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Welcome to The Goddard School®

The early childhood years are a very special time in your child’s development. Great changes occur in this relatively short period of time as children learn to communicate, increase their intellectual awareness, and make great physical strides. In recognition of the crucial importance of these years, The Goddard School® has created a program tailored to meet the needs of your child at each stage of development.

The Goddard School® philosophy is to provide an atmosphere suited to the development of self-esteem, confidence and love of learning. By combining the best possible equipment and professionally educated staff in an environment specifically designed for young children, we can provide an outstanding program.

The educational goal of The Goddard School® is to utilize fun and creativity to foster a love of learning. We challenge our students by promoting inquiry and discovery through exploring the world around them. This instills a sense of confidence in their ability to master new situations and tasks through reasoning. Your child will be exposed to a variety of teaching methods so that they will be able to enter any elementary school.

You, the parent, are very important to the Goddard staff. You know your child best. We encourage you to contact the school about any questions or concerns you might have. Please review the daily reports highlighting your child’s activities.

We are looking forward to working with you and your child and sharing in their growth and development.

Many thanks for choosing The Goddard School® located in Cedar Park.

*The term “parent” is used throughout to represent the primary individual(s) responsible for the child’s care.
Our Mission

- We are dedicated to giving children a love of learning in a safe and secure environment.
- Our teachers design their own lesson plans to help each child learn and explore the world at their own pace.
- Our teachers are loving, nurturing, trained professionals committed to maintaining the highest quality in early childhood education. Through onsite training provided by the Director as well as Goddard University and other ongoing professional training & certification, our teachers receive ongoing training in order to learn the latest developments within the field of Early Childhood Education.
- Our school is a safe, secure, clean and happy environment for children to grow and learn.
- We will make the transition from home to school a positive experience.
- Each child is treated as a unique individual. They are given individual attention within a group, allowing them to progress according to their own needs and rates of development.
- Communication with parents is key. It is open, honest and respectful, encouraging involvement and support. Parents are informed daily of their child’s progress and development.
- We strive to provide the best in child care and development. We are committed to Goddard’s standards of excellence and are continually seeking to improve.
- Our number one priority is providing every child with a loving and caring atmosphere conducive to the development of self-esteem, confidence, creativity and a love of learning.
A Child’s Bill of Rights

- The Goddard School located in Cedar Park pledges to recognize and honor this Children’s Bill of Rights.

- Every child in our program has the right to be respected as an individual with concern for his or her own interests, handicaps, special talents and individual style and pace of learning.

- Every child has the right to a calm, warm, loving and nurturing environment where physical attention (hugs and cuddling) is freely given so that a child feels valued and secure and is thus able to develop positive self-esteem.

- Every child has the right to personal attention, a relaxed atmosphere and freedom of choice in their daily activities.

- Every child has the right to have all physical needs met, including the need for rest and relaxation throughout the day.

- Every child has the right to a clean and safe environment in which to spend their day.

- Every child has the right to experience a variety of activities throughout the day that help them develop a feeling of independence and confidence.

- These activities provide opportunities for creativity, exploration, learning and development in language skills, gross and fine motor skills, cognitive skills, social skills and emotional/psychological maturation.
WELCOME TO THE FAMILY!

GENERAL INFORMATION

The Goddard School, an Early Childhood Education facility, is open 12 months a year from 7:00am to 6:00pm Monday through Friday. You will be asked to designate your child’s hours of attendance at the time of enrollment. A school-closing schedule including holidays and teacher in-service days will also be provided at the time of enrollment.

ENROLLMENT PROCEDURE/CLASS PLACEMENT

Enrollment is open to any child; 6 weeks to 10 years of age, provided the Goddard school can meet his/her needs. Enrollment is granted without discrimination with regard to sex, race, color, religion or political belief.

Interested Parents and children are invited to tour the center, meet the staff, and review and complete all paperwork prior to enrollment. Upon receipt of the completed application and registration fee, placement will occur on a first-come, first-served basis. Prior to a child’s attendance, a conference with the parent and child is requested to acquaint each new family with the environment, staff and schedule for the child. Children are grouped by both age and developmental level.

ARRIVAL AND DEPARTURE

Upon arrival each morning, children must be signed in on the appropriate sheet in the foyer. Children are to be escorted to their designated classroom or area and transferred to the supervising staff member. Children are required by law to be under adult supervision at all times. Parental involvement will help the child settle quickly into the morning routine. The staff will do anything that they can to assist in a smooth transition. The Goddard School strongly discourages parents from “sneaking out” of the school – please escort your child to his/her room and say goodbye.

