

Parents' Handbook

Hours of operation

6:30 am to 6:15 pm

Monday to Friday

2381 Bebee Road Kyle, TX 78640



CONTACTS (512) 621-3202 and (737) 704-7890

www.ceipreschool.com



Content

Introduction	7
Mission.....	7
Educational Focus.....	7
Collaboration and Community	7
Goals	7
Curriculum.....	8
Non-discrimination policy.....	8
Registration.....	9
Vaccine Affidavit Policy.....	9
Probation.....	10
Completion of registration.....	11
Fees and Finance.....	12
Tuition.....	12
Refund Policy	13
Online payments	14
Tuition Discounts:.....	14
Taxes	15
CCS Subsidy Program.....	15

General information 16

Nursery rules 16

Positive guidance and discipline 17

Challenging Behaviors/Termination Policy: 18

Procedures for Ongoing Disruptive Behavior: 18

Collaboration with families: 19

Program Withdrawal Situations: 19

Biting small children 19

Reasons for biting 19

How CEI Preschool Addresses Biting Behavior: 19

Parents' rights 20

Parent Access and Participation Policy at CEI Preschool (Open Doors) 21

Resolution of disputes or complaints: 22

Dispute Resolution Steps: 22

Door CEI Preschool Entrance and Exit Security Policy 23

CEI parking lot CEI Preschool Parent Parking Policy 24

COVID 19 Protocol for Parents and Children 25

Arrival Procedures for Children: 25

Effective Communication between Teachers and Parents in CEI Preschool 26

Proactive Communication: 27

Encouraging Active Participation: 27

Active Participation in Virtual Parent Meetings at CEI Preschool 27

Mandatory Tours: 27

Introductory Parent-Teacher Meeting:.....	28
Using Brightwheel and In-Person and Virtual Meetings:.....	28
Ongoing Commitment:.....	28
CLI Development Milestones Checklist	28
Parents' ConferenceCEI Preschool: Enriching Your Children's Development.....	29
Annual Conference Details:.....	30
Benefits of Annual Conferences:	30
Birthdays and Parties: Making Unforgettable Memories	31
Active Participation and Inclusive Resources for All Families at CEI Preschool	31
Volunteering and documentation:.....	32
Inclusive Resources:	32
Adaptations to Challenges:.....	32
Comprehensive Assistance:.....	32
Community Connections and Resources at CEI Preschool.....	33
Special Needs Support	33
Incident and Safety Report at CEI Preschool	34
Operating Hours and Closing Days at CEI Preschool	36
CEI Preschool Absence Notification Policy	36
Procedures for Unforeseen Events and Emergency Closures.....	37
Daily Procedures: Delivery Procedures.....	37
Collection Procedures.....	38
Transitions	39
End of day transitions	39

After School Care and Transportation.....	40
Absence Notifications:.....	40
AttentionExtracurricular Activities for Holidays and Vacations:	40
Rules of Conduct in Transport:.....	41
Daily Schedule	41
Promoting Daily Physical Activity:.....	42
Promoting Outdoor Play and Dress Up:.....	42
Rainy Days in Summer:.....	43
Nap time and quiet time	44
Safe Sleep Policy for Infants.....	44
Primary Care Practices:	44
Safety in the Environment:	45
Avoiding Sleep in the Crib Awake:.....	45
Personal items	45
Dress Code	46
Essential Supplies	47
Health, Precaution and Hygiene Policies,	49
Hearing and Vision Screening Requirements	49
Diseases	49
Medicine.....	50
Hygiene.....	51
Potty training	51
Educational television	51

Playground.....	52
Food Policy.....	52
Nutrition	53
Breastfeeding Education	53
Communication policies	54
Communication with parents and teachers.....	54
Brightwheel App.....	54
Newsletter	54
Social networks.....	54
Quality care	55
TRS	55
Fire drills, lockdown drills and severe weather drills	55
Designated evacuation area	55
Meteorological evacuation	55
Child Abuse and Neglect Reporting	56
Bargain Free within 1000 feet of daycare	56
Health Benefits Resources for Families:.....	56
MINIMUM STANDARDS	58

CEI Preschool (Spanish Immersion School)

Introduction

Welcome to CEI Prescolar! We are pleased to welcome you to our educational community, where we are passionately dedicated to the comprehensive education of children through an immersive approach to the Spanish language and a nurturing multicultural environment. At CEI Prescolar, we believe in providing children with educational, meaningful and fun experiences that foster their comprehensive development.

Mission

Our mission is to go beyond conventional teaching and immerse children in an educational journey that transcends linguistic and cultural barriers. We seek to provide a space where children can learn and discover the world around them through stimulating and fun activities. Our dedication is reflected in a curriculum that focuses on the physical, social, emotional and cognitive development of each child.

Educational Focus

Our curriculum was carefully designed to support children's holistic growth. Rather than focusing solely on the transmission of knowledge, we strive to cultivate essential skills in four key areas: physical, social, affective, and cognitive learning. Through active engagement and guided exploration, we aim to inspire curiosity and a love of learning in each child.

Collaboration and Community

At CEI Preschool, we understand that education goes beyond the walls of the classroom. That is why we foster an environment of collaboration with our dedicated staff, parents, and the community at large. We believe that children's growth and development are enhanced when there is a strong connection between school, home, and community. We work together to provide comprehensive support that contributes to the success and happiness of each child.

In short, at CEI Preschool, we strive to be more than just a school; we are a community that cares deeply about the well-being and progress of each child. We are excited to embark on this educational journey alongside you, fostering a nurturing and loving environment that inspires our little ones to reach their full potential. Thank you for trusting us with your child's education!

Goals

We are committed to achieving meaningful goals that contribute to the holistic development of your child. Our goals include:

1. **Supporting Personal Growth:**We strive to support your child in their personal understanding and growth, encouraging self-exploration and understanding of relationships with others.
2. **Cultivating a Positive Attitude:**We seek to instill self-respect in your child and teach him or her how to approach life with a positive attitude, promoting fundamental values that will accompany him or her throughout his or her life.
3. **Comprehensive Learning Experiences:**We provide learning experiences that encompass social, emotional, intellectual and physical growth. Our goal is for each child to develop in a balanced way and acquire essential skills in all of these areas.
4. **Spanish Language Immersion:**Through hands-on activities and exploration of diverse topics, we interact with children in the Spanish language, fostering a bilingual environment that enriches their ability to communicate and understand different cultures.

Curriculum

We implement a team-based approach to teaching through the CEI Lesson Plan and Frog Street Curriculum. This collaborative approach allows us to tailor our curriculum objectives and units to meet your child's individual and group developmental needs.

Our curriculum not only focuses on knowledge acquisition, but also integrates key aspects of social-emotional development. We use Conscious Discipline strategies and offer experiences in STEAM, music, and sports to enrich children's learning.

We believe these characteristics are essential for children to learn and grow in a group setting, promoting self-esteem, problem-solving, appreciation of diversity, and a continued desire to learn and grow. In addition, we seek to develop social, emotional, and cognitive skills that prepare children to meet life's challenges with confidence and resilience.

Non-discrimination policy

We reaffirm our commitment to equality and diversity. We do not discriminate on the basis of gender, race, color, religion, national or ethnic origin in any aspect of our institution, including admission, education, and other administrative policies. All students have access to the same rights, privileges, programs, and activities without distinction.

Our institution celebrates the richness that diversity brings to our educational community and strives to create an inclusive environment that respects and values individual differences. We believe in equal opportunity and are committed to providing every student with the tools and support necessary to reach their full potential, regardless of their identity or background.

At CEI Prescolar, we advocate for fair and equitable treatment for all, promoting an environment in which each individual is respected and valued. Our non-discrimination policy is fundamental to

cultivating an educational space in which diversity is celebrated and where each student feels safe, accepted, and empowered to learn and grow.

Registration

We are thrilled that you are considering enrolling your children at CEI Preschool! Our enrollment process is simple and designed to be convenient for parents. Below are the steps to follow:

1. **Scheduling a Tour:**
 - Schedule and participate in a physical or virtual tour on our website www.ceipreschool.com, located in the "Apply Now" section of "Calendly." This experience will allow you to learn about our facilities and gain a deeper insight into our educational philosophy.
2. **Download and Submit the Application:**
 - Download the online application available at www.ceipreschool.com, "Apply Now" section.
 - Complete the application and send it to administrativeassistant@ceipreschool.com with copy to administrator@ceipreschool.com We are here to help at any stage of the process.
3. **Approval Confirmation:**
 - Please wait for confirmation of approval from CEI Prescolar Administration. We strive to process applications efficiently and keep you informed throughout the process.
4. **Confirmation of Registration and Payments:**
 - Once your application is approved, confirm your enrollment agreement and make any applicable payments. Please note that there is a non-refundable enrollment fee associated with this.
5. **Welcome and Presentation of Teachers:**
 - Finally, expect to receive a welcome email, along with biographies of the teachers who will be involved in your child's education and care.

We are committed to providing a hassle-free enrollment process and ensuring a smooth transition for you and your child into the CEI Prescolar community. If you have any questions or need additional assistance, please do not hesitate to contact us. We look forward to welcoming you into our educational family!

Vaccine Affidavit Policy

At CEI Preschool, we are committed to the health and safety of all of our students and staff. As part of our efforts to maintain a safe and healthy school environment, we require that all children be vaccinated in accordance with the guidelines recommended by the Centers for Disease Control and Prevention (CDC) and local health authorities.

We understand that some parents may choose not to vaccinate their children due to personal beliefs or medical reasons. However, for children who are not vaccinated, we require parents or guardians to complete and submit an Immunization Affidavit.

This affidavit is a legal document that provides details about the child's vaccination status and any applicable exemptions. It must be submitted during the enrollment process at CEI Prescolar and must contain the following information:

1. Full name of the child.
2. Date of birth of the child.
3. Reason why the child has not been vaccinated (for example, medical reasons or personal beliefs).
4. Signature of parent, guardian or other legal representative, certifying the veracity of the information provided.

It is important to note that CEI Prescolar reserves the right to take additional measures to protect the health and safety of all students and staff in the event of an outbreak of a vaccine-preventable disease. These measures may include temporarily excluding the unvaccinated child from childcare until the situation is resolved.

In implementing this Vaccine Affidavit for Unvaccinated Children policy, we seek to balance respect for individual parental decisions with the responsibility to protect the collective health of our school community.

