2016-2017
Parent Handbook

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Dallas, TX 75235
(214) 905-3094
CONTACT INFORMATION

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Telephone:
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                             214-905-3058 (Fax)
      Infant/Toddler Office  214-905-3099
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Administrators’ E-mail
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      Callier Business Office  214-905-3119
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      UT Southwestern Liaison
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Philosophy and Goals of the Program

The Callier Child Development Program provides a warm, accepting environment, rich in learning activities and experiences. Teachers value each child as unique and facilitate growth toward independence, self-esteem and concern for others.

A developmental approach allows teachers to program for needs, abilities, interests and personal learning pace and style. On-going assessment of each child’s growth and development is an essential tool in planning curriculum. The program is designed to encourage curiosity, exploration and discovery. Children develop positive attitudes about themselves as they learn daily routines, master new skills, expand interests, and participate in planning, decision-making, and problem-solving. Opportunities are constructed to foster creativity, to stimulate exploration of a wide variety of media and materials, and to encourage communication of ideas and feelings as the children work and play together. Physical development is supported by the promotion of good health habits and regular routines in eating, rest, exercise, and elimination.

Callier believes that family is the child’s primary environment and is committed to supporting and strengthening the parent/child relationship. The school is dedicated to creating an atmosphere in which children may become competent, productive, caring, happy individuals. Children are supported in acquiring a love of learning and in integrating knowledge and skills that will be the foundation for positive future educational experiences. A partnership with parents, based on mutual respect and shared focus on optimum outcomes for children, helps program staff implement these goals.

Ensuring continuity of care is central to the Callier philosophy. To achieve this goal, Callier teaching teams function in two distinct “loops”. The infant-toddler loop serves children 1 day - 23 months of age by September 1; (children must be 6 weeks of age before attending.) Students take part in this loop for a maximum of two years, depending on age at enrollment. The preschool loop serves children 24 – 48 months of age by September 1. Students participate in this loop for a maximum of 3 years, depending on age at enrollment. The Callier Kindergarten teacher does not loop, providing a bridge experience for students before they leave Callier for other schools.

The loop system builds a sense of community, as children and teachers stay together, moving as a group each year to the next classroom. Looping
facilitates the development of long term, trusting relationships that benefit everyone involved – children, families and teachers.

The program includes cooperative programming with the Dallas Regional Day School for the Deaf. Students with hearing loss are integrated into some preschool classes; deaf education staff is part of those teaching teams. Shared resources allow enriched experiences for all children and adults involved. This programming strengthens the communication skills of all participants. In some classes students will have the opportunity to learn sign language. Working and playing together encourages children to appreciate individual differences and value the worth of all members of the community.

The program is located on the campus of the UTD/Callier Center for Communication Disorders. Infant, toddler, and 2-year old classes are housed in Infant/Toddler building, a self-contained space designed specifically for this purpose, located at the east end of the campus. Classes for three’s through kindergarten are accessed through the main entrance to the Callier Center. Access is restricted to authorized staff and parents. The program utilizes large, open classrooms, a cafeteria, two large indoor-play areas and six age-appropriate outdoor playgrounds. All classrooms provide observation windows.

The Callier Child Development Program is licensed by the Texas Department of Family and Protective Services. Information on licensing regulations (Minimum Standard Rules for Licensed Child-Care Centers) may be obtained on-line at http://www.tdprs.state.tx.us/ChildCare. (Licensing reports and inspections are available for review in the office.) Contact numbers: local licensing office, 214-951-7902; Hotline for reporting concerns of abuse and neglect, 1-800-252-5400. The program is accredited by the National Association for the Education of Young Children. Information about accreditation criteria may be found at www.naeyc.org. Core curriculum used in the Callier Child Development Program is High/Scope. Information is available on-line from the High/Scope website at www.highscope.org.

**Policies and Procedures**
If changes in policies and procedures are made, parents will be informed in writing. Questions about policies and procedures should be brought to the attention of Jodelle Oakley, Director of Education; Beth Harben, Preschool Coordinator; or Kathy Powers, Infant/Toddler Program Coordinator.
Admission Procedures
Enrollment is available only to families affiliated with the University of Texas Southwestern Medical Center, with limited openings for families affiliated with UT Dallas, based on priorities for eligibility determined by the university through the Child Care Advisory Team and the Governance Council. Priority consideration is also given to siblings of enrolled students.

If the affiliated parent makes a job change and is no longer affiliated, we will not accept siblings nor will we allow re-enrollment for the next school year. The enrolled child/children may complete the current fiscal year but will not receive an offer letter for the upcoming fiscal year.

Students enrolled through the Dallas Independent School District Regional Day School Program for the Deaf follow procedures for enrollment through the Individual Family Service Plan (IFSP) or Admission Review and Dismissal (ARD).

The Callier Child Development Program does not discriminate in enrollment on the basis of race, color, national origin or religious beliefs.

Applications
Applications for tuition slots are available on-line at www.callier.utdallas.edu/preschool.html and may be submitted at any time. On-going waiting lists are maintained. Openings due to withdrawal from existing slots are filled as they occur. Each year on April 1, enrollment offers are made for new slots to begin attending in August.

Classes
The children are divided based on age as of September 1. For easy reference, classes are given color names, maintained throughout the six year enrollment cycle.

Enrollment Requirements
At the time enrollment is offered, a non-refundable enrollment fee and signed Enrollment Acceptance form must be received. A security deposit of one month’s tuition is required. Before a child can attend, all fees and tuition due must be paid, enrollment forms must be completed, and a signed enrollment agreement must be on file. Parents are encouraged to provide all information that might aid the program in preparing appropriately for the child’s entrance into school.
All enrollment forms must be completed and signed by parents and/or physician as required prior to the child’s first day of school. A child may not start school until all forms are received and signed appropriately.

Several enrollment forms must be reviewed, updated and signed annually. For 2-year olds through kindergarten, a Field Trip Permission Form is also required. Field trips are scheduled throughout the year and your child may not participate unless this form is completed. Callier provides bus transportation through a contract with Dallas County Transportation to transport children on field trips. The back of the field trip permission form includes a release which must be signed and on file before a child is allowed to ride on the bus.

**Withdrawal**
Written notice must be received 30 days prior to the withdrawal of your child from the program. This policy applies from the time the Enrollment Acceptance is signed and is not dependent upon attendance. Failure to give appropriate notice could result in tuition charges for a non-attended month whether before or after the attendance start date. The security deposit will be applied to the last 30 days of tuition.

