of the children's centers. When a person makes a report of suspected abuse, he/she is immune from any liability unless a complaint is made with malicious intent or for revenge.

There are three types of child abuse:

1. Physical abuse: inflicting bodily injury on a child (beating, burning etc.
2. Sexual abuse: using a child in or exposing him/her to sexual activities, with or without the child's consent
3. Emotional/Verbal abuse: demanding that the child do more than he/she is able to do, severely criticizing or humiliating him/her for not living up to demand, or placing upon the child unclear requirements that the child cannot understand

Two types of child neglect:

1. Physical neglect: failure to provide enough food, clothing, shelter, or medical care; failure to provide adequate education, guidance or supervision
2. Emotional Neglect: failure to give a child the love and affection he/she needs

If you suspect child abuse or have questions about child abuse, call the Child Abuse Hotline. Their number is 1-800-252-5400.

Gang Free Zone:

According to Texas Department of Family and Protective Services, we must inform all parents or guardians of children attending the center about the gang-free zone designation. Parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1,000 feet of the center is a violation of state law and is, therefore, subject to increased penalty under the law. Additional information is posted in the children's centers.

Resource Information:*Program:*

The children's program is designed to be child-oriented and developmentally appropriate. Activities are planned to foster social, emotional, cognitive and physical development using a variety of structured (group time) and unstructured (free choice or play) experiences. Lesson plans, newsletters, and classroom schedules are posted in each classroom. Teachers will be glad to answer questions regarding the program and philosophy.

Licensing:

San Jacinto College children's centers are licensed by the Texas Department of Family and Protective Services (TDPRS). Each non-profit center adheres to the established Minimum Standards Code regarding child care. A copy of the Minimum Standards Code is kept in the director's office and is available for review on the Texas Department of Family and Protective Services website: www.tdprs.state.tx.us.

Fire or Natural Disaster:

In case of fire or call for evacuations, all proper authorities will be contacted. The children will exit the classroom following the path on the posted emergency map. The children will remain in the designated safe area until the "all clear" signal is received. Then the children will return to their respective classrooms.

If the emergency results in closing the Children's Center, parents will be contacted by center personnel and informed where to locate their children. Please keep all emergency contact information (phone numbers, emails, etc.) current. Parents may call 1-888-845-5288 for recorded information, or they may enroll in the San Jac Alert Me text system. The San Jacinto College web page (www.sanjac.edu) has information pertaining to weather closings, etc...

Practice drills are held throughout the year with a minimum of one fire drill every month and quarterly severe weather drills. In case of severe weather, children will be sheltered inside until the all-clear is received. In case of a chemical release, children will "shelter in place" indoors with air conditioning units off and doors sealed. Parents will not be able to pick up children until the all clear signal sounds.

Nutrition:

The children's centers provide nutritious meals and snacks each day. Each meal and snack is planned to meet the child's nutritional requirements. All meals are served family style in the classroom with the teachers joining the children at mealtime. The menus are posted and copies are available for all parents.

If your child has a food allergy, that information will be posted in the food preparation area and in the child's classroom. Postings provide visual reminders for the staff of your child's needs.

If your child is on a special diet, written documentation from the child's physician or registered/licensed dietitian must be submitted to the director. All foods and beverages brought from home need to be labeled with the child's name and the date and must meet the U.S. Department of Agriculture (USDA) food guidelines. If food brought from home does not meet these guidelines, the center will provide any other foods to supplement the child's meal/snack to meet the requirements. No food may be left overnight; any food your child does not eat will be discarded before the end of the day. Foods that require refrigeration must be given to staff immediately for proper storage. All foods served to the children are checked for expiration dates. All expired food items are not served to the children and are disposed of immediately.

The center staff does not serve sugary beverages to the children. We serve 100 percent fruit juice, milk, and water. Staff does not offer children younger than four years these foods: whole grapes, nuts, popcorn, raw peas, hard pretzels; spoonful of peanut butter; chunks of raw carrots or meat larger than can be swallowed whole. Staff must cut foods into pieces no larger than 1/4-inch square for infants and 1/2-inch square for toddlers/twos, according to each child's chewing and swallowing capability.

