

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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These Policies are Reviewed Annually and Updated if Necessary.



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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 Multicultural environment 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 "educating" 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 through the CEI Lesson Plan and Frog Street program. 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. Also, as a social-emotional development using Conscious Discipline strategies and supplemented with centers designed for STEAM, Music, and sports concepts through play.

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

- Self-esteem
- A sense of identity, self-respect, autonomy, 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 based on 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 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 in the "Apply Now" section
2. Download the application online at www.ceipreschool.com in the "Apply Now" section, fill them out and send it to administrator@ceipreschool.com and a copy to administrativeassistant@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 and teachers' biographies.

Enrollment Requirements

The forms listed below (Enrollment forms), tuition and payments posted in our website, 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 for example: changing the address, Phone number, email, guardians etc.

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 18 months**) (Website)
 - ❖ Infant Questionary (**Only infants younger than 18 months**) (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 or important health situations that your child has.

CEI provides full time to all ages and part time after 18 months of age Monday to Friday 3 days or two days (according to availability). We open from 6:30 am to 6:00 pm. Offering 10 hours of care to all children enrolled in the program. It could be used as the parent's needs. For Example: if the child arrives at 7:00 am the pickup must be at 5:00 pm. There is a fee for the extra hours after 10 hours. The Administration department will make agreement requested according with the family needs and daycare.

Before your child can attend CEI, all sections of the enrollment packet must be complete and accurate. This includes all updated shot records, health statement from physician citing any allergies/special conditions that describe the course of action to be taken by CEI in the event of a medical emergency. Parents are expected to notify in writing whenever you want to make a change to your child's record. For example: changing the address, Phone number, email, guardians etc. within one week. You can also notify us via Brightwheel or send us an email to administrativeassistant@ceipreschool.com within one week.

Re-enrollment Packets must be updated annually between August or September during one of the annual parent's meetings to make sure that all information is current.

Trial Period

All new children will be subject to 2 weeks calendar days trial period with a maxima extension of 6 weeks. 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

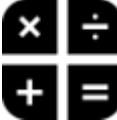
Your child's enrollment may be terminated if:

- CEI Preschool receives 4 weeks or 1 month written notification of withdrawal by a parent or guardian.
- Parents fail to comply with this agreement if they show repeated disregard for CEI policies such as:
 - * Repeated failure to pay tuition when due. The first time as a warning one day after the due date, the child will not be allowed to enter the next day of the warning and second time cancelation of enrollment.
 - * Consistent disregard for cut-off times/hours of operation.
 - * Failure to treat CEI Staff and families with respect.
- The school determines it is unable to meet the needs of the child.
- When the parent receives at least 3 times notification of not good behave by email, in person or Brightwheel app that the daycare cannot control or put in risk the wellbeing of the other children. Or in a few situations cancel enrollment immediately as Director's disretions.

Fees and Finances

Tuition

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

	<p>Tuition payments are due the Sunday before the bi-weekly payment period or the first day of each month in full for a few programs. If the first day is on a weekend, then it is due on the Friday before the first day. All December payments must be paid in full before winter vacation.</p> <p>If we do not receive the payment by the Sunday before the Bi-weekly payments or third day of each month, it is considered late payment. The late fee for the payment is \$15 for the first day it is late, and \$5 for any additional days. Will be add it to your Brightwheel account.</p> <p>All parents must submit the payment to the Brightwheel app with a few exceptions for checks. We don't receive cash.</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. Will be add it to your Brightwheel account.</p>
	<p>Material and Annual fees will be paid at the beginning of new each year. If the child is enrolled in a different Month than January, the next new year the daycare will prorate the amount for the 2nd year enrollment fees.</p> <p>Tuitions increase each year on January 1st.</p>
	<p>Not refundable fees: enrollment fee, annual fee, and material fee.</p> <p>Return payment fees: \$35 per transaction.</p>

Parents can submit payments via: Credit Card, Debit Card (The Brightwheel company will charge of 2.9% over the amount paid), ACH payments will be charge only .90 cents for Autopay via Brightwheel app. We recommend the last one.

Child Care Services (CCS) guidelines:

Texas Workforce Commission subsidizes childcare for low-income families, promoting self-sufficiency by enabling parents to work or attend training. If you would like to apply visit <https://childcare.workforcesolutionsrca.com/rcc/CMS/Page/957> or call at (512) 260-1937 and one of the TWC childcare services staff will assist you in English or Spanish.

