

# Parent's Handbook

Hours of Operation

6:30 AM to 6:00 PM

Monday to Friday

2381 Bebee Road Kyle, TX 78640



## CONTACT

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# CEI Preschool (Spanish Immersion School)

## Introduction

### Mission

Welcome to CEI Preschool! At CEI Preschool, our mission is to immerse children in Spanish language and Spanish culture, while learning and discovering through fun activities. Our curriculum is centered around helping children grow in four educational areas: physical, social, affective, and cognitive learning. Our school's goal is to help our children grow by fostering a collaborative environment with the staff, parents, and the community.

### Goals

- To support your child in their understanding and growth of themselves and others.
- To help your child learn personal respect and teach them how to navigate life with a positive attitude.
- To provide children with learning experiences that help them grow socially, emotionally, intellectually, and physically.
- To interact with children in the Spanish language through hands-on activities and the exploration of different subjects.

We strive to provide your children with a safe and nurturing environment. Your child will participate in learning experiences conducive to physical, social, emotional, and intellectual growth. We aim to help the children understand themselves and others in a warm, inviting atmosphere. Our positive environment respects the individuality of each student and provides the needed support for every child.

### Educational Philosophy

CEI Preschool is open to those who want their children to embark on an adventure in the beautiful world of the Spanish language. We believe that children learn best when engaged, motivated, having fun, and actively involved in solving problems through play. We trust that your child will learn the Spanish language naturally through this process.

We follow a developmentally appropriate philosophy. The child "educaring" philosophy at CEI Preschool supports a "whole-child" concept of development by meeting their emotional, social, intellectual, physical, and emerging cultural needs. Our program is taught in a manner that matches the way your child develops and learns. Your child will be challenged and given endless opportunities to practice newly acquired skills. Our curriculum incorporates play as a vital mode of learning.

A fundamental belief at CEI Preschool is that the children have the right to be cared for in a safe, healthy, nurturing, fun, and respectful environment by adults who are well trained in

child development principles. Since a positive parent-teacher partnership is ideal for a successful and harmonious child-caring experience, we strive to promote and demonstrate respectful interactions in the teacher-parent, teacher-child, child-child, and teacher-teacher relationships. This helps to establish an atmosphere of acceptance and wellbeing for all who participate in the CEI Preschool program.

## **Curriculum**

CEI Preschool uses a team-teaching approach in each age group's "educare" room. Together, the staff plans overall program goals, objectives, and curriculum units intended to meet your child's individual development needs, as well as the needs of the group.

We believe that these characteristics are important for children to learn in a group setting:

- Self-esteem
- A sense of identity, self-respect, and confidence
- Competence in body and mind
- Problem solving and conflict resolution ability
- Personal and interpersonal strengths, and the ability to communicate with and be sensitive to others
- Appreciation of diversity and a sense of understanding and respect for difference
- Creativity, innovation, and a sense of confidence, growth, the desire to learn
- Openness and a sense of trust and honesty
- Awareness of changes and a sense of inner strength, self-control, and coping skills
- Recognition of emotions and the ability to understand and express feelings in appropriate ways

## **Non-Discrimination Policy**

CEI Preschool does not discriminate on the basis of gender, race, color, religion or national or ethnic origin in admittance, education, or other administrative policy. We extend to all the right, privileges, programs, and activities generally made available to students at the school.

## **Enrollment**

Parents can enroll their children by completing the online CEI admission form at [www.ceipreschool.com](http://www.ceipreschool.com) located in the "Apply now" section and paying a non-refundable enrollment fee. Enrollment process:

1. Schedule and attend a tour at [www.ceipreschool.com](http://www.ceipreschool.com) in the "Apply Now" section
2. Download the application online at [www.ceipreschool.com](http://www.ceipreschool.com) in the "Apply Now" section, fill them out and send it to [administrator@ceipreschool.com](mailto:administrator@ceipreschool.com)

3. Wait for confirmation of approval from CEI Preschool Administration.
4. Confirm the enrollment agreement and submit payments.
5. Finally, wait for the welcome email.