Probation

At CEI Prescolar, we understand the importance of a smooth transition for all new members of our educational community. Therefore, we have established a 2-week trial period, with the possibility of extending it up to 6 weeks if necessary. During this period:

1. **Duration of Trial Period:**
 - All new children will participate in an initial 2-week trial period. In particular situations, this period may be extended to a maximum of 6 weeks to ensure proper adaptation.
2. **Termination Notice:**
 - During the trial period, both parents and school management have the option to terminate the childcare contract with 24 hours notice. This provides flexibility to evaluate the suitability and comfort of the CEI Prescolar experience.
3. **Refund of Fees:**
 - It is important to note that prepaid fees will not be refunded in the event of cancellation during the trial period if the days of the period were used. Initial fees

are not refunded. This is because this period is intended to assess the adaptation of the child and their family to our educational environment and registration fees.

This trial period is designed to ensure that both children and parents feel comfortable and satisfied with their choice of CEI Preschool. We value transparency and collaboration, so we encourage parents to reach out to us at any time during this period if they have concerns or questions. Our goal is to ensure that each child's experience at our school is positive and enriching from the very beginning.

Completion of registration

At CEI Prescolar, we have established certain criteria under which your child's enrollment could be cancelled. Below are the cases in which termination could occur:

1. **Notification of Withdrawal:**

- Enrollment cancellation may be made if CEI Prescolar receives written notice of withdrawal at least 4 weeks or 1 month in advance from a parent or guardian, thus allowing for an appropriate transition for the child and the school.

2. **Breach of Agreements and Disregard for Policies:**

- Parents may be in breach of this agreement if they repeatedly show disregard for CEI policies. In the event of non-payment of tuition, a clear process will be followed as outlined below:
 - Following a reminder in the Brightwheel app one day after due date, if payment is not received;
 - An email will be sent notifying the parent and any applicable late payment fees will apply;
 - If payment and fees are not made, the parent will be contacted to determine whether or not the child will be allowed entry the day after notice.

In the case of a second instance, after repeating this process again, the registration will be cancelled.

3. **Indifference to Time Limits/Hours of Operation:**

- Registration may be cancelled in cases of continued disregard by parents towards established deadlines and hours of operation.

Mentioning the exception when a parent has a schedule agreement with the daycare center. If you need more information about this agreement, go to the tuition section in fees and finances.

4. **Lack of Respect to Staff and Families:**


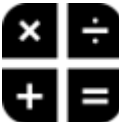
- Enrollment may be cancelled if parents repeatedly fail to treat CEI staff and other families with respect.
5. **Failure to Meet Child's Needs:**
 - In situations where the school determines that it cannot adequately meet the specific needs of the child, disenrollment will be considered in consultation with the parents.
 6. **Misconduct Notifications:**
 - Enrollment may be terminated if the parent receives at least 3 misbehavior notifications, either by email, in person, or through the Brightwheel app. This applies when the child's behavior puts the well-being of other children at risk. In some serious circumstances, termination of enrollment may occur immediately, at the discretion of the director.


At CEI Preschool, we are committed to maintaining a safe and positive environment for all children and their families. Termination of enrollment will be handled with sensitivity and fairness, and we are committed to addressing any questions or concerns parents may have regarding these policies.

Fees and Finance

Tuition

CEI reserves the right to report any breach to the Credit Bureau or the Better Business Bureau.

	<p>Tuition payments are due on the Friday prior to each biweekly payment period or the first day of each month, depending on your enrolled program. If the first day of each month falls on a weekend, payment should be made on the previous Friday. All December payments must be settled before the winter break.</p> <p>Payment is considered late if it is not received by the Friday before the biweekly pay period or the 1st of each month. A late payment fee of \$20 will be assessed for the first day of late payment and \$5 for each additional day. These fees will be added to your Brightwheel account.</p> <p>All payments are required to be made through the Brightwheel app. Cash is not accepted.</p>
	<p>Late Pickup and Other Charges</p> <p>A late pickup fee of \$15 will apply after 6:15 pm for the first 15 minutes. After 15 minutes, a charge of \$1 per additional minute will apply. These charges will be reflected in your Brightwheel account.</p>

	<p>Other Charges and Payment Methods</p> <ul style="list-style-type: none"> • Non-refundable fees include registration, annual fee and materials fee. • Childcare payments already covered will not be refunded in the event of definitive cancellation without prior notice. • A returned payment fee of \$35 per transaction will apply. • Parents may make payments via credit card, debit card (with an additional 2.9% fee through Brightwheel), or ACH payments (with a .90 cent fee and no more than \$2 per auto-pay). The ACH auto-pay option is recommended for convenience.
---	---

At CEI, we strive for transparency and efficiency in our financial transactions. For any questions or clarifications, please feel free to contact our management staff.

Refund Policy

At CEI Preschool, our refund policy is governed by the following conditions:

There will be no tuition refund in the following cases:

1. **Opting Out After Trial Period (6 Weeks):**
 - Tuition will not be refunded if you decide not to enroll your child in CEI Preschool after the 6-week trial period.
2. **School Closure Due to Unforeseen Event:**
 - In the event of school closure due to an unforeseen event, tuition will not be refunded.
3. **Child's Absence for Various Reasons:**
 - Tuition will not be refunded if your child is absent from school due to vacation, holidays, illness, or days off.

Considerations Before the Trial Period:

- Before the trial period, the amount to be refunded will only be for the days that the child has not attended if this payment was made in advance.

No Refunds or Adjustments Will Be Made for:

- Time lost during childcare period.
- School holiday calendar.

CEI Preschool Rights:

- CEI Preschool has the right to fill a child's place if the tuition is not paid, thus ensuring the availability of spaces for those who fulfill their commitments.

Extended Withdrawal:

- If you wish to withdraw your child from daycare for an extended period, such as during the summer, please note that your child's spot will not be reserved. You will need to reapply to re-enroll your child.

At CEI Preschool, we value transparency and are committed to providing clear information about our policies. If you have any questions or concerns, please do not hesitate to contact our administrative staff.

Online payments

We understand that issues may arise with online payments. Therefore, we have established the following policies to address these situations:

1. **Online Payments Cancelled by the Bank:**
 - In the event that your online payment is cancelled by the bank after the payment deadline, CEI Prescolar will require the amount due in cash or money order.
2. **Recurrence of Cancelled Payments:**
 - Should this situation recur, CEI Prescolar will take additional measures to ensure payment stability.
 - Future payments will be required to be made by money order or cashier's check to avoid continued problems.

These measures are implemented to maintain the integrity of our financial transactions and ensure a smooth payment process. We appreciate your understanding and cooperation in these matters. To discuss any issues or find alternative solutions, please feel free to contact our administrative staff.

Tuition Discounts:

In recognition and appreciation for the valuable service of some members of our community, CEI is pleased to offer tuition discounts based on the following guidelines:

1. **Discount for Children of Active Military Service Members:**
 - Children of active duty military service members are eligible to receive a discount on tuition at CEI, in addition to any other program offered by another institution that provides subsidy.

2. **First Responder Discount (Paramedics, Police Officers and Firefighters):**

- First Responders, which includes paramedics, police officers, and firefighters, and military members are entitled to a special 7% discount on tuition for their oldest child. This should be requested in writing to administrator@ceipreschool.com and administrativeassistant@ceirpeschool.com or a message via the Brightwheel app in the Admin section.

These discounts reflect our commitment to recognizing and supporting those who provide critical services to the community. For more details on eligibility and application of these discounts, we invite you to contact our management staff. We are grateful for their service and delighted to support families who have contributed so much to our community.

Taxes

In order to provide transparency and facilitate your tax preparation, CEI Prescolar is committed to providing a detailed year-end summary of all daycare fees paid during the tax year. Here are the details on how we manage this information:

1. **Periodicity of the Summary:**

- We will provide you with a year-end summary each January, detailing all childcare fees paid during the previous fiscal year.

2. **End of Our Services:**

- In the event our services relationship ends during the fiscal year, we will provide you with a year-end summary upon completion of our services.

3. **Additional Requests:**

- If you prefer, you can request a year-end summary at any time. We are here to provide the information needed to make your tax return easier.

We strive to be proactive in reporting key information for your tax obligations. If you have any questions or would like more details regarding your year-end summary, please feel free to contact our administrative staff. We are here to assist you in any aspect related to your experience at CEI Prescolar.

CCS Subsidy Program

The Texas Workforce Commission subsidizes child care for low-income families, encouraging self-sufficiency by making it easier for parents to work or participate in training programs. If you would like to apply, please visit <https://childcare.workforcesolutionsrca.com/rcc/CMS/Page/957> or call (512) 260-1937, where one of TWC's child care services staff members will assist you in English or Spanish.

If you receive a child care subsidy through CCS, Texas state regulations state that your parent fee is due on the first business day of the month prior to the start of care. Any payment made after

the third business day of the month is considered LATE. Our contractual commitment to CCS requires us to report any late payment delays from parents to this program.

It is critical to notify the daycare in advance if your child will be absent for one or more days, thus complying with CCS rules and regulations. Brightwheel and the CCS attendance system through KinderConnect are interconnected, generating weekly reports of attendance only (no private information is shared outside of attendance). Therefore, it is crucial to communicate any absences to maintain effective collaboration and adhere to established guidelines.

General information

Nursery rules

At CEI Preschool, we recognize the importance of establishing clear rules to ensure the safety and well-being of all children. These rules are essential to creating a nurturing and positive environment. We appreciate your cooperation in enforcing these rules taught below:

General rules:

1. **Running is not allowed in indoor areas:**
 - To ensure everyone's safety, running is not permitted in the indoor areas of the daycare.
2. **Zero Tolerance for Aggressive Behavior:**
 - Hitting, pushing, biting, scratching, kicking, spitting or pinching will not be tolerated. We encourage a respectful and safe environment.
3. **Do not climb on furniture or equipment:**
 - For safety, children should not stand or climb on chairs, tables or furniture.
4. **Respectful Language:**
 - Everyone is expected to use respectful language. Obscene, derogatory or disrespectful language will not be permitted.
5. **Food and Drink Restrictions:**
 - Children are not allowed to walk around the nursery with food and cups. This ensures a clean and safe environment.
6. **Prohibition of Lifting Other Children:**
 - Children are not permitted to lift or carry other children while in the nursery or on the property.
7. **Liability for Intentional Damage:**
 - Intentional destruction of materials will result in a charge to the parent for the cost of replacing the damaged item.
8. **Toy Care:**

- Toys are meant to be played with. Unless a child deliberately breaks the toy, both the child and the parent will be held liable.
9. **Specific Food Restrictions:**
 - No candy, coffee, gum, junk food, chocolate or high sugar cookies, soda, juice, catnip or milk with high sugar content will be allowed under any circumstances. Candy at parties or events will be handed out at the end of the day to take home.
 10. **Dress Restriction:**
 - Crocs, sandals, open-toed shoes, strappy shoes, slippers, small hair clips, or plastic hair bands will not be permitted.

