

Parent's Handbook

Hours of operation

6:30 a.m. to 6:00 p.m.

Monday to Friday

2381 Bebee Road Kyle, TX 78640



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

www.ceipreschool.com



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CEI Preschool (Spanish Immersion School)

Introduction

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

Mission

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

Educational Approach

Our curriculum has been carefully designed to support children's holistic growth. Instead of focusing solely on the transmission of knowledge, we strive to cultivate essential skills in four fundamental areas: physical, social, affective and cognitive learning. Through active participation and guided exploration, we aim to inspire curiosity and a love of learning in every child.

collaboration and community

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

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

Goals

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

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

Curriculum

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

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

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

Non-discrimination policy

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

Our institution celebrates the richness that diversity brings to our educational community and strives to create an inclusive environment that respects and values individual differences. We

believe in equal opportunity and are committed to providing every student with the tools and support necessary to reach their full potential, regardless of their identity or background.

At CEI Preschool, we advocate for fair and equitable treatment for all, promoting an environment in which each individual is respected and valued. Our non-discrimination policy is fundamental to cultivating an educational space where diversity is celebrated and where every student feels safe, accepted, and empowered to learn and grow.

Inscription

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

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

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

Vaccine Affidavit Policy

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

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

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

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

Importantly, CEI Preschool reserves the right to take additional measures to protect the health and safety of all students and staff in the event of a vaccine-preventable disease outbreak. These measures may include temporarily excluding the unvaccinated child from daycare until the situation is resolved.

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

Trial period

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

1. **Duration of the Trial Period:**
 - All new children will participate in an initial 2-week trial period. In particular situations, this period may be extended to a maximum of 6 weeks to ensure adequate adaptation.
2. **Termination Notification:**

- During the trial period, both parents and school management have the option to terminate the childcare contract with 24 hours' notice. This provides flexibility to evaluate the appropriateness and comfort of the CEI Preschool experience.

3. **Fee Refund:**

- It is important to note that prepaid fees will not be refunded in the event of cancellation during the trial period if the days in the trial period were used. Initial fees are not refundable. This is because this period is intended to evaluate the adjustment of the child and her family to our educational environment and enrollment fees.

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

Termination of registration

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

1. **Withdrawal Notification:**

- Disenrollment may occur if CEI Preschool receives at least 4 weeks or 1 month written notice of withdrawal from a parent or guardian, thus allowing for an appropriate transition for the child and the school.

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

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

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

3. **Indifference to Limit Times/Hours of Operation:**

- Registration may be canceled in cases of continued indifference on the part of parents to established deadlines and hours of operation.

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

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

- Enrollment may be canceled if parents repeatedly fail to treat CEI staff and other families with respect.

5. **Inability to Meet the Needs of the Child:**

- In situations where the school determines that it cannot adequately meet the specific needs of the child, disenrollment will be considered in consultation with the parents.

6. **Misconduct Notifications:**

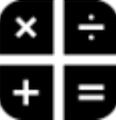
- Enrollment may be canceled if the parent receives at least 3 notifications of misconduct, either by email, in person, or through the Brightwheel app. This applies when the child's behavior puts the well-being of other children at risk. In some serious circumstances, disenrollment may occur immediately, at the discretion of the principal.

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

Fees and Finance

Tuition

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

| | |
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|  | <p>Tuition payments are due the Friday before the biweekly payment period or the first day of each month, depending on the program enrolled. If the first day of each month falls on a weekend, payment should be made the previous Friday. All December payments must be settled before winter break.</p> <p>Payment is considered late if it is not received by the Friday before the biweekly pay period or the 1st of each month. A late payment fee of \$15 will be assessed for the first day late and \$5 for each additional day. These charges will be added to your Brightwheel account.</p> <p>All payments are required to be made through the Brightwheel app, with some exceptions for check payments. Cash is not accepted.</p> |
|  | <p>Late Pickup and Other Charges</p> <p>A late pickup fee of \$10 will apply after 6:00 pm for the first 15 minutes. After 15 minutes, \$1 per additional minute will be charged. These charges will be reflected in your Brightwheel account. Late payment arrangements can be made for those requiring arrival after 6 and no later than 6:30 on a consistent basis. Request it in administration.</p> |
|  | <p>Other Charges and Payment Methods</p> <ul style="list-style-type: none">• Non-refundable fees include registration, annual fee and material fee.• Childcare payments already covered will not be refunded in the event of permanent cancellation without prior notice.• A returned payment fee of \$35 per transaction will apply.• Parents can make payments via credit card, debit card (with an additional 2.9% fee through Brightwheel), or ACH payments (with a fee of .90 cents and no more than \$2 per automatic payment). The ACH automatic payment option is recommended for added convenience. |

At CEI, we seek transparency and efficiency in our financial transactions. For any questions or clarifications, please do not hesitate to contact our administration staff.

