MUSTARD SEED DAYCARE CENTER

5001 NEW YORK AVE. BUILDING-A
ARLINGTON, TEXAS 76018
(817) 461-4310

PARENTS AND STUDENTS

HANDBOOK

Thank you for choosing MUSTARD SEED DAYCARE CENTER

MUSTARD SEED DAYCARE CENTER will be open year-round, except for the following Holidays: Good Friday, Memorial Day, July 4-, Labor Day, Thanksgiving Day, and Friday after Thanksgiving, Christmas Eve, Christmas Day and New Year's Day. We will close New Year's Eve when New Year's Day falls on a Tuesday. Otherwise, we will dose at 2p.m. On New Year's Eve.

Hours 6:00am- 6:00pm Mon -Fri

Dear Parents,

Welcome to the MUSTARD SEED DAYCARE CENTER. We are very happy your child is going to be in our program. We believe every child should have a safe, healthy, and nurturing environment in which to reach his or her potential. We also believe each child should experience the three A's of care giving:

Approval, Attention, and Affection

All children are unique individuals with their own rate of development and their preschool years should be filled with rich experiences. We believe our center program will be a strong foundation on which your child will build their future educational experiences. We look forward to visiting with you about your child.

Sincerely,

Margaret Oluwasuyi

Management Mustard Seed Daycare

Child Care Director

Philosophy

The philosophy of MUSTARD SEED DAYCARE CENTER is to provide quality child care for children. Our program is based on the principles of respect, responsibility, and community, through exploration and discovery, in a supportive and enriching environment. Parents are viewed as partners, collaborators, and advocates for their children.

Our Vision

Our vision is to have a ***nurturing***, ***safe***, and ***educational*** environment where we can **embrace** and **accept** families that we serve and ultimately make an **impact** on our community.

PURPOSE AND GOALS

MUSTARD SEED DAYCARE CENTER is planned to reach the following goals:

1. To provide quality child care for the children
2. To design a model environment based on current research in the field of child development.
3. To maintain a safe, healthy, and stimulating environment for young children
4. To aid parents in the development of their children through parent education and involvement
5. To foster self-control, self-esteem, and a sense of competence in the child
6. To facilitate children's physical and emotional development
7. To use professional guidance techniques with the children and act as role models for their parents
8. To enhance the young child's natural creative abilities
9. To promote children's social skills through teacher-directed and self selected activities
10. To promote critical thinking and problem solving skills in their daily experiences
11. To learn through play

At this Center, your child WILL get dirty.

Some of the activities include mud play, painting, clay experiences, dirt, and water. Our program is active and engaging—we can't prevent children from getting messy at school! We

assume that you are sending your child to school in clothes that allow him/her to participate fully in our program and that you understand their clothes may get stained while at school. Playground equipment can be slippery and we often venture out on walks. Children should wear shoes that provide good traction and are comfortable for walking. Flip-flops, cowboy boots, and “dress-up” shoes with slick soles generally don’t work well for active play. Please bring a complete change of clothing to keep at the Center.

Policies and Procedures

Providing for the education of young children is a privilege, which carries with it certain responsibilities. To clarify those responsibilities and to supply additional information about working with children, parents, and the center staff, need to know the policies and procedures, which are essential to the smooth operation of our program. Parents will be notified in writing at least 30days before any policy or procedure is changed.

Curriculum Goals:

- To help teachers and parents see the children as individuals who have unique skill.
- To insure developmentally appropriate practice.

Teachers are required to attend 29 clock hours (35 for the Director) of training annually. These training hours cover the following core knowledge areas and more:

Child Growth and Development
Care of Special Needs Children
Communicable Disease
Prevention Child Abuse and Neglect
Emergency Procedures
Ethical Conduct
Policies and Procedures
Guidance
Professional Practice Methods and Curriculum
Family and Community Relationships
Healthy and Safe Environment
Brain Development
Observation and Assessment
Sudden Infant Death Syndrome
Cultural and Individual Diversity
Shaken Baby Syndrome
Professionalism

ENROLLMENT PROCEDURES

You must have:

- Completed Enrollment Information Form
- Completed Health and Admission Requirement form
- Current Shot Record*
- Completed Payment Agreement

If your child cannot participate in the recommended immunization program for health or religious reasons you must submit a form, which you may obtain from the state of Texas, declaring your reasons for exemptions.

Dismissal Policy

We strive to work together as partners with teachers and parents to help children get through difficult stages in their early childhood. However, Mustard Seed Daycare Center reserves the right to dismiss any child from the center if it is determined that we cannot meet the needs of your child or the parent(s) is not willing to work with the director and teachers on any childhood issue. In the judgement of the Director, if the child's behavior threatens the physical or mental health of other children and/or staff in the center, if the child has the inability to function within the Center, or failure of the child or parent to comply with Center policies may be cause for immediate termination. If your child has not received the recommended number of vaccines for his or her age they can be terminated from the child care. Any concerns regarding behavior management with your child in our program will be discussed with appropriate child care staff and the director.