## **Enrollment Requirements**

The forms listed below, tuition and payments must be filled out completely, and truthfully, in order for your child to become a student at CEI Preschool. Parents are expected to notify CEI Preschool of any updated information.

## **Enrollment Forms**

- Registration form (Website)
- School Permission forms (Website)
  - ❖ Parent Handbook Acknowledgment (Website)
  - ❖ Permission for Photographs (Website)
  - ❖ Emergency and Evacuation plan (Website)
  - ❖ Water activities (Website)
  - ❖ Discipline and guidance (Website)
  - ❖ Infant Policy (**Only infants younger than a year**) (Website)
  - ❖ Infant Questionary (**Only infants younger than a year**) (Website)
- Enrollment Agreement (Administration through email)
- Enrollment Fee (Administration through email)
- Annual Fee (Administration through email)
- Material Fee (Administration through email)

## **Student Medical Forms**

- Vaccination Record (Parent/Doctor)
- Physician's Medical Report (Parent/Doctor)

Please inform us of any allergies your child has.

## **Trial Period**

All new children will be subject to 2 weeks, or 15 calendar day trial period. During that time, the parent or the director may terminate the childcare agreement with 24 hours' notice. No pre-paid fees will be refunded upon cancellation during the trial period.

## **Termination of Enrollment**

You child's enrollment may be terminated if:


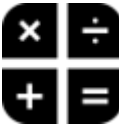


- CEI Preschool receives 4 weeks or 1 month written notification of withdrawal by a parent or guardian.

- Parents fail to comply with this agreement.
- The school determines it is unable to meet the needs of the child.

## Fees and Finances

### Tuition

\*CEI has authority to send any defaults to the Credit Bureau or Better Business Bureau

	<p>Tuition payments are <b>due the Sunday before the bi-weekly payment period or the first day of each month in full</b>. If the first day is on a weekend, then it is due on the Friday before the first day. <b>All December payments must be paid in full before winter vacation.</b></p> <p>If we do not receive the payment by <b>the Sunday before the Bi-weekly payments or third day of each month, it is considered late payment</b>. The late fee for the payment is <b>\$15</b> for the first day it is late, and <b>\$5</b> for any additional days.</p>
	<p>A late pick up fee of \$10 will be charged after 6:00 pm for the first 15 minutes. After 15 minutes, we will charge \$1 per minute.</p>
	<p>Material fees will be <b>paid at the beginning of new each year</b>. If the child is enrolled in a different Month than January, the next new year the daycare will prorate the amount for the 2<sup>nd</sup> year enrollment fees.</p>
	<p><b>Not refundable</b> fees: enrollment fee, annual fee and material fee.</p> <p>Return payment fees: \$35 per transaction.</p>

### Refunds

Tuition will not be refunded if:

- You choose not to enroll your child in CEI Preschool after the trial period
- The school closes due to an unforeseen event
- Your child missed school due to vacations, holidays, illness, or days off

There will be no refunds or adjustments made to childcare fees for time missed or school holiday calendar. CEI Preschool has the right to fill a child's spot if their tuition is not paid.



If you wish to take your child out of daycare for an extended period of time (such as during summer), your child's spot will not be reserved, and you must re-apply in order to re-enroll your child.

## **Returned Checks or online payments**

If the bank does not clear your check or online payment, CEI Preschool will require a \$35 cash fee along with the amount due. If this occurs again, CEI Preschool will require future payments to be made in money order or cashier's check.

## **Taxes**

For tax purposes, CEI Preschool will supply you with a year-end summary of all daycare fees paid during the year. We will provide you with the summary each January, upon termination of our services, or by request.

# **General Information**

## **Daycare Rules**

There are specific daycare rules that all children will be taught and expected to follow. Please support us in the enforcement of these rules to create a better environment for all.

The following rules are enforced for the safety and well-being of everyone.