Refund Policy

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

There will be no tuition refund in the following cases:

1. **Non-Enrollment Election After Trial Period (6 Weeks):**
 - Tuition will not be refunded if you decide not to enroll your child in CEI Preschool after the 6-week trial period.
2. **School Closing Due to Unforeseen Events:**
 - In the event of school closure due to an unforeseen event, tuition will not be refunded.
3. **Child's Lack of Attendance for Various Reasons:**
 - Tuition will not be refunded if your child misses' school due to vacation, holidays, illness, or days off.

Considerations Before the Trial Period:

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

No Refunds or Adjustments will be made for:

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

CEI Preschool Law:

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

Extended Withdrawal:

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

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

Returned checks or online payments.

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

1. **Returned Checks or Online Payments Canceled by the Bank:**
 - In the event that your check or online payment is canceled by the bank after the payment deadline, CEI Preschool will require a \$35 cash or money order fee in addition to the amount due.
2. **Recurrence of Returned Checks or Canceled Payments:**
 - In the event that this situation is repeated, CEI Preschool will take additional measures to guarantee the stability of payments.
 - Future payments will be required to be made by money order or cashier's check to avoid ongoing issues.

These measures are implemented to maintain the integrity of our financial transactions and ensure a smooth payment process. We appreciate your understanding and cooperation in these matters. To discuss any issues or find alternative solutions, please do not hesitate to contact our administrative staff.

Tuition Discounts:

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

1. **Discount for Children of Active Members of the Military Service:**
 - Children of active members of the Military Service are eligible to receive a discount on tuition at CEI, in addition to connection to any other program offered by any other institution that provides a subsidy.
2. **Discount for First Responders (Paramedics, Police Officers and Firefighters):**
 - First Responders, which include paramedics, police officers and firefighters, and military members are entitled to a special 7% discount on tuition for your oldest child. This should be requested in writing to administrator@ceipreschool.com and administrativeassistant@ceirpeschool.com or a message through Brightwheel app in the Admin section.

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

Taxes

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

1. **Summary Periodicity:**
 - We will provide you with a year-end summary each January, detailing all childcare fees paid during the previous fiscal year.
2. **End of our services:**
 - In the event that our service relationship ends during the fiscal year, we will provide you with a year-end summary upon termination of our services.
3. **Additional Requests:**
 - If you prefer, you can request a year-end summary at any time. We are here to provide the information necessary to make your tax return easier.

We strive to be proactive in presenting key information for your tax obligations. If you have any questions or would like more details about your year-end summary, please do not hesitate to contact our administrative staff. We are here to help you in any aspect related to your experience at CEI Preschool.

CCS Grant Program

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

If you receive a child care subsidy through CCS, Texas state regulations state that your parent fee must be paid on the first business day of the month prior to the start of care. Any payment made after the fourth business day of the month is considered LATE. Our contractual commitment to CCS requires us to report any parent late payment delays to this program.

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

General information

Kindergarten rules

At CEI Preschool, we recognize the importance of establishing clear rules to ensure the safety and well-being of all children. These rules are essential to create an enriching and positive environment. We appreciate your collaboration in enforcing these rules shown below:

General rules:

1. **Running is not allowed in indoor areas:**
 - To ensure everyone's safety, running is not permitted in the indoor areas of the daycare.
2. **Zero Tolerance for Aggressive Behaviors:**
 - Hitting, pushing, biting, grabbing, kicking, spitting or pinching will not be tolerated. We foster a respectful and safe environment.
3. **Do not climb on furniture or equipment:**
 - For safety, children should not stand or climb on chairs, tables or furniture.
4. **Respectful Language:**
 - Everyone is expected to use respectful language. The use of obscene, derogatory or disrespectful language will not be permitted.
5. **Food and Drink Restriction:**
 - Children are not allowed to walk around the nursery with food and glasses. This ensures a clean and safe environment.
6. **Prohibition of Lifting Other Children:**
 - Children are not permitted to lift or carry other children while in daycare or on the property.
7. **Liability for Intentional Damages:**
 - Intentional destruction of property will result in a charge to the parent for the cost of replacing the damaged item.
8. **Toy Care:**
 - Toys are meant for playing. Unless a child deliberately breaks the toy, both the child and the parent will be responsible.
9. **Specific Food Restrictions:**
 - No candy, coffee, gum, junk food or soft drinks will be allowed under any circumstances. Candy during parties or events will be delivered at the end of the day to take home.