Children should be settled and ready for the program to begin at 9:00 am. Late arrivals can be disruptive of the teacher’s designed activities.

When picking up children at the end of the day, parents must sign their children out. **Sign-in/out sheets are reviewed by state licensing personnel and are used to determine staffing requirements.** Once a child is removed from the supervising staff member it becomes the responsibility of the person picking up to provide supervision. Please guide your child in the parking lot.
STUDENT RECORDS

Each child enrolled in the Goddard School must have an updated school record with all state and Goddard required forms. This file is confidential, and will be shared with other staff members only as required to meet the needs of the child. The parents must review emergency contact information at least every 6 months for accuracy.

Immunization records must comply with the Texas Department of State Health Services requirements. Medical records are required to be updated annually, or whenever the child’s immunization status changes.

Exemptions for immunization requirements must meet criteria specified by the Texas Department of Health – relating to Exclusions from Compliance.
- Medical Contraindication. Children and students can be exempted from one or all vaccine requirements if a medical condition exists that would make it harmful for them to be vaccinated as required.
- Religious Conflict. Children and students can be exempted from some or all vaccine requirements if vaccination conflicts with their families’ religious beliefs.

Hearing and Vision Screening: Children who are 4 years of age by September 1 are required by the Special Senses and Communication Disorders Act to have a professional screening for vision and hearing problems annually. Documentation of these screenings must be in the child’s file and updated until he/she starts elementary school.

Upon graduation or withdrawal of a child, a copy of your child’s complete file can be requested in writing. School Districts requests for documents will require written permission for release by the parent.

TUITION PAYMENTS, REGISTRATIONS AND FEES

An annual registration fee of $150.00 is payable upon enrollment and annually when the child is re-enrolled for the new school year. There are no other book, tuition or summer camp fees charged during the course of the enrollment year.

Tuition is paid on a monthly basis. Monthly tuition is due on or before the first of each month. A payment mailbox is located outside the office. If payment is in cash, it must be handed to the Director or Owner, and a cash receipt will be returned. Checks are made payable to “The Goddard School”. There will be a service fee of $35.00 for each check returned by the bank. This fee is due at the time of notification.

If tuition is not paid by the close of business on the first of each month, a late fee of $50 will be assessed. After the 15th day, the child may not return to the program until the full tuition and the fee charges incurred are paid in full. Please contact the owner if alternative arrangements must be made.
A family discount of 10% will be applied towards the oldest child’s full time tuition if more than one child is enrolled full time. There is no credit for scheduled school closings and holidays, children’s’ illness, or school closings due to inclement weather and acts of God.

There will be a late fee charged for each child not picked up by 6:00pm, as the Goddard School is required to pay faculty that stay late. A $10.00 charge per child will be assessed for the first 15-minute period, at which time an additional $5.00 will be added for each 5-minute period. If a parent or guardian has not contacted us by 7:00pm, we are required to inform the proper authorities. Two staff members are required to stay with your child until you have picked-up the child or the authorities have arrived. *Consistent lateness can be cause for a child’s dismissal from the Goddard School.*

**STATEMENT OF CONFIDENTIALITY**

As a professional organization you can be assured that all information regarding your family’s needs, file contents and handling, medical information and conversations will be handled with the appropriate confidentiality. Information will be shared only with those persons requiring the knowledge to better serve your family.

**ATTENDANCE**

A parent should notify The Goddard School no later than 9:00am whenever a child will not be attending on a scheduled day. Teachers attempt to wait until everyone has arrived to start their activities, so timely notification is appreciated. The Director should be notified if a child is ill, enabling our staff to track any illness which may occur at the school.

**ADDITIONAL DAYS/HOURS**

Due to scheduling and ratio requirements, switching of scheduled days is not allowed. Additional days may be added based on the rates quoted in the enrollment agreement. Parents are required to inform the Director at least 48 hours in advance if they are requesting to bring a child for an additional day.
WITHDRAWAL

Thirty days written notice is required for withdrawing your child from the Goddard School of Cedar Park for any reason. If the required thirty days is not given, parents will be charged for that period. If thirty days notice is given, any additional tuition already paid over and above the thirty days will be refunded.