The UT Southwestern-UTD Callier Child Development Program does not maintain third-party liability insurance. Employees are provided liability coverage under Chapters 101 and 104 of the Texas Civil Practice and Remedies Code.

**FINANCIAL INFORMATION**

**Tuition:** (Tuition rates are reviewed annually by the UTSW Childcare Advisory Team and approved by their Governance Council. Rates are posted on-line at www.utdallas.edu/calliercenter/child-development.

Tuition is payable the first of each month beginning with the first month of enrollment. Tuition is pro-rated for enrollment or withdrawal in mid-month. Tuition is not affected by student absence, including long term absence for any reason, or by number of school days in a month. Tuition covers the full day of care (7:30 a.m. - 6:30 p.m.); no part-time or “drop-in” arrangement is available. When two or more siblings attend, a 10% discount is applied to the oldest child’s tuition.

Monthly tuition is due in advance on the first of each month, payable to UTD/Callier. **Accounts not paid by the 16th of the month are considered**
delinquent and a late payment fee of $30.00 will be charged. Failure to pay tuition will result in dismissal. Automatic payment by credit card may be arranged through the Callier Business Office; a form is available for this purpose. Checks may be deposited in the collection boxes located in Infant/Toddler building reception desk and in the main preschool building at the security desk in the front lobby area. Tuition may also be paid at the Callier Center clinic window between 8:00 a.m. and 4:30 p.m. or by mail. Child Development Program staff will not handle payments.

Other fees

- A non-refundable enrollment fee is required upon acceptance.
- Security deposit (one month’s tuition) required upon acceptance. Applied to last 30 days of attendance when written notice received at least 30 days before withdrawal. (Non-refundable for withdrawal prior to start date.)
- Personal Care Supply fee due with first month’s tuition; charged annually with August tuition. Helps defray expense of items including nap sheets, laundry detergent, tooth-brushing supplies, sunscreen lotion and hats.
- Field trip fees (Twos – Kinder):
  - Transportation Fee is billed annually in September. (Non-refundable; pro-rated for mid-year enrollment.)
  - Field Trip Activity Fee for specific costs, such as admission, billed by semester. Field trip fees are paid to the Callier Parents’ Association (CPA).
- A Late Pick-Up fee is charged when a child is not picked up by 6:30 p.m. For the first three incidents, the charge will be $10 for any part of the first ten minutes past closing that a child remains in care. Additional late time will be billed at $1/minute plus a staffing charge of $12.50/half-hour for any part of the half-hour. Upon a fourth incident, the charge will become $2/minute from 6:31 p.m. Chronic late pick-up may result in dismissal.
- Kindergarten –
  - Reservation fee is due the spring semester of the 4-year old (pre-kindergarten) school year. Non-refundable, applied to kindergarten supply fee.
  - Supply fee is billed September of kindergarten year
SCHEDULE OF OPERATION

Arrival
School opens at 7:30 a.m. Monday – Friday. Classrooms are not open to children until this time. Parent badges do not work prior to 7:30. Parents who arrive before 7:30 a.m. are invited to wait in the Callier Clinic lobby (in the main building) where a play area is available. In the infant toddler building, if a staff person opens the door, parents are invited to wait in the lobby until 7:30.

Parents must accompany their children into the classroom and let teachers know children have arrived. If you have more than one child at our school, take your older child to his/her classroom first. It is unsafe for our infants and toddlers to have older children in their rooms.

Parking
Drop-off and pick-up parking for parents is available in the West Campus Drive parking lot along the curb adjacent to the Infant/Toddler playgrounds. Please keep your children with you at all times, especially when exiting your vehicle in the parking lots. Parents may also park for up to 10 minutes along the curb in front of the main entrance or in parking spots marked Visitor. Parents may NOT park in UTD or UT Southwestern permit-only spaces; violators will be ticketed.

Sign In
Parents are required to sign their children in and out each day. Time clocks are located in the foyer of Infant/Toddler building and by the preschool office in the main building. Each parent and person authorized to pick up children is given a personalized fingerprint access or code to electronically sign children in and out of care. This procedure is a licensing requirement, and also serves to provide us with quick and accurate classroom attendance lists for emergencies. PLEASE remember to sign your child in and out every day.

Badges
To provide optimum security, all parents and other persons authorized to deliver and pick up children from the program are asked to wear badge identification while on campus. Activated badges are required to access buildings and classrooms. Parents with UT Southwestern badges are given access through activation of those badges. Parents not affiliated with UT Southwestern may be issued Callier photo I.D. badges. Families may
receive up to two Callier ID badges at no charge; there is a cost of $10 for each additional badge. Lost or missing badges are a security risk and should be promptly reported to the school office to be deactivated.

Badges are assigned to individuals and may not be loaned to other people. To maintain a secure environment, please do not use your badge to open the door for someone or allow someone without a badge to follow you through an entrance. Persons needing assistance should be directed to the office or security guard.

**Pick Up**
Our school closes at 6:30 p.m. so we must ask that you make every effort to pick up your child before that time. If you are going to be late, call the office immediately. When children have not been picked up by 6:30 p.m., the office attempts to contact a parent or authorized person to pick up the child. Parents who arrive after 6:30 p.m. are given a late slip to sign verifying the time of pick up. Late slips are reviewed and charges are submitted to the Callier Business Office for billing.

Chronic late pick up can be grounds for termination of enrollment. (For more information, see “Financial Information/ Other Fees.”) Preschool buildings and play areas are closed at 6:00 p.m.; parents arriving after 6:00 p.m. may pick up children in the front lunchroom. Parent badges do not operate doors after 6:30 p.m. Parents are asked not to remain in Infant/Toddler building after closing at 6:30 p.m.

When picking up your child in the afternoon please remember that without staff supervision, classrooms and playground areas may not be used. Waiting areas are available in the main building in the Callier clinic lobby and in the downstairs dining area. When using those areas, please supervise children for their safety and as a courtesy to others.

**Class Schedules**
Parents will be given a class schedule. Schedules may be modified when necessary to accommodate special circumstances related to weather, field trips, etc.