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

Positive orientation and discipline

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

Key Principles:

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

Guidance and Discipline Approach:

- **Beginning of the Mediation Process:**
 - A mediation process is initiated to address the conflict effectively.
- **Clarify Each Child's Perspective:**
 - Space is given for each child to express their perspective and feelings.
- **Summarizing:**
 - Key points are summarized to ensure mutual understanding.
- **Generating Alternatives:**
 - Children are encouraged to think of alternative solutions to the conflict.
- **Agreeing on a Solution:**
 - We work together to reach a mutual and satisfactory agreement.
- **Strengthen the Problem Solving Process:**
 - The problem-solving process is positively reinforced to encourage future application.
- **Go ahead:**
 - After reaching a solution, children are encouraged to move forward in a positive way.
- **Announcing that the Conflict has Ended:**
 - It is clearly communicated that the conflict has ended and an environment of friendship and collaboration is encouraged.

Challenging Behaviors:

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

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

Challenging Behaviors/Dismissal Policy:

We recognize that occasionally challenging behaviors may arise that require more serious attention, especially if they affect the safety of other children. We believe in close collaboration between parents, teachers and administrative staff to address and eliminate these behaviors, as well as any form of unusual aggression towards oneself, other children or teachers.

Procedures for Ongoing Disruptive Behavior:

1. **Meeting with Parents, Teacher and Director/Coordinator:**
 - When continued disruptive behaviors are observed, a conference will be scheduled with the teacher, parent, and principal or coordinator.
2. **Establishment of a Written Plan or Oral Agreement:**
 - At the meeting, a written plan or oral agreement will be established that will include specific steps. This may involve seeking external resources, training and consultation, environmental modifications, and adjustments to curriculum and materials.
3. **Additional Supervision and Temporary Withdrawal:**
 - In cases of persistent behaviors, the child will be temporarily removed from the group and placed in another area of the room where they can be supervised until they are ready to peacefully reintegrate into the activity.
4. **Educational Approach - No Physical Punishment:**
 - At no time will physical punishment be used to correct the child. Conversations will focus on school readiness and program goals.

collaboration with families:

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

Program Withdrawal Situations:

- Reasons for requesting withdrawal from the program may include the child's inability to adjust to the program, accommodations and modifications that require unreasonable

staff time, and/or the parent's failure to seek or comply with suggested supports and services. for your son.

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

Biting small children

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

Reasons to bite

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

How CEI Preschool Addresses Biting Behavior:

1. **Pattern Identification:**
 - We observe specific patterns, such as situations or emotions that precede the bite. This helps us anticipate and address the underlying causes of behavior.
2. **Provide Consolation:**
 - We comfort the bite victim, teaching young children that biting causes pain to others.
3. **Teach Ways to Express Yourself:**
 - We encourage the use of words instead of biting. Children are encouraged to communicate their needs and frustrations verbally rather than resorting to biting.
4. **Timeouts:**
 - We implement consistent wait times as a consequence for the bite. The length of the waiting time is adjusted according to the child's age, with the intention of allowing emotions to calm down.
5. **Provide Alternatives:**
 - We teach young children other ways to express and control their emotions, such as not saying "no" or "enough." Alternatives, such as teether, are provided for those who might bite due to dental discomfort.
6. **Positive reinforcement:**

- We recognize and positively reward children when they use words instead of biting. Positive reinforcement can include praise and rewards, encouraging a change in behavior.

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

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

We are proud to maintain an open-door policy that encourages the active participation of parents in their children's educational experience. We believe in transparency and collaboration, and here we detail how we implement this policy:

1. Unlimited Access:

- At CEI Preschool, your participation is welcome at any time during business hours. No need to schedule a visit; It can come without prior notice.

2. Class Observation:

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

4. Parent Information Board:

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

5. Online Access to Official Documentation:

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

6. Commitment to Transparency:

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

7. Active Collaboration:

- We value active collaboration between parents and educational staff. Your participation contributes significantly to children's educational success.

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

Resolution of disputes or complaints:

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

Steps for Dispute Resolution:

1. Discussion with the Teacher:

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

2. Search for Solutions:

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

3. Escalation to Management:

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

4. Meeting with All Parties:

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

5. Review of Facts:

- A detailed review of the facts will be conducted to fully understand the nature of the problem. Everyone involved will have the opportunity to express their concerns and points of view.