Employee Operational Hours: The child care center will open at 6:00 a.m. and close at 6:00 p.m., five days a week, Monday through Friday,

Attendance Requirements

Keep all documents (contact persons, addresses, telephone numbers, and emergency release forms) updated at all times. Notify the child care office of any changes **immediately.**

- The Mustard Seed Daycare Center is a State Licensed facility. The Center can accommodate a specific number of children; therefore, everyone must adhere to the guidelines of the center.
- When your child is going to be absent, please inform the Child Care Center by **8:00 a.m.**
- We prefer tuition he paid on a weekly time schedule, however, other arrangements can be made with the director. Tuition payments must he made in advance of service. Paying the tuition in advance allows us to prepare for the week through meal and activity planning and paying our staff on time. Our center is funded solely by tuition so it is imperative that tuition payments be made on time. Mustard Seed Day Care Center has a late tuition fee, which is as follows: tuition not paid within three business days of the due date Mustard Seed Day Care Center will begin incurring a late fee. This is giving you two days "grace" in which to make payment. The due dates are as follows:
  - If payment is not received within one week the child may not return to the center. Once the bill is paid in full the child may return if' his/her spot is still available.
  - If your child is sick or stays home for any reason there will be no credit given and he/she will not be allowed to "make-up" the days missed. We must plan to have all staff here even if your child does not attend. Therefore you are expected to pay when your child is out ill. All unpaid fees will be filed in Court

SIBLING DISCOUNT:

- We offer discounts for families with more than one child enrolled at our center. The discount is 10% off the second child's tuition rate and 5% for any children after..

Tuition is due by close of business every Monday of each week. Cash, check, money order, or payroll deduction may pay tuition. A late fee charge of $20.00 will be assessed to any

delinquent account **not paid by 5:00 on Tuesday of each week.** In addition, a charge of $35.00 applied for any returned checks. A $100.00 (non-refundable) annual registration fee is due upon registration and $50.00 supply fee. Annual fee charged from the start date of your child.

Late Pick Up

Mustard Seed Daycare Center is open from 6:00a.m. - 6:00 p.m. Monday- Friday. It is important that your child is picked up by closing time as our staff has their own responsibilities to tend to. **A late pick-up fee will be charged to your account as follows: CPS will be called after we try to contact everyone on your pick-up list and still not picked up by 7:30 p.m.**

- **After 6 00 p.m. -- $20.00**
- **After 6 35 p.m. -- $5.00 per minute after 6 35 p.m by our computer time**

Biting, Hitting, and Scratching Procedures

1. It is not uncommon for children to bite, hit, or scratch one another. There are many reasons why children bite, hit, and scratch, including frustration, hunger, lack of self-control and/or a fear of personal space violation. Biting, hitting, and scratching is often an impulsive way of gaining attention. **Our caregivers give their undivided attention to the children, but preventing biting, hitting, and scratching 100% of the time is virtually impossible.**

2. If a child is bitten, hit, or scratched, our caregivers will focus their attention on the child that is hurt, thereby avoiding negative reinforcement of the biter. Our caregiver will clean the injury. To avoid swelling, an ice pack will be applied. The child that hurt another child will be encouraged to “stroke” the victim in an effort to reinforce positive interaction.

3. Biting, hitting, and scratching will remain confidential in our center. The parent of the child that did the hurting will receive a behavior report. The parent of the child that was hurt will receive an accident report. The parent of the hurt child will be notified via e-mail or phone call **only if the injury is in a prominent place on the body, and/or is considered to be a serious injury.**

4. The child that hurt another child will be shown where he or she hurt the child. The child that hurt another child will be advised that this caused pain and sadness for the child who was hurt. We want to teach the children how to love each other and interact with one another in a positive fashion. Our caregivers will monitor the child that is hurting others in an effort to redirect him/her as needed. Three occurrences of hurting **in a day** warrant a call to the parents from the Director. At that time, a parent/ teacher conference will be setup.

CURRICULUM AND SCHEDULE

At Mustard Seed, our education goal is simple—to help children blossom intellectually and emotionally, while having a lot of purposeful fun along the way. Our unique early childhood

education programs are designed to match each child's developmental level. Our classroom equipment is carefully chosen for age appropriateness. Our well-rounded program curriculums incorporate activities in all of the important developmental areas that benefit children throughout their early childhood education and elementary school years including:
Physical/Fine and Large Motor Skills
Thinking/Cognitive
Communication
Social/Emotional
Whatever your child's stage of development, Mustard Seed has an early childhood education program curriculum to meet his or her early childhood education needs.