Our center and staff support breastfeeding. A quiet, comfortable spot is available if you choose to come into the center to breastfeed your child. If you are unable to come in the center to breastfeed, we store and serve the breast milk in ready-to-feed sanitary containers. It must be labeled with the infant's name and the date the milk was expressed. Breast milk must be stored in a refrigerator for no longer than 48 hours (or no more than 24 hours if the breast milk was previously frozen) or in a freezer at 0 degrees Fahrenheit or below for no longer than three months. The breast milk should be gently mixed, not shaken. Bottles should only contain milk or formula unless the child's health care provider supplies written instructions and a medical reason for this practice.

Staff discards after one hour any formula or human milk that is served but not completely consumed. If staff warm formula or human milk, the milk is warmed in water at no more than 120 degrees Fahrenheit for no more than five minutes. No milk, including human milk, and no other infant foods are warmed in a microwave oven. Cow's milk is not given to infants younger than 12 months, and only whole milk is given to children of ages 12 months to 24 months.

Solid food and fruit juices will not be served to infants younger than 6 months of age, unless recommended by the child's health care provider.

An Infant Care Instruction Sheet will be provided at the time of enrollment and must be updated when the needs of the child change or every 30 days.

Birthdays and Celebrations:

Birthdays and other celebrations are held during afternoon snack time. Parents are welcome to provide special snacks and to join the celebrations. Any food brought into the center for children's consumption must be prepared by a licensed food handler. Sugary beverages are not to be served to the children.

If you choose to bring a beverage, it must be 100 percent fruit juice or water. You must have approval of the director of the center before providing snacks for a celebration.

Please note that invitations to birthday parties held outside the school may not be given at the center unless every child in the class is invited.

HEALTH:

Immunization Requirements:

The Texas Department of Family and Protective Services requires that a physician's statement, current immunization records and routine screening tests be on file and updated yearly when a child is enrolled. These forms are to be turned in prior to attendance. Failure to present valid, up-to-date immunization records will result in ineligibility to attend the Center.

To maintain your child's enrollment at the Children's Center, you are required to keep your child's immunization records up to date. If your child is overdue for any routine health services, such as immunizations, evidence of an appointment must be provided for your child to be allowed to attend.

If your child is under-immunized because of a medical condition, documentation from the child's health care professional is required. If your child is under-immunized due to family beliefs, you must submit proper documentation when you enroll your child. Your child's medical records are confidential. Only the director and staff of the center will have access to the records.

Vision and Hearing Screenings:

Record of a vision and hearing screening is required to be kept on file for all children who are 4 years of age and older.

Illness:

Precautions such as disinfecting toys, cots, cribs, diaper changing surfaces, and frequent hand washing are taken at the children's centers to protect the children against illness and infection. Even with these precautions, most children will encounter several infections and illnesses during the year. If your child becomes ill at school with an armpit temperature of 100 degrees or higher, you will be notified and must pick your child up within 30 minutes. Your child will be allowed to lie down and made as comfortable as possible while they are waiting for you to pick them up. Please keep all filed information current so that you can be easily reached if your child becomes ill. All parents that are college students must provide a schedule of their current classes. Any child excluded from care will not be allowed to return to the center until they have been free of fever without medication for 24 hours.

If an illness prevents your child from participating comfortably in activities or creates a greater need for care than the staff can provide without compromising the health and safety of the other children, you will need to make arrangements to pick up your child. Also, if your child's condition is suspected to be contagious and requires exclusion as identified by public health authorities, then your child will be made comfortable in a location where he or she is supervised by a familiar caregiver until she or he can be

picked up. The College reserves the right to make a determination at its sole discretion that a child must be picked up by a parent or guardian.

In the event that the children are exposed to a contagious disease at the center, there will be prompt notification to all parents. In return, parents are to report when their child has been exposed to infection or contagious disease outside of the children's center. If your child is absent due to illness, it is imperative that the director or assistant director be notified.

The following are guidelines that enable the children's center to provide a more healthful environment for all the children attending:

Guidelines for Keeping Your Child Home:

1. Keep your child home if he/she has had a temperature during the previous 24 hours.
2. Keep your child home if he/she has vomited or has diarrhea during the previous 24 hours.
3. Keep your child home if he/she has ringworm or lice. A "no nit" policy is enforced.
4. Keep your child home if he/she has yellow-green nasal discharge and /or persistent cough, unless you have a note from the child's doctor.
5. Keep your child home if he/she has a rash.
6. Keep your child home if he/she has symptoms of contagious disease, headache, sore throat, reddened eyes, unusual behavior, vomiting, diarrhea, etc...