The Callier Child Development Program is open twelve months of the year with closings occurring for the holidays. A school calendar, including field trips; special events, holidays and Callier Parent Association activities, is distributed at the beginning of each school year and also located on the Callier Child Development website.
Inclement Weather Closing Guidelines
When the announcement is made that Dallas ISD schools will close due to weather, the Callier Child Development Program will also close.

CLOTHING AND SUPPLIES

Children should be dressed in comfortable clothing, suitable to both the weather and active play. Jumpsuits and overalls are difficult to get up and down when the children need to use the bathroom. Elasticized waistbands are easier for them to manipulate. Each child should have a bag with a complete change of clothing; please mark each item with the child's name. Children being toilet trained will need more than one change of clothing. Check daily for soiled clothes. If a change of clothes has been used, be sure to replace it the next day. Parents are asked to provide disposable diapers and wipes for children wearing diapers. These will be for individual use and you will be notified by the teacher when replacements are needed.

The work of young children is often messy and you can expect it will be hard on their clothing. You are encouraged to choose clothing for school with that in mind.

As soon as children can walk, they should wear shoes that support running and playing. Flip-flops and Crocs are never appropriate for school. Rubber-soled shoes with closed–toe and back (e.g. tennis shoes) are necessary for safe active play. Parents of children who arrive at school without appropriate footwear will be contacted to bring alternative shoes.

Guidelines for Outside Play
Indoor play will be scheduled when the following conditions exist.

- The temperature or wind chill is below 32 degrees with the exception of Infant classrooms who will have a shortened length of play when the wind chill is between 32-40 degrees.
- The temperature or heat index is above 100 degrees for the main building classrooms and 96 degrees for the Infant/Toddler building. Shortened lengths of play when heat index is between 96-99 degrees for the main building and 90-95 degrees for the Infant/Toddler building.
- The Current Air Quality Index for the Callier zip code is Orange or higher.
- Raining

Primary resource used:
Please be sure to send appropriate outdoor clothing for the season, marking each item clearly with your child's name.

**Hats**
Children are required to wear hats when playing outside. Infant/Toddler parents are asked to provide an appropriate hat for their child. Preschool students are issued school hats but these inexpensive cotton hats and only come in only 2 sizes; they shrink with washing and may not provide optimum protection. Parents are encouraged to provide a hat for school use that ensures full coverage from sun exposure as recommended by the American Academy of Dermatology. (A good protective hat should shield as much of the face and neck as possible, with a wide all-around brim or front-brim with legionario-style flap over the neck. Hats made of material with a UPF of 30+ are most effective.)

**Sunscreen and Insect Repellant**
You may sign a permission form authorizing sunscreen to be used on your child at school. For your convenience the school will provide sunscreen for the students in the preschool loop; parents of infants and toddlers send sunscreen to be used. The container should be clearly labeled with child’s name. It is recommended that for children older than 6 months, sunscreens be SPF 15 or higher; water resistant; protect against UVA and UVB rays; PABA-free options such as titanium dioxide are best for sensitive skin. Program staff will administer sunscreen prior to afternoon outside time. Parents are responsible for applying sunscreen prior to dropping off their children.

Permission may also be given for application of insect repellant at school. All insect repellant must be provided by parent. A repellant that contains 10-30% of DEET is considered effective and safe for child use. All containers must be clearly labeled with the child’s name. The school is allowed to provide only one application of insect repellant daily; this is done after afternoon nap before afternoon outdoor play.

**Nap Items**
The school provides each child with a crib, cot or rest mat for individual use. Sheets are washed weekly or more frequently as needed. Toddlers and older children may also bring a small (crib size) blanket which will be sent home at least weekly to be laundered and returned. Keep in mind the small size of your child’s cubby which precludes us from storing larger bedding items.
Toddlers and older children are allowed to nap with one stuffed animal if that helps them to rest. Nap toys should be labeled with the child’s name and should be small enough to fit into the locker’s storage bin. Please do not send toys other than stuffed animals for nap use. (See Information Pertaining to Infants section for infant napping information.)

**Toys**
Parents are asked not to send children to school with toys and personal items from home. Please help your child understand why it is not wise to bring toys or other items to school that they may not wish to share with the group. If toddler or older children have transitional items (“security blankets”, “lovies”, etc.) that may help them adjust to change or separation, these may be used at school. Because these special items are particularly important to children, they should be clearly identified with the child’s name.

**HEALTH AND SAFETY**

*Texas Department of Family and Protective Services regulations for licensed child-care centers require all parents be informed that, under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.*

This program has practices in place to exclude the use of unsafe children’s products, including regular review of the United States Consumer Product Safety Commission recall list. Parents are encouraged to use this resource, available on-line at [www.cpsc.gov](http://www.cpsc.gov).

**Emergency Response Plans**
Keeping your children safe is one of our highest priorities. The program has procedures for responding to a range of emergencies. Regular drills are conducted to prepare children and staff to react quickly and appropriately. In the event of a weather emergency, groups gather for shelter in designated locations in each building; older children learn the “duck-and-cover” position. In response to fire, the buildings are evacuated; staff and children go to their designated area to wait for instructions. A map of shelter-on-site locations and building evacuation routes is posted in each room.

If evacuation of the center should be required, parents will be contacted as soon as possible. It is important that you update the school office if there are changes in your contact information. A general announcement with all available information will be placed on the office phones in English and Spanish; those numbers are 214-905-3094 and 214-905-3099. For parents at UT Southwestern, information will also be generated by group e-mail.
The designated site for Callier Center relocation is Grauwyler Recreation Center (7780 Harry Hines Boulevard; 214-670-6302), although in the event of an actual emergency, the final decision on relocation will be determined by emergency response agencies.

**Injuries**

When a child is injured staff members with training in First Aid make an assessment regarding appropriate action. Minor injuries requiring basic first aid are cleaned, bandaged and have ice applied if needed. An injury report form is completed for any injury observed or treated and the form is signed by the parent at pick up. Parents take the white copy and a yellow copy is given to the school office to be kept on file.

Parents are immediately contacted and informed of any injury that involves the head and face or a bite.

If it is determined that an injury is non-urgent but may require the attention of a physician, parents are contacted and asked to come immediately and take the child to receive medical care. When the injury requires emergency attention, a 911 call requesting paramedics is placed. While waiting for medical services, first aid treatment is administered and the child’s parents and personal physician are contacted. If a parent cannot be reached, the school will attempt to contact another person authorized on the child’s enrollment form. A school staff member will accompany the paramedics to Children’s Medical Center and stay with the child until parents arrive.