TODDLER (P2) CURRICULUM

Our toddlers' curriculum (for 18 months-olds up to age 3) provides an enriching environment with activities that are designed to enhance your child's total development in a quality early childhood education environment. The Mustard Seed toddler curriculum allows your two-year-old to spend busy, fun-filled days engaged in activities that promote learning and discovery. Whether it's filling containers at the water table, stacking and tumbling blocks, or playing with appropriate toys and puzzles, your child will learn as he or she plays. Your child can investigate brightly colored objects and shapes, play dress up. We encourage their social, emotional and language development. We surround them with age-appropriate toys and tools to encourage exploration and discovery and enhance their overall development. We provide every opportunity possible for your child to develop his or her own interests, at his or her own pace. Your child will spend each day in a variety of center activities, each designed for special purposes and experiences so necessary for toddler growth and development. We also help the children progress with potty-training and separation anxiety.

PRESCHOOL (P3) CURRICULUM

What sets our preschool programs apart from the rest is the fact that we approach everyday with imagination, innovation and, most of all, fun! Studies have found that learning improves when children are engaged in an enjoyable and meaningful activity. That's why we include a variety of intriguing activities that stimulate early brain development with a focus on creative play. The P3 curriculum includes:
Movement activities
Indoor activities (puzzles, songs, spelling, art, painting, crafts, numerals, etc.)
Indoor activities (theme of the week, rhyming words, reading, math manipulates, video, learning tape, or story time)
Outdoor or indoor gross motor activities and games

PRE-KINDERGARTEN (PRE-K) CURRICULUM

Our Pre-K students learn Language, Art, and Math at a more advanced level than the 2s and 3s. Several of the puzzles are computer-based. The kids learn how to operate a mouse driven computer program and solve puzzles using the mouse and keyboard. Our Pre-K curriculum includes:
Movement activities

Group time (calendar, weather, attendance, chart, songs, letter box)
Concept Development, Social Studies (sometimes cooking lessons)
Language and Math
Lab Activities (including Science, Art, and Computer training)
Phonics and Reading
Hand writing, learning tapes, or story time
Outdoor or indoor gross motor activities, games, songs, crafts, etc.

AFTER-SCHOOL CARES

For the added convenience of today's busy families, we offer after-school care so that your child remains cared for in a safe, enriched and familiar environment when the academic day is complete.

SUMMER PROGRAM

Each summer, Mustard Seed offers a special program with hands-on activities for younger and older children in a variety of categories such as arts and crafts, science and cooking, dances drama music, communication, computers and fitness. Program themes and activities vary from year-to-year to ensure fun experiences for both new enrollees and returning young campers.

TRANSPORTATION POLICY

Mustard Seed van is used to transport children for field trips and to pick up after schoolers from schools. All students in the van must remain seat-belted for the entire duration of the trip, should not move around to distract the driver for safety of all in the vehicle and they may not ride in the front seat of the vehicle. New state regulations will require us to use child safety seats for all children and children under a certain height must use booster seat. You will be required to bring such a seat on announced field trip dates.

SIGNING IN AND OUT

The parent should sign in and out at the front table (entry area) to register the child's time at MUSTARD SEED daily. Children arriving should be brought inside and given to the appropriate staff for supervision. Please do not drive up and drop children off to go inside alone. You should accompany the child inside the school and take him/her to the childcare room and to a MUSTARD SEED staff. Please say your good-byes before leaving your child. When it is time for the students to be dismissed from school, we want to accomplish this as safely as possible. If someone that is not on your child's enrollment information needs to pick up the child, please inform us in writing or by phone and the person will need to show identification when he/she arrives at the school

Discipline Policy and Procedures:

1. The teacher will remove the child from the situation by redirecting the child's attention and/or providing the child with new opportunities or choices.

2. The teacher will explain in a firm but respectful manner the appropriate way for the child to deal with his/her problem.
3. The teacher will be consistent with this procedure for the duration of the day.
4. Once the child re-enters the group of children, if he or she is unable to regain control, the director will be notified and will provide assistance by following the same steps as the classroom teacher.

After an intervention by the director, if the child still refuses or is unable to regain control, the parents will be asked to intervene. We will set up a conference with the parent(s), director, and teachers. The parents will be of help by offering reinforcement from home for their child's appropriate behavior(s) and/or suggestions of how to handle their child's inappropriate behavior(s)

Behavior Reports

Behavior reports will be given out to parents as an effort to make them aware of certain challenging behavior issues that their child might have during the day. The purpose for the behavior report is not to make parents feel bad or guilty, but it is a communication tool used to let them know that there may be an issue that we have to discuss privately and come up with an action plan together. The behavior reports will be kept in the child's file in the office. The action plan will be with the teacher. Resources are available in the front office.

Steps into addressing challenging behaviors

1. Behavior report to parent
2. Set up a conference to express concerns and set up strategies
3. Work together to form an action plan
4. After one month implementing the action plan. The team (teacher, parent, director) will evaluate the child's progress.

CHILD RELEASE POLICY

*Children released to their parent/guardian. Once guardianship is established on the admission form, only court documents can change status of guardianship.