- No running is permitted in the daycare.
- Hitting, pushing, biting, grabbing, kicking, spitting, or pinching will not be tolerated.
- No standing or climbing on chairs, tables, or furniture.
- There will be no use of obscene, derogatory, or disrespectful language.
- Children may not walk around the daycare with food and cups.
- Children are not permitted to lift or carry other children while in the daycare or on the property.
- Willful destruction of property will be charged to the parent at the cost to replace the item.
- Toys are meant to be played with. Unless a child deliberately breaks the toy, the child and parent will not be held accountable.
- Candy, coffee, gum, junk food, or soft drinks will not be allowed under any circumstances.

## **Positive Guidance and Discipline**

Dealing with conflict between children can be extremely frustrating; however, peer conflict is a normal part of growing up. Researchers have found that children are likely to engage in up to

eight peer conflicts per hour during a typical day (Stevahn, Johnson, Johnson, Oberle, &Wahl, 2000). While this may seem excessive, most conflicts tend to be short (maybe 30 seconds), and are often resolved by the children without adult guidance.

We think it is crucial to teach children how to handle conflict effectively at an early age. We use positive guidance and discipline to help children develop self-control so they can understand mutual respect. Guidance is a technique to teach children appropriate behaviors. We believe that the redirection and understanding of the consequences will help children understand self-control and the benefits of thinking before doing.

As part of our policies, guidance and discipline will be as follows:

- Initiating the mediation process
- Clarifying each child's perspective
- Summing up
- Generating Alternatives
- Agreeing on a solution
- Reinforcing the problem-solving process
- Follow-through
- Announcing the conflict is over

In the case of challenging behaviors, our staff will engage in ongoing conversations with parents to express concerns and discuss strategies to address these issues. All conversations will be framed around the objective of the program, and we will keep parents informed of their child's progress.

### **Open Door Policy (parent access to school)**

CEI Preschool has an open-door policy. You may come without prior notification at any time during operating hours to check on your child, the grounds, and the equipment. We allow parents or guardians to observe our teaching methods and how we work with the children. Parents and guardians may also review the minimum standards and licensing monitoring inspection reports, posted on the parent information board. Additionally, this information is also available online on the DFPS website.

### **Gate**

CEI has a constantly monitored security gate. CEI will provide to each parent who has enrolled a child in daycare with a valid access number only while the child is in the daycare facilities and never after business hours. After hours, must be with a prior notification authorized by the Director or an authorized staff. Codes are constantly changing, and it is the responsibility of the daycare to provide the new code to the parents, as well as the responsibility of the parents to request the code if it has not been provided via the Brightwheel app, personal document, or email and never share it with somebody else.

It is strictly prohibited to allow children near the security area of the gate and not to supervise the children when picking them up and taking them to their vehicles while they are on CEI Preschool property. As well as applying any method of discipline is not appropriate.

### **Covid 19 restrictions this year.**

All children upon arrival must have their temperature taken and disinfect or wash their hands. CEI does not require face masks for children, face masks for children over 2 years of age are optional. Parents must bring a face covering to drop off and pick up their children. (These rules will be applicable according to the guidelines of the health department and through the CDC and its updates).

To make everyone aware of the plans that are in place, here are some of the steps that would be implemented if CEI were to have a positive case of COVID 19:

1. Call the health department and the DFPS Inspector and ask all parents to pick up their children immediately. Then, follow the Health Department instruction about testing and procedures.
2. Close and Sanitize all areas where the child or adult was present. Whether it is a single classroom and a play area, or more than one classroom or the whole daycare.
3. Returning to the daycare: It will take a minimum of 2 to 5 days. The health department and inspectors will notify us when everyone can begin to return
4. To return: All parents must bring a negative test before entering the building. If necessary, we can assist you in locating testing facilities that are free or low cost.

### **Parent Conference**

We conduct annual parent conferences from October to December. During the conference, we will share important information with the parents regarding their children and outline ways to enrich their child's development. Our administration will email you specific dates and time to choose from.

## **Birthdays and Parties**

We welcome celebrations at CEI Preschool! Parents are welcome to bring cake, cupcakes, juices without sugar or treats for their child's special day. All treats will be served during snack period, candies are allowed but will be given at the end of the day to take them home.

