



Family Handbook

2024 – 2025

Note: Program policies are reviewed annually and updated if necessary.

Childcare Services provided at:

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Accredited by the National Association for the Education of Young Children (NAEYC)

Texas Rising Star (TRS) 4-Star Certified Center

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Galena Park I.S.D. Childcare Center

I. INTRODUCTION

Galena Park I. S.D. Mission

The mission of the

Galena Park Independent School District

is

II. ABOUT THE CENTER

A. STAFF

Location: South Campus	1906 2nd Street, Galena Park, Tx. 77547
Position:	Name
Director	Diane Sharp
Childcare Services Clerk	Traci Casiano
Nurse	TBA
Location: North Campus	325 Barbara Mae St., Houston, Tx. 77015
Director	Barbara Garrett
Childcare Services Clerk	Elva Juarez
Nurse	Teresa Rainer

B. INCLUSION

The Galena Park I.S.D Childcare Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in early childhood programs. Every reasonable accommodation is made to encourage full and active participation of all children in our program based on his/her individual capability and needs.

C. CENTER CERTIFICATIONS

Both Galena Park I.S.D. Childcare Centers are licensed by the Texas Department of Health and Human Services Childcare Regulation Division. The South Campus is accredited by the National Association for the Education of Young Children (NAEYC) and is a four-star certified childcare center awarded by the Workforce Solutions Texas Rising Star Certification Program. Texas Rising Star is a quality rating and improvement system for Texas early childhood programs. Programs that participate in Texas Rising Star meet higher quality standards than many other child care programs.



III. GENERAL POLICIES AND PROCEDURES

A. REQUIREMENTS FOR ADMISSION AND ENROLLMENT

- 1.

B.

environment throughout the day. Information from the child assessment is gathered by using teacher anecdotal notes and children's work samples. The results of the assessment will show where your child is on the continuum and teachers then plan new goals for your child's future development.

Staff is trained twice a year and as needed on how to use the assessment tool to observe and assess children and use the assessment. Formal parent conferences are offered each semester. Once the teacher has completed your child's formal assessment we will communicate the results of the assessment to the families in a private parent/guardian conference in a sensitive understanding manner. Our goal also, is to provide a translation during the parent conference and/or the assessment translated in writing.

C. USING ASSESSMENTS TO INFORM INSTRUCTION

Formal child assessments are used by teachers to select appropriate and beneficial activities for children. When an area of need is identified by an assessment, strategies are provided to the parent to support the child's development in that area. Teachers also incorporate those strategies into daily activities as well as focus on curriculum activities that address the specific needs of the children in their class.

D. LEARNING ENVIRONMENT

Our learning environment reflects our belief that children are inherently curious, seek relationships with others, and construct their knowledge and understanding of the world through active engagement in their environment, other individuals, materials, and various experiences.

Our educational belief is to provide a learning environment rich in materials and possibilities. A child's active exploration in the environment is of the utmost importance. Children's formation of ideas through experiences and processes of inquiries are of value. Children are challenged to explore and construct their own ideas and understandings of the world through active engagement in their environment, other individuals, materials, and various experiences.

1. Lights are dimmed and relaxing music is played.
2. Older children are assigned cots that are separated by at least 3 feet when possible.
- 3.

Diapers worn by children should be able to contain urine and stool and minimize exposure to human waste in the childcare setting.

Children should use disposable diapers with absorbent material (e.g., polymers) or cloth diapers.

Cloth diapers should have an absorbent inner layer that is completely covered with an outer waterproof layer that has a waist closure (i.e., not pull-on waterproof pants). The cloth diaper and waterproof layer should be changed at the same time

Whichever diapering system is used in the facility, clothes should be worn over diapers while the child is in the facility.

No rinsing or dumping of the contents of cloth diapers will be performed at the childcare facility.