* Instruct the person picking up your child to report to the child care director's office to present their I.D. They will wait in the Child Care Center's lobby until I.D. is cleared. **Visitors may not enter a child care classroom unless the child care office has made arrangements.**

*If, at any time during the year, a parent wishes to change the names of the person on the child's release form, he or she must notify the child care director's office **immediately. You can fill out an updated information slip and give to the office at any time.**

*If a parent must have someone pick up their child who is not on the release form, the parent must notify the child care director before the person.

Special Needs for Your Child

Please inform the child care center caregiver of any special needs your child may have. This includes any allergies, physical disabilities, personality traits, eating habits, or other special needs that would help us better understand and meet the needs of your child. Visit with your child's caregiver and write down the information on the ***Daily Routine*** *form* provided for you in your child care paperwork.

What if my child becomes ill at the Child Care Center while I am at work or school?

If your child becomes ill at the center, you will be notified. The child will be cared for in an isolation area, until the parent or authorized person arrives within a reasonable amount of time, to pick up the child.

Heath and illness Policy

Vision and Hearing

Children four years of age or older, who are enrolled, must be screened for possible vision and hearing problems within 120 calendar days of enrollment. If your child has been screened this year, you need to provide proof to the child care office of the screening results.

SICK CHILDREN

Please inform the school's staff if the child comes down with something that might have spread to other people. This includes strep throat, flu, pinworms, lice, scabies, impetigo, childhood diseases, ringworms, etc. If MUSTARD SEED staff notifies you that your child is ill, you should pick up your child within one hour of notification. Because we do not have a nurse on staff, we may request that your child see a physician and/or have a physician's release to return to school, in certain situations.

For the protection of all children and staff, we ask that you notify the center within 24 hours after your child has developed a known or suspected communicable disease, or if any member of the child's immediate household has a communicable disease. When your child has disease requiring exclusion, we ask that you inform the Center Director of the diagnosis. If we become aware of communicable disease-affecting children in the center, a health alert will be posted. We will attempt to indicate the earliest symptoms so that additional exposures can be avoided. When a child has a contagious disease, the child care office is required to post a notice in the child care center to notify all parents.

Exclusion of Sick Children from activities

If one or more of the following exists, the child may not be included in the center's activities:

- Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
- Rectal temperature of 101.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
- Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs of illness;
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea; two or more vomiting episodes in 24 hours; rash with fever; mouth sores with drooling, behavior changes, or other signs that the child may be severely ill;
- A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

Stay Home Guidelines for Sick Children

When a child has a strep infection, he/she should not return to school unless he/she has been on antibiotics for at least 24 hours. When a child is exposed to chickenpox, the incubation period is 7 to 21 days, with most children breaking out between 10 – 14 days. The child is contagious 24 – 48 hours before breaking out occurs. If the child has been exposed, please check the child carefully for fever and/or spots, from the 7th day on. If the child has the disease, he/she may not return for at least 7 days or until all the sores are crusted over. Apply these Guidelines for the Management of Illnesses in determining when your child should not attend the center.

1. Do not bring your child to the center if he or she is not well enough to participate in a normal day's activities or is exposed to a contagious disease, develops symptoms of a contagious disease or is diagnosed by a physician as having a contagious disease
2. Please keep your child at home if he or she develops any of the following symptoms of contagious disease until symptoms disappear or your physician decides your child can return to the center:
    - Diarrhea (more than one loose stool or increased number of stools)
    - Difficult or rapid breathing (especially in infants under 6 months)
    - Yellowish skin or eyes (may be signs of Hepatitis)
    - Mouth sores with drooling
3. If your child has one of the following symptoms and a fever of l00^{0}F or above (oral thermometer), 101 ^{0}F or above rectal thermometer):
    - unusual spots or rashes
    - Headache
    - Sore throat or trouble swallowing
    - Infected skin patches
    - BACTERIAL MENINGITIS
    - CHICKEN POX, DIPTHERIA, HEPATITIS A
    - IMPETIGO, INFESTATION
    - MEASLES, RUBELLA, MUMPS
    - PERTUSIS (Whooping Cough), TUBERCULOSIS (TB)
    - CONJUNCTIVITIS
    - HAEMOPHILUS INFLUENZAE TYPE b (Hib, Pneumonia, Meningitis, Epiglottits)
    - STREP THROAT
    - PIN WORM & RINGWORM

KEEP YOUR CHILD AT HOME Until child physician / Health Department says it is safe.

This Center does not administer medicines to keep a fever down or anti-diarrhea/vomiting medicines. Your child must be free of fever, diarrhea, vomiting for 24 hours without the need of medicine for these.

Your Child May Return to Child Care Center When:

- He or she is free of fever for 24 hours, ***meaning one full day***, without taking Tylenol, Motrin, or other fever reducer. (Remember, temperatures are low in the morning and often spike in the late afternoon)
- The contagious disease has passed and you have medical documentation to indicate that the child is no longer contagious
- Head lice have been properly treated and the hair has been combed free of lice and eggs
- Exposed ringworms have been treated with medication and the site is covered

Medication

If your child requires medication at school, an authorization must be completed, signed, and sent to school. It is extremely helpful when you can administer medication before or after center hours. There may be times, however, when your child needs medication during the day. Mustard Seed staff will administer medication prescribed by your child's health care provider if you have completed a CHILD MEDICATION AUTHORIZATION AND LOG. Designated staff may administer medication only. Please give all medication to the Director or designated person-in-charge, who will see that it is stored and administered properly and safely. Please do not send medication in your child's bag or coat pocket, or leave medication in your child's storage space.