FOR YOUR CHILD’S SAFETY

PARENT ACCESS

A Parent of a child enrolled in the Goddard School, shall be permitted free access, without prior notice, throughout the school whenever the child is in attendance. In cases where Family Court or other legal entities have established visitation or custody rights, a copy of the orders must be provided to the Goddard School before access to a child can be denied. The orders of the court will be strictly followed unless the custodial parent requests a more liberal variation of the court order in writing.

VISITORS

Visitors are asked to schedule appointments, and are allowed in school areas at the discretion of the Director. A staff member shall accompany visitors at all times. Any adult without a child in attendance shall be logged in. The log shall include the person’s name, address, purpose of visiting our school, and the times of their visit. They shall be escorted by the Director/Assistant Director or the Owner at all times and are not allowed to remove the child from the classroom or the school grounds.

RELEASE OF CHILDREN

The Goddard School maintains a strict policy regarding the individuals to whom we will release a child. The enrollment forms require a parent to specify at least 1 individual to whom the child may released on an on-going or emergency basis. In addition, parents are asked to specify a password for release of the child.

Advance written notice is required for an individual to be authorized to pick up a child. In the case of an emergency, the Director may be notified by phone as to the name, address, phone number, and brief description of the person picking up the child. The Director will then call the parent back to verify the authorization. When this individual arrives, a staff member will verify their identity by reviewing 2 forms of identification and the password before the child is released. The child must still be signed out.
Please notify the Director if a non-custodial parent is not included among those persons authorized by the custodial parent to pick up the child. A copy of the documentation regarding visitation must be included in the child’s school record. This information will remain confidential and will be shared with other staff as required to meet the needs of the child.

Should an unauthorized individual arrive to pick up a child, a parent or emergency contact will be immediately notified by phone. If the Director is unable to contact a parent or emergency contact, the child will not be released. Should an unauthorized person become uncooperative with the school’s policy regarding the release of the child, the local police will be notified.

The Goddard School will not release a child to any parent, relative or other authorized adult who appears to be impaired by the use of drugs or alcohol. In this event, a parent or emergency contact will be called.

**REPORTING SUSPECTED CHILD ABUSE**

We are required by the State of Texas to report any and all instances of suspected child abuse or neglect. When a staff member has information or evidence of suspected child abuse, the Director or Owner will be informed and the Department of Human Services is contacted and given this information.

**EMERGENCY CLOSINGS**

The Goddard School will make very effort to open on time and remain open in the event of inclement weather. However, it may become necessary for the school to cancel classes or delay opening. Parents should call the school’s answering machine for announcements of closings or delays. As a rule, The Goddard School of Cedar Park will close school, or open late on the same days as the Leander Independent School District.

Should parents be prevented by weather conditions from reaching their children, the staff will care for the children and maintain proper staff-child ratio until the parents may reach the school.

In the event of emergency evacuation of the building, the staff-child ratios will be maintained and parents may pick their children up at a nearby location. Each staff member will carry emergency contact information and class attendance records. Parents will be contacted by phone and given the pick up location.

Please refer to the Emergency Procedures form posted in the school.
PARKING AND SPEED LIMIT

The speed limit through the parking area is 10 mph. Parent parking is located in front of the building. Parents should not park in the fire lane, as this is reserved for emergency vehicles. A parent shall accompany all children into the building, through the front door. Children should be held by the hand while walking in the parking area.

SMOKING POLICY

It is our desire that the environment around the children be as safe and healthy as possible. Therefore, The Goddard School is a smoke-free school. Parents, staff and visitors are asked to comply with the request both in and around the building.

HEALTH TOPICS

WELLNESS POLICY

The owners and staff at The Goddard School do all we can to promote a healthy environment for your children. Our teachers make sure children wash their hands before meals, after art projects, after toileting and diapering, after coming in from outside, and after wiping one’s nose. Our teachers, too, wash their hands before serving meals and snacks, and are sure to wear latex gloves while diapering or assisting a child with toileting and when coming into contact with any bodily fluids. In addition, we also disinfect infant and toddler toys on a daily basis, and our preschool toys are disinfected as often as needed, but at least weekly.

These policies, together with your cooperation in keeping a child home when he/she is showing symptoms of illness will help cut down on the spread of illness throughout the school. Children who are ill cannot be appropriately cared for in a childcare setting. The Goddard School teachers understand that it may be difficult to make alternate arrangements when a child may be too ill to attend the program. By maintaining a healthy environment and reasonable health policies, all of our children will benefit in the long run. The Goddard School has retained a Health Consultant to review vaccination schedules and use as a resource when questions of a child’s health arise.

