OPERATIONAL POLICIES

Ages served

The DIS Childcare Program center at UTD (The Center) serves children ages 4-11 years.

Days and hours of operation

The Center is open Monday through Thursday from 3:30 to 10:00 during the Summer, Fall and Spring semester of UT Dallas.

The Center will be closed on any holiday designated by UT Dallas calendar. The following holidays are normally observed:

- Memorial Day
- Labor Day
- Thanksgiving Day
- Christmas week and 3 - 5 days the following week which includes the New Year's holiday
- Martin Luther King, Jr.'s birthday
- July 4th.

The Center may also be closed any day that UT Dallas chooses to close because of inclement weather or other conditions. If UT Dallas is on a delayed schedule due to inclement weather or other conditions, the center will follow UT Dallas operating hours.

The hours of operation at the Center are 3:30 p.m. - 10:00 p.m. Children should not arrive at the childcare center before 3:30 p.m., nor should they be left after 10:00 p.m.

The Center reserves the right to terminate the enrollment of a child who is picked up late three times.

Procedure for release of children

The Center may release children only to a parent/guardian or a person designated by the parent/guardian.

Enrollment Procedures

A file will be maintained on each child enrolled in the Center. The file will contain:

- the child's completed application forms;
- emergency release forms.
- the child's immunization record
- record of contacts with child's parents.

These forms are available for parental inspection upon request.

Immunization Requirements:

All children enrolled in the DIS Childcare Program Center at UTD must have on file current state and city immunization requirements. Admittance into the Center will be refused to any child for whom records are not available on the first day of attendance.

Hearing and vision screening requirements:

Hearing and vision testing is required for children starting at age 4.
Dispensing Medicine:
DIS Childcare Program Center at UTD will dispense medicine to a child if a completely filled out medication authorization form signed by the parent(s) or guardian(s) is received by the director of the program. The medicine must be in its original container. It must not be expired, and must be labeled with the child’s name and directions for administering it.
All medications will be kept in a container or cabinet that is not accessible by children and parents. Medication that is expired, or no longer required will be disposed of or returned to the parent.

Illness & Exclusion Criteria

The DIS Childcare Program Center at UTD will not admit an ill child if:

- the child is too ill and cannot comfortably participating in camp activities including outdoor play;
- If the illness is greater than need for care without compromising the health, safety, and supervision of the other children in care;
- medical evaluation by a health-care professional indicates the following: Oral temperature of 100.4 degrees or greater, and are all accompanied by behavior changes or other signs or symptoms of illness;
- symptoms and sign of possible severe illness, such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, wheezing, behavior changes, or other signs that the child may be severely ill;
- a health care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious. The DIS Camps program will contact and notify the parents as soon as possible for pick up.

Procedure for handling medical emergencies:

The DIS Childcare Program Center at UTD will notify the parents immediately if their child:

- is injured and the injury requires medical attention by a health-care professional;
- has a sign or symptom requiring exclusion from the program;

The Center will follow the following procedures in case of emergencies:

1. Call 911
2. Give the child first-aid treatment or CPR when needed;
3. Contact the child's parent;

Discipline & guidance:

The DIS Childcare Program Center at UTD always strives to have a positive atmosphere in its camps. No corporal punishment or verbal abuse of any nature is allowed. For the safety of all children, those who show repeated misbehavior or biting will be asked to take a one-day break from the childcare center.

The DIS Childcare Program Center at UTD discipline and guidance policies are those stated in the Minimum Standard Rules guide. A copy of this page is attached with these operational policies for parents to read, sign, date and return to the administration.

Personal belongings:

All personal belongings must be marked with the child’s name. Please note that your child is responsible for any items he/she chooses to bring into the center. We strongly recommend all toys and personal items be left at home. The childcare center is not responsible for any items left in the center.
Procedure for parental notification:

The DIS Childcare Program Center at UTD will notify parents in writing of any changes to its operational policies and enrollment agreement. Parents must sign and date the updated information.

Meals and food service practices:

Parents will be responsible for sending their child with snacks and/or meal whether the child is enrolled in the half-day program or the full day program. Due to the possibility of allergic reactions, students are not permitted to share or trade food items.

Procedure to review a copy of the minimum standards and most recent Licensing Inspection

Parents who would like to review a copy of the minimum standards or review the center’s most recent inspection report must see the director or manager.

Visits to the Center:

Parents are welcome to visit the Center at any time. No prior scheduling is necessary, but parents should check in with the teacher (or receptionist for visits to the DIS campus) prior to entering the classroom. During visits, parents are asked to observe any precautions or procedures given by the teacher for the safe and orderly conduct of planned activities.

Parent concerns:

Parents are invited to discuss any concerns or suggestions they may have about their own child or the policies and procedures of the child care program with either the teacher or the Center director. Appointments with the teacher should be scheduled in advance for a time when class is not in session to avoid disruption of daily activities. Appointments with the Director may be scheduled by contacting the Director directly.

Yohanis Mibrathu, Child Care Director
Email: ymibrathu@dallasinternationalschool.org
Tel: 972-991-6379 x 2708

Child Care Licensing Standards:

The most recent Licensing inspection report for this child care facility is posted on the bulletin board at the entrance to the facility. A copy of the DFPS document “Minimum Standards for Licensed Child-Care Centers” is available for review at the Center upon request. This document may also be viewed on line at: http://www.dfps.state.tx.us/Documents/Child_Care/Child_Care_Standards_and_Regulations/Centers746.pdf

How to contact your local licensing office

According to Texas law, any person who has reason to believe a child is being neglected and/or abused must report his suspicions to the local Department of Family and Protective Services. This can be done by using one of the following:

<table>
<thead>
<tr>
<th>Child Abuse Hotline</th>
<th>Licensing Office Telephone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-800-252-5400</td>
<td>214-583-4253</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.hc-ps.org/prs_mission_statement.htm">http://www.hc-ps.org/prs_mission_statement.htm</a></td>
</tr>
</tbody>
</table>

PLEASE SIGN AND RETURN THE ATTACHED PAGE INDICATING THAT YOU HAVE RECEIVED A COPY OF:

1. this Operational Policies document
2. the Center’s policies regarding child discipline and guidance
RECEIPT OF DIS-UTD CHILD-CARE CENTER OPERATIONAL POLICIES

I am the parent of ________________________________________________________________

who is enrolled in the DIS-UTD Child-Care Center.

I acknowledge that I received a copy of both of the following documents on the date indicated below:

1. The Center’s Operational Policies
2. The Center’s policies regarding child discipline and guidance

Parent’s Name

______________________________________________________________

Parent Signature Date