6. Decision Making:

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

7. Contact with Coordinator or Administration:

- For those parents who prefer not to discuss the issue with their child's teacher, they are given the option of contacting the coordinator directly at (737) 704-7899 or the Principal/Assistant Principal at (512) 621-3202. You can also send an email to director@ceipreschool.com with copy to administrator@ceipreschool.com

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

Door

Security Policy at the Entry and Exit of CEI Preschool

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

Access to the Nursery:

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

Conduct in the Security Area:

1. It is strictly prohibited to allow children to approach the safety gate area. Constant supervision is essential to maintain the safety of children while they are in CEI Preschool facilities.
2. During the pick-up process, parents should actively supervise their children and ensure they stay away from the gate security area.

Appropriate Discipline:

1. Any method of discipline that is inappropriate or that may endanger the safety and well-being of children on or off the property is strictly prohibited.
2. CEI Preschool encourages the use of positive and respectful discipline methods to ensure a safe and positive educational environment.

Commitment to Safety: We seek to maintain high safety standards at the entrance and exit of the daycare. We appreciate parents' collaboration in ensuring compliance with these policies to provide a safe and secure environment for all our children.

CEI parking

Parking Policy for Parents at CEI Preschool

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

Parking Conduct:

1. Upon arrival, parents are urged to drive slowly and cautiously within the daycare facilities. Road safety is essential for the protection of everyone.
2. When searching for a parking space, parents are expected to find a suitable space without touching the parking line of any other vehicle. This ensures smooth and safe traffic flow.
3. Driving at speeds greater than 5 or 10 miles per hour within the nursery is strictly prohibited, according to established signs and limits.

Respect for Entries and Exits:

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

Measures in Case of Non-Compliance:

1. If someone is found violating these rules, precautionary measures will be taken in accordance with our enforcement policy.

2. The first time a violation is observed, a camera check will be conducted as a preventative measure and a notice will be issued to the violator.
3. In case of a second violation, more serious action will be taken, and a report will be filed with the police. CEI Preschool reserves the right to take the necessary measures to maintain a safe environment for everyone.

Shared Responsibility:

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

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

COVID 19 Protocol for Parents and Children

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

Arrival Procedures for Children:

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

Use of Face Masks:

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

Parent Responsibility:

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

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

1. **Parent Notification:**
 - Parents of the affected child will be called to pick up the child immediately.
 - Instructions will be provided on monitoring the child's health and any necessary tests or procedures will be reported.
2. **Closure and Disinfection:**
 - All areas where the infected child or adult was present will be closed and disinfected.
 - Disinfection will occur in a single classroom and play area, or in multiple classrooms and throughout the daycare, as needed.
3. **Quarantine and Return Period:**
 - A quarantine period will be implemented, which may vary from 2 to 5 days or as medically indicated.
 - Return to daycare will only be permitted after quarantine guidelines are met and appropriate medical clearance is obtained.

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

Effective Communication between Teachers and Parents at CEI Preschool

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

1. **Brightwheel:**
 - We use the Brightwheel app to keep parents informed about their children's daily activities, photos, updates, and important communications.
 - Parents can send direct messages to teachers through Brightwheel, making it easy to communicate instantly.
 - If you have questions regarding payments or something you want to let the administration know, you can send a message in the admin area (this area is only for private things and only authorized people have access, not teachers).
2. **Facebook:**
 - Our Facebook page is another platform where we share news, events and notable achievements.
 - We keep parents up to date on school activities and provide a space for interaction and community.
3. **Monthly calendar:**
 - We publish a monthly calendar that highlights events, important dates and scheduled activities.
 - This calendar provides a quick overview of the activities planned for the month.
4. **Newsletters:**

- We create regular newsletters that provide detailed information on school events, educational topics, and important reminders.
- These newsletters are sent digitally to ensure they reach all parents.

Proactive Communication:

1. Notification of Absences:

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

2. Importance of Circle Time:

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

Encouraging Active Participation:

1. Ask if Information is Missing:

- We strive to ensure that every parent receives relevant and up-to-date information. If at any time you feel there is a lack of communication on a particular topic, please don't hesitate to ask.