If a child does arrive in the morning showing signs of ill health, the school will be unable to accept him/her. The exception to this requirement would be that a licensed physician has examined the child and indicated in writing that there would be no health risk to your child or others, and the child is capable of participating in all activities, including outdoor play.
Examples of health symptoms that require exclusion from the program include (but are not limited to):

- severe pain or discomfort particularly in joints, abdomen, or ears
- vomiting or diarrhea (2 or more incidents within a two hour period)
- severe coughing or sore throat
- oral temperature of 100.4 degrees or more accompanied by other behavior changes/symptoms
- jaundice (yellow) skin or eyes
- red eyes with discharge
- infected, untreated skin patches/lesions or severe itching of body/scalp
- difficult or rapid breathing
- skin rashes (excluding diaper rash) lasting more than 24 hours
- swollen joints, visibly enlarged lymph nodes or stiff neck
- blood/pus from ears, skin, urine, stool
- unusual behavior characterized by listlessness, loss of normal appetite, or confusion
- symptoms of chicken pox, impetigo, lice, scabies, or strep throat

While we regret the inconvenience caused by strict adherence to these guidelines, our concern for all the children dictates a very conservative approach when dealing with health matters. The Center will err on the side of safety when making health decisions and ask for your tolerance and understanding.

If a child becomes ill during the day, a parent will be immediately notified. The child will be given the opportunity to rest or have diversional activities in an isolated, supervised area until a designated release person can collect the child. If the child is not picked up within one hour from the time of notification, the emergency contact person will be called. Children who are sent home due to illness will not be readmitted to the school until he/she has been symptom-free without medication for 24 hours. Therefore, a child who is sent home ill cannot return to school the following day. The exception to this requirement would be that a licensed physician has examined the child and indicated in writing that the child does not present a health threat to himself or others and is able to participate in all school activities.

The Goddard School is required to file a report with the Department of Health within 24 hours in cases of communicable diseases. If a child has not been fully immunized to these diseases, due to the child’s age, medical condition or religious belief, they will be excluded from the school during the outbreak of a vaccine preventable disease, as directed by the state department of health.
Reportable diseases include but are not limited to:

- Lyme Disease
- Whooping Cough
- Tuberculosis
- Measles
- German measles
- Spinal Meningitis
- Salmomellosis
- Rubella
- Giardiasis
- Mumps
- Hepatitis A or B
- Shigellosis

All parents will be informed in writing if a communicable disease is reported.

**MEDICATION PROCEDURES**

The Goddard School will administer prescription medication only. The prescription medication will be administered only if specific criteria are met.

**General Guidelines**

- Medication must be for a certain purpose.
- Medication is not given “as needed.”
  - The only exception is emergency medication, such as medication to counteract an allergic reaction.
- Every medication must have a child’s first and last name printed on the bottle.
- Siblings cannot share medication.
- Other than the noted exceptions, medications must be taken home daily.
- Medications must be stored in the director’s office during the school day.

**Allergies That May Require Medication**

Authorization forms/Severe Allergy Packets (required for Epi-Pens) must be completed for allergy medication. The authorization form/Severe Allergy Packet (required for Epi-Pens) must remain on file. When it is determined that a child is in need of this emergency medication, a staff member will contact the parent, complete the medication log, and have the parent sign it upon their arrival at the school. A copy of the authorization form must be kept in the child’s file and with the medication. This medication may remain at school overnight. Authorization forms must be updated every six months.

**Daily Medication Required for Specific Conditions**

A doctor’s note stating the illness, dosage and possible side effects of the medication must be on file. Parents must complete the authorization form. A medication log for a child may be completed on a monthly basis. The medication log must be kept under separate cover to ensure the child’s privacy. Copies of the authorization form must be kept in the child’s file and with the medication. This medication may remain at the school overnight. Authorization forms must be updated every six months.
Topical Medications (Diaper Creams, Sun Screens, Etc.)

If a child requires over-the-counter diaper ointments, lotions, lip balm or sunscreen, these must be labeled with the child’s first and last name. The parent must complete an authorization form for each type of ointment or lotion. This authorization is good for six months. If diaper ointment is applied it will be noted on the child’s daily report. These ointments and lotions must be placed in a designated container in the teacher closet or cabinet and may remain at school overnight.