For prescribed medications, give the Director or designated person-in-charge the medication in the original, child-resistant container, labeled by a pharmacist with your child's first and last names, date prescription was filled, medication's name and expiration date, administration, storage and disposal instructions.

For over-the counter medications provide the Director or designated person-in charge, with a note from your child's health care provider recommending the medication, indicating the dose, frequency, method of use, and administration duration. The medication should be in a child-resistant container, with the child's first and last names, displaying instruction for administration and storage supplied by the manufacturer, and the expiration date. Be sure to check with the Director on additional local health department requirements.

Mustard Seed logs each instance of medication administration, as well as any adverse reactions, spills or refusals to take.

Cough drops. The director reserves the right to refuse to administer medication, which may include breathing treatments, controlled substances, due to liability and risk, involved.

Prescription Medication

Only parents must sign medication authorization and include times for child-care center authorized employee to administer medicine.

1. The medication must be in its prescribed original container labeled with the child's full name and the date brought to the child-care center.
2. Medication will be administered to the child it's intended for therefore siblings are unable to share prescribed medication.
3. The parent must complete medication form with the following on the form (child's first and last name, parent's signature, date, dosage, and time).
4. Medication will not be administered after expiration date.

All medication must be kept in the original container and clearly state the following:

- The child's first and last name
- The date the medication enters our child care
- The doctor's name
- Prescribed dosage
- Date/dates and time the medication is to be given
- Expiration date and or dates to be used
- Manufacturer's instructions or original label that details the name and strength of medication
- Instructions on how to administrate and store.

All medication must be signed in at the child care office. All medication is kept out of reach of children and in a locked cabinet in the front office. No medication left in childs bag. All medication kept out of reach of children and in a locked cabinet.

CHILD'S HEALTH CHECK PROCEDURE: In our effort to provide a safe and comfortable environment for all children and to decrease the spread of communicable diseases, children are discretely checked for symptoms of illness each morning. Teachers greet each child and parent as they arrive to assess for possible signs of illness. Children that are symptom free are admitted into the classroom. Children with minor symptoms are admitted and watched throughout the day. Children that show signs of illness are asked to go home or see a member of the Administrative staff to make an entry decision.

ALLERGIES

If your child has allergies, please discuss this with the Center Director and your child's caregiver. We will make every effort to accommodate your child's special needs.

TB Test

If Texas Department of State Health Services (DSHS) or local health authorities mandates that your child gets tuberculosis testing you will have to provide documentation to indicate that your child is free of active tuberculosis.

Vision and Hearing

Children four years of age or older, who are enrolled, must be screened for possible vision and hearing problems within 120 calendar days of enrollment. If your child has been screened this year, you need to provide proof to the child care office of the screening results.

Water Activities

We provide outdoor water activities for children, weather permitting in the late spring. Water activities consist of sprinkle play. Your child's teacher will notify you beforehand so you may send in a towel and swim suit for your child.

Gang Free Zone

Mustard Seed Daycare Center is a gang-free zone. We prohibit gang related activity within 1000 feet of our center. Gang related activity in our area is subject to increased penalty under Texas law.

Children's Meals

USDA mandates that children ages from birth to 12 months be given only formula or breast milk; from the age of 12 months to two years (24 months) be given Whole Milk (Vitamin D milk).
Children who stay through the day who are eating table food (cafeteria food – 12 months of age and older) will get morning snack, lunch, and afternoon snack
To establish good food habits our staff will work with you to create a plan to:

- Transition infants off their bottles
- Introduce new foods
- Help to choose nutritious foods for children
- Teachers will use the guide from WIC when determining the plan
- Development of feeding skills are listed in the back of this procedure book.

➢ If you are breastfeeding your child, we have adult rockers (chairs) in the classroom. If you will be sending in bottles of breast milk, please make sure you have enough to last the entire time your child will be at the Center. Please let us know if you need any special accommodations.
➢ If you would like more information on breastfeeding ask the front office we have pamphlets that we can give you.

Breastfeeding

Infant room is the breastfeeding designated area.

Meal and Snacks

Parents are responsible for providing children with healthy nutritional lunches. Children are not allowed to bring candy, soda as part of their lunch. We are committed to providing healthy snacks twice a day (9:30am and 3:00pm) Snack will consist of fruits, vegetable, milk, juice or whole grain products.

Supplies and Equipment

Parents will he responsible for providing disposable diaper, wipes, baby bottles, formula, and food. All items must be clearly marked with child(ren) first name and last initial. You must label

every item you send to the center. This is to ensure items are not misplaced or damaged, we asked that parents do not send any of the child(ren) personal toys, stuffed animals etc. to the center. Older children will need a change of clothing, blanket, clearly labeled with name. Each child's teacher will have a separate supply list of items needed.