We appreciate your cooperation in making CEI Preschool a safe, respectful and nurturing environment for all children. If you have any questions about these rules or need further clarification, please do not hesitate to contact our nursery staff.

Positive guidance and discipline

At CEI Preschool, we recognize that managing conflicts between children is a natural part of child development. We appreciate the importance of addressing these conflicts in a constructive and educational manner. Our approach is based on positive guidance and discipline to help children develop problem-solving and self-control skills from an early age.

Key Principles:

1. **Frequency and Normality of Conflict:**
 - We understand that children may engage in frequent conflicts and that this is a normal part of growing up. Most of these conflicts are brief and often resolved without adult intervention.
2. **Teaching Problem Solving Skills:**
 - We believe in the importance of teaching children how to handle conflict effectively from an early age. We use positive guidance to encourage the development of self-control and mutual respect.

Guidance and Discipline Approach:

- **Start of the Mediation Process:**
 - A mediation process is initiated to address the conflict effectively.
- **Clarifying Every Child's Perspective:**
 - Space is given for each child to express his or her perspective and feelings.
- **Summarizing:**
 - Key points are summarized to ensure mutual understanding.
- **Generating Alternatives:**
 - Children are encouraged to think of alternative solutions to conflict.

- **Agreeing on a Solution:**
 - We work together to reach a mutually satisfactory agreement.
- **Strengthen the Problem-Solving Process:**
 - The problem-solving process is positively reinforced to encourage future application.
- **Go ahead:**
 - After reaching a solution, children are encouraged to move forward in a positive manner.
- **Announcing that the Conflict is Over:**
 - It is clearly communicated that the conflict has ended and an atmosphere of friendship and collaboration is encouraged.

Challenging Behaviors:

- In cases of challenging behaviors, we maintain open and ongoing communication with parents to address concerns and discuss strategies. All conversations focus on program progress and parents will be kept informed about their child's development.

We value positive learning and emotional development in children, and work closely with parents to achieve a nurturing educational environment. If you have questions or concerns, our staff is always available to discuss them.

Challenging Behaviors/Termination Policy:

We recognise that occasionally challenging behaviours may arise which require more serious attention, particularly if they impact the safety of other children. We believe in close collaboration between parents, teachers and administrative staff to address and eliminate these behaviours, as well as any form of unusual aggression towards self, other children or teachers.

Procedures for Ongoing Disruptive Behavior:

1. **Meeting with Parents, Teachers and Principal/Coordinator:**
 - When continued disruptive behavior is observed, a meeting will be scheduled with the teacher, parents, and principal or coordinator.
2. **Establishing a Written Plan or Oral Agreement:**
 - At the meeting, a written plan or oral agreement will be established that will include specific steps. This could involve seeking outside resources, training and consultation, environmental modifications, and adjustments to curriculum and materials.
3. **Additional Supervision and Temporary Withdrawal:**
 - In cases of persistent behavior, the child will be temporarily removed from the group and placed in another area of the room where he or she can be supervised until he or she is ready to peacefully reintegrate into the activity.

4. Educational Approach - No Physical Punishment:

- At no time will physical punishment be used to correct the child. Discussions will focus on school readiness and program goals.

Collaboration with families:

- We strive to work closely with families in all cases. However, there may be exceptional situations where a child may be asked to withdraw from the program.

Program Withdrawal Situations:

- Reasons for requesting withdrawal from the program may include the child's inability to adapt to the program, accommodations and modifications that require unreasonable staff time, and/or the parent's failure to seek or comply with the supports and services suggested for their child. If the parent or guardian shows little interest in following through on the action plan established by all parties to redirect the unacceptable behavior, withdrawal from the program may be immediate.

We value the safety and well-being of all children and work together with families to achieve a positive educational experience. We are committed to providing an environment where every child can thrive and learn effectively. If you have additional questions or need more information, our staff is available to address your concerns.

Biting small children

Biting is a common behavior in childhood, and while it can be disconcerting for parents, it is important to address it in a comprehensive and effective manner. Here are some guidelines and strategies that CEI Preschool implements to prevent a toddler from biting:

Reasons for biting

- It is crucial to understand that young children may resort to biting as a way of expressing emotions, whether it be anger, frustration, joy or love.
- The inability to communicate effectively can lead to biting as an outlet for expressing intense feelings.

How CEI Preschool Addresses Biting Behavior:

1. Pattern Identification:

- We look for specific patterns, such as situations or emotions that precede the biting. This helps us anticipate and address the underlying causes of the behavior.

2. Provide Consolation:

- We comfort the bite victim by teaching young children that biting causes pain to others.
3. **Teaching Ways of Expressing Yourself:**
 - We encourage the use of words instead of biting. Children are encouraged to communicate their needs and frustrations verbally rather than resorting to biting.
 4. **Wait Times:**
 - We implement consistent time-outs as a consequence for biting. The length of the time-out is adjusted based on the child's age, with the intention of allowing emotions to calm down.
 5. **Provide Alternatives:**
 - We teach young children other ways to express and control their emotions, such as not saying "no" or "stop." Alternatives, such as teething rings, are provided for those who might bite due to dental discomfort.
 6. **Positive Reinforcement:**
 - We positively acknowledge and reward children when they use words instead of biting. Positive reinforcement can include praise and rewards, encouraging a change in behavior.

These strategies are implemented with each child's age and individual development in mind. We are committed to providing a nurturing and supportive environment, guiding children toward more positive behaviors and helping them develop social and emotional skills. If you would like to learn more about how we manage this behavior, we invite you to visit our website or contact our staff. Top of Form

Parents' rights

A parent of a child in our care has the right to:

- Entering and examining the facility during operating hours without prior notice.
- File a complaint against the center.
- Review the center's publicly accessible records at the parent's request.
- Review written records at the center regarding your child at the parent's request.
- Receive an HHSC inspection report for the facility.
- Receive information on how to access the center's compliance history online.
- Comply with a valid court order signed by a judge.
- Request contact information for CCR.
- View any video recording of an alleged incident of abuse or neglect involving your child (With certain restrictions).
- Obtain a copy of your facility's policies and procedures.
- Review personnel records at parent's request.
- Review internal training curriculum at parent request (if applicable).
- Be free from any retaliatory action by the center for exercising any of your rights as parents.

Parent Access and Participation Policy at CEI Preschool (Open Doors)

We are proud to maintain an open-door policy that encourages active parental involvement in their child's educational experience. We believe in transparency and collaboration, and here is how we implement this policy:

1. Unlimited Access:

- At CEI Preschool, your participation is welcome at any time during office hours. It is not necessary to schedule a visit; you are welcome to come without prior notice.

2. Class Observation:

- We invite you to observe our classes and activities in action. This gives you a unique opportunity to better understand the teaching methods we use and how we interact with children.

3. Parent Information Board:

- We maintain an information board that serves as a centralized resource for parents. Here you can find relevant documents, schedules, and important announcements.

4. Online Access to Official Documentation:

- For added convenience, all information, including standards and inspection reports, is available online on the official DFPS website and parent information dashboard. This gives you access to documentation from any location.

5. Commitment to Transparency:

- At CEI Preschool, we are committed to transparency. We believe that by having access to relevant information, parents can feel more informed and confident about their children's education and well-being.

6. Active Collaboration:

- We value active collaboration between parents and educational staff. Their participation contributes significantly to the educational success of children.

This open-door policy reflects our desire to build a strong and trusting educational community. If you have any additional questions or would like more information, please do not hesitate to contact our administrative staff. At CEI Preschool, we are here to support your child's education and holistic development.

Resolution of disputes or complaints:

At CEI Preschool, we strive to maintain open communication and resolve any concerns or complaints efficiently. Below is our detailed process for dispute resolution:

Dispute Resolution Steps:

1. Discussion with the Teacher:

- First, when faced with a concern or complaint, we encourage parents to discuss the issue with their child's classroom teacher. This direct approach can effectively address many problems.

2. Search for Solutions:

- The aim is to find a mutually satisfactory solution. Both parents and teachers are committed to the child's well-being, and constructive collaboration is essential.

3. Escalation to Management:

- If the situation is not satisfactorily resolved at the previous stage, parents may bring the matter to the attention of the Principal, Assistant Principal or Coordinator. These staff members are trained to deal with more complex issues.

4. Meeting with All Parties:

- Once the issue has been escalated, a meeting will be held with all parties involved, including parents, teachers, and management staff members. This meeting will provide a forum to review the facts and share perspectives.

5. Fact Review:

- A detailed review of the facts will be conducted to fully understand the nature of the problem. All those involved will have the opportunity to express their concerns and views.

6. Decision Making:

- After reviewing the facts, the Principal, Assistant Principal, or Coordinator will make an informed decision regarding resolution options. This decision will be based on the best interest of the child and the school community.

7. Contact Coordinator or Administration:

- For those parents who prefer not to discuss the issue with their child's teacher, they are given the option to contact the Assistant Principal directly at (737) 704-7899 or the Principal at (512) 621-3202. They may also send an email to director@ceipreschool.com with copy for administrator@ceipreschool.com or send a message in the Brightwheel app under Admin.

This process ensures that all parties have a voice and that action is taken to address any issues fairly and equitably. At CEI Preschool, we are committed to the effective resolution of disputes and complaints to maintain a positive and safe educational environment.

At CEI Preschool we understand that any complaint can be frustrating to share at times, but we value respect towards employees and ask them to avoid inappropriate or aggressive language towards staff, as this type of behavior may be cause for immediate termination of enrollment.

We invite you to request a meeting at the main office if you need a space to be heard quietly.

**Door
CEI Preschool Entrance and Exit Security Policy**

The safety of our children is our top priority. Therefore, we have implemented strict security measures at the entrance and exit of the nursery. Our policy is detailed below:

Access to the Nursery:

1. CEI has a security gate that is constantly monitored to ensure a safe and secure environment.
2. Each parent who has enrolled a child in the daycare will be provided with a valid access number. This number will only be active while the child is on the daycare premises and will be automatically deactivated after business hours.
3. Outside of business hours, any access to the gate security area must be prior authorized notification by the director or authorized personnel.
4. Access codes change regularly to maintain security. It is the responsibility of the nursery to provide the new code to the parent, and it is also the responsibility of the parent to request the code if it has not been provided through the Brightwheel app, personal document, or email.
5. Parents should refrain from sharing the access code with other people, thus ensuring the safety and privacy of all children in the nursery.