If a child is injured at home, a parent is expected to inform teachers of the injury at drop-off.

**Illness and Emergency**

The school should be notified as soon as possible if a child will be absent. The school must be notified if a child contracts a communicable disease. Return to school after such an illness will be according to the standards of the Health Department or with the signed permission of a physician.

- Children who have signs of contagious illness (e.g. unexplained diarrhea, rash, vomiting, a fever of 100.4 or higher, drainage of the eye, or ear, excessive coughing, or excessive nasal drainage, pink or swollen eyes, lethargy, cannot attend school. If these symptoms occur after drop-off or anytime during the day, the parent will be called and expected to pick up the child as soon as possible.
• A physician statement, stating that the child is not contagious, will be necessary to allow a child to attend school with any of the above symptoms.
• If a child has an open sore, ringworm, impetigo or draining rash; it must be treated and completely covered to attend school.
• A child must be lice/nit free to attend school.
• If illness prevents a child from participating comfortably in school activities or requires additional care which cannot be given without compromising health and safety of other children, parents are asked to keep children at home until the illness subsides.
• A Sick Child form must be signed at the time a child is picked up.
• It is necessary that at least two CURRENT phone numbers be on file where parents may be reached during the day. A current phone number for the child's physician is also required. No treatment can be sought unless the parent has signed the appropriate treatment form.

Medication
The administration of PRESCRIPTION medication by school personnel is a service offered by the school. It is intended to facilitate the return to school of children recuperating from minor illnesses, such as upper respiratory infections, etc. If a child is seriously ill or if the failure to receive medication could result in critical health problems, the school may refuse responsibility of administering medication to any individual child. The school is essentially a well-child education program. Teachers and staff have the primary responsibility of group care and education.
1. A completed school medicine form with parent signature must accompany medicine. If medicine must be given for longer than two weeks, the child's physician must sign a form. (If an equivalent document has been signed, it must be attached to a school form and the information properly recorded.) All information, including dates, must be included. If such information is not provided, the medication cannot be administered.

2. **Only prescription medication will be given.** Prescriptions must be for the child and must be current. The medicine must be in the prescription container, clearly labeled with the child’s name. Over-the-counter medications will not be given unless accompanied by a signed physician’s note with specific instructions.

Please check in all medicine at the office. Medication is typically given before lunch and after nap (11:30 a.m. and at 3:30 p.m.). Asking the
pharmacist to divide medication into two containers allows you the convenience of leaving one at school.

**Allergies**
It is important to inform the school of any known allergies your child may have and to provide the office with written instruction in identifying symptoms and responding as **recommended by your child’s physician.** Callier will provide you the necessary forms for your physician to complete.

Parents are asked to sign permission for allergy information to be posted as needed to alert staff. If needed, a supply of medication and the appropriate signed medication form should be kept at school for emergency use.

**Pets**
Your child’s classroom/building may include animals. All pets are inspected annually by a veterinarian. Children are **NOT** allowed to handle reptiles or birds in accordance with licensing regulations, but they may pet rabbits or gerbils; appropriate hand-washing practices are used. If your child is allergic to any of these, please be sure that the school is informed.

**Water Play**
Water tables and other related activities are indispensable elements in the early childhood classroom. Precautions are taken to ensure healthy practices: water tables/toys are cleaned and sanitized after each use; children are not allowed to drink the water; children with sores on their hands are not permitted to participate in communal water play; and fresh potable water is used for all water activities. Wading pools are not used. A signed Outdoor Activity Permission Form must be on file for your child to participate in outdoor water play. On days when water play is scheduled, parents are asked to send children in swim suits and water shoes, with a towel and change of clothes and shoes.

**Nutrition**
Breakfast and afternoon snack are provided daily to all students in attendance at serving times. Parents are asked not to send additional breakfast or snack food to school. Breakfast is served each morning from 8:15 to 8:45 a.m.; snack is served each afternoon from 3:00 to 3:30 p.m. (2:30 for toddlers). (Please note that school food cannot be held for late arrivals; after serving times, left-over food is returned to the kitchen.)

You may choose to purchase school lunches or send sack lunches with your child. Food served at school is planned to meet children’s daily nutritional needs, in compliance with federal school breakfast/lunch program...
parents who choose to provide packed lunches assume responsibility for meeting their child’s daily food needs. (For suggestions for nutritious packed lunches, visit http://www.educationbug.org/a/lunchbox-and-sack-lunch-ideas.html.) The program can accommodate a vegetarian diet and some allergies such as milk. However, not all special diets (vegan, Paleo, organic, etc.) and food allergies (egg, wheat, etc.) can be accommodated in this group child care setting. In these instances, parents are asked to discuss their child’s particular needs with the administration.

Lunches are not refrigerated and teachers do not reheat food before serving. Do not send foods that are considered choking hazards such as foods sliced into small rounds, whole grapes, pretzels, popcorn, marshmallows and chunks of meat larger than can be swallowed whole. Soda, candy, and peanut products are not allowed. Any food from home must be labeled with the child’s name and the date.

Parents have the option to purchase school lunches. Lunch costs are billed with monthly tuition. Lunch payments may be deposited in the same collection boxes as tuition payments; payment by credit card may also be arranged. A School Lunch Request form is available from the office or online at www.callier.utdallas.edu/preschool.html.

Changes in lunch options must be requested in writing one week in advance. Lunch orders/charges for children who regularly eat school lunch may be suspended upon completion of a form submitted by the preceding Friday.

A monthly menu is posted in each classroom, on the school website, and a copy given to each family. Every item on the menu is offered to children. If a child has special dietary needs and/or restrictions, it must be documented on either the Notification of Special Dietary Needs form (requires physician signature) or the Request for Meat Substitution form (requires parent/guardian signatures). These forms are included in enrollment packets and are also available from the office.

Callier participates in the National School Lunch program; applications for free or reduced lunch, based on financial need, are included in your enrollment packet and are also available from the office. More information may be found on the USDA website at http://www.fns.usda.gov/cnd/lunch/
Children who are not yet able to eat food provided by the school will need bottles, formula, baby food, etc. provided by parents. These supplies will be identified for individual use. The school supplies bibs, feeding bowls and spoons. Parents who want infants (6 weeks to 11 months) to use pacifiers should send these. Infant bottles are to be labeled with the child’s name and date brought to school. Breast milk must also be labeled with the date it was expressed.