Parent Responsibilities

Complete the authorization form

- Whenever possible, medication should be administered at home.
- No medication can be given unless the form is completed in its entirety. The authorization form needs to be completed for each new cycle of medication.
- The form must be dosage and time specific.
- The form must be completed for each medication to be administered.
- The medication will be given only for the dates indicated on the form.
- The authorization form should be given to the owner, director, assistant director or their designee.

School Responsibilities

Owner, director, assistant director or their designee is responsible for checking the medication logs and dispensing the medication.

Before giving any medication, the staff member must:

- Complete the bottom half of the Authorization for Dispensing Medication Form.
- Verify that the information on the Authorization Form, Medication Log and the actual medication are consistent.
- Verify that the name on the medication is the name for the child for whom it is indicated on the form.

Staff members must complete the medication log at the time the medication is dispensed. In addition, staff members must note in the comments section of the log the following information:

- Any time deviation from the requested time for the medication to be dispensed and the reason why.
- If medication was not given and the reason why.
- Child’s reaction, if appropriate.
EMERGENCY MEDICAL PROCEDURES

For those rare instances where a child requires additional medical treatment, immediate action will be taken. The immediate needs of the child will be met by a staff member while another member initiates the Emergency Medical System (EMS). Once medical treatment is in route, the parents will be notified. The EMS team will then assess the situation and determine where the child will receive the next level of treatment. It is crucial that your child’s Emergency contact form is current.

ACCIDENTS AND INJURIES

Should a child become injured at school, the parent will be notified via an accident report form. The parent will be asked to sign this form indicating that he/she has been notified and a copy of the form will be included in the child’s school record. If the injury is of a serious nature, a parent will receive a phone call from the school at the time the accident occurs.

In the event of an emergency, the child will be transported via ambulance to the nearest hospital or emergency room facility and a parent will be contacted to meet an accompanying staff member at that facility. It is extremely important that emergency contact information is up to date. A child cannot be transported for care, or receive any emergency care at school, unless the waivers for emergency care have been signed. These waivers are included in the enrollment packet.

Please review the Center Emergency Medical Care plan, located on the Parent Board.

CPR AND FIRST AID TRAINED STAFF

Our school is required to post all staff members who hold current First Aid and CPR training for your information. This list can be found in each classroom as is updated as changes occur. In our quest to help your family grow, you are welcome to join our CPR/ First Aid training classes as space allows.

THE SCHOOL DAY

TOYS FROM HOME

It is recommended that all of your child’s personal toys remain at home. It is very difficult for young children to share favorite possessions, and all toys that enter the school must be shared. In addition, many toys break easily and contain small parts. These types of toys may be inappropriate for our setting.
A child’s teacher may occasionally request show and share items. Suggested show and share items include books, photographs, special treasures such as seashells, or keepsake items. These should be discussed with the teacher and items will be shown at the teacher’s discretion. Anything pertaining to violence (guns, war toys, etc.) or having to do with religious beliefs cannot be utilized at the Goddard School. Material deemed inappropriate for a preschool audience will not be used.

ITEMS TO BRING TO SCHOOL

INFANTS:

- a minimum of two crib sheets (port-a-crib size)
- several seasonal blankets
- 2-3 complete changes of clothing for the appropriate season
- diapers and wipes
- several bibs / burp cloth
- all food, drink and utensils required to serve food
- sweater or sweatshirt and hat

Everything brought to school for your child must be labeled with first and last name.

Parents may also provide bumpers, a mobile, or a favorite toy should they so desire. Parents are responsible for washing the crib linens at least once a week, more if required. Diaper creams and powders are considered medication and, therefore, must be accompanied by the proper Goddard School authorization form (see Medication Procedures). All food containers, sippy cups, drinks, bottles, and clothing should be labeled with the child’s first and last name. Bottles and caps will need to be re-labeled frequently. Any items required to serve food or drink such as spoons, bowls, cups, etc. must be provided by the parent in a zip-lock type plastic bag with the child’s first and last name clearly indicated on the outside of the bag. Bottles must be filled at home. Refrigeration is provided for storing bottles and food (No glass).