Guidelines for Returning your Child to the Children's Center:

1. Your child can return when he/she has been free of fever for 24 hours without the aid of fever reducing medication.
2. Your child can return when he/she is free of vomiting and/or diarrhea for 24 hours.
3. Your child can return when the cold/flu is over and only a minor clear nasal discharge remains.
4. Your child can return when the contagious period has passed or he/ she has been on antibiotics for 24 hours and submits a doctor's note to the center director.
5. Your child can return when he/she is able to participate in the regularly scheduled activities, including outside play according to the doctor's note.
6. Your child can return after surgery with a physician's note releasing the child to return to child care.
7. The College reserves the right to make a determination at its sole discretion regarding when a child may return to child care.

****San Jacinto College children's centers do not allow ill children or staff members to remain at the center.*

Medication:

If a child is taking medication, the parent or legal guardian must fill out the medicine authorization form for each medication. Medication forms will be available in each classroom and should be left with the classroom teacher when completed. According to the Texas Department of Family and Protective Services requirements, the medication must be kept in the original container and clearly state the following information: the child's name, the doctor's name, prescribed dosage, and date.

The children's center staff will not administer over-the-counter drugs without a doctor's note that gives clear instructions about how and when the medication is to be administered. "As needed" is not considered sufficient instruction.

No medication is to be left in the child's back pack. No medication is to be left overnight.

Medical Emergency Procedure:

In case of medical emergency, the campus police is immediately notified. The campus police will call 911 and notify the parent. The Children's Center staff will also contact the parent. The parent will accompany the child to the closest hospital. If the parent is unavailable, a staff member will supervise the injured child.

Staff members are required to have current pediatric First Aid and CPR certification.

Media Release:

Unless the child's parent notifies the College in writing of any restrictions to be placed on the following described use, the parent agrees and gives permission for the College to record, film, photograph, audiotape or videotape the child's name, image, likeness, spoken words, class work, performances, and movement, for use in any written materials, publications, media coverage, videos, website postings, and/or other school materials. A parent may not restrict use of images that reasonably cannot be considered private, such as students in school-related activities where multiple students participate and are open to the public or parents, e.g., team photos, student recognition programs, academic and extracurricular recognition programs, athletic events, and fine arts performances. Parents release the College, its employees, and agents from any and all claims of any type which the parent may have based upon the aforementioned taking, use, and publication of the child's likeness and/or use and publication of the child's name.

Parent Involvement:

The San Jacinto College Children's Center is one of the first enriching experiences your child will have in a group setting. Although our program is designed to meet the needs of your child, we are committed to the whole family. We need your assistance and welcome your involvement.

There will be various activities for parent involvement. In the fall, parents are urged to attend an orientation meeting to gain information and more insight into the program. Open house, family picnics, parent education speakers, Week of the Young Child activities, etc... are all planned during the year. We hope you attend as many as possible. Parents may also be asked to volunteer to assist at various times, such as serving on committees and assisting with field trips and special projects. If you have a special talent or occupation, please let your child's teacher know. Your involvement is greatly appreciated by teachers and staff.

Parent / Teacher Conferences:

Parent/Teacher conferences are held as a means of giving parents an overview of their child's developmental process during the preceding months. These conferences enable parents and staff to work closely to meet each child's specific needs. Feel free to request a conference any time you have a concern.

The College reserves the right to conduct classroom visits at a time and in a manner permitted by staff and classroom schedules and taking into consideration the wellbeing of other children and the childcare program. All concerns about child care should be promptly resolved with your child's teacher or the director. Parents are encouraged to visit the classroom for added insight into your child's developmental stage and our program. You are invited to observe, attend, and participate in classroom activities within our program.

Guidance and Discipline:

Purpose of Guidance:

At the San Jacinto College Children's Centers the purpose of guidance is to allow children to develop self-control and become responsible for their own behaviors. Children often repeat the same challenging behaviors over and over because they lack the necessary skills to cope. As a parent and teacher it is our responsibility to model and guide appropriate behaviors. Working as a collaborative partner with the staff of the SJC Children's Centers will allow continuity and individualization for the social development of each child. A variety of strategies will be implemented in the classroom to enable each child to perform successfully at an appropriate age level.