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

Active Participation in Virtual Parent Meetings at CEI Preschool

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

Mandatory Tours:

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

Introductory Parent-Teacher Meeting:

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

Using Brightwheel and In-Person and Virtual Meetings:

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

Ongoing Commitment:

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

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

Conference for parents CEI Preschool: Enriching Your Children's Development

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

Annual Conference Details:

1. **Varied Format:**
 - Conferences can be held in person, over the phone, or virtually. This provides flexibility to accommodate parents' preferences and schedules.
2. **Significant Content:**

- During conferences, we share important information about each child's progress, achievements, and areas for improvement. This provides a comprehensive view of your children's educational and social development.
3. **Enrichment and Collaboration:**
 - We outline specific strategies and activities to enrich children's development. This may include suggestions for activities at home that support continued learning and growth.
 4. **Proactive Communication:**
 - Administration will email specific dates and times for parents to choose from. This proactive approach makes it easier for parents to plan and participate in conferences.

Benefits of Annual Conferences:

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

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

Birthdays and Parties: Making Unforgettable Memories

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

Birthday:

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

Special Holidays:

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

Every year we organize in our activities calendar 12 events per year like those expressed above and where the majority of parents can attend and interact with everyone, and we get to know each other better.

Active Participation and Inclusive Resources for All Families at CEI Preschool

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

Volunteering and documentation:

- **Open Doors for Volunteers:** We invite families to actively participate in events, activities and parties through volunteering. It is a unique opportunity to be part of our healthy internal community.

- **Verification process:** To ensure the safety of our children, we ask volunteers to submit a background check and fingerprint check. This process, which typically takes 1-3 weeks, is critical to maintaining a safe and protective environment.

Inclusive Resources:

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

Adaptations to Challenges:

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

Comprehensive Assistance:

- **Nutrition Support:** We offer meal assistance, providing "hand-on-hand" help to ensure all children receive the necessary attention and support during mealtimes.

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

Community Connections and Resources at CEI Preschool

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

Information Panels in Classrooms:

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

Open access:

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

Ongoing Commitment:

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

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

Special Needs Support

We are deeply committed to the well-being and adjustment of each child, including those with special needs. Here's how we address unique needs situations:

Comprehensive Staff Training:

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

Collaboration with Parents and Guardians:

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

Adaptations to the Study Plan and Activities:

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

School Environment Considerations:

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

Reasonable Limitations:

- We recognize the importance of providing accommodation but understand that there may be practical limitations. We are committed to evaluating each situation individually and implementing changes as long as they do not cause undue difficulties for the overall functioning of the preschool.

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

Incident and Safety Reporting CEI Preschool

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

Immediate Notification:

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

Rigorous Documentation:

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

Transparent Communication:

- Minor incidents will be reported during pickup or via messaging through Brightwheel. We encourage transparency in communication and are open to detailed discussions about any incidents with parents.

Regular Inspections:

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

Staff training:

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

Direct Calls in Emergency Cases:

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

Shared Responsibility:

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

At CEI Preschool, we are committed to safety, transparency, and individualized care for each child. Our goal is to provide an environment where children can learn and grow safely and positively. Top of Form

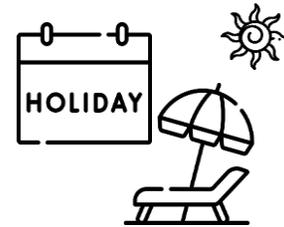
Hours of Operation and Closing Days at CEI Preschool

Hours of operation: At CEI Preschool, we understand the importance of offering convenient schedules for parents. Our hours of operation are Monday through Friday, all year round. We are open from 6:30 am to 6:00 pm to provide flexibility and support for parents' needs.

Daily Care Options: We offer all parents 10 hours of care per day, Monday through Friday, or an option with a minimum of 6 hours. For those requiring additional services after 10am, an additional fee of \$50 per fortnight will apply, starting from 5 minutes or more.

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

- New Year
- Martin Luther King's Day
- President's Day
- Good Friday or Good Friday
- Memorial Day
- Independence Day
- Teacher training day (1 to 3 times a year)
- Working day
- Day of race
- Thanksgiving (Wednesday-Friday)
- Winter holidays (from the 23rd to the 2nd of next year)



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

CEI Preschool Absence Notification Policy

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

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

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

Procedures for Unforeseen Events and Emergency Closures

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

- 1. Immediate Closing in Case of Emergency:**
 - If an unforeseen situation occurs or guidance is received from authorities, we will close the school immediately.
 - All parents and authorized adults will be notified to pick up their children without delay.
- 2. Communication Via Brightwheel or Mobile Phone Numbers:**
 - We will use the Brightwheel app and cell phone numbers provided to notify parents and staff of the closure or any changes to the regular schedule.
 - It is essential that you keep your contact information up to date on Brightwheel to receive important notifications.
- 3. Continuous Monitoring of Climatic Conditions:**
 - We will monitor weather conditions and evaluate the need for school closures or delays in opening.
 - Any decisions will be made in consultation with local authorities and in accordance with best safety practices.
- 4. No Tuition Refund in Case of Closing:**
 - In situations of closure due to unforeseen events, no tuition refunds will be made.
 - The safety and well-being of children is our primary concern in such circumstances.