CEI Preschool holds a holiday party during December. We welcome volunteers to help us with the party! To encourage gift-giving and sharing, we ask parents to bring an age-appropriate book or gift for their child to exchange with others.

## **Family Participation**

Families are an essential component in creating a healthy internal community. For this reason, CEI Preschool opens its doors for those who want to participate in our events, activities, and parties through volunteering.

If you wish to participate, you must submit these documents to CEI Preschool: your background check and fingerprint. This process takes approximately 1 to 3 weeks. We require these documents in order to ensure complete safety of our children.

## **Incident Report**

CEI Preschool will notify parents **immediately** if their child sustains a severe injury or illness incident. We document all accidents and incidents in a form that must be signed by the parent at pick-up and provide the parent with a copy. Any minor incidents will be reported to the parent at the pick-up time. CEI Preschool is not responsible for injuries.

Parents may discuss any incident with our staff, and we will thoroughly investigate the matter.

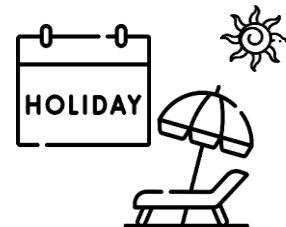
## **Hours of Operation**

**We are open Monday through Friday, from January to December.** The school is open from 6:30 am to 6:00 pm. CEI offers to all parents 10 daily hours of care Monday to Friday or less with the minimum of 6 hours. After the 10 hrs. the daycare will charge \$50 extra per bi-weekly payment (from 5 min. or more).

## **Closings, Holidays and Special Events**

CEI Preschool will be closed on holidays, teacher trainings, and school breaks as mentioned below:

- New Year
- Martin Luther King Day



- Presidents Day
- Good Friday
- Memorial Day
- Independence Day
- Teacher training day (2 to 3 per year)
- Labor Day
- Columbus Day
- Thanksgiving (Wed, Thru, and Friday)
- Winter Break (23<sup>rd</sup> to the 3<sup>rd</sup> next year)

## **Absences Policy**

If your child will not be coming in for the day, please send a Brightwheel message to let us know before 9:00 a.m. It is not necessary to call the daycare, emergency absences only or by email at [administrator@ceipreschool.com](mailto:administrator@ceipreschool.com)

## **Unforeseen Events**

Your child's safety is our top priority. We will close the school in the event of an unsafe unforeseen situation or if the Hays County authority indicates that closure is necessary.

In these situations, we will call parents and authorized adults to pick up their child immediately. If we close the school due to an unforeseen event, tuition will not be refunded.

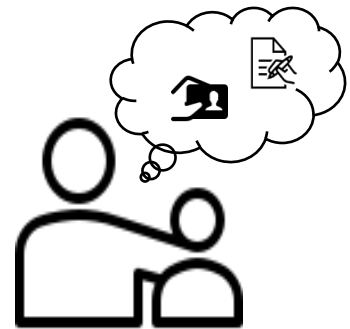
## **Contact Information**

DFPS and HHS require that parents update their contact information annually with CEI Preschool. If your contact information changes, please submit your new information to CEI Preschool within 1 week. ([administrator@gmail.com](mailto:administrator@gmail.com))

## **Daily Procedures**

### **Drop off Procedures**

Under no circumstances may a child enter the school without an adult. Parents and authorized adults must sign in and for new people show their ID each time they drop off the child. Parents and authorized adults are expected to notify and detail any vital information about their child at drop off in person or through the Brightwheel app. Private circumstances by email to the Director or an authorized staff member.



The latest drop off is at 9:00 am. And the latest pick up is at 6:00 pm. It is according to your child's 10 or less hours of care.

Please refrain any visit to your child during naptime. **For Doctor's appointment no more than 11:00 am. After that time, we don't accept more children for the day.**

### **Pick up Procedures**

We only let parents, guardians, and authorized persons pick up children from the school. Parents, guardians, and authorized persons must also sign out and for new people show their ID when they pick up the child. Parents are responsible to send a Brightwheel message to let the daycare and teacher know the full name of the pickup person and time. We are required by law to manage the children at all times; therefore, children cannot leave the school without an adult.