Open Door Policy

Parents may visit child care center office at any time during hours of operation as specified by the procedures of the child care center.

Communication

We strive to stay in constant communication with the parents of the children who are in our care. We hope you will agree that an open line of communication between you and your child's teacher is in the best interest of your child.

Parent Participation

If you would like to share items from home that represent your family's culture, beliefs, or traditions, we will display them in your child's classroom. The opportunity for the teachers to learn more about you and to understand your background will help us to enrich your child's learning environment here at the Child Care Center. We also have parent/child projects several times each year to give parents an opportunity to share some of their home life with their children's class.

Parent Information Bulletin Boards

There is a bulletin board in every classroom where parents will find the children's daily classroom schedule, lesson plans, and other helpful information. Ask your child's teachers to direct you to this information center.

What Will My Child's Typical Daily Check-In Be Like?

- All Parents must sign their children **IN** and **OUT** on the sign-in/out are located in the child care lobby **every day**. Please remember to write ***the time and your initials*** on the sign-in/out sheet.

- If your child will be absent, please call the front desk and let us know.

- All parents should write down any special needs their child may have and share these verbally with the child's caregiver.

- All children are assigned cubby shelves for storing personal (child's) belongings. Labeled with the children's names.

- The first 2 weeks are always a difficult time for children and parents. It is a little hectic, noisier, and a big adjustment for both parent and child. It is always amazing how everything falls into place and a child adjusts to a new routine. Parents will notice how the room quiets down and an easy flow of activity begins to take place after a few weeks.

- Daily schedules posted inside the child's classroom on the main bulletin board.

- Menus and important information can be in the main hall bulletin board for parents to view.

Children adjust better when separating if their parents take the time to walk them in to the classroom and get them settled.

Parents should always tell their child good-bye and that they will be back later. Hugs are great!

Picking up your child

- All Parents must sign their children **OUT** on the sign-in sheet located in the child care lobby **every day**. Please write ***the time and your initials*** on the sign-out sheet.
- Remember that your child has not seen you all day and they are excited to see you, so we ask that you do not use your phone when picking up your child. Your child deserves your undivided attention. This is a great time to talk to your child's teacher

- Exit out the front Child Care doors ONLY

- For the safety of the children we ask parents to turn off their cars when dropping and picking up your child unless it is extremely hot or cold

FIELD TRIP POLICY

Let teacher know by specified deadline or at least 48 hours in advance if you wish to go on trip. Center van is used to transport children for field trips. However, children are allowed to ride in their parent's vehicle, if the parent is a chaperone.
All Mustard seed students must wear Mustard seed T-Shirt and must remain seat-belted for the entire duration of field trip, and they may not ride in the front seat of the vehicle. We try to accommodate a parent's wishes regarding where a child rides.

NAP TIME

A rest time will be part of the day's schedule. For those taking naps, naptime is from 1:00 to 3:00 pm daily and a rest mat is required. For the older children, a quiet or rest time will be included if they are in care for seven or more hours each day. If you do not wish your child to take a nap, we need a written note to include in the child's records stating that and signed by you. Each child that will be resting at the center should bring a small lightweight blanket, and a small pillow (16x16 or smaller) for use on the mat at rest time. Please label all nap items with child's name. Blankets and pillows shall be sent home once a week for laundering and should be returned the next week with the child. Each child will have a personal mat, labeled with his/her name, and the mat will not be used by anyone at the center.

- A calm and pleasant time for children
- Each child has an established space for their mat or cot
- Each child sleeps on same the mat, crib, or cot, marked with his or her name, every day.
- We do not swaddle babies.
- Infants sleep on their backs.
- No toys, soft objects, stuffed animals, pillows, bumper pads, blankets, positioning devices or extra bedding will be in the crib or draped over the side of the crib.
- Infants will not be dressed in more than one layer than an adult.
- For additional warmth, a one-piece blanket sleeper or sleep-sack may be used.
- The infant's head will remain uncovered for sleep. Bibs and hoods removed.
- Sleeping Infants observed by sight and sound.
- Infants will not sleep on a couch, chair cushion, or pillow. If an infant falls asleep any place other than a crib, the infant will be moved to a crib.
- Pacifiers not attached by string to the infant's clothing.
- When able to roll back and forth from back to front, infants sleep on his back and allowed to assume a preferred sleep position.
- In rare case of a medical condition requiring a sleep position other than on the back, the parent must provide a signed waiver from the infant's physician.
- Our child care program is a smoke-free environment.
- Our child care program supports breastfeeding.
- Awake infants will have supervised "Tummy Time".

Outdoor Time / Clothing Guidelines

- Children go outside every day except for when we are under an ozone warning, thunder storms, inclement weather, unless below 40 degrees or hotter than 90 Degrees.
- We encourage the children to wear play clothes. Some of the activities include mud play, painting, clay experiences, dirt, and water.
- During cold weather, be sure your child has a jacket.