After heating, bottles of formula or breast milk must be discarded after one hour at room temperature; bottles that are mouthed may not be re-used for another feeding. Food is thrown away based on expiration date or contamination by saliva; any refrigerated food is thrown away each Friday. Children under 12 months of age are not served cow’s milk, and children 12-24 months of age are served only whole milk. Solid foods and fruit juices are not served to children less than 6 months old.
Birthdays
If you would like to celebrate your child’s birthday at school, please discuss plans with your child's teacher at least one week in advance: This allows us time to post what food the children will be served. Parents are encouraged to provide healthy food options which are low in processed sugar. Prime times for parties are at the end of lunch and at afternoon snack time. The following guidelines must be observed to comply with health and safety regulations:

- Only whole fruit or commercially prepared foods in factory sealed containers may be shared with the group.
- Candles may be used for decoration but may not be lit.
- Balloons may not be used at school parties.
- Party favors or goodie bags will be sent home with children. Contents should not include food, candy, or items that might be choking hazards. Callier is a “nut-free” school.

EVALUATION AND ASSESSMENT OF CHILD PROGRESS

Developmental Screening
All students receive a developmental screening within the first 90 days of school attendance. Hearing, speech and language screening assessments are provided annually for 3-5 year olds at no additional charge. 4 -5 year olds receive vision screening annually.

Developmental Assessment
Developmental skills are continuously assessed. The on-line High/Scope Child Observation Record (COR Advantage) is used to identify and record the growth that is taking place as children play, try out new ideas, solve problems, and make new friends. Teachers write anecdotal observations and collect representative samples of children’s work. Parents are invited to log in to the assessment site to view children’s progress, add observations, and see suggested activities for home and car talk that promote specific development. Your teachers will send an emailed invitation with instructions on how to log in.

An assessment portfolio is maintained on each child and updated three times each year. Results are discussed with parents in individually scheduled conferences as the beginning and end of each school year. A written summary of your child’s performance developmental profile is provided at each conference and at mid-year.
Follow-up
Any follow-up testing indicated by screening or developmental assessments will be discussed with parents; resources will be recommended. Parents must assume costs for additional testing.

Individual Education Plans
All Deaf Education students at Callier have individual learning plans. The Individual Education Plan (IEP) for each child is developed by a team that includes teachers, parents, and other professionals who have knowledge of the child’s needs. Plans include the specialized goals, services, and accommodations that a child needs to support development and educational progress.

Callier Child Development staff members also works with families enrolled through the tuition program to support implementation of IEPs. Families who need this support are encouraged to contact program supervisors for further discussion.

Confidentiality
Information contained in children’s files, and assessment information on children, is considered confidential. Program staff is provided access to information as needed to ensure children’s health and safety, appropriate care, and educational support. Our staff is trained in the NAEYC Code of Ethical Conduct, which ensures that all confidential information is handled with the upmost professionalism.

Children’s files and assessment documentation may be subject to review by the Texas Department of Family and Protective Services, the National Association for the Education of Young Children, and the University of Texas at Dallas, for purposes of program regulation and evaluation. Written consent of a parent/guardian is required before student records may be released to other individuals or agencies.

**DISCIPLINE AND GUIDANCE**

Callier views children’s’ behavior in terms of development. The goal is to help children learn how to gain self-control. It is the philosophy of the program that all children need to feel loved and secure; that a developmentally appropriate environment and daily routines are basic tools in positive guidance of children’s behavior and that adults are powerful models in showing children acceptable behaviors.
Callier Child Development Program has initiated staff training in Conscious Discipline developed by world renowned Dr. Becky Bailey. Conscious Discipline is a comprehensive social/emotional intelligence classroom management program that empowers both teachers and students. For additional information on this program, you may YouTube many Conscious Discipline videos or go to www.consciousdiscipline.com

Teaching strategies include anticipating and preventing problems whenever possible; setting clear and consistent limits; staying engaged with children to support appropriate play; recognizing and identifying children’s desirable actions; hesitating when appropriate to support children to resolve conflicts independently; investigating to better understand causes and circumstances before determining solutions; allowing children to experience natural and logical consequences of their choices; and communicating with children, parents, team members and support staff as needed. When a child displays persistent problem behaviors, parents will be included in developing a plan to address these.

**Biting**
Biting is a common and expected occurrence among young children. Although upsetting to all, biting is not unusual behavior especially in toddlers and in group settings.

It is tempting for adults to look at biting as a deliberate act of aggression especially when it is your child that has been bitten. However, biting occurs for a variety of reasons: a misdirected attempt at communication or interaction; defense of property or territory; sensory exploration or a response to teething. Biting is more disturbing than most other types of aggressive behaviors to parents, care-givers, and children and is always taken very seriously.

First and foremost the child who is bitten is cared for and given first aid and tender comforting. The bitten child is told “Someone bit you. That hurts.” The child is encouraged to say “no’ or “stop” and taught a visual sign for “stop” when she is worried someone will hurt her. This helps the bitten child to feel more powerful and in more control.

Secondly, the child who bites is sent a clear message that biting hurts and is not safe. We will show the child how to ask for what she/he wants. We help the child learn how to communicate feelings of power by expressing herself with gusto through body language, facial expression, and words, rather than through biting. We look at the environment to analyze the contributing
factors (if any) and change them if possible. We will always inform the parents of any children involved in a bite event. The child that was bitten will have an injury report for parents to sign at pick-up.

In responding to biting, the paramount goal is to prevent recurrence; keeping children safe is the most basic priority. The biting incident is reviewed to help determine causes/contributing factors; when identified, these are immediately addressed. Once a child has bitten, teachers are alert to catch and redirect further attempts. Children whose biting seems to be related to oral stimulation may be given alternatives that are allowable to bite. Children whose biting seems to target particular individuals are redirected to play with other partners. Children for who biting may be an attempt to engage peer attentions are given opportunities to learn and practice appropriate communication and interaction strategies. Children who bite may be “shadowed”, with one-on-one monitoring during some activities and routines.

Although, usually not as disturbing; pinching, pushing, scratching are expected behaviors in young children as well and are handled in the same fashion. Parents are encouraged to use the same non-punitive interventions and responsive methods. Your child’s teacher or Program Coordinator is a good source of guidance and support when dealing with these behaviors at home.