If you receive childcare subsidy via CCS, Texas state regulations require your Parent Fee to be paid on the 1st business day of the month prior to receiving care. Your payment is deemed LATE on the 4th business day of the month. Our contract with CCS requires us to report any late Parent Fees to CCS.

It is important to notify the daycare if your child will be more than 5 days absent for any reason as part to be incompliance with the CCS rules and regulations.

Refunds

Tuition will not be refunded if:

- You choose not to enroll your child in CEI Preschool after the trial period (6 weeks).
- The school closes due to an unforeseen event.
- Your child missed school due to vacations, holidays, illness, or days off.

Before the trial period the amount refunded will be for the days the child no attended only.

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.

Tuition Discounts:

CEI offers discount to children of active Military Service members and First Responders (Paramedic, Police Officer and Firefighter) receive a 10% tuition discount for the oldest child.

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 inside areas of 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. (Candies during parties or events will be given at the end of the day to take them home).

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.

Challenging Behaviors / Discharge Policy:

Occasionally there are child behaviors that cause more serious concerns such as risking the safety of other children. CEI Preschool believes that parents and teachers must work together to eliminate these behaviors and unusual aggression to self, others and teachers.

When disruptive behaviors are continually observed, a meeting will be scheduled with the teacher, parents and the Director or Coordinator to establish a written plan or by mouth agreement and develop the next steps that may include seeking outside resources, training and consultation, suggestions for modifications to the environment, and adaptation of curriculum and materials. After using these techniques, the child will be 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 return peacefully to the activity. At no time, will physical punishment be used to correct the child.

Every effort will be made to work with families; however, there may be situations when a child will be asked to withdraw from the program. These might include: the child being unable to adjust to the program, accommodations and modifications require an unreasonable amount of staff time, and/or parents do not seek or follow through with supports and services suggested for their child.

Biting Toddlers

Biting is a typical childhood behavior. Yet, the reasons for developing a biting habit can vary from child to child.

The first thing to remember is that toddlers cannot express themselves like older children and adults can. Given that they have limited communication skills, they sometimes resort to biting as a way to release their feelings of anger and frustration, or even of joy or love.

The good news is that biting is almost always a temporary problem. It improves as children become older and learn self-control and better communication skills.

It's also important to be mindful of other reasons why a child might bite.

Babies and toddlers might bite if they're hungry, fatigued, or overwhelmed.

Other children simply imitate what they see other kids do. So, if there's a child in daycare who bites, don't be surprised if your child tries this at home.

And of course, some kids bite to get attention, inspire a reaction, or test their boundaries. For more information, please visit this website at:

<https://www.healthline.com/health/parenting/how-to-stop-toddler-from-biting#preventing-biting>

How to CEI Prevent a Toddler from biting?

1. **Look for Patterns:** In other words, does your child bite in certain situations? After observing the child, we might notice that they bite when they're tired. If this is the case, The pattern may be that they typically bite a certain person, bite during transitions such as from play to less desirable activities, or whenever they feel big emotions. Knowing what precedes the bite can help you deal with the underlying reason before the biting begins.
 2. **Provide Comfort:** Help toddlers understand that biting hurts others. So, if the child bites a friend, comfort the victim.
 3. **Teach them ways to express themselves:** young children often bite because they can't talk or express themselves well (or at all). When they feel frustrated or scared or even happy, they sometimes express those big emotions by resorting to a bite.
- If the toddler is old enough, we suggest that they use their words instead of biting. For example, the child might bite a friend who tries to take a toy. To avoid biting, we train the toddler to tell friends "no" or "stop" when things don't go their way.
- If this doesn't work and the child continues to bite, we remove them from the situation. Losing the chance to play with their friends can serve as a consequence to help them remember to use their words next time.
4. **Timeouts:** When biting continues, we also try timeouts. For this to work, though, we must be consistent.

This involves putting the child in timeout *every* time they bite, so that they'll know that biting has consequences. As far as how long they should stay in timeout, a recommendation is 1 minute for every year of age. A two-year-old child would receive a 2-minute timeout, whereas a five-year-old child would receive a 5-minute timeout.

Note that timeouts don't have to be thought of as discipline. They're just a way to take the child away from the situation that led to the biting and let their emotions calm down. It also keeps them from immediately biting again. This can be done calmly even the first time a child bite.

5. **Provide alternatives:** Despite their young age, it's a good idea to teach toddlers other ways to control their frustrations. We get them into a habit of saying "no" or "stop" when they don't like something. This helps children not only develop language skills but also self-control.