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

Daily Procedures: Delivery procedures

Mandatory Registration:

- Under no circumstances will a child be allowed into daycare without the company of an authorized adult.
 - Parents and authorized adults must register upon entry, providing essential information about the child through the Brightwheel app or in person.
- 2. Communication of Relevant Information:**
 - Parents are expected to notify any vital information about their child upon drop-off, either in person or through the Brightwheel app.



- For more private circumstances, the director or an authorized staff member can be contacted by email.
3. **Drop off and Pickup Times:**
 - The deadline for dropping off your child is 9:00 am, while the deadline for picking up your child is 6:00 pm.
 - Drop off and pick up times are based on the care plan of 10 hours or less for each child.
 4. **Breakfast Schedule:**
 - Breakfast hours are from 8:00 to 8:45 am Parents are encouraged to arrange for a child drop-off prior to this period if they would like them to participate in breakfast.
 5. **Nap and Visits during Break:**
 - Parents are asked to refrain from visiting their children during nap time to maintain a calm environment conducive to rest.
 - For medical appointments, it is recommended to schedule them before 11:00 am. After this time, no more children will be accepted for the day.

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

Collection Procedures

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

- It is the parents' responsibility to supervise their children once they have been registered and picked up to ensure their continued safety.

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

Transitions

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

1. **Parent Notification:** When it is determined that a child is ready to move to a new classroom, parents will be notified in advance. This child's transition period is usually 1 to 2 weeks before the transition is complete.
2. **Classroom Recognition:** During this time, children are given the opportunity to experience the new classroom. A "classroom recognition" is organized, which can last at least an hour or more daily, where the child can become familiar with the new environment, meet the teacher and explore the activities and resources available in the new classroom.
3. **Transition Document:** Parents will be provided with a detailed document that will include information about the new classroom, the start date of the transition, and any relevant details. This document will require the parent's signature to confirm that they are informed and agree to the transition.
4. **Flexibility in the Process:** It is recognized that each child is unique and may adapt to transitions differently. Additionally, the relationship between the teacher and the parent is taken into account when making final decisions. Flexibility is key, and the final decision is made considering both the well-being of the child, the teacher's evaluations, and the comfort of the parents.

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

Transitions at the end of the day

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

1. **Established Capacity:** Each classroom has a predetermined capacity based on the number of teachers and children, ensuring an adequate and safe environment for all.

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

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

After School Care and Transportation

Pickup Service:

- We offer after school care for students enrolled in our School Age Childcare Program.
- The CEI van makes pickups from local schools, including Science Hall, Fuentes, Umland, and IDEA Kyle. You can ask our office if we pick up from your child's school.
- Pick-up will be from school leaving until 6:00 pm, ensuring that children are cared for after the school day.

Absence Notifications:

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

Attention Extracurricular activities for holidays and vacations:

- We offer full-time care during the holidays for children under 6 years of age, subject to nursery availability.
- Children 6 years and older are not allowed to participate, except for summer activities.
- In the summer all ages participate full-time.

Rules of Behavior in Transportation:

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

We appreciate your collaboration in maintaining a safe and positive environment for all children who participate in our after-school programs at CEI Preschool.

Daily schedule

Fun and Learning in Spanish:

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

Daily routine:

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

Schedule Flexibility:

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

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

Promoting Daily Physical Activity:

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

Outdoor Time:

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

Adaptation to Climatic Conditions:

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

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

Promoting Outdoor Play and Clothing:

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

Appropriate Dress:

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

Solar protection:

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

Variety of Activities:

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

Climate Adaptation:

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

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

Summer Water Days:

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

Frequency and Planning:

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

Requirements for Participation:

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

Water Safety:

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

Communication and Reminders:

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

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

Nap time and quiet time.

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

Importance of Nap:

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

Nap Time Requirements:

- It is mandatory that all children participate in nap or quiet rest after lunch time. During this time, children are expected to sleep or rest peacefully to maximize the benefits of rest.