Children sometimes get “stuck” in a pattern of biting or other aggressive behaviors. When those situations do not respond to the best efforts of the teachers, the program may request support from Callier Psychological Services. This might include classroom observation, suggestions for behavior management, parent conference and/or recommendations for further resources or intervention.

The program is committed to supporting children’s optimal development by addressing children’s individual needs and creating a caring community. Every effort is used to eliminate biting without vilifying or rejecting the child who is biting. Dismissal from the program is the very last resort. If all of the program resources have been brought to bear and a child’s hurting of other children continues in spite of those interventions, then parents may be asked to keep the child at home for a period of time or to withdraw the child from the program.

Web Resources on Biting
PARENT PARTICIPATION

Parent-Teacher Communication
On-going communication between home and school is essential to the child's well being. Parents of infants, toddlers and two-year olds will receive written information daily. E-mail is another effective way for teachers and parents to exchange information. Parents are encouraged to talk regularly with teachers. Although parents and teachers may talk briefly at arrival and pick up times each day, teachers are unable to engage in extended conversations when they are responsible for children. To discuss an issue at length, it is recommended that you schedule a mutually convenient time for a meeting or phone call. Teachers may make or return phone calls when children are napping or when someone is available to cover the classroom.

Messages
Phone messages for staff may be left through the school office. The Infant/Toddler building desk is staffed and the phone is answered until closing at 6:30 p.m. daily. After hour calls may be left on voice-mail. Emergency calls may be made to the Callier Security desk, at 214-905-3020.

Parent-Teacher Conferences
Formal individual conferences to discuss student progress are offered in October and May. Additional conferences may be held at the request of the parent or may be requested by the teacher. Parents receive written summaries of children’s performance at conferences and at mid-year.

Information Boards
The information boards at the front door of each classroom/building are used to relay information about activities for the day. Cubbies are used both for messages to parents and for holding items children may take home these daily. Please remember to check each Friday. Parents receive information about curriculum for the next week via the "Gold Sheet", a summary of the next week's lesson plan including target vocabulary, themes and some of planned activities.

Observation/Participation
Parents are encouraged to observe the program at any time. Observation windows are available in all classrooms, reducing the problem of disruption of routines. Parents are invited to visit classes, join their children for lunch and accompany children on field trips. Please keep in mind how your visit may affect your child when it is time for you to leave and not take them with you.

**Field Trips**
Field trips are an integral part of the preschool curriculum, providing rich learning opportunities through shared experiences exploring the many resources of our community. Your child’s teachers spend time planning individual learning opportunities based on the week’s Key Developmental Indicators so it is truly an extension of the classroom. Parent participation is not only welcome but also encouraged. As a chaperone, you have the opportunity to share one on one in your child’s experience as well as supporting our teaching staff in supervising the group. While we put an emphasis on family involvement, field trips aren’t an appropriate setting for siblings to attend. We consider all adults chaperones and should to be available to provide support during our outings. CPA funds are available to cover admission costs for volunteers as needed.

**Parent Resources**
Information of interest to parents is posted on the bulletin boards at time clocks. Brochures and hand-outs on topics related to parenting and early development are displayed. Replacement copies of current menus, calendars and other distributed items are also available in these areas or from the office. Links to websites on various topics may be found on the program website at [www.callier.utdallas.edu/preschool.html](http://www.callier.utdallas.edu/preschool.html). Books and other resource materials are available in the program resource library and in the Conference/Nursing Room in Infant/Toddler building. Other materials, related to specific issues, may be provided upon request. Parents may attend evening classes in sign language at no charge.

**Callier Parents’ Association (CPA)**
The Parents’ Association provides support for the school through fund-raising activities and volunteers. Parents of all Callier Child Development Program students are considered members. CPA meetings are held monthly. There are many opportunities for participation through numerous projects and special events each year; information about these events is posted on designated bulletin boards near the check in stations.
Program Evaluation
Each May, parents have an opportunity to evaluate the program’s performance. These surveys provide key information about customer satisfaction and help identify goals for improvement. Additional program review is conducted in various ways, including:

- TDFPS Licensing Inspection (Annual – moves forward one month each year)
- Report to NAEYC Academy (Annual - March)
- UTD Compliance Audit (Annual - September)
- Staff Surveys (Annual - May)
- Student Assessment Outcomes (June)

Grievance Procedures
Parents’ concerns which cannot be satisfactorily resolved by communication with the child’s teacher should be addressed to the appropriate supervisor. Parents may contact supervisors at any time by phone or e-mail to request an appointment. If families and program administrators are not able to reach a satisfactory solution, parents may present their concerns in writing to the Director of the UTD-Callier Center. Callier is committed to working with families to achieve a shared goal of providing the best possible care and learning environment for children.

Despite diligent effort, in some cases, resolution of differences may not be possible. In such circumstances, parents or the UT Southwestern- UTD Callier Child Development Program administration may decide to terminate enrollment.

REPORTING CHILD ABUSE/NEGLECT
All staff is required to participate in 1 hour of annual training on this topic. As a Professional Reporter as defined by the State of Texas, each staff member is obligated by the Texas Family Code. The following information is excerpted from the pamphlet TEACHERS AND CHILD ABUSE: Responsibilities and Protections, distributed by the Texas Attorney General's Office. The Texas Family Code requires any person "having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect" must report the case to any local or state law enforcement agency and to the Texas Department of Human Resources Child Protective Service Office. Failure to report a case of child abuse or neglect is a Class B Misdemeanor, punishable by imprisonment of up to 180 days and a fine of up to $1000. The 24-hour Child Abuse Hotline number is 1-800-252-5400.

Additional Information for Infant Care
Classroom placement
For an August enrollment, infants are placed in classroom groups primarily based on the date of birth. One classroom will consist of most of the oldest babies, one will consist of the next older children and one will consist of the youngest babies. Distribution of gender is a factor when compiling a classroom group, as well.

Supplies
These are the items you will want to bring on the first day of school (everything clearly labeled with your child’s name):
- A bag of diapers and wipes
- Diaper cream, if used
- At least four changes of clothes to keep in your child’s cubby
- Wide brim hat for outdoor time
- Sunscreen and insect repellant (for use with children over 6 months of age)
- 12 bottles and any containers you will be using so they may be color coded with our waterproof tape and labels

General Infant Program Information
Infants are unique and individual in their eating, sleeping and playing patterns which we must respect and acknowledge. Teachers pay close attention to each infant so they are aware of each child’s eating/sleeping/playing cues. Infants change rapidly from day to day so what is true on one day, could be totally different the next.