TODDLERS AND PRESCHOOLERS:

- Two full changes of clothing including socks and shoes
- A smock or oversized shirt is requested for messy activities
- Meals and utensils are to be provided on a daily basis in a labeled lunch box
- Diapers and wipes, and/or extra sets of underwear if “in training”
- a full sized crib sheets
- a seasonal blanket

All items brought to school should be clearly labeled with your child’s first and last name. Extra clothing should be provided as seasons change and as the child grows. All shoes must have a closed toe and closed heel. Rubber soled, closed-toe shoes such as sneakers are the most appropriate school shoe for climbing, running and playing outside. Appropriate outdoor apparel is needed daily as every
effort is made to have some outdoor play time, even in the winter. Please label detachable clothing where possible (hoods on coats, clips on mittens) so as to minimize missing items. Additional sets of clothing and appropriate underwear will be required when the child is toilet-learning. Sleeping bags are sent home on a weekly basis for laundering.

REST TIME

Children in the Toddler and Preschool classes are required to have the opportunity to lie quietly on their mats for approximately 60 minutes. Quiet music is played, the lights are dimmed, and it is a period of relaxation for both nappers and non-nappers. Those children who do not fall asleep during the initial quiet time are given the opportunity to select quiet activities such as books or puzzles to occupy themselves on their mats while their classmates rest.

Although we make every effort to meet each child’s individual rest needs, it is difficult to guarantee a specific length of nap time or wake-up time as a child’s rest needs vary with activity level and sleep patterns, etc. It is equally difficult, and in opposition to our child-centered program, to keep a child awake if he/she wants to rest.

Infants will rest on an individual schedule of time and length. Infants who cannot turn over on their own will be placed in the crib lying on their backs only, unless a medical reason, supported by a physician’s note, states otherwise.

INFANT FEEDING

Parents of infants must send prepared bottles of breast milk or formula. All bottles must be clearly labeled with the child’s first and last name. Arrangements may be made for mothers who wish to come to the school to breast feed their infants. Instructions regarding a feeding schedule that has been previously established with the parent must be provided and these schedules should be updated as necessary when new foods are introduced. Infant bottles will be reheated in hot water for five minutes, shaken, and temperature tested before feeding. Any contents remaining in a bottle after a feeding will be discarded. (It is, therefore, suggested that a small bottle with some supplemental breast milk or formula be provided in the event it may be required at some time after regular feeding). All regular feeding bottles should be filled with the approximate amount the child will drink at each feeding. Small (4 oz.) bottles may be most appropriate for a young infant.

As solid foods are introduced, parents should bring in small containers of food clearly labeled with the child’s first and last name and date. The Health Department suggests that all food, whether commercially prepared or home cooked, be proportioned in clean and sanitized containers complete with date and a label. Food should be placed in the refrigerator upon arrival at the school. In warm weather, it is recommended that perishable food be transported in an insulated cooler. Any food item, with the exception of infant bottles that requires
reheating, will be microwaved to ensure that the proper temperature of 165 degrees Fahrenheit is reached. Therefore, all such foods should be sent in microwave-safe containers.

**MEALS AND SNACKS**

The Goddard School has found that many parents prefer to provide lunches for their children. This way a parent can send a meal that conforms to their child’s individual food preferences. Children enrolled in the morning preschool program are encouraged to join their classmates for lunch and socialization. After lunch there is a natural break in the day for the morning children to depart as the full day children prepare for rest time.

The Goddard School provides a morning and afternoon snack on a daily basis. Items such as fresh fruit, graham crackers, pretzels, Cheerios, and vegetables may be served. Fresh fruit and/or vegetables will be served on a twice-weekly basis. Water is served with all snacks. The monthly snack menu is posted in the kitchen for parental review.

Parents may provide breakfast for children who arrive prior to 8:00 a.m. All food should be ready-to-serve. If any preparation is required, parents should plan to spend the required time assisting their children as the staff will be supervising both eating and playtime and may not be able to leave the room to reheat food. Children who arrive after 8:00 a.m. should eat breakfast at home as school activities at this point in the day do not allow for the supervision of children who are eating breakfast. A mid-morning snack is served daily between 9:00 a.m. and 10:00 a.m.

The Goddard School recommends sandwiches, yogurt, soup, fruit, crackers, cheese, etc. for lunch. The Goddard School provides milk with the lunch meal. We will not serve any cafffeinated or carbonated beverages. Please try to avoid foods that contain excessive amounts of sugar, preservatives, artificial flavorings and caffeine. Lunches should be ready-to-serve (fruit peeled, soup in microwave-safe containers, etc.) and will be reheated if requested. Items that require refrigeration should be labeled and placed in the lunchbox with an ice pack.

All bibs, bottles, cups, bowls, spoons, etc. must be taken home daily. Department of Health requirements do not allow the school to wash and store these items.