Parents are responsible for supervising their children once they sign them out.

### **Daily Schedule**

Children love to spend their time doing fun and exciting things! They need a regular, daily routine that allows them to learn while they are interacting with others. Our entire program is 100% in Spanish, allowing children to become bilingual as part of developing their language skills. Our daily schedule may change due to different factors, including weather, updates, personal issues, and more. Each one of the classrooms has its own daily schedule and routines.

### **Outdoor Play**

Please make sure your child is dressed appropriately for outdoor play at all times. There will be outside playing time every day if the weather permits. Parents should supply sunscreen to their child unless otherwise directed by a physician. Outdoor activities include taking walks, backyard playground, take care of the garden and learning, water play (sprinkler in summer), toy riding, and more. Our daily outdoor play schedule changes depending on the weather.

### **Water Days**

During the summer, we will have "water days," which usually occur on Fridays. The children will use water toys such as water balloons, sprinklers and more. We will have at least one water day every other week if the weather permits. Parents must supply a towel and swimwear. Without proper attire, your child will not be able to participate in these water play activities.

## Nap Time and Quiet Time

Nap time is a period of rest that is essential for children. Research shows that nap time helps with effective and healthy development of children's brains. All children will be required to lie down for a nap after lunchtime. Children must nap or rest quietly during this period.

Parents and guardians are discouraged from picking up a child during this time, as it may disturb other children's rest time.

## Safe Sleep Policy for Infants

At CEI Preschool, we prioritize the safety of babies. We never leave infants unsupervised. All staff, substitute staff, and volunteers will follow the safe sleep recommendations of the American Academy of Pediatrics (AAP), and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of sudden infant death syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS). A list of these safety recommendations is located the enrollment infant policy.

## Primary care safe sleep for infants 12 months old or younger:

Below is a list of recommendations on safe sleep for infants 12 months old or younger:

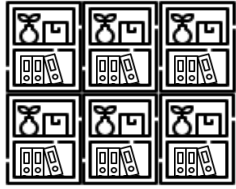
- Care by the same caregiver regularly, when possible.
- Individual attention is given to each infant, including playing, talking, cuddling, and holding.
- Holding and comforting and infant who is upset.
- Prompt attention is given to physical needs, such as feeding and diapering.
- Talking to infants as they are fed, changed, and held, such as naming objects, singing, or saying rhymes.
- Ensuring the environment is free of objects that may cause danger to children.
- Rotating an infant every 15 minutes to a different center or equipment.
- Never leave an infant in the crib when is awake.

## Personal Belongings

CEI Preschool follows regulations about items that are allowed at the daycare. A list of approved supplies will be provided upon admission. Any belongings that the child brings into the daycare are the responsibility of the parents or guardians. **Children may not bring toys to the daycare.**



Each child has to bring the water bottle and baby bottles daily, **we are not responsible for hygiene and disinfected.**



All children will have a designated cubby to store their personal belongings. Please ensure that all items are labeled and placed in the proper cubby. Each child will have a designated folder or book to store their completed project in their cubby. Parents may take home each completed project.

## Clothing

At CEI Preschool, your child's clothing should be simple, washable, and comfortable so that your child can play. Children must wear shoes that are appropriate for playing and climbing. Flip flops are prohibited as they can cause an injury during outside play.



We require all children to have at least 3 complete set of clothing in their cubby in case they need to change. If your child is still in diapers, you will be responsible for supplying diapers and wipes as needed, and we will inform you when we are running low.

Additionally, parents or guardians must provide an apron for their child to use during messy activities, such as painting. However, we cannot guarantee that this will protect your child's clothing completely.

## Supplies

CEI Preschool will provide you with a list of items that must be supplied on the first day of daycare. Items should be replaced as needed; parents are responsible for supervising the child's cubby to determine when to restock supplies. To see the complete list of supplies visit [www.ceirpeschool.com](http://www.ceirpeschool.com) in the "apply now" section.