Arrival and Departure
- Everyone removes shoes or wears shoe covers when entering the classroom as long as we have non-walking babies; this helps to keep the floors cleaner. A bench is provided outside the classroom door to store your shoes and to keep our hallways clear and safe.
- We ask that your older sibling be dropped off first, as they are not allowed to mix in with the babies or remain outside the classroom unsupervised. If an older sibling must come in to the room, a carpet square is provided for them to sit inside the classroom near the door. Older siblings must accompany their parent at all times while in the building. This ensures the safety and supervision of all the children.
- Bring daily supplies in bags small enough to easily fit in your child’s cubby; we recommend a reusable cloth grocery bag.
- Adult personal belongings should be left outside of the classroom or out of the reach of babies. Purses left on the floor or low shelf are hazardous for mobile infants; lab coats, stethoscopes, etc. may present other sanitation or safety issues; pagers and cell phones should be stored away, turned off or left on vibrate to avoid disrupting the
classroom. A hook is provided by the door to hang purses out of the reach of children.

- All medications must be checked in at the front office and accompanied by a physician’s authorization to administer; this includes over the counter medicines, including Tylenol or teething gel.
- Complete the top portion of the daily report form in your child’s book. Pick up the white copy at the end of each day for information on feeding, napping, diapering, and other notes (including notices for more diapers or wipes).
- Check the “Today We…Board” located inside the classroom next to the hallway door each day for general information such as the day’s activities, upcoming events, and other helpful information.
- Children’s file folders are located on top of the cubbies. We use this folder to send home artwork, letters and announcements from the front office or the Callier Parent Association, and accident reports. Please check this folder on a daily basis.
- Do not bring toys from home. Callier is not responsible for personal items that are lost or broken at school. In addition, personal toys can create conflict between classmates as the children get older.
- It is critical for us to have accurate phone numbers and e-mail addresses; families will be asked to verify current contact information routinely.

Food

- We are able to begin morning feedings at 8:00 a.m. when the second teacher arrives in the classroom so if your child needs an early morning feeding, be sure he/she is fed prior to leaving them in the classroom.
- Bottle feedings may not contain solid foods unless authorized by physician.
- Bottles are rinsed and sent home daily; they are not sanitized at school.
- Bottles may not contain medication or vitamins.
- See attached information on handling & storing breast milk from http://www.cdc.gov/breastfeeding/recommendations/handling_breastmilk.htm
- Callier is a “nut free” campus; this includes peanut butter and by-products.
- Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in their store or factory packaging. This includes birthday celebrations.
Please inform your teacher in advance when bringing a treat for sharing, as it must be posted 48 hours in advance. Treats should be healthy food choices, low in processed sugar.

Yogurts and appropriate fruits are a good alternative birthday treats. Teachers should be notified a week in advance if a birthday celebration will include shared food so that all parents can be informed in time to refuse the treat.

We encourage you to consider a “food free” celebration and will be happy to offer alternate ways to have age appropriate, food-free, yet meaningful celebrations for your baby’s first birthday at school. Notify us of food restrictions and/or allergies; this information is posted in our kitchen area.

**Teacher responsibilities for infant feeding**

- The infant is fed based on his/her cues unless the child’s parent and medical provider written instructions otherwise due to a special nutritional need
- Interacts with the infant while feeding
- Holds infant when feeding solid food until he/she can sit up without assistance or in a high chair
- Holds the infant when feeding a bottle until he/she is 12 months and can sit unassisted
- As soon as infant can sit without assistance, he/she eats at the group table to experience the utmost social interactions at meal time: Teacher sits on the floor to assist the baby at the table.
- Stops offering food or bottle when the infant gives cues showing signs of not wanting any more
- Washes her own hands and the infant’s hand before and after feedings
- Only feeds from labeled bottles and food containers with child’s name on them
- Sanitizes the food preparation and eating surfaces by:
  - Washing with soap and water.
  - Drying with paper towel
  - Rinsing with clear water
  - Drying with a paper towel
  - Spraying with Bleach water solution
  - Drying with paper towel

**Parent responsibilities**
Completes the feeding schedule; signs and dates it on the first week of every month.

Provides all food, formula and breast milk until the baby is old enough to transition to table food: At this time the parent completes a Lunch Request Form and gives it to the front desk personnel. The baby begins school lunches on the 1st school day of the following month.

Brings a clean, labeled, bottle (with nipple and cap) filled with premixed formula or breast milk for each expected feeding plus one extra, and takes all bottles home at the end of day.

Adds a date label to each bottle and food container. **We cannot feed babies bottles that are not clearly labeled and dated.**

Washes his/her own hands and their baby’s hands upon arrival.

Places labeled bottles/food in their child’s designated container in the refrigerator and cabinet.

**Breast milk and feeding**

- Breast milk is warmed in hot running water, bottle warmers or in water in crock pot and gently swirled to mix separation. (*Never shake breast milk.*)
- Mother is welcome to breastfeed their infant in the “Mommy and Me” area located near the front office.
- Mother notifies the staff if a scheduled breastfeeding time is going to change.

**Glass bottles/food jars**

Glass baby bottles are permitted if sent to school in a protective silicone sleeve. For food containers, please use non-breakable containers when possible.

**Storing food, formula and breast milk:**

- Each infant’s prepared bottles/food is stored in the refrigerator or cabinet in their separate bin labeled with their full name
- Refrigerator temperature is kept between 36 and 40 degrees F. Temperature is checked and recorded each day
- Freezer temperature is kept under 0 degrees F. Temperature is checked and recorded each day

**ALL FORMULA AND FOOD IS TO BE TAKEN HOME AT THE END OF EACH DAY.**

**STEPS TO FEED AN INFANT**

**The teacher:**

- sanitizes the food prep surfaces using the four step posted procedures
• washes his/her hands following the posted procedures
• gets feeding supplies out and ready
• removes the bottle/food from the refrigerator/cabinet
• checks the label on the bottle/breast milk/food container immediately upon removing it from the storage area and ensures it is correctly labeled with the child’s name and dated
• (when using frozen breast milk) removes the breast milk from the freezer and places it in a container of cool running water, gently swirling it periodically to evenly distribute the temperature or place it in the refrigerator to defrost if there is time.
• Warms bottles under hot running water, in a bottle warmer or in water in a crock pot. When warming in a device the water must not be warmer than 120 degrees F. Bottles should be in warming device less than 5 minutes.
• Prepares solid food
• Washes the infant’s hands by using a wet paper towel and soap, rinsing with a wet paper towel and drying with dry paper towel. As soon as baby is capable, wash hands under running water with soap following the posted hand washing procedure
• Places warmed bottle/food on the child’s name label on the counter. Wash child/teachers hands to prepare for feeding.
• Gets bottle/food from the counter and rechecks labels to ensure the name on the bottle/food matches with the child going to be fed.
• **Checks the label again before feeding the infant and do a **verbald Name to Face check**!