Conduct in the Security Area:

1. It is strictly forbidden to allow children to approach the gate security area. Constant supervision is essential to maintain the safety of children while they are on CEI Preschool premises.

2. During the pick-up process, parents must actively supervise their children and ensure they stay away from the gate safety area.

Appropriate Discipline:

1. Any method of discipline that is not appropriate or that may endanger the safety and well-being of children on and off the property is strictly prohibited.
2. CEI Preschool encourages the use of positive and respectful discipline methods to ensure a safe and positive educational environment.

Commitment to Safety: We aim to maintain high standards of safety at the entrance and exit of the nursery. We appreciate the cooperation of parents in ensuring that these policies are followed and in providing a safe and secure environment for all our children.

CEI parking lot

CEI Preschool Parent Parking Policy

The safety and well-being of all our children and families is of the utmost importance. To ensure a safe and orderly environment in our parking lot, we have implemented the following policies:

Parking lot conduct:

1. Upon arrival, parents are urged to drive slowly and with caution within the nursery premises. Road safety is essential for the protection of everyone.
2. When looking for a parking spot, parents are expected to find a suitable space without touching the parking line of any other vehicle. This ensures a smooth and safe flow of traffic.
3. It is strictly prohibited to drive within the nursery at speeds exceeding 5 miles per hour, as indicated and as per the established limits.
4. Respect the spaces designated for small cars and school vans.

Respect for Entrances and Exits:

1. Parents must respect and correctly follow the signs for entering and leaving the nursery. This contributes to an orderly flow of traffic and avoids dangerous situations.

Measures in case of non-compliance:

1. If anyone is found violating these rules, we will take appropriate action in accordance with our enforcement policy.
2. The first time a violation is observed, a camera review will be conducted as a preventative measure and a warning will be issued to the offender.

3. In the event of a second violation, more serious action will be taken and a police report will be filed. CEI Preschool reserves the right to take the necessary measures to maintain a safe environment for all.

Shared Responsibility:

1. Parking lot safety is a shared responsibility between the daycare and parents. We work together to ensure that these policies are rigorously followed.
2. By following these policies, we all contribute to creating a safe and positive environment for our children and their families.

We appreciate the cooperation of parents in ensuring the successful implementation of these parking policies. Top of Form

COVID 19 Protocol for Parents and Children

The safety and well-being of our children, staff, and families is of the utmost importance. In regards to COVID-19 restrictions, we have implemented the following policies and procedures:

Arrival Procedures for Children:

1. Upon arrival, all children will have their temperature taken to ensure they do not have a fever, one of the possible symptoms of COVID-19.
2. All children are required to sanitize or wash their hands before entering the daycare facility. This measure helps prevent the spread of germs.

Use of Face Masks:

CEI does not require the use of face masks for children. However, it is considered optional for children over 2 years old. Parents may provide face masks for their children if they wish.

Parents' Responsibility:

Parents are expected to wear a face mask when dropping off and picking up their children if they are experiencing any COVID-19 related symptoms. This additional measure contributes to the overall safety of the community.

Procedures in Case of a Positive Case: In the event that a child or adult at CEI Preescolar facilities tests positive for COVID-19, the following steps will be implemented:

1. **Parent Notification:**
 - The parents of the affected child will be called to pick him or her up immediately.

- Instructions will be provided on monitoring your child's health and information will be provided on any necessary tests or procedures.
2. **Closing and Disinfection:**
 - All areas where the infected child or adult was present will be closed and disinfected.
 - Disinfection will occur in a single classroom and play area, or in multiple classrooms and throughout the childcare center, as needed.
 3. **Quarantine and Return Period:**
 - A quarantine period will be implemented, which may vary from 2 to 5 days or according to medical indications.
 - Returning to daycare will only be permitted after quarantine guidelines are met and appropriate medical clearance is obtained.

These measures will be implemented based on guidelines and updates provided by the health department and the CDC. CEI Preschool is committed to following the necessary protocols to ensure the health and safety of all members of our community. Top of Form

Effective Communication between Teachers and Parents in CEI Preschool

We highly value transparent and effective communication between teachers and parents to ensure the holistic well-being of each child. To facilitate this vital connection, we have implemented several communication strategies:

1. **Brightwheel:**
 - We use the Brightwheel app to keep parents informed about their child's daily activities, photos, updates, incidents, and important communications.
 - Parents can send teachers direct messages through Brightwheel, making instant communication easy.
 - If you have questions regarding payments or something you want to let the administration know, you can send a message in the Admin area (this area is only for private things and only authorized people have access, not masters.)
2. **Facebook:**
 - Our Facebook page is another platform where we share news, events and notable achievements.
 - We keep parents updated on school activities and provide a space for interaction and community.
3. **Monthly Calendar:**
 - We publish a monthly calendar highlighting events, important dates and scheduled activities.
 - This calendar provides a quick overview of the activities planned for the month.
4. **Newsletters:**
 - We create regular newsletters that provide detailed information about school events, educational topics, and important reminders.

- These newsletters are sent digitally to ensure they reach all parents.

Proactive Communication:

1. Notification of Absences:

- If your child is going to be absent for any reason, we encourage you to send a message through Brightwheel to your child's teacher. This helps us keep accurate attendance records and ensures that we are aware of any planned absences.

2. Importance of Circle Time:

- We strongly recommend that parents bring their children before circle time begins. This part of the day is crucial for learning and prepares children for the transition to kindergarten or elementary school.
- If you have questions about the importance of this daily routine, feel free to ask the teachers.

Encouraging Active Participation:

1. Ask if Information is Missing:

- We strive to ensure that every parent receives relevant and up-to-date information. If at any time you feel that communication is lacking on a particular topic, please do not hesitate to ask.

At CEI we are committed to open and effective communication to build a strong educational community and support the development of each child. We appreciate any feedback and are here to answer your questions at any time.

Active Participation in Virtual Parent Meetings at CEI Preschool

We recognize the importance of active parental involvement in their children's educational process. To facilitate this engagement, we have implemented a comprehensive approach that includes mandatory tours, introductory meetings, and the use of technology to strengthen communication.

Mandatory Tours:

1. Before enrolling a child, at least one parent or guardian is required to attend a mandatory tour. During this tour, parents will learn about our policies, facilities, teachers, program, and support staff.
2. CEI administration will provide detailed information about the daycare's operations, including the use of cameras, gate and entrance security, and the Brightwheel app.

Introductory Parent-Teacher Meeting:

1. Upon your child's initial arrival into the classroom and within the first 6 weeks of transition, an introductory parent-teacher meeting will be scheduled.
2. This meeting will be held virtually or, if preferred, in person. Its purpose is to discuss any concerns or questions parents may have, address any special needs of children, and share information about your child's overall experience in the school environment.

Using Brightwheel and In-Person and Virtual Meetings:

1. Brightwheel is our primary tool for sharing information on an ongoing basis. However, we recognize that it is not a replacement for the important conversations that can take place in face-to-face meetings.
2. To encourage more personalized communication, we utilize virtual meetings. This provides an interactive platform where parents can ask questions, express concerns, and gain more detailed information about their child's progress.

Ongoing Commitment:

1. Throughout the year, we hold parent conferences in March and September, either in person, by phone, or virtually (details of the meetings are provided below). During these conferences, we share key information about children's development and provide guidance to enrich their educational experience.
2. We encourage parents to actively participate in these meetings, providing an opportunity to strengthen parent-teacher collaboration.

We are committed to ensuring that parent communication and involvement are critical components of your child's educational experience. We are here to support and answer any questions you may have. Top of Form

CLI Development Milestones Checklist

The purpose of this policy is to ensure that all children in our nursery receive appropriate care, attention and support for their development. Using developmental milestone checklists allows us to track and monitor each child's progress, ensuring that we identify any developmental delays or concerns early on and can take appropriate action to address them.

Policy Guidelines:

1. Using Developmental Milestones Checklists:

either Developmental milestone checklists will be used regularly for children ages 0-5 to assess physical, emotional, cognitive, and social development.

either Checklists will be completed by the child's primary caregiver or teacher at least once every three months.

either Checklists will be based on well-established developmental standards for each age group.

2. Confidentiality:

either All developmental milestone checklists will be kept confidential and securely stored in the child's file.

either Information will only be shared with authorized staff members, parents or guardians, or health care professionals if necessary for further assessment or support.

3. Communication with Parents/Guardians:

either Parents will be informed about the developmental milestone checklists used and the benefits of tracking their child's progress.

either If concerns are identified through the checklist, An extra meeting with parents will be scheduled prior to the scheduled parent conference dates each year to discuss next steps and any recommended interventions or additional supports.

4. Staff Training:

either All staff members involved in completing the checklists will receive appropriate training on how to accurately assess and interpret developmental milestones.

either Staff will be trained to be sensitive and supportive when addressing any developmental concerns with parents or guardians.

5. Follow-up and Support:

either If developmental concerns are noted, the child care center will provide appropriate referrals for early intervention or support services, ensuring that the child receives the help needed to reach his or her full potential.

Parents' Conference CEI Preschool: Enriching Your Children's Development

We value ongoing collaboration between parents and teachers to ensure the well-being and optimal development of each child. Our annual conferences, held in September and March, are a crucial opportunity to share essential information and strengthen the connection between home and school.

Annual Conference Details:

1. **Various Format:**
 - Conferences can be held in person, over the phone, or virtually. This provides flexibility to accommodate parent preferences and schedules.
2. **Significant Content:**
 - During conferences, we share important information about each child's progress, achievements, and areas for improvement. This provides a comprehensive view of your child's educational and social development.
3. **Enrichment and Collaboration:**
 - We outline specific strategies and activities to enrich children's development. This may include suggestions for home activities that support continued learning and growth.
4. **Proactive Communication:**
 - Administration will email specific dates and times for parents to choose from. This proactive approach makes it easier for parents to plan and participate in conferences.

Benefits of Annual Conferences:

1. **Holistic Understanding:**
 - We provide a comprehensive understanding of each child's development, highlighting both achievements and areas for improvement. This fosters a more complete understanding of each student's individual needs.
2. **Parent-Teacher Collaboration:**
 - We encourage open and collaborative dialogue between parents and teachers. By working together, we can ensure a learning environment that is tailored to the unique needs of each child.
3. **Parent Empowerment:**
 - By providing specific strategies and activities to support development at home, we empower parents to be active partners in their children's educational process.
4. **Strengthened Home-School Connection:**
 - We strengthen the connection between home and school, recognizing that collaboration is essential to educational success. Together, we work to create an environment that nurtures and promotes the growth of each child.