### Infant

6 weeks to 12 months



### Toddler

1 to 2 years



### Preschool

3 to 5 years

Example:

- 2 packs of baby wipes
- Baby food or formula.
- Diapers for 2 weeks (between 30-40)
- 3 pairs of change of clothes

Example:

- 2 packs of baby wipes
- 1 apron
- 3 boxes of tissues
- Diapers or pull-ups for two weeks (between 30-40)

Example:

- 1 blanket
- 1 apron
- 3 boxes of tissues
- 2 pairs of change of clothes
- Sunscreen (optional)



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<ul style="list-style-type: none"><li>• Rash cream (optional)</li><li>• 3 bibs (plastic)</li><li>• 2 milk bottles or 1 sippy cup</li></ul>	<ul style="list-style-type: none"><li>• 3 pairs of change of clothes</li><li>• Rash cream (optional)</li><li>• 1 bib (plastic; optional)</li><li>• 1 milk bottle or 1 sippy cup</li></ul>	<ul style="list-style-type: none"><li>• Water bottle</li></ul>
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# Health and Hygiene Policies

## Hearing and Vision Screening Requirements

All children must bring a hearing and vision test within 2 weeks after their 4th birthday.

## Illnesses

### At Home



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

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

Your child must stay home if they have any of the following communicable diseases: strep throat, bacterial meningitis, chickenpox, diphtheria, hepatitis A, measles, mumps, pertussis, pneumonia, or rubella. An unknown illness with symptoms like irritability, tiredness, or lack of interest must also be communicated to the teacher.

The child must be symptom-free (without medication) for 24 hours before attending or submit a doctor's note clearing to attend the daycare. In Covid times a negative test is required before attending back.

Please do not give a feverish child Tylenol or Motrin and then send them to childcare. The medicine will soon wear off, and your child will expose everyone else in the childcare. It puts other children, parents, and caregivers in danger of becoming ill.

### At the Preschool

Parents will be notified when the child has:

- Fever underarm 100 or higher
- Bronchitis
- Rash-unexplained
- Diarrhea three or more time in 24 hours
- Vomiting in 24 hours
- Eye infection or pink eye constant discharge
- Lice or nits
- Unable to participate in classroom activities
- A cold with fever, sneezing or nose drainage



Parents must pick up within **90 minutes** of attempted notification.

CEI Preschool follows the guidelines outlined by the Texas Department of Family & Child Protective Services (DPFS). Regulations state the following requirements must be adhered to by all daycare centers in Texas:

*"A child who is suspected of having a serious, contagious condition must be isolated and returned home as soon as possible. A child having a serious, contagious condition shall not be allowed to return to the childcare facility until they have been certified by a physician not to be contagious."*

## Medication



A doctor's note and parent's authorization are required for the administration of medication for the child.

All medications must be in their original container and labeled with the child's name, age, dosage, and the date medication has been dropped off at the facility.

CEI Preschool will only administer medications in amounts that follow the label's directions.

We will follow the dosage requirements provided by the parents and will not accept any responsibility for any error or omission on the parent's part.

## Hygiene

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

The facility is cleaned daily, both inside (3 times) and outside (1 time). Each child has to bring a washable nap mat every Monday and take it home every Friday. Highchair trays, tables, toys, and equipment are disinfected with a state-approved bleach water solution after each use.

## Toilet Training

We toilet train children ages 2.5 and up. We believe in conducting the training in a relaxed manner and in the cooperation of the family. If your child is ready to toilet train, it should be a quick and easy process. We will communicate with parents in order to figure out when their child is ready to begin. Consistency between the home and school will be essential to your child's success. We do ask that you begin toilet training at home during a weekend or vacation. Once your child returns to school, we will work with your child to toilet train him at school.

Once you begin toilet training your child and they become successful in their training, we ask that you send them to school in clothes that allow them to use the bathroom independently. We recommend dressing your child in clothes such as shorts, pants with elastic waists, or dresses.

**Please try to avoid dressing your child in tight clothing, pants with snaps and zippers and belts, overalls, and onesies. 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 switch frequently between diapers and underwear and delay the training process.