Then again, if we believe a child bites because they're teething and need to self-soothe, we recommend give them a teething ring. Also, offering crunchy snacks when the child is hungry or appears to be experiencing teething pain might help curtail a biting problem due to discomfort.

6. **Use Positive Reinforcement:** Some children start biting as a way to get extra attention and sometimes it works. The problem is that some toddlers start to associate biting with attention, and they continue the habit.

It might help to offer positive reinforcement. If we reward the child with praise for responding to a situation with their words and exercising self-control, they'll seek the positive attention

instead. Using incentives like sticker charts, where every day without biting earns them rewards, can be a powerful motivation tool for some older toddlers. Sometimes simply acknowledging their efforts with praise (Read: "I'm so proud that you used your words at our friends today! Good work being kind!") can be all the encouragement they need to say goodbye to biting.

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.

Dispute or Complaints Resolution:

In a situation when a parent has a concern or complaint, the parent should discuss it with the teacher of the child's class and find a solution if the situation cannot be resolved in a satisfactory way from both parts, the matter should be brought to the attention of the Director, Assistant Director or Coordinator. A meeting will be arranged including all involved parties. After a review of the facts, the Director, Assistant director or Coordinator will make a decision regarding resolution options. If you have an issue you prefer not to discuss with your child's teacher, you can reach the coordinator via phone at (737) 704-7899 or the Director and assistant director at (512) 621-3202 and via email at administrator@ceipreschool.com

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.

CEI Parking lot

CEI cares about everyone's safety. In this case, at the arrival time please drive slowly, finding a spot in the parking in a suitable place without touching any other vehicle's parking line. It is forbidden to drive within the daycare more than 5 or 10 miles and not respect the entrance and exit correctly.

In the case of finding someone violating these rules, precautionary measures will be taken such as checking cameras and giving a warning the first time, and the second time, a report will be made to the police, leaving any situation in charge of their hands.

Covid 19 restrictions for parents and children

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 if they feel any symptoms. (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 child parents to pick him up immediately. Then, follow up his Health or instruction about testing and procedures.
2. Close and Sanitize all areas where the child or adult were 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 or doctor's instructions.

Communication Teacher and Parents

CEI is interested in good communication and relationship between parents and teachers as part of the well-being of each child. The sharing of information is vitally important that will help the teacher to relate appropriately with the child. We will use a variety of methods to keep you informed such as Brightwheel, Facebook, the monthly calendar, and newsletters. Feel free to inquire if you don't receive a particular communication or notice.

If your child is going to be absent for any reason, please send a brightwheel message to your child's teacher. Our recommendation is to bring your child before the circle time starts this is one of the most important parts of the day for learning. As a result, consistent routines prepare children for the transition to kindergarten.

Tour Parent or Teacher Conferences via Google meet

It is very important for CEI that before registering a child at least one parent or guardian attends a mandatory tour. The administration of CEI has as a requirement before enrolling a child to all parents to know our policies, facilities, teachers, and staff. As well as the way daycare works with the cameras and the Brightwheel app.

Upon your child's initial arrival to a teacher's classroom and within the first 6 weeks of transition, a Parent/Teacher introductory meeting will be scheduled via Zoom or in person. This will help to discuss any concerns or questions, your child's special needs, and your child's experience in general.

Brightwheel is our main tool and a good method for sharing informal information on an ongoing basis, but it doesn't replace the important conversations that a personal Zoom meeting can provide.

Parent Conference

We conduct two annual parent conferences one in September and another in March in person, by phone or via Google meet. 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 and Accommodation.

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 to ensure complete safety of our children.

Also, we offer to all families and children:

- Resource center is in English and Spanish
- We have bilingual staff
- Simple sign language charts posted
- We post lists of commonly used words in the child's language that teachers can refer to and use

- Bilingual staff, our classrooms have Spanish/English labels
- We have a separate space for therapy
- Having separate activities for children who do not 'celebrate' something, or an activity is against their culture, for example: religions
- English/Spanish resources
- Sign language,
- Before COVID we had families come in and share holiday traditions. With COVID, we have the option for parents to Zoom with the class using a projector in the office
- Assistance with eating, hand over hand.

Community Resources

CEI make every effort to support your family's culture and home language. For us it is important to provide information resources that support the well-being of your home. In each one of the classroom entrances is an information board with resources for parents who are seeking assistance and support available to your family. Feel free to inquire about this literature.

Special needs

In our children's education center, we are interested in the well-being and adaptation of any special need. Our effort is to provide the appropriate training to our staff in reference to any unique need. Always connected with health and wellness specialists when diagnosing any situation that needs assistance, parents or guardians, teachers, and administrative staff.