We are committed to providing parents with meaningful involvement in their children's education. Annual conferences are a key part of this commitment, and we look forward to partnering with each family for the continued success of their children.

Birthdays and Parties: Making Unforgettable Memories

We love celebrating special moments together with our students and their families. Here are details on how we handle birthdays and holidays to create memorable experiences:

Birthday:

- **Welcome to the Celebrations:**At CEI, we warmly welcome birthday celebrations. Parents are welcome to bring cakes, cupcakes, sugar-free juices, or other treats to share with the class on their child's special day.
- **Shared Snack:**All the food shared will be enjoyed during the snack period, promoting a festive and shared atmosphere among the children. To encourage healthy habits, sweets are allowed, but they are reserved for the end of the day to take home.

Special Holidays:

- **Christmas Party:**In the festive spirit of December, CEI is organizing an exciting Christmas party. We sincerely thank volunteers who wish to contribute and participate in the organization of this unique celebration.
- **Gift Exchange:**To encourage the spirit of giving and receiving, we invite parents to bring a book or gift appropriate for their child's age. These gifts will be exchanged between the children, creating moments of joy and friendship.
- **Thanksgiving Feast:**Thanksgiving is a special event that celebrates and gives thanks during the Thanksgiving holiday. During this celebration, children and staff participate in a variety of Thanksgiving-themed activities. These may include making crafts and projects related to the season, participating in educational activities that highlight the importance of gratitude and generosity, and creating a festive and welcoming atmosphere.
- **Teachers' Day:** It is a special celebration at CEI Preschool dedicated to honoring and recognizing the work of teachers who contribute to the development and learning of children. During this day, the institution can carry out various activities to express its gratitude and appreciation towards teachers.

Every year we organize 12 events per year in our calendar of activities, such as those mentioned above, where most parents can attend and interact with everyone and get to know each other better.

Active Participation and Inclusive Resources for All Families at CEI Preschool

It is vital to recognize the importance of family engagement and creating an inclusive environment. Here are details on how we encourage engagement and provide resources to ensure all families feel welcome and supported:

Volunteering and documentation:

- **Open Doors for Volunteers:**We invite families to actively participate in events, activities and parties through volunteering. It is a unique opportunity to be part of our healthy internal community.
- **Verification Process:**To ensure the safety of our children, we require volunteers to submit a background check and fingerprinting. This process, which typically takes 1-3 weeks, is critical to maintaining a safe and protective environment.

Inclusive Resources:

- **Bilingual Resource Center:**Our resource center is designed to be accessible in both English and Spanish, ensuring that all families can take full advantage of the information provided.
- **Bilingual Staff and Classrooms:**We have bilingual staff and our classrooms have labels in Spanish and English, promoting inclusion and cultural diversity.
- **Supporting Diversity:**We recognize and respect cultural and religious differences. We have separate activities for those who do not celebrate certain events or whose practices go against their culture.
- **Multilingual Resources:**We publish lists of commonly used words in the child's language to facilitate communication and understanding between parents, teachers and children.

Adaptations to Challenges:

- **Separate Space for Therapy:**We have a dedicated space for therapy, providing the necessary support to address the individual needs of each child.
- **Flexibility During COVID-19:**While holiday traditions used to be shared in person, we have adapted our practices to allow parents to Zoom with the class using a projector in the office.

Comprehensive Assistance:

- **Food Support:**We offer meal assistance, providing "hands-over-hand" help to ensure all children receive the necessary attention and support during meals.

We advocate for an inclusive and welcoming approach. We value diversity and actively work to create an environment where all families feel part of our educational community. Welcome to CEI, where family engagement is key to our children's success!

Community Connections and Resources at CEI Preschool

At CEI Preschool, we understand the importance of supporting the cultural and linguistic diversity of each family. We strive to provide information resources that support the well-being of your home. Here are details on how we facilitate access to community resources:

Information Panels in Classrooms:

- **Accessible Information:**At each classroom entrance, you will find resource-rich information panels. These panels are designed to provide valuable and practical information to support families seeking help and support.
- **Content Diversity:**We address a variety of topics relevant to family well-being, including educational resources, health services, emotional support, and more. We are committed to addressing the diverse needs of our families.

Open Access:

- **Welcome to Questions:**We encourage families to ask questions about the information provided on the panels. Our staff is available to provide guidance and assistance in finding specific resources that align with each family's needs.
- **Custom Connections:**Feel free to share your individual concerns or needs. We are here to make personalized connections and ensure that each family has access to the resources most relevant to their unique situation.

Ongoing Commitment:

- **Constant Updates:**We strive to keep the information panels updated with the latest and most useful resources. This reflects our ongoing commitment to providing relevant and valuable information to support families in our community.
- **Collaboration with the Community:**We work closely with community organizations to expand our network of resources and ensure our panels are a comprehensive source of support.

We are proud to be an educational center that not only focuses on the academic development of children, but also cares deeply about the overall well-being of families. We are here to support you every step of the way!

Special Needs Support

We are deeply committed to the well-being and adaptation of every child, including those with special needs. Here is how we address unique needs situations:

Comprehensive Staff Training:

- Our staff receives ongoing and comprehensive training to address various special needs. This includes workshops, trainings and regular refreshers to ensure they are equipped with the necessary skills.
- We maintain constant connection with health and wellness specialists to obtain specialized guidance and ensure that our practices are aligned with the latest research and approaches in the field.

Collaboration with Parents and Guardians:

- We value close collaboration with parents and guardians. In situations where special needs are identified, we work together to understand each child’s specific needs and develop personalized support strategies.

Adaptations to the Curriculum and Activities:

- We implement significant adaptations in the curriculum and activities to ensure that students with special needs enjoy the same educational benefits as their peers without special needs.
- Our aim is to create an inclusive environment where every child feels supported and able to participate fully in all facets of school life.

School Environment Considerations:

- We make adaptations to the preschool classroom environment to meet individual student needs and circumstances. This could include adjustments to classroom layout, teaching materials, or any other aspects necessary to facilitate learning.

Reasonable Limitations:

- We recognize the importance of providing accommodation, but understand that there may be practical limitations. We are committed to assessing each situation individually and implementing changes provided they do not cause undue hardship to the overall operation of the preschool.

We are dedicated to creating an inclusive environment where every child, regardless of their needs, can thrive and receive the care and support necessary for their comprehensive development.

Incident and Safety Reporting inCEI Preschool

The safety and well-being of every child is of the utmost importance. Here is our approach to reporting and handling incidents:

Immediate Notification:

- In the event of a serious injury or illness incident, we will notify parents immediately. Speed is of the essence, and we are committed to keeping parents informed as soon as possible.

Rigorous Documentation:

- Each accident or incident is meticulously documented on an official form. This form will be presented to the parents at the time of pick-up for review and signature. Additionally, we will provide a copy for the parents' records.

Transparent Communication:

- Minor incidents will be communicated during pick-up via messaging or the incident section through Brightwheel. We encourage transparency in communication and are open to detailed discussions about any incidents with parents.

Regular Inspections:

- We conduct daily inspections of play areas to identify and address potential unsafe conditions. Preventive safety is a priority, and we strive to maintain a hazard-free environment.

Staff Training:

- Our staff is trained to be alert to risky situations during children's daily activities. Their training includes identifying unsafe conditions and taking appropriate measures to ensure safety.

Direct Calls in Cases of Emergency:

- If an incident requires immediate medical attention, we will call 911 directly if required or the parents to pick up their child. The child's safety and care is the top priority.

Shared Responsibility:

- CEI Prescolar is not responsible for injuries, but we work closely with parents to ensure a safe environment. We encourage parents to discuss any incidents with our staff to address concerns and conduct detailed investigations as necessary.

At CEI Preschool, we are committed to safety, transparency, and individualized care for each child. Our goal is to provide an environment in which children can learn and grow in a safe and positive way. Top of Form

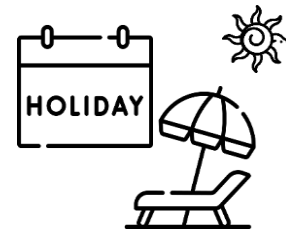
Operating Hours and Closing Days at CEI Preschool

Hours of Operation:At CEI Preschool, we understand the importance of offering convenient schedules for parents. Our hours of operation are Monday through Friday, year-round. We are open from 6:30 a.m. to 6:15 p.m. to provide flexibility and support for parent needs.

Daily Care Options:We offer all parents three different options for care Monday through Friday: 6 hours, 10 hours, and open to close. Part-time care is also offered three days a week.

Closures and Special Days:We understand the importance of planning ahead. CEI Preschool will be closed on the following days and special events:

- New Year
- Martin Luther King Day
- President's Day
- Good Friday or Good Friday
- Memorial Day
- Independence Day
- Teacher training day (1 to 3 times a year)
- Work day
- Columbus Day
- Thanksgiving (Wednesday half day, Thursday and Friday full days)
- Winter holidays (from the 24th to the 2nd of next year)



This information is designed to help parents plan and ensure our services align with their needs and expectations. At CEI Preschool, we strive to provide a safe and comfortable educational environment for your children, and part of this involves clear communication about our schedule and closing days. Top of Form

CEI Preschool Absence Notification Policy

We value transparent communication with parents to ensure the safety and well-being of their children. If your child will not be attending daycare on a given day, we ask that you follow these steps:

1. **Notification via Brightwheel:**
 - Please send a message through the Brightwheel app before 9:00 am to let us know your child is absent.
2. **Emergency or Email Absences:**
 - In cases of emergency or if you are unable to use Brightwheel, please contact us by email at administrativeassistant@ceipreschool.com or call 512-621-3202 to report your child's absence.

This policy helps us to keep a clear record of children's attendance and allows us to take appropriate measures to ensure their safety. We appreciate your cooperation and understanding in this process as it contributes to creating a more efficient and safe environment for all children in our nursery.