Soiled cloth diapers will be sealed in wet/dry bag for removal from the facility by an individual child's family, stored in a location inaccessible to chil

J. PARENT CONCERN POLICY

The purpose of the policy is to

Strep Throat	The child should be on antibiotics for at least 24 hours before returning to the center. The child must be showing signs of improvement and be willing to eat and drink. Child should be fever free for at least 24 hours without medication before returning to the center, and a note is required from the doctor stating the child is no longer contagious.
Diarrhea and/or vomiting	The child should not come to the center until he/she is deemed non-contagious by a physician or has had no diarrhea (2 episodes or more) in the past 24 hours or vomiting (more than once) for 24 hours without medication.

Chickenpox

The child should not return to the center until all poxes are scabbed over Child should be symptom free for 24 hours (m f)- tetu211.04 81.2(e)11 ((d)-6.4 2.7 s)(d)-6.4 2.b8 (21.8 (

By keeping children home when they are ill, the spread of illness among our Center is greatly reduced. This means fewer illnesses for other children, teachers, parents, and other family members, fewer visits to the doctor, and fewer

Any under-immunized child will be promptly excluded from attendance if a vaccine-preventable disease to which children are susceptible occurs in the program.

D. HEARING AND VISION SCREENING REQUIREMENTS

The Department of Health and Human Services requires that children who will be 4 years by September 1st participate in vision and hearing screening. The purpose of this process is to identify problems early.

H. FEEDING

Any contents remaining in a bottle after feeding will be discarded. If the feeding has taken over 1 hour to complete or the bottle has been un-refrigerated for 1 hour, the milk shall be discarded.

Only cleaned and sterilized bottles and nipples will be used.

All bottles, nipples and other equipment for bottle preparation will be cleaned and sterilized by the parent before bringing them to the center.

Infants will be held or fed sitting up. Bottle propping, feeding in cribs, car seats, or swings, or carrying of bottles by children will not be permitted.

Infants will be fed "on demand" as m/LBod -43.261 -1.391 Td(b)1211.7r3224 fan un

2. EXTREME WEATHER & OUTDOOR PLAY:

Every effort is given to providing children with the recommended amount of safe and fun outdoor activity; however, sometimes weather conditions affect this goal. For example, outdoor play does not occur if there is an ozone watch or heavy rain. If the temperature is below 40°F or the heat index is above 100°F, children do not play outdoors. In these situations, the children will utilize the indoor soft playroom in the center or participate in active play indoors.

3. CLOSING DUE TO EXTREME WEATHER

In case of extreme weather, the center follows GPISD policy regarding school closings due to inclement weather or

1st bite – Verbal/written notification to parents

2nd bite – Teacher Conference with parent

3rd bite - Written notification to parents with strategies and next steps

4th bite – In-person meeting with parent and Director to review and adjust strategies if needed (If the parent is a teen, their parent will be included.) At the time of this meeting the parent must agree to have their child observed and assessed by a trained district staff member (i.e. counselor, LSSP, or Specialist).

5th bite – In-person meeting to discuss next steps or proper placement/referral if strategies are not being implemented

6th bite – Possible expulsion - An appeal may be made to the Assistant Superintendent for Student Support Services.

8. EVACUATION OF SCHOOL

In the event of an emergency at the school, such as fire, gas leak or other emergency requiring evacuation of the premises, evacuation of students and staff would occur in the following manner:

- Director gives evacuation order or alarm is sounded.
- Director contacts authorities by calling 911.
- Teachers in each class evacuate students from building according to procedures practiced in monthly drills.
- In the event that the Galena Park I.S.D. Childcare Center must be evacuated, your child may be picked up at alternate sites:

- o Southside – Evacuation

- Location 1 - Galena Park Elementary, 401 N. Main St. Galena Park, TX 77547, 832-386-1670

- Location 2 - Joyce Zotz Center, 13801 Holly Park St. Houar (h)-3.5 (967 3.9 (i)-1.4 (en)-3.5 (tS)-1.8 (t)-1.7 (0