CEI refers to accommodations to the class curriculum and activities that enable a preschool student with a special need to enjoy equal benefits as enjoyed by children without special needs.

Accommodations to the preschool class environment or to the manner/circumstances in which students perform the essential functions within the school routine.

The limitation on the CEI's obligation to provide accommodation is that no such change is implemented if it would cause undue hardship to the preschool.

Incident Report

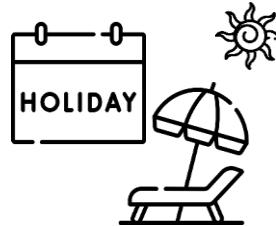
CEI Preschool will notify parents **immediately** if their child sustains a severe injury or illness incident as soon as possible. We document all accidents and incidents in a form that must be signed by the parent at pick-up and provide the parent with a copy. Any minor incidents will be reported to the parent at the pick-up time or a Brightwheel message. We regularly inspect the children's play areas for unsafe conditions. Occasionally, accidents do occur as children are playing, and our teachers are trained to be alert to such situations. Although, we will call you directly to pick up your child if we feel your child's injury requires medical attention. 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 (1 to 3 per year)
- Labor Day
- Columbus Day
- Thanksgiving (Wed, Thru, and Friday)
- Winter Break (23rd to the 2nd 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 administrativeassistant@ceipreschool.com or call at 512-621-3202.

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 like CISD special weather or News Stations 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.

CEI will monitor weather conditions and decide if there will be a closure or delay. In case of closure or delay, all parents and staff will be notified via the Brightwheel or personal cell phone number.

Daily Procedures

Drop off Procedures

Under no circumstances may a child enter the school without an adult. Parents and authorized adults must sign in. 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.



Breakfast time is from 8:00 to 8:45 am.

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 always manage the children; therefore, children cannot leave the school without an adult. Children will not be released to a sibling/family member or another person under the age of 18. Please notify us immediately of any changes made to your pick-up Authorization List. Parents are responsible for supervising their children once they sign them out.

After school care and transportation

CEI Preschool provides after school care to those students enrolled in our CEI School-aged Care Program during the school academic year. CEI van may pick up the children from the local schools and bring them to CEI, the program end until 6:00 pm. The schools where CEI pick up children are Science Hall, Fuentes, Uhland and IDEA Kyle, please inquire at our office if we pick up at your child's school. It is very important to notify through the Brightwheel app if your child will not attend the aftercare before 2:00 pm. or any school dismissal time.

We offer care for after schoolers full time in school holidays to all children under the age of 6 years old (daycare availability). 6 years and one day or older are not allowed, only for the summer activities are allowed.

As part of the security in transportation from schools to daycare, CEI takes care of good behavior inside the van and in the classroom so parents will be notified of any inappropriate behavior to fix it or in extreme cases to cancel Enrollment at the discretion of the Director.

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.

Physical Activity

Each one of the classes go outside to get physical activity everyday (weather permitting). Each class has an hour of outside time in the morning and at least an hour in the afternoon. Infants ready to be outside will spend time as well. When weather prevents us from going outside the teachers will do indoor games to get the children up and moving.

Outdoor Play

Please make sure your child is always dressed appropriately for outdoor play. 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 this 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:

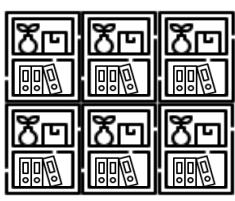
- Care by the same caregiver regularly, when possible.
- Individual attention is given to each infant, including playing, talking, cuddling, and holding.
- Holding and comforting an infant who is upset.
- Prompt attention is given to physical needs, such as feeding and diapering.
- Talking to infants 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, money or candy 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. Backpacks are no longer allowed for children 1-5 years of age; we will return it back home.

All items must be clearly labeled with your child's name and provided in a zip lock bag. Their teacher will transfer the clothing to their designated plastic container. Infants: Bottles (bottles and bottle caps must be labeled), diapers and diaper rash cream.

For all ages except infants a small blanket that is labeled with child's first and last name is required. Blankets will be sent home on Friday for laundering and must be returned on Mondays.

Potty training children: At least three changes of clothing including shoes.

Clothing Code

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. Tennis shoes or other comfortable sneakers suitable for climbing and running are best for sturdy footing. Shoes must have secure closures as the child is expected to always wear their shoes – even during naps.



Cowboy or rain boots or sandals are neither appropriate, nor safe for active play on the playground. Children will play outside all year round except in extreme weather. Please dress children appropriately for the temperature and weather of the day.