Procedures for Unforeseen Events and Emergency Closures

Your child's safety is our top priority. In unforeseen situations that pose safety risks, or when local authorities, such as CISD or news stations, indicate the need to close, we will implement the following procedures:

1. **Immediate Closure in Case of Emergency:**
 - If an unforeseen situation arises or we receive guidance from authorities, we will close the school immediately.
 - All parents and authorized adults will be notified to pick up their children without delay.
2. **Communication Through Brightwheel or Mobile Phone Numbers:**
 - We will use the Brightwheel app and cell phone numbers provided to notify parents and staff of closures or any changes to the regular schedule.
 - It is essential that you keep your contact information up to date in Brightwheel to receive important notifications.
3. **Continuous Monitoring of Weather Conditions:**
 - We will monitor weather conditions and evaluate the need for closures or delays in school openings.
 - Any decisions will be made in consultation with local authorities and in accordance with best safety practices.
4. **No Tuition Refund in Case of Closure:**
 - In situations of closure due to unforeseen events, tuition refunds will not be made.
 - The safety and well-being of children is our primary concern in such circumstances.

We appreciate your understanding and cooperation in these procedures as we strive to ensure a safe and secure environment for all children at CEI Prescolar. Top of Form

Daily Procedures: Delivery procedures

Mandatory Registration:

- Under no circumstances will a child be allowed to enter the nursery without the company of an authorized adult.



- Parents and authorized adults must check in upon entry, providing essential information about the child through the Brightwheel app or in person.
2. **Communication of Relevant Information:**
 - Parents are expected to report any vital information about their child upon drop-off, either in person or through the Brightwheel app.
 - For more private circumstances, the director or an authorized staff member may be contacted by email.
 3. **Delivery and Collection Times:**
 - The deadline for dropping off your child is 9:00 am, while the deadline for picking him or her up is 6:15 pm.
 - Drop-off and pick-up times are based on each child's 10-hour or less care plan.
 4. **Breakfast Time:**
 - Breakfast hours are from 8:00-8:45 am Parents are encouraged to arrange to drop off their children before this period if they would like them to participate in breakfast.
 5. **Nap and Visits during Break:**
 - Parents are asked to refrain from visiting their children during nap time in order to maintain a calm and restful environment.
 - For medical appointments, it is recommended to schedule them before 11:00 am After this time, no more children will be accepted for the day.

We appreciate your cooperation and punctuality in following these daily procedures as they contribute to an organized and safe environment at CEI Prescolar.Top of Form

Collection Procedures

1. **Limited Authorization:**
 - Only parents, guardians and previously authorized persons will be allowed to pick up children from school.
 - New people must show their ID and sign out to verify their authorization.
2. **Identification Process:**
 - Parents, guardians and authorized persons are required to sign when picking up their child.
 - New people must show identification to ensure safety and verify their authorized relationship to the child.
3. **Prior Notice and Confirmation:**
 - Parents must send a message through Brightwheel, informing the daycare and teacher of the authorized person and pick-up time.
 - Advance notice is essential to expedite the process and ensure a smooth pickup.
4. **Prohibition of Collection by Minors:**
 - Children will not be handed over to a sibling, family member or anyone under the age of 18, in accordance with laws and regulations.
5. **Authorization List Update:**

- Parents must notify immediately of any changes to the Pick-Up Authorization List to keep information up to date.
6. **Post-Collection Supervision:**
- It is the responsibility of parents to supervise their children once they have been registered and picked up to ensure their continued safety.

These procedures are designed to ensure a safe and controlled environment during the pick-up of children at CEI Preschool. We appreciate your understanding and cooperation in following these protocols.

Transitions

Transitions from one classroom to another are carefully planned processes at CEI Preschool. Before a transition takes place, a specific procedure is followed that is designed to ensure a positive experience for both children and parents. The steps in the transition process are detailed here:

1. **Notification to the Father:**When a child is determined to be ready to move to a new classroom, parents will be notified in advance. This transition period for the child is usually 1-2 weeks before the transition is finalized.
2. **Classroom Recognition:**During this time, children are given the opportunity to get to know their new classroom. A "classroom walk-through" is organized, which can last at least an hour or more each day, and is increased each day; the child can become familiar with the new environment, meet the teacher, and explore the activities and resources available in the new classroom.
3. **Transition Document:**Parents will be provided with a detailed document which will include information about the new classroom, the start date of the transition and any relevant details. This document will require a parent signature to confirm that they are aware of and agree to the transition.
4. **Flexibility in the Process:**It is recognized that each child is unique and may adjust to transitions differently. In addition, the relationship between the teacher and parent is taken into consideration when making final decisions. Flexibility is key, and the final decision is made considering both the child's well-being and the teacher's assessments and the parents' comfort.

The main goal of this process is to ensure that the transition is as smooth and positive as possible, allowing the child to gradually adapt to the new environment and establish strong relationships with the teacher and classmates.

End of day transitions

End-of-day transitions at CEI Preschool are carefully planned and managed to ensure the safety and well-being of each child. The process is explained here:

1. **Established Capacity:**Each classroom has a predetermined capacity based on the number of teachers and children, ensuring a suitable and safe environment for everyone.
2. **Established Capacity:**Specific capacities are established to ensure individualized, quality care. Children are grouped into classrooms according to the total number and capacity of the room, transitions at the end of the day are made with these factors in mind and you may see your child in a different room than your child.
3. **Staff Departure:**At the end of the day, staff may have different closing times for their daily responsibilities. Final transitions also consider staff departure, which may impact the redistribution of children into different classrooms.
4. **Patience in Transitions:**Parents' understanding and patience are requested during final transitions. These are carried out with the utmost care to ensure that each child is properly cared for and is not left unattended at any time.
5. **Priority Attention:**Although transitions may take some time, individual attention and safety of each child is prioritized. At no time will a child be left unsupervised, and staff ensure that all children's needs are met throughout this process.

We are committed to providing a safe and caring environment for all children at CEI Preschool, and end-of-day transitions are managed with the goal of maintaining high standards of care and comfort for each child and family. We appreciate parents' cooperation and patience during these times of transition.

After School Care and Transportation

Pick-up Service:

- We offer after-school care for students enrolled in our School Age Child Care Program.
- The CEI van makes pickups from local schools including Science Hall, Fuentes, Uhland, and IDEA Kyle. You can check with our office to see if we pick up at your child's school.
- Pick-up will take place from the time the school leaves until 6:00 pm, ensuring that children are cared for after school hours.

Absence Notifications:

- It is crucial to notify via the Brightwheel app if your child will not be attending aftercare before 2:00 pm or any school dismissal time.
- This early communication ensures efficient and safe childcare planning.

Attention Extracurricular Activities for Holidays and Vacations:

- We offer full-time holiday care for children under 6 years of age, subject to nursery availability.
- The administrative assistant must be notified at least 24 hours before the holiday to confirm availability.

- Children aged 6 and over are not permitted to participate, except for summer activities.
- In the summer all ages participate full time.

Rules of Conduct in Transport:

- To ensure safety and good behavior, CEI actively monitors children's conduct in the van and on the premises.
- Parents will be notified of any inappropriate behavior with the goal of correcting it. In extreme cases, enrollment may be cancelled at the discretion of the principal.

We appreciate your cooperation in maintaining a safe and positive environment for all children participating in our after-school programs at CEI Prescolar.

Daily Schedule

Fun and Learning in Spanish:

- At CEI Preschool, we are dedicated to providing an environment where children enjoy fun and exciting activities.
- Our program is entirely in Spanish, encouraging the development of bilingualism as an integral part of children's language skills.

Daily Routine:

- We recognize the importance of a regular daily routine for children to learn and interact effectively with others.
- It is essential for children's development to have a daily structure that promotes their learning and growth.

Flexible Schedule:

- Our daily schedule may experience changes due to various factors, such as weather, updates, personal situations, among others.
- Each classroom has its own schedule and daily routines tailored to the specific needs of the children in that group.

An environment has been created where children can learn, grow and enjoy their time in a meaningful way, promoting the acquisition of Spanish as a valuable additional skill. We appreciate your understanding and collaboration in this educational journey. Top of Form

Promoting Daily Physical Activity:

We understand the importance of physical activity in the healthy development of children. We are committed to providing regular opportunities for children to engage in age-appropriate physical activities. Here is how we accomplish this:

Outdoor Time:

- Each class enjoys time outdoors every day, in the morning and at least one hour in the afternoon, to participate in physical activities.
- Even babies who are ready to go outside experience time outdoors, giving them the opportunity to explore and engage in developmentally appropriate activities.

Adaptation to Climatic Conditions:

- In situations where the weather does not allow for outdoor activities, our teachers organize indoor games and physical activities to ensure children stay active and engaged.

We provide a nurturing environment that supports not only academic learning but also the physical and social development of each child. We appreciate your trust in our ability to nurture and care for your little ones.

Promoting Outdoor Play and Dress Up:

We value the importance of outdoor play in children's development. Here's how we ensure a positive experience:

Appropriate Attire:

- It is essential that children come dressed appropriately for outdoor play. Make sure your child is wearing comfortable clothing appropriate for the activity, considering the weather conditions.

Sun Protection:

- To ensure children's safety, parents should provide sunscreen unless otherwise directed by a doctor. This ensures that children are protected while enjoying time outdoors.

Variety of Activities:

- Our daily outdoor play schedule is diverse and includes activities such as hiking, backyard play, gardening, summer water activities (sprinklers), riding toys, and more. We seek to provide a varied range to maintain interest and engagement.

Climate Adaptation:

- As you know, the weather can vary, and our outdoor play schedule is adjusted according to weather conditions, ensuring a safe and comfortable environment for children.

We offer enriching play experiences that foster each child's physical and social development. We appreciate your cooperation in ensuring safe and joyful participation in our outdoor activities.

Rainy Days in Summer:

We want summer days to be exciting and refreshing for kids. Here is some important information about our "Water Days":

Frequency and Planning:

- During the summer, we host "water days" on Fridays, at least once every two weeks, weather permitting. These days offer children the opportunity to participate in fun water games using water balloons, sprinklers, and other cooling toys.

Requirements for Participation:

- In order for your child to enjoy these water activities, it is crucial that parents provide a towel, water shoes, and a swimsuit. Without the proper attire, children will not be able to participate in these activities. Your cooperation in this regard ensures that all children enjoy themselves safely.

Water Safety:

- Our priority is the safety of children during water days. We closely supervise all activities and ensure that safety rules are followed for a fun and risk-free experience.

Communication and Reminders:

- We will inform you in advance about water days through Brightwheel and other communication channels. We will also remind you of the need to send a towel and swimsuit to ensure your child fully participates in these experiences.

We appreciate your help in making water days an exciting and safe experience for all children at CEI Preschool.