Avoid Picking Up Children During Nap:

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

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

Safe Sleep Policy for Babies

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

Primary Care Practices:

- We prioritize care by the same caregiver on a regular basis, to provide more individualized care.
- Each baby receives individual attention, including activities such as playing, talking, cuddling, and holding.
- We make sure to immediately attend to physical needs, such as feeding and diapering.
- We encourage constant verbal interaction with babies during activities such as feeding, changing and holding, using elements such as naming objects, singing or saying rhymes.

Security in the Environment:

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

Avoiding in Waking Crib Sleep:

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

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

Personal items

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



Responsibility for Personal Objects:

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

Water Bottles and Baby Bottles:

- Each child must bring their own water bottle and bottles daily. The hygiene and disinfection of these elements are the responsibility of the parents or guardians.

Designated Cubicles:

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

Projects and Backpacks:

- Each child will have a designated folder or book to store their completed projects in their cubby.
- Backpacks are no longer allowed for full-time children ages 1-5; They will be returned home.

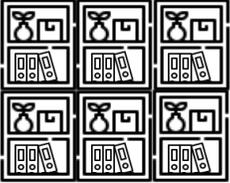
Labeling and Storage:

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

Age Specific Items:

- Babies: bottles, bibs, household items such as food containers, diapers and diaper rash cream must be labeled.
- Potty Training Children: At least three changes of clothing are required, including at least one pair of shoes.

Blankets:



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

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

Clothing Code

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



Clothing Features:

- Your child's clothing should be simple, washable and comfortable to allow for active play.
- Children should wear appropriate shoes for playing and climbing, such as tennis shoes with secure closures, lace-up shoes are not permitted.
- Flip flops are prohibited as they can cause injuries during outdoor play.

Appropriate Shoes:

- Tennis shoes or other comfortable shoes are ideal for activities that involve running and climbing.
- Cowboy boots, rain boots, or sandals are not appropriate or safe for active play on the playground.
- Shoes should have secure closures, as the child is expected to wear them at all times, even during nap time.

Climate Preparedness:

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

Clothing Reserve:

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

Diapers and Personal Items:

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

Apron for Messy Activities:

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

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

Essential Supplies

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

|  Child 6 weeks to 17 months |  Toddler 18 to 36 months |  Preschool/Kindergarten 3 to 5 years |
|--|---|--|
| Example: <ul style="list-style-type: none"> • 2 packages of baby wipes • Baby food or formula. • Diapers for 2 weeks (between 30-40) • 3 pairs of changes of clothes • Rash cream (optional) • 3 bibs (plastic) • 2 to 4 bottles of milk and/or 1 sippy cup | Example: <ul style="list-style-type: none"> • 2 packages of baby wipes • 1 apron • 3 boxes of tissues • Diapers or pull-ups for two weeks (between 30-40) • 3 pairs of changes of clothes • Rash cream (optional) • 1 bib (plastic; optional) • 1 bottle of milk or 1 sippy cup | Example: <ul style="list-style-type: none"> • 1 blanket • 1 apron • 3 boxes of tissues • 2 pairs of changes of clothes • Sunscreen (optional) • Water bottle |

Health, Precaution and Hygiene Policies,

Hearing and Vision Screening Requirements

All children must take a hearing and vision test within 2 weeks of their 4th birthday. Requirements apply each year for children enrolled in any licensed childcare center or school program at age 4 before September 1, children in kindergarten, or any other first-time entrants. For those four- and five-year-old children who are enrolled at the center, we will need a copy of their vision and hearing test.

Diseases

At home



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

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

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

Child must be symptom-free (without medication) for 24 hours before attending or present a doctor's note to attend daycare. In times of Covid a negative test is required before attending again.

Do not give Tylenol or Motrin to a child with a fever and then send him or her to daycare. The medication will soon wear off and your child will be exposed to everyone else in daycare. It puts other children, parents and caregivers at risk of getting sick.

In preschool

Parents will be notified when the child has:

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



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

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

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

"A child suspected of having a serious, contagious condition should be isolated and returned home as soon as possible. A child who has a serious, contagious condition will not be allowed to return to the childcare center until he or she has been certified by a doctor. so as not to be contagious".

Medicine



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

All medications must be in their original container and labeled with the child's name, age, dosage, and the date the medication was dropped off at the center. CEI Preschool will only administer medications in amounts that follow label directions. We will follow the dosage requirements provided by the parents and will not accept any responsibility for any errors or omissions on the part of the parents.

Hygiene

CEI Preschool teaches children to understand the importance of health and hygiene. Children's hands are washed or disinfected before and after meals and after using the bathroom and upon returning 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 antibacterial gel.