- Please send your child in tennis shoes. These are best for traction on slippery surfaces.
- Rain boots will be used on mud and rainy days
- Be sure there is an extra set of clothes for your child.
- Sun safety hat will be used when going outside.
- **You can provide age-appropriate sunscreen and bug spray. Be sure you write your child's name on the container.**

Children's Activity

Your child's classroom schedule provides a balance of teacher directed and child directed activities along with individual and peer play. Active and quiet play vary to meet children's needs. Children have physical activity indoor and outdoor throughout the day. The schedule provides up to two hours of outdoor play daily.

Yearly Parties

We celebrate birthdays during snack time and recommend cookies, toddler treats and 100% fruit juice**.** Let us know a couple of days in advance if we will be celebrating your child's birthday at the center. We have special parties planned throughout the year. These are special times for both children and parents. All parents will have an opportunity to contribute to the party.

Addressing concerns About Your Child

If you have any concerns or questions about your child in the center, please follow the procedures outlined in the handbook below.

- First, speak with your child's caregiver about the concern. They are the people who have the day-to-day contact and personal care of your child.

If you feel your concern needs further satisfaction: Speak to the child care director she will be glad to speak with you.

When you have followed these steps and you feel the concern still persists:

Communication is the key to a good relationship with your child's caregiver. The best interest of the child is the most important issue for everyone. Parents and caregivers want the best for each child. Ask questions about your child's developmental progress, we love to tell success stories and enjoy watching each milestone and sharing it with parents. Don't wait to visit about a problem!

As a reminder, it is appropriate to visit about your child with a child caregiver; it is not appropriate to talk about another parent's child to other parents. Parents love

their children and when rumors get started, feelings get hurt. It is best to nip this kind of behavior in the bud.

Emergency Procedures

Minor Accidents: When an injury occurs, and it is visible (scratch, bite, bump, etc.,) inform the Director. A written accident report should be completed and given to parents the day of the accident. All accidents must be reported to the director.

Major Medical and Dental Emergency (not life threatening):
If medical response required is more than the basic first aid

Procedures/steps when attending an injured child):

1. Check the child/adult
2. **Do not move** the child if this could injure the child more.
3. Press emergency button or co-teacher calls for help
4. The office personal in charge calls the nurse if necessary for consultation.
5. Care by following the basic American Red Cross procedures
6. Office personal in charge will pull the child's folder and contact the child's parents.
7. The child's caregiver should fill out the accident report for the district and the State (TDFPS). These forms must have a parent's and the director's signatures.
8. If the child's parents are unavailable, the office personal in charge will accompany the child to the emergency room

.

Major Medical Emergency Safety Plan: (life threatening):

1. Check the child/adult
2. Press emergency button or co-teacher calls for help
3. Office personal in charge calls 911
4. Call the front office know the location of the emergency.
5. Send staff member to entrance of the driveway to assist emergency vehicles. Prop the front door open.
6. Office Person in charge assists in child/adult's care by following the basic American Red Cross procedures until Emergency Medical Technicians arrive
7. Fill out the Texas Dept. of Family and Protective Services Incident/Illness Report, form # 7239 with a copy given to parent, copy in child's file and provide a copy of the report to the State.
8. Report to MUSTARD SEED DAYCARE CENTER. Supervisors.

*Each staff member is certified in Infant/Child First Aid /CPR *80% of staff is certified in Adult First Aid/CPR.

Hazardous Weather

Mustard Seed Day Care Center will follow AISD and surrounding school district for closing of center due to inclement weather conditions and natural disasters.

Guidelines for Emergency procedures

Emergency procedures for:

Fire
Shelter in place
Lockdown
Evacuation

Emergency procedures are posted in each classroom and in the child care office. Incident Command System will be as followed. Primary: Director, 1st Alternate: Assistant Director; 2nd. Alternative Director's administrator is responsible for relaying any needed information to the emergency response personnel and keeping them updated on the incident. Ambulance/Fire/Police 911.

Fire

The staff and children will exit the building and go to their designated areas, as shown on the posted fire drill maps in each classroom, and remain there until the "all clear" signal is given. These designated places are known to the staff and children through the practice of monthly fire drills. Relocation strategies, designated areas, and procedures for fire drills are visibly posted in every classroom

Shelter in place

- This procedure may be used during chemical releases or other outside environmental conditions that could be hazardous to health.
- All windows and doors are locked, and the air conditioning system is shut down • Notices are placed on the school door to alert visitors about the "Shelter in place"
- For the safety of staff and children, no one is allowed to enter or leave a building. This means that parents will not be able to pick up children from the child care. It is safer to keep children inside the building rather that expose them to possible harm by allowing them to leave the building.

- Once the "all clear" signal is given, staff and children will return to the classroom

.