Nap time and quiet time

At CEI Preschool, we recognize the importance of rest time for the healthy development of children. Here is some key information about our nap time and quiet time:

Importance of the Nap:

- Research supports the idea that nap time is essential for effective and healthy brain development in children. At CEI, we implement a rest period after lunch, providing children with the opportunity to recharge and support their overall well-being.

Nap Time Requirements:

- It is mandatory for all children to participate in a nap or quiet rest after lunchtime. During this time, children are expected to sleep or rest in a quiet manner to maximize the benefits of rest.

Avoid Picking Up Children During Nap Time:

- We advise parents and guardians to avoid picking up their children during nap time, as interrupting this period may disrupt other children's rest. Your cooperation helps maintain a calm and relaxing environment for everyone.

We appreciate your understanding and support in ensuring that all children at CEI Preschool enjoy beneficial, uninterrupted break time.

Safe Sleep Policy for Infants

At CEI Preschool, the safety of our babies is our top priority. We rigorously follow safe sleep recommendations from the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) to reduce the risk of sudden infant death syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUID). Here are the specific guidelines we implement to ensure safe sleep for babies 12 months and younger:

Primary Care Practices:

- We prioritize care by the same caregiver on a regular basis, to provide more individualized attention.
- Each baby receives individual attention, including activities such as playing, talking, cuddling and holding.
- We make sure to immediately attend to physical needs, such as feeding and diaper changing.

- We encourage constant verbal interaction with babies during activities such as feeding, changing and holding, using elements such as naming objects, singing or saying rhymes.

Safety in the Environment:

- We keep the environment free of objects that may represent a danger to babies.
- We rotate babies to different areas or teams every 15 minutes to provide variety and stimulation.

Avoiding Sleep in the Crib Awake:

- We never leave a baby in the crib when awake, ensuring that the sleeping environment is conducive to safe rest.

We are committed to following these guidelines to ensure the well-being and safety of all babies in our nursery.

Personal items

We follow strict guidelines regarding items allowed in the nursery to ensure the safety and well-being of all children. Upon admission, we will provide a list of approved supplies. It is important to keep the following guidelines in mind:



Responsibility for Personal Items:

- Any personal items a child brings to daycare are the responsibility of the parents or guardians.
- Children are not allowed to bring toys, money or candy to daycare.

Water Bottles and Baby Bottles:

- Each child must bring his/her own water bottle and baby bottles daily. The hygiene and disinfection of these items is the responsibility of the parents or guardians.

Designated Cubbyholes:

- All children will have a designated cubby to store their personal belongings.
- Make sure all items are labeled and placed in the appropriate cubby.

Projects and Backpacks:

- Each child will have a designated folder or book to store their completed projects in their cubby.

- Backpacks are no longer allowed full-time for children ages 1-5; they will be returned home.

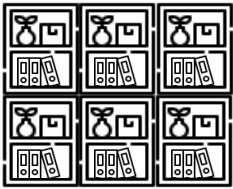
Labeling and Storage:

- All items must be clearly labeled with the child's first name and first letter of last name and provided in a resealable bag.
- Your teacher will transfer the clothing to your designated plastic container.

Age Specific Items:

- Babies: Bottles, bibs, household items such as food containers, diapers and diaper rash cream should be labeled.
- Children who are toilet training: At least three changes of clothes are required, including at least one pair of shoes.

Blankets:



- A small, labeled blanket is required for all ages except infants. Blankets will be sent home on Fridays for washing and must be returned on Mondays.

We are committed to maintaining a safe and organized environment for all children in our daycare.

Dress Code

We value the comfort and safety of every child, so we have established clear guidelines regarding the dress code. Below are guidelines to ensure that children are dressed appropriately to play and participate in various activities:



Clothing Features:

- Your child's clothing should be simple, washable and comfortable to allow for active play.
- Children must wear appropriate shoes for playing and climbing, such as tennis shoes with secure closures, no shoes with laces are allowed.
- Flip-flops are prohibited as they can cause injuries during outdoor play.

Appropriate Shoes:

- Tennis shoes or other comfortable shoes are ideal for activities that involve running and climbing.
- Cowboy boots, rain boots, or sandals are not appropriate or safe for active play on the playground.

- Shoes should have secure closures, as the child will be expected to wear them at all times, even during nap time.

Weather Preparation:

- Children will play outdoors year-round, except in extreme weather. Dress children appropriately for the temperature and weather of the day.

Clothing Reservation:

- We require all children to have at least 3 complete sets of clothing in their cubby in case they need to change.

Diapers and Personal Items:

- If your child is still in diapers, parents will be responsible for providing diapers with velcro sides and wet wipes as needed.
- We will let you know when we run out of diapers.

Messy Activities Apron:

- Parents or guardians should provide an apron for their child to wear during messy activities, such as painting.
- However, we cannot guarantee that this will completely protect your child's clothing.

We are committed to maintaining a safe and comfortable environment for all children, and appreciate your cooperation in following these dress code guidelines at CEI Preschool.

Essential Supplies

CEI Preschool will provide you with a list of items that must be provided on the first day of daycare. Items should be replaced as needed; parents are responsible for monitoring teacher notification messages on the brightwheel app or verbally about when to replenish the child's supplies. To view the complete list of supplies, please visit www.ceipreschool.com in the "apply now" section.



Child

6 weeks to 17 months



Toddler

18 to 36 months



Preschool/Kindergarten

3 to 5 years

Example:

- 2 packs of baby wipes
- Baby food or formula.
- Diapers for 2 weeks (between 30-40)
- 3 pairs of changes of clothes
- Rash cream (optional)
- 3 bibs (plastic)
- 2 to 4 bottles of milk and/or 1 sippy cup

Example:

- 2 packs of baby wipes
- 1 apron
- 3 boxes of tissues
- Diapers or pull-ups for two weeks (between 30-40)
- 3 pairs of changes of clothes
- Rash cream (optional)
- 1 bib (plastic; optional)
- 1 bottle of milk or 1 sippy cup

Example:

- 1 blanket
- 1 apron
- 3 boxes of tissues
- 2 pairs of changes of clothes
- Sunscreen (optional)
- Water bottle

Health, Precaution and Hygiene Policies,

Hearing and Vision Screening Requirements

All children must bring a hearing and vision screening within 2 weeks of their 4th birthday. Requirements apply each year for children enrolled in any licensed child care center or school program at age 4 by September 1, children in kindergarten, or any other first-time entry. For those children ages four and five who are enrolled in the center, we will need a copy of your vision and hearing screening.

Diseases

At home



If your child is sick, please notify the teacher of the illness. If a child becomes ill during the night, please notify the teacher the next morning that your child will not be attending daycare.

If your child has a contagious disease or serious illness, please notify the teacher or principal. In some cases, other parents may be notified; however, we will only distribute information about the illness (and no other personal information).

Your child should stay home if he or she has any of the following communicable diseases: strep throat, bacterial meningitis, chickenpox, diphtheria, hepatitis A, measles, mumps, whooping cough, pneumonia, or rubella. An unknown illness with symptoms such as irritability, tiredness, or lack of interest should also be reported to the teacher.

Child must be symptom free (no medication) for 24 hours prior to attending or present a doctor's note to attend daycare. In times of Covid a negative test is required before re-attending.

Don't give Tylenol or Motrin to a child with a fever and then send him or her to daycare. The medication will soon wear off and your child will expose everyone else at daycare. You put other children, parents, and caregivers at risk of getting sick.

In preschool

Parents will be notified when the child has:

- Axillary fever 100 or more.
- Bronchitis.
- Unexplained rash.
- Diarrhea three or more times in 24 hours.
- 2 or more vomits in 24 hours.
- Eye infection or constant discharge of conjunctivitis.
- Lice or nits.
- You cannot participate in classroom activities.
- A cold with fever, sneezing or runny nose.



Parents must pick up within 90 minutes of attempted notification. In the event that parents or guardians do not answer the phone, the next step is to call the persons allowed for parents to call for emergencies or pick up. If no one is located, it is up to the child to call 911 or DFPS or HHS for emergency care.

In the event that the parent does not want to voluntarily pick up their child before 90 minutes, it will depend on the child's emergency to contact the emergency and pick-up contacts, 911 or DFPS to pick up the child, then a CEI report will be generated and sent to the authorities.

CEI Preschool follows the guidelines outlined by the Texas Department of Child and Family Protective Services (DFPS). The regulations state that all day care centers in Texas must meet the following requirements:

"A child who is suspected of having a serious, contagious condition should be isolated and returned home as soon as possible. A child who has a serious, contagious condition will not be allowed to return to child care until he or she has been certified by a physician to be non-contagious."

Medicine



A doctor's note and parental permission are required for administration of medications to the child.

All medications must be in their original container and labeled with the child's name, age, dosage, and the date the medication was left at the center. CEI Prescolar will only administer medications in quantities that follow the instructions on the label. We will follow the dosing requirements provided by the parents and will not accept any liability for any errors or omissions by the parents.

Hygiene

CEI Preschool teaches children to understand the importance of health and hygiene. Children's hands are washed or sanitized before and after meals and after using the bathroom and upon returning from the playground. CEI Preschool uses disposable paper towels to dry children's hands. All staff are required to wash their hands frequently and use antibacterial gel.

The nursery is cleaned daily, both inside (3 times) and outside (1 time), in addition to disinfecting the building classroom by classroom and common areas every Friday or weekend.

Each child must bring a washable blanket every Monday and take it home every Friday. Trays, tables, toys and high chair equipment are sanitized with a state-approved water solution after each use.

Potty training

We potty train children ages 2 and up. We believe in conducting potty training in a relaxed manner and in family cooperation. If your child is ready to be potty trained, it should be a quick and easy process. We will communicate with parents to find out when their child is ready to begin. Consistency between home and school will be essential to your child's success. We ask that you begin potty training at home over a weekend or vacation. Once your child returns to school, we will work with your child to potty train at school.

Once you begin potty training your child and are successful in their training, we ask that you send them to school in clothing that will allow them to use the bathroom independently. We recommend dressing your child in clothing such as shorts, pants with elastic waistbands, or dresses. Try to avoid dressing your child in tight clothing, pants with snaps and zippers and belts, overalls, and rompers. These are difficult for children to remove "in a hurry." We also strongly encourage parents to put their children in underwear or panties during the training process. It can be confusing for a child to frequently switch between diapers and underwear and delay the training process.