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.

Essential 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.ceirpreschool.com in the "apply now" section.



Infant

6 weeks to 17 months

Example:

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



Toddler

18 to 36 months

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 change of clothes
- Rash cream (optional)
- 1 bib (plastic; optional)
- 1 milk bottle or 1 sippy cup



Preschool/Kinder

3 to 5 years

Example:

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

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. The requirements apply each year for children enrolled in any licensed child-care center or school program at the age of 4-years-old by September 1st, Kindergarteners or Any other first-time entrants. For those four and five-year old children who are registered at the center, we will need a copy of their vision and hearing test.

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. In the event where parents or guardians don't answer the phone, the next step is calling the people allowed for the parents for emergency or pick up. If no one is found, it depends on the child's emergency call 911 or the DFPS or HHS.

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

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 tablets for a maximum of 30 minutes a day according to the class for that day. Children younger than 2 are not allowed to watch tablets, only in special event are allowed. For Example: a fun day like Pajama Day.

Playground

Children play outside daily for at least one hour in the morning and one in the afternoon if weather permits. All children must visit and spend time in the Garden that is on the back of preschool classroom. Outside learning is one of our priorities.

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 highly 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 four 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.

Please take a look to 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 except unflavored water. No milk, juices, sodas, Gatorade or any other drink with sugar or caffeine is allowed.

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.

Nutrition

CEI participate in and are in good standing with Child and Adult Care Food Program (CACFP). We provide a healthy breakfast, lunch, and afternoon snack plus we provide an extra snack after 5 pm, keeping in mind all children must be eating every 3 hours. In accordance with the Texas Health and Human Services Commission, all parents are required to fill out the Federal Food Program Form and to update the form each year. At CEI, we rotate the breakfast, lunch, and snack menus at least four times a month 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 recommend for your collaboration not to bring your children to school with food from outside.

The Texas Health and Human Services Commission supplies CEI with forms that list the Required Food Components for every meal. Please take a look to each one of the outside boards for more information or at this website <https://www.hhs.texas.gov/services/food>.

At CEI, meals are served in the classrooms. Each teacher is trained in good hygiene and safety, also all our staff is trained with First Aids and CPR as well.

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.

For CEI is important to assist to nursing mothers who want to breastfeed their children within our facilities. We give you the freedom to come at any time. Inside the infant 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. It is very important for CEI 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 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. We recommend contacting us in the first 24 hours, cameras are not recording for many days.

Communication with Parents and Teachers

Excellent communication is essential to develop good relationships for the wellbeing of the child. Sharing information can help teachers relate to your child appropriately. We will use a variety of methods to keep you informed, the main one is the Brightwheel app and Facebook. Notices of upcoming events and activities are posted on Brightwheel and attached the newsletter every 3 months. Feel free to inquire if you don't receive a particular communication or notice. If your child is going to be absent for any reason, please send a Brightwheel message to your child's teacher before 9:00 am.

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.

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.

Quality care

Our passion is to offer the best service, safety, health, and quality in each of the areas of the daycare and staff. That is why it is important to fill out our annual survey and every time you want to express your thoughts and qualify us. In the first two weeks of December, each teacher

will give you a survey to fill out anonymously or by sharing your name. When you fill it out, deposit it in our survey box that is outside the A or main entrance. 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 quality program called TRS (Texas Rising Start) which measures the quality of childcare by stars, 2, 3 and 4, the last being the highest quality of service. CEI is working to get the highest label in the quality care, so it is very important that our staff work according to what is established in the minimum standards, and TRS guidelines.

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

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 through the Brightwheel app.

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).

At CEI, meals are served in the classrooms. Each teacher is trained in good hygiene and safety, also all our staff is trained with First Aids and CPR as well. As a precaution:

1. Liquids and foods hotter than 110° F are kept out of reach of the children.
2. Healthy snacks are available for all school aged children as they arrive.
3. We educated all staff on food allergies and they always take precautions to ensure children are protected.
4. CEI does not allow food from home except as a component replacement as allowed by CACFP. An allergy form completed by your child's doctor must be on file in order to replace meal components. Please take a look to these websites:
<https://www.nutrition.gov/> and <https://www.healthychildren.org/English/healthy-living/nutrition/Pages/default.aspx>

Health Benefit Resources for families:

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

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

CHIP (Children's Health Insurance Program)

<https://agrilifeextension.tau.edu>

10 Best Children's Life Insurance Companies

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

Texas Children's Health Plan

www.texaschildrenshealthplan.org

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

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