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

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

training bath

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

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

Keep in mind that school may distract your child from responding to the urge to urinate, more so than at home. Because accidents happen, we require parents to bring three changes of clothes. Throughout the potty-training process, we may send wet clothing home in a plastic bag until the child masters how to use the toilet. CEI only accepts pull ups that open from the sides, pull ups that open from the sides are not accepted.

educational television

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

Playground

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

Food Policy

We provide breakfast, lunch and snacks and dinner (According to the child's schedule in daycare). Our food is limited, so please bring additional food for your child. A full daily report will be delivered in the Brightwheel app to all parents, detailing their child's eating habits. The daycare will provide food to all children years for being part of the meal program.

When a child is highly allergic to more than two foods, parents will be responsible for bringing meals and snacks daily. The daycare is not responsible for any difficult situation due to allergic reactions to food.

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

These are the security procedures we follow:

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

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

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

CEI will send the newsletter every 3 months with articles on nutrition and food allergies. We strive to educate parents and children about making healthy food choices.

Nutrition

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

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

The Texas Health and Human Services Commission provides CEI with forms that list the food components needed for each meal. Please take a look at each of the exterior boards for more information or on 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 of our staff are trained in First Aid and CPR.

Breastfeeding Education

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

For CEI it is important to serve nursing mothers who wish to breastfeed their children within our facilities. We give you the freedom to come at any time. Inside the children's room, there is a rocking chair and a chair that you can use when you breastfeed your baby, if you need anything extra, one of our staff will assist you. For CEI it is very important that mothers have the necessary resources to strengthen their baby in the first stage of her 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 recommend that you contact us first to investigate the matter. Our daycare is equipped with video cameras, allowing us to thoroughly investigate any concerns. We value the health and safety of your child and will address any issues that arise. We recommend contacting us within the first 24 hours, the cameras do not record for many days.

Communication with parents and teachers

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

Brightwheel app

Keeping parents informed about their children 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 problems setting this up, our administrative staff will be happy to help you with the process.

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

Newsletter

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

Social networks

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

Quality care

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

TRS

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

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

Fire Drills, Lockdown Drills and Severe Weather Drills

The safety of our children and staff is a priority for CEI Preschool. To ensure we have proper procedures in place, we practice fire and emergency drills every month, lockdown and severe weather drills every three months. Our designated secure location is located to one side of the property's main gate facing the front door.

Designated evacuation area

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

Weather evacuation

If CEI Preschool needs to evacuate due to reported severe weather in the area, we will first use the registration list to account for all children and staff. We will then immediately transport all

daycare members in our school van, or any other staff vehicle, to Kyle Seton Hospital, located at 6001 Kyle Parkway, Kyle, TX. Once we arrive at the designated location, our staff will account for all the children and notify parents immediately via the emergency numbers provided. We will also call the local DFPS (Texas Family and Protective Services) to inform them of the situation.

Staff and children will remain together as a group until all the children have been safely collected. Parents may contact staff through the CEI Preschool phone number (512-621-3202). If cleared, we will return to the daycare and notify parents and DFPS. For this reason, it is important to notify the school of any changes to your address, telephone number, or dismissal 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 authorities designated to protect the safety of the child. It is prohibited to share information with anyone other than the corresponding authority (data privacy).

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

1. Liquids and foods above 110° F are kept out of the reach of children.
2. Healthy snacks are available to all school-aged children as they arrive.
3. We educate all staff about food allergies, and they always take precautions to ensure children are protected.

Please take a look at these

websites:<https://www.nutrition.gov/>and<https://www.healthychildren.org/English/healthy-living/nutrition/Pages/default.aspx>

Bargain Free within 1000 feet of daycare.

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

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

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

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

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

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

Health benefits resources for families:

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

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

CHIP (Children's Health Insurance Program)

<https://agriflifeextension.tau.edu>

Top 10 Life Insurance Companies for Children

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

Texas Children's Health Plan

www.texaschildrenshealthplan.org

MINIMUM STANDARDS

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

Department of Family Protective Services

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

Child Abuse Hotline

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

In case of emergency

911

Kyle Police Department

111 N Front St (512) 268-3232

Bargains within 1000 feet of daycare

Kyle Fire Department

210 West Moore Street (512) 268-3131

Seton Hays Medical Center

6001 Kyle Pkwy, Kyle(512) 504-5000

Center for Disease Control and Prevention

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

Texas Poison Center

(800) 222-1222