Please note that school may distract your child from responding to the urge to urinate, more so than at home. Because accidents do happen, we require that parents bring three changes of clothing. Throughout the potty training process, wet clothing may be sent home in a plastic bag until the child is toilet trained. CEI only accepts pull-ups that open on the sides, no briefs.

Educational television

We allow children to watch educational programs on tablets for a maximum of 30 minutes per day depending on the class that day. Children under 2 years old are not allowed to watch tablets, only on special events are they allowed. For example: a fun day like Pajama Day.

Playground

Children play outdoors every day for at least one hour in the morning and one hour in the afternoon if weather permits. All children are required to visit and spend time in the garden which is located at the back of the preschool classroom. Outdoor learning is one of our priorities.

Food Policy

We provide breakfast, lunch and snacks and dinner (depending on the child's schedule at the nursery). Our food is limited, so you are welcome to bring additional food for your child. A full daily report will be provided on the Brightwheel app to all parents, detailing their child's feeding habits. The nursery will provide the food for all children. Children for being part of the meal program.

When a child is severely allergic to more than two foods, parents will be responsible for bringing food and snacks to the child on a daily basis. The daycare is not responsible for any difficult situations due to food allergic reactions.

We strive to provide your child with meals with adequate nutritional value. We participate in the Child and Adult Care Food Program (CACFP) and have four different menus of food provided by our food program sponsor. Our menu will be posted every Friday at the end of the day at the front entrance. We will also send our menu via email or Brightwheel to all parents at the time of registration or when menus have been updated.

These are the security procedures we follow:

- Liquids and foods over 110 F are kept out of reach.
- All staff are knowledgeable about food allergies and take precautions to ensure children are protected.
- All foods prepared at the daycare are inspected as listed by the Texas Department of Agriculture.
- All healthy snacks are available for school-aged children upon arrival.
- Children who bring lunches from home can eat meals, milk, fresh fruits and vegetables provided by CEI Preschool, which will be provided as part of responsible food security, and parents must also fill out a responsibility form when bringing food from home.
- All food brought from home must be properly refrigerated and maintained at an adequate temperature.

Please take a look at these websites: <https://www.nutrition.gov/> and <https://www.healthychildren.org/English/healthy-living/nutrition/Pages/default.aspx>

When you bring your child's water bottle, we only accept unflavored water. Please do not fill your child's water bottle with anything other than unflavored water. No milk, juice, soda, Gatorade, or any other sugary or caffeinated beverages are allowed.

CEI will send out articles on nutrition and food allergies in the newsletter. We strive to educate parents and children on how to make healthy food choices.

Nutrition

CEI participates and is in good standing with the Child and Adult Care Food Program (CACFP). We provide a healthy breakfast, lunch, snack, and dinner, keeping in mind that all children should eat every 3 hours. In accordance with the Texas Health and Human Services Commission, all parents are required to complete the Federal Food Program Form and update the form each year. At CEI, we rotate the 4 menus each week to encourage diverse meal planning.

We are committed to good nutrition as an integral part of the early childhood experience. Children not only benefit physically, but also learn the principles of good nutrition. We ask and encourage your cooperation in not bringing your children to school with outside food.

The Texas Health and Human Services Commission provides CEI with forms that list the food components required for each meal. Please take a look at each of the outside boards for more information or on this website.<https://www.hhs.texas.gov/services/food>.

At CEI, meals are served in the classrooms. Every teacher is trained in good hygiene and safety, and all of our staff are trained in First Aid and CPR.

Breastfeeding Education

CEI Preschool offers parents the opportunity to request a compilation of breastfeeding education resources for those who want to learn about the importance of breastfeeding during infancy.

For CEI, it is important to serve nursing mothers who wish to breastfeed their children within our facilities. We give you the freedom to come at any time. Inside the children's room, there is a rocking chair and a chair that you can use when breastfeeding your baby, if you need something extra, one of our staff will assist you. For CEI, it is very important that mothers have the necessary resources to strengthen their baby in its first stage of life. We invite you to visit the following links with essential and necessary information regarding breastfeeding:

<https://www.cdc.gov/nccdphp/dnpao/state-local-programs/health-equity-guide/pdf/health-equity-guide/Health-Equity-Guide-sect-3-5.pdf>

<https://wicbreastfeeding.fns.usda.gov/>

<https://www.hhs.texas.gov/providers/wic-providers/nutrition-education/wic-client-centered-nutrition-education-ccne/wic-lesson-plans/breastfeeding-lesson-plans>

Communication policies

Communication with parents is one of our top priorities. If you have any concerns about an incident involving your child, we encourage you to contact us first to investigate the matter. Our daycare is equipped with video cameras, allowing us to thoroughly investigate any concerns. We value the health and safety of your child and will address any issues that arise. We recommend contacting us within the first 24 hours, cameras do not record for many days.

Communication with parents and teachers

Excellent communication is essential to developing good relationships for the well-being of the child. Sharing information can help teachers relate appropriately to your child. We will use a variety of methods to keep you informed, the primary one being the Brightwheel app and Facebook. Notices of upcoming events and activities are posted on Brightwheel and attached to the newsletter periodically. Feel free to ask if you are not receiving a particular communication or notice.

Brightwheel App

Keeping parents informed about their children is one of CEI Prescolar's top priorities, as it helps foster a connection between the nursery and parents. We use the Brightwheel app to communicate with parents. If you have any issues setting this up, our administrative staff will be happy to assist you with the process.

Once you register and log in, you can see daily notifications about your child such as: start and end times, diaper changes, food provided during the day, nap times, and photos of your child. If you have any questions or concerns, you can message the teacher through the app. Brightwheel can also be used to make tuition payments.

Newsletter

CEI Preschool has a newsletter that is sent to parent emails or attached to their Brightwheel app. We will also post our newsletter on the bulletin boards located at the entrance of the school. Our newsletter contains pictures, announcements, monthly themes, an educational article, and the most important information about each classroom. There are 12 newsletters, one for each month.

Social networks

Facebook is another way to stay connected with all the activities and news of the nursery. We post weekly about all events, activities, closing days and important announcements.

Quality care

Our passion is to offer the best service, safety, health and quality in every area of the nursery and staff. That is why it is important to fill out our annual survey and every time you want to express your thoughts and rate us. In the first two weeks of December, the general nursery survey will be sent to you digitally and twice a year the teacher survey for you to fill out anonymously or by sharing your name, in addition to the QR codes that are permanently on each door. Every day during those two weeks, our quality and suggestions for improvement will be collected and evaluated. CEI appreciates your cooperation in this.

TRS

CEI is enrolled in the TRS (Texas Rising Start) quality program that measures the quality of child care using stars, 2, 3 and 4, with the latter being the highest quality of service. CEI is working to obtain the highest label in quality of care, so it is very important that our staff works in accordance with the established minimum standards and guidelines of TRS.

The connection between parents, teachers, administration and TRS will make us successful.

Fire drills, lockdown drills and severe weather drills

The safety of our children and staff is a priority at CEI Preschool. To ensure we have the proper procedures in place, we practice fire and emergency drills every month, lockdown and severe weather drills every three months. Our designated safe location is located on the side of the main gate of the property across from the entrance gate.

Designated evacuation area

In the event of an emergency situation, such as a fire, the entire daycare will go next door to our neighbor's building (NL) at 2371 Bebee Road, Kyle TX 78640. We will account for each child using the sign-in/sign-out list and notify the property authorities. Parents will be immediately notified of the situation and our location via the Brightwheel app.

Meteorological evacuation

If CEI Preschool needs to evacuate due to severe weather reported in the area, we will first use the check-in list to account for all children and staff. We will then immediately transport all members of the daycare in our school van, or any other staff vehicle, to Kyle Seton Hospital, located at 6001 Kyle Parkway, Kyle, TX. Once we arrive at the designated location, our staff will account for all children and notify parents immediately via the emergency numbers provided. We will also call the local DFPS (Texas Family and Protective Services) to inform them of the situation.

Staff and children will remain together as a group until all children have been safely picked up. Parents will be able to contact staff via the CEI Preschool phone number (512-621-3202). If clearance is given, we will return to the daycare and notify parents and DFPS. For this reason, it is important to notify the school of any changes to your address, phone number, or child release.

Child Abuse and Neglect Reporting

We are required by law to report any suspicion of abuse or neglect. In such cases, CEI Preschool will notify the designated authorities to safeguard the child's safety. Sharing information with anyone other than the appropriate authority is prohibited (data privacy).

Bargain Free within 1000 feet of daycare

At CEI Preschool, we are committed to providing a safe and healthy environment for all of our students, staff, and visitors. As part of this commitment, we have established a "Gang-Free" policy within a 1000-foot radius of our daycare.

This policy prohibits any gang or criminal group related activity within this radius. This includes, but is not limited to:

1. Sale, distribution or consumption of illegal drugs.
2. Participation in criminal activities, such as vandalism, theft or intimidation.
3. Display of symbols or signs associated with gangs.
4. Recruitment of members for criminal groups.
5. Any other activity that may pose a threat to the safety and well-being of our students, staff, and the surrounding community.

Parents, guardians and visitors are subject to this policy and are expected to respect and comply with these regulations at all times while in the vicinity of our facilities.

Any violation of this policy will be treated seriously and may result in being banned from our facilities as well as appropriate legal action.

We appreciate everyone's cooperation in maintaining a safe and healthy environment for our school community.

Health Benefits Resources for Families:

<https://www.benefits.gov/benefit/361>

<https://www.acf.hhs.gov/ofa/programs/temporary-assistance-needy-families-tanf>

CHIP (Children's Health Insurance Program)

<https://agriflifeextension.tau.edu>

Top 10 Life Insurance Companies for Children

<https://choicemutual.com/life-insurance-children/>

Texas Children's Health Plan

www.texaschildrenshealthplan.org

MINIMUM STANDARDS

CEI Preschool posts a copy of the Minimum Standards required by the Texas Health and Human Services Commission for parents to read. If at any time you feel that CEI Preschool is not meeting the minimum standards, you may contact the school,

Department of Family Protective Services

1901 Dutton Drive San Marcos, Texas 78666
(512) 753-2233

Child Abuse Hotline

(800) 252-5400 www.dfps.state.tx.us

In case of emergency

911

Kyle Police Department

111 N Front St(512) 268-3232

Bargains within 1000 feet of daycare

Kyle Fire Department

210 West Moore Street (512) 268-3131

Seton Hays Medical Center

6001 Kyle Pkwy, Kyle(512) 504-5000

Center for Disease Control and Prevention

(800) 232-4636 / TTY: (888) 232-6348

Texas Poison Center

(800) 222-1222