**References:** Texas Child Care Licensing Minimum Standards
National Association for the Education of Young Children
Center for Disease Control
Caring for Our Children

**School lunch program**
Children who have transitioned to table food and eat school meals have breakfast at 8:15 – 8:45 and lunch at 11:15 – 11:45. The School Lunch Program provides appropriate serving portions for 12 – 23 months of age.

**Transitions and separation**
We suggest you talk with your baby and share your enthusiasm for the other people who are caring for him; allow plenty of time for morning drop off at school. Avoid slipping out unnoticed when dropping off. This affects the trust level your baby is forming with caregivers.
**Toothbrushes/Gum Cleaners**
To promote good health and hygiene, Callier provides each child with a gum cleaner or toothbrush. Each item is labeled and stored in the classroom. We clean gums after each bottle or meal (without toothpaste). To limit confusion, only Callier provided toothbrushes are used. Toothbrushes are changed out every three months and after a child has been ill.

**Napping**
According to our state licensing requirement “*Each infant must have a supervised nap period that allows the infant to maintain his or her own pattern of sleeping and waking periods.*”

Each child is assigned a crib, which is labeled with their name. Children transition to sleeping on cots when they begin walking and are at least 12 months old. Crib and cot sheets are provided and we launder them daily. Soft elements (blankets, bumper pads, stuffed animals, etc.) are not allowed in the crib.

Babies under the age of 12 months are placed on their backs for sleeping and must sleep in their crib or cot. Wedges or ‘boppies’ cannot be used in cribs without a physician’s statement. If a baby falls asleep in the teacher’s arms or in a bouncer, boppy, carpet or buggy; he/she will be placed in his/her crib immediately. Babies may be are rocked, patted or held to prepare for sleeping.

**Diapering**
Each child will be assigned a diaper bin, labeled with his/her name and picture. The diaper bins only hold diapers, wipes, and diaper cream. The children’s diapers will be checked and changed every two hours or when a baby has a BM. Babies’ hands are washed after each diaper change.

If child needs a diaper change upon arrival, parents are encouraged to change their child.

**Preparing for Toddler Transition**
Prior to transitioning to the toddler room next August, staff will work together to help your baby adjust to the different expectations in that group, like sleeping on a cot, drinking from an open cup and feeding self with help. This infant year will provide much opportunity for your baby to successfully meet the expectations in the toddler room next year.
Pacifiers are not used here at school after 12 months of age. Bottles are not given in the toddler room unless a child has not turned 12 months old. We start transitioning children to a Sippy cup about 6 months old depending on their individual development.

**Additional Information for Toddler Care**

**Arrival Transition**
Transitions can be a stressful time. We suggest arriving close to the same time as possible and following the same routine until your child adjusts. It is very natural for children to cry during drop off time. We suggest you spend a couple of minute with them, tell them they are in a safe place and that you will be back and leave the room. The observation booth is available to you for checking your child after separation.

**Washing hands upon arrival**
Please wash your and your child’s hands upon arrival before joining the group.

**Toddler Daily Sheet**
Complete your section of the Toddler Daily Sheet upon arrival. We will complete the remainder of the daily sheet throughout the day and you can tear it out of the tablet at pick up time.

**Pacifiers, Bottles and Toys from Home**
We discourage the use of pacifiers at school. Avoid bringing bottles and sippee cups from home. We furnish sippee cups at meals and snacks. Children cannot be allowed to walk around with a sippee cup. Toys from home are not allowed in the classroom with the exception of a small soft cuddly for nap time if needed.

**Jewelry, Hair Clips, Small items**
Children may not wear dangling jewelry or small hair clips that could present a choking hazard

**Supplies**
These are the items you will want to bring on the first day of school (everything clearly labeled with your child’s name):
• A bag of diapers
• On water play days, at least 2 additional swim diapers or pull-ups
• Wipes
• Diaper cream, if used
• At least two changes of clothes to keep in your child’s cubby, including socks
• Blanket (go home every Friday for laundering)
• Wide brim hat for outdoor time with straps
• Sunscreen and insect repellant

**School meals and meal replacement plan**
The School Lunch Program provides serving portions appropriate for 12 – 23 months of age. No substitutions to the school menu are provided except that children who cannot eat the menu’s protein (usually a pork or beef restriction) are served a meat free substitute.

• We have limited storage space for each child’s food items in the refrigerator and kitchen cabinets – there is not sufficient space for bottled water or individual containers of milk.
• Callier provides regular hormone-free whole milk for children.
• Notify us of food restrictions and/or allergies; this information is posted in our kitchen area.
• Families whose children regularly remain at school after 4:30 are asked to donate monthly to “community snack.” This is a supplementary snack offered at 5:00 in the afternoon to meet the children’s appetite needs between the 2:30 school snack time and dinner at home. Toddlers will gradually eliminate this late afternoon snack several months prior to transitioning to the Preschool Program.

**Nap Time**
Toddlers usually transition into one nap per day after lunch; however, additional time is provided for any child needing an additional nap. Children nap on cots and sheets are cleaned weekly. They may bring a small blanket and small soft animal if needed.

**Potty Learning**
Toilet learning often begins sometime during the toddler school year. We do not begin the toilet learning process until children begin showing signs of interest and signs that their bodies are ready. We will need to communicate closely with you about what signs you are seeing at home. When we think your child may be ready to begin, we will both (teacher and parent) answer a questionnaire that will help us determine if the child is ready. When we
agree to begin, we will need to be very consistent between home and school. Your child will need extra underwear and extra pants during this time.