Children will be encouraged to eat the balanced meal that the parent has provided. However, if a child refuses certain foods, he/she will not be forced to finish the meal. Please review the daily report, which includes a section on appetite and food consumption.

Parents should be cognizant that there are children in the school with severe peanut/peanut oil allergies. When sending in treats for birthday celebrations, please be sensitive to the needs of certain children and review carefully the ingredients of the treats for evidence of peanuts or peanut oils as ingredients.
The Goddard School is a peanut sensitive environment. Parents should be cognizant that there are children in the school with severe peanut/peanut oil allergies. When sending in your child’s lunch or treats for birthday celebrations, please be sensitive to the needs of certain children and review carefully the ingredients of the treats for evidence of peanuts or peanut oils as ingredients.

**TOILET TRAINING PHILOSOPHY**

Toilet training is one of the many developmental skills children acquire between the ages of 2 and 4. As a developmental skill, it must be reached in a child’s own time.

The Goddard School’s “Get Set” program has been designed and scheduled to provide ample opportunities to foster this skill. While focus remains on this developmental milestone, academic activities for older 2s and young 3s are presented and reinforced daily.

During this process, diapers should be replaced by training pants, and then by regular underwear. As accidents are inevitable, a large supply of your child’s preferred undergarments should be on hand.

**CELEBRATION OF A CHILD’S BIRTHDAY**

The celebration of a child’s birthday at school with their friends can be a wonderful lifetime memory. In planning these moments, please consider the nutritional needs and requirements of all the children in the class.

Please contact the director for assistance in any special event planned for school.

**FIELD TRIPS**

As part of The Goddard School program periodic field trips will be planned to provide the children with exposure to learning experiences in our local community. Prior to each trip, information will be sent home outlining the date, time, cost, location, chaperones, etc. A permission slip must be signed by a parent and returned to the supervising teacher by the date requested in order for a child to attend a field trip.
SPLASH DAYS

While the weather is warm, Goddard School celebrates “Splash Day” for all children over 12 months of age on our playground with water hose, buckets, cups, etc. Parents will receive notification when Splash Days will begin and what to bring for their child to enjoy participation in the group activities. Please alert the staff if your child has ear tubes or needs ear protection.

BEHAVIOR POLICY

It is the policy of the Goddard School to keep disciplinary issues minimized and to help children monitor their own behavior. The staff of the Goddard School present and model age-appropriate behavioral guidelines and use reflective communication to encourage children to express their emotions. The faculty members encourage self-control, self-direction, responsibility and cooperation. When the practice is practical and safe, logical or natural consequences will be presented to the child.

The Goddard School staff is trained in the process of positive management. Positive management instructs children as to what they should do. For example: “We walk inside the building” vs. “No running!” This philosophy of behavior is in accordance with the Goddard School belief that children learn best in an environment where love, guidance, and encouragement promote the development of self-esteem.

The Goddard School staff exclusively practice positive discipline, redirection and age-appropriate consequences. Under no circumstances are the following techniques used:

- Corporal punishment or threat of corporal punishment
- Disciplinary steps associated with food, naps or toilet training
- Any type of, or threats of, physical punishment
- Embarrassment or rejection of a child
- Humiliation, ridiculing, or yelling at a child

TELEVISION USE

Our hands-on, learn through play environment leaves little time or need for television. On rare occasions, where a movie, documentary or other visual aid can enhance our learning environment, a television may be used. It is limited to brief viewings and children are permitted to carry on their active learning if they choose not to participate in the viewing. Staff to child ratios will be maintained during such activities.
TRANSITIONS

Children grow so fast and before you know they are ready to move to the next classroom. The Goddard School staff is trained to transfer the trust your child has in their current teachers and classrooms on to the next. Prior to this transition, you will be notified in writing of your child’s successes and the need to graduate. You are welcome to schedule a conference with either your current teachers or the next classroom’s staff to discuss your child’s needs. The letter will inform you on how a transition works and how you can lend us a hand in making the experience a successful one. As children transition, their attendance is tracked in both classrooms to assure adult supervision.

PARENT TOPICS

PARENT COMMUNICATION

The Goddard School provides many opportunities for parents to receive information on the progress of their children as well as details of other general activities occurring from time to time. Examples of the types of communication that parents will receive include:

Daily Reports – A daily written report is prepared on each child in the Goddard School. This provides a parent with an overview of the activities in which the child participated as well as information on meals, sleep and toileting. The Goddard School teachers will also provide comments on the child’s progress. Parents should check their mailbox daily for these reports and any other messages.