Classroom Techniques May Include:

1. Using a consistent, predictable schedule with clear transition cues
2. Allowing adequate time to complete tasks
3. Reducing student frustration by breaking new or difficult task into small steps
4. Identifying sensory triggers such as loud music or being crowded by other children, too many materials on display in the classroom or center
5. Providing some alternative communication mode such as pictures or signs and visual schedule for a child who cannot express wants and needs
6. Establishing and enforcing consistent, clear rules (preferably no more than three or four), with consistent consequences.
7. Providing extra attention and adult support before a child demands it or engages in inappropriate behavior
8. Redirection
9. Help children practice social skills they've learned consistently and on-going
10. Provide guided practice during classroom and outdoor activities

Parents / Teachers:

The partnership between parents and teachers is a crucial element in determining the needs for each child. This partnership in conjunction with assessments, observations and specialist input allows the staff to plan an age appropriate program.

Goal:

The overall goal for each child is to develop skills that will foster a positive self-image. These skills will be used in forming friendships, making decisions and building self-esteem.

Outcomes:

In order to work toward a positive outcome for children and families, it may be determined that the Children's Center is not the best placement for the child. In the event that a parent refuses or neglects to follow through on an agreed upon plan of action to improve behavior or if the College in its sole discretion determines that the child jeopardizes the safety of the well-being of others it may be determined or necessary to suspend or terminate the child's enrollment. In determining suspension or termination the director will submit a recommendation to her supervisor with documentation that states the strategies and techniques used to work with the child and the family as well as documentation demonstrating non-compliance with the guidelines of the Children's Center and the potential risk to other children or staff or faculty. The decision to suspend or terminate a child will be based on the best interests of the well-being of others, including the child in question, the other children enrolled in the Children's Center as well as the staff and faculty.

A balance of effective guidance and discipline are part of good behavior management techniques. The following principles are followed at the San Jacinto College children's centers:

- Children are to be valued and respected as unique individuals at all times.
- Children have a right to know what proper behavior is and see positive examples.
- Children need consistent limits fairly administered.
- Children require time and assistance in developing autonomy and self-control.
- Children's self-esteem must be nurtured and protected by caring adults.

Based on the above-stated principles, positive guidance techniques will be used at the Children's Center. When recurring behaviors persist, parent conferences will be held. If the Children's Center is unable to meet the needs of the child, the parent will be asked to make alternative arrangements for the care of the child. The Children's Center is willing to provide the parent with a list of resources. It is the parent's responsibility, however, to contact the appropriate agency.

All guidance and discipline will be consistent with the purpose of developing self-confidence as well as self-control. This is accomplished by providing a nurturing and accepting environment with teachers who are firm, but fair and sensitive to all the needs of each individual child. There will be no physical punishment and no disciplining action regarding food, toileting or nap.

The San Jacinto College District shall have the right to alter or amend the policies and procedures of these centers, provided a 14 day written notice is given prior to implementation.

All such alterations or amendments shall be incorporated in their entirety into this manual and any related contract between the College and parents.

SAN JACINTO COLLEGE

CHILDREN'S CENTER ACKNOWLEDGEMENT

I acknowledge that I have read the parent manual and that I am aware of the philosophy, discipline, policy, fee arrangements and all other provisions.

I have read and understand the details of this manual. I agree to these conditions and will abide and be contractually bound by them.

This acknowledgement must be signed and returned to the Children's Center prior to attendance for enrollment to be complete.

Printed name of Parent or Legal Guardian

Signature of Parent or Legal Guardian

Date

San Jacinto College does not discriminate on the basis of race, creed, color, national origin, citizenship status, religion, gender, or handicap conditions (except for handicap conditions which cannot be reasonably accommodated).

Civil Rights Procedure: Any parent or legal guardian concerned with an alleged discrimination violation may send a written statement to the Vice Chancellor for Human Resources, the Affirmative Action Officer of San Jacinto College, 4624 Fairmont Parkway, Pasadena, TX 77504. Phone: 281-998-6115. The Vice Chancellor will implement appropriate action.

Texas Department of Human Services, 1-800-368-1019