Please keep in mind school can distract your child from responding to an urge to use the potty, more so than at your home. Because accidents happen, we require parents to bring three changes of clothes. Throughout the toilet training process, we may send wet clothing items sent home in a plastic bag until the child has mastered how to use the bathroom.

## **Educational TV**

We allow children to watch educational programs on TV for a maximum of 30 minutes a day.

## **Playground**

Children play outside daily for at least one hour in the morning and one in the afternoon if weather permits.

## **Food Policy**

CEI Preschool will provide breakfast, lunch, and one or two snacks (child's schedule at the daycare). Our food is limited, so you are welcome to bring additional food for your child. A comprehensive daily report in the Brightwheel app will be given to all parents, detailing their child's feeding habits.

When a child is high allergic to more than two foods, the parents will be responsible to bring the child's food and snacks daily. The daycare is not responsible for any difficult situation due to the allergic food 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 5 different menus from food provided by our food program sponsor. Our menu will be posted every Friday at the end of the day in the main entrance. We will also email our menu to all parents at the time of enrollment, or when menus have been updated.

These are the safety procedures that we follow:

- Liquids and food hotter than 110 F are kept out of reach.
- All staff are educated on food allergies and take precautions to ensure children are protected.
- All food prepared at the daycare is 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 may eat meals, milk, fresh fruit and vegetables provided by CEI Preschool.
- All food brought from home must be properly refrigerated and maintain an appropriate temperature.

**When you bring your child's water bottle, we only accept unflavored water. Please do not fill your child's water bottle with anything except unflavored water.**

CEI Preschool will send out every 3 months the newsletter containing articles about nutrition and food allergies. We strive to educate parents, and children, about how to make healthy food choices.

### **Breastfeeding Education**

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

## **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 reach out to us first to look into the matter. Our daycare is equipped with video cameras, which allows us to thoroughly investigate any concerns.** We value your child's health and safety and will address any problems that occur.

### **Brightwheel App**

Keeping parents informed about their child is one of CEI Preschool's top priorities, as it helps foster a connection between the daycare and parents. We use the Brightwheel app to communicate with parents. If you have any trouble setting this up, our administration staff will be happy to help you through the process.

Once you sign up and log in, you can see daily notifications about your child such as: check in and check out times, diaper changes, food provided throughout the day, nap times and photos of your child. If you have any questions or concerns, you may send a message to the teacher through the app. Brightwheel may also be used to make tuition payments.

### **Monthly Newsletter**

CEI Preschool has every 3 months a newsletter that is sent to parent's emails or attached in your Brightwheel app. We will also post our newsletter on the bulletin boards located at the school's

entrance. Our newsletter contains pictures from that month, announcements, themes of the months, an educational article, and the most important information from each classroom.

## **Social Media**

Facebook is another way to keep you connected with all activities and news from the daycare. We post weekly about all event, activities, closing days, and important announcements.

## **Fire Drills, Lockdown drill and Severe Weather**

The safety of our children and staff is a top priority for CEI Preschool. In order to ensure that we have adequate procedures in place, we practice fire and emergency drills each month, lockdown and severe weather drills every three months. Our designated safe location is located at the main gate of the property in front of the entrance door.

## **Designated Area for Evacuating**

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

## **Weather Evacuation**

If CEI Preschool needs to evacuate for severe weather reported in the area, we will first use the sign in roster to account for all children and staff. We will then immediately transport all daycare members in our school's van, or any other staff vehicle, to the 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 through emergency numbers provided. We will also call the local DFPS (Texas Family & Protective Services) to inform them of the situation.

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

## **Child Abuse and Neglect Report**

We are required by law to report any suspected abuse or neglect. In these cases, CEI Preschool will notify the designated authorities in order to protect the safety of the child. It is prohibited to share information with anyone other than the corresponding authority (privacy of data).

## MINIMUM STANDARDS

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

**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](http://www.dfps.state.tx.us)

**In case of emergency**  
911

**Kyle Police Department**  
111 N Front St  
(512) 268-3232

**Kyle Fire Department**  
210 W Moore St.  
(512) 268-3131

**Seton Medical Center Hays**  
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