Parent Conferences – At least twice a year, or more often by request, a formal parent/teacher conference time is scheduled. This is to summarize each child’s progress in detail. A written developmental report summarized the teacher’s evaluation. These conferences are generally scheduled in November and May.

Information Boards – These are located in each classroom as well as outside the Director’s office. Information is provided about upcoming school and community events. Individual classroom boards have lesson plans, class schedules, and attendance information posted. It is recommended that parents check the boards regularly to get updates on the planned program in the classrooms.

Daily Feedback – These are the daily communications between staff and parents in the morning and evening to provide updates on the child’s health, disposition, etc. A long dialogue may not be possible at the drop-off and pick-up time, as the staff is responsible for supervising all of the children in their care. If you have a concern, a special appointment is advised or a phone conference may be arranged. Naptime is usually the most convenient time for this type of conference.
Newsletters – Periodic newsletters are sent home to keep parents posted on school activities. These will be placed in each child’s mailbox.

Other Communications:
- Informal Notes
- Memos
- Goddard Parent Letter
- Community Newsletters
- Quality Assurance Parent Surveys

CHAIN OF COMMAND / GRIEVANCE POLICY

We are all part of the team working to support your family. The Goddard School strives to meet all of your family’s needs. In the event that you have a concern, please go directly to the source to handle the concern most efficiently. If your concern is not resolved please continue up the ladder until we have reached an understanding.

Please talk with your child’s Lead Teacher first
If unresolved, talk with your Director next
If unresolved, please talk with your school owner – Butch or Maria Aggen
Finally you may take your grievance to:

Goddard Systems, Inc.
1016 West Ninth Street, King of Prussia, PA 19406
Franchise Relations, 610-265-8510 Extension 530

CHILD CARE REGULATIONS/NOTICES/CONTACT INFORMATION

The office has posted copies of the Center’s license, most recent licensing inspection report, and other required notices. A copy of the Texas “Minimum Standard Rules for Licensed Child care Centers” is available in the office and on the web at:
http://www.dfps.state.tx.us/Documents/Child_Care/Child_Care_Standards_and_Regulations/Centers746.pdf. Parents should also be aware of the following important contact information:

- Local Child Care Licensing Office 512-388-6200
- Texas Child Abuse Hotline 800-252-5400
- Child Care Licensing Web Site www.dfps.state.tx.us/child_care
PARENT RESOURCES

Should your family require additional guidance, the Goddard School has a wealth of resources available to help you. Please see the Director to borrow from our library of books, literature, CDs or use the Resource Phone Flyer.

OPPORTUNITIES FOR PARENT INVOLVEMENT

There are many opportunities for you, the parent, to become a part of your child’s Goddard School experience.

The Goddard School supports the formation of a Parent Association. Activities and informational programs may be presented throughout the year, in accordance with our stated goals:

- To increase the involvement of parents within the program
- To educate parents about the school’s curriculum and philosophy
- To develop understanding, open communication between home and school
- To provide an opportunity for parents to share experiences and ideas
- To develop friendships among parents

In addition to our Parent Association, classroom volunteers, field trip chaperones, story readers, baby rockers and special event assistants are always welcome and gratefully appreciated.

A FINAL WORD

The owner and/or director reserve the right to:

Deny, cancel, sever or suspend a child’s enrollment if it is deemed in the best interest of the child or school. In such cases any unused tuition will be refunded.

Refuse to release any child to any person who appears to be under the influence of alcohol or narcotics. In such instances, another parent, guardian or emergency contact person will be contacted.

If, after reviewing the Operational Policy Handbook, there are questions or comments, parents should feel free to speak directly to the director or owner.
Please return signed copy to front office on your child’s first day. I / We, ____________________________, the parents of ____________________________, acknowledge that I / We have received a copy of The Goddard School’s Parent Handbook and have been given the opportunity to read the manual and ask questions about the content. Furthermore I / We understand the policies contained therein and agree to abide by the policies set forth in the manual.

I / We further understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between The Goddard School and the parents. The Goddard School reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice. In addition, the current Enrollment Agreement supersedes anything stated in the parent manual.

Print Name: __________________________
Signature: ___________________________ Date: ____________

Print Name: __________________________
Signature: ___________________________ Date: ____________