Lockdown

- This procedure may be used when an intruder invades the premises or in other special situations.
- All doors, windows, and classrooms are locked. Staff and children remain in their classrooms until the “all clear” signal is given.
- Under lockdown procedures, no one is allowed to enter or leave the building. Parents are not allowed to pick up children from the child care.
- Local authorities provide assistance, if needed.

Please note that individuals who violate the “Shelter in Place” or “Lockdown” procedures may face charges-Criminal Trespassing (Texas Penal Code § 30.05), Disruption (Texas Education Code §31.123) or Class B Misdemeanor.

Emergency Evacuation Relocation

In addition to listening to the emergency alert system and local
Health officials, you also need to know about other sources of help that are available when a disaster happens. Please become familiar with the following resources; they can provide emergency assistance and critical information during a time of disaster.
Emergency 9-1-1
9-1-1 is the universal emergency phone number for residents of the United States to use to request emergency assistance. During a disaster, do not call 9-i-1 unless the situation is life threatening.
Parents should teach their children how and when to dial 9-1-I. For tips on teaching children how to use 9-1-1, visit the children's page of the Texas Commission on State Emergency Communications Web site at www.911.staten.us.
2-1-1 Texas First Call For Help
2-1-1 is a nonemergency information and referral hotline. It is available 24 hours a day, 7 days a week to every resident of Texas. Specialists are trained to provide callers with current information such as evacuation routes and locations of food and shelter during a disaster.
2-1-1 Texas is included in Texas Homeland Security strategy as a way
to share information and mobilize resources during local, state or national disasters. For more information, visit the Web at www.211.org. Texas Poison Control Center
It' you suspect that someone has ingested or inhaled a toxic substance, immediately call the poison control center at (800) 222-1222. A trained professional will give you specific instructions on how to handle the incident. Poison control specialists are available to take calls 24 hours a day, 7 days a week. For more information, see the Web site at www.peisoncontrol.org.
Texas Department of State Health services (DSHS)
Texas DSHS offers current information on emergency preparedness for families, professionals and responders. For fact sheets, frequently asked questions, emergency checklists and information on volunteering with Protect Texas, see www.dshs.state.tx.us/comprep

- This procedure may be used when staff and children must leave the campus due to hazardous materials incidents, chemical releases, etc.
- Staff and children are transported by bus to predetermined evacuation sites; staff accompanies children at all times.
- If the situation requires immediate evacuation, children are escorted out of the building by the staff and carried in a direction away from danger and to a pre-designated area.

In the event of natural disaster children and staff will be relocated to:
James Bowie High School
2101 Highbank Drive Arlington, Texas (682) 867-4400)

Child Abuse

- Child Care providers are trained annually on the following: ○ Factors indicating a child is at risk for abuse or neglect; ○ Warning signs indicating a child may be a victim of abuse or neglect; ○ Internal procedures for reporting child abuse or neglect; and ○ Community organizations that have training programs available to staff, children, and parents.
- **Contact the local Child Abuse hotline office 1-800-252-5400**
- https://www.txabusehotline.org

What Are the Signs of Abuse?

Abused children might show physical signs or sudden changes in their behavior or school performance. These signs do not prove that children are being abused, but they could be a signal that the children or their families need help.

When children talk about being abused, take them seriously. Take steps to get help.

General Signs of Abuse

Abused children might seem:

- Nervous around adults or afraid of certain adults.
- Reluctant to go home (coming to school early or staying late, for example).
- Very passive and withdrawn or aggressive and disruptive.
- Tired a lot or they might complain of nightmares or not sleeping well.
- Fearful and anxious.

Signs of Neglect

- Missing school a lot.
- Begging for food, stealing food, or stealing money for food.
- Lacking needed medical or dental care.

- Being frequently dirty.
- Using alcohol or other drugs.
- Saying there is no one at home to take care of them.

Signs of Physical Abuse

- Unexplained burns, bruises, black eyes, or other injuries.
- Apparent fear of a parent or caretaker.
- Faded bruises or healing injuries after missing school.

Signs of Sexual Abuse

- Difficulty walking or sitting, or other indications of injury in the genital area.
- Sexual knowledge or behavior beyond what is normal for the child's age.
- Running away from home.

Signs of Emotional Abuse

- Acting overly mature or immature for the child's age.
- Extreme changes in behavior.
- Delays in physical or emotional development.
- Attempted suicide.
- Lack of emotional attachment to the parent.

Abuse and neglect affect people of every age, race, and family income level. The majority of parents who abuse their children love their children, but many factors can lead them to do things they regret.

- **Trouble managing stress.** Problems with work, money, or relationships put a strain on family life. If a parent or caretaker has trouble managing stress, it can lead to abuse.
- **A lack of parenting skills.** Some parents might not understand how to care for a child's basic needs or they might have unrealistic ideas about a child's abilities and behavior. They might punish behavior that is natural for a child.
- **A history of abuse.** Many child abusers were abused or witnessed abuse as children.
- **A problem with alcohol or other drugs.** Alcohol and other drugs impair a person's ability to act as a responsible, caring parent. They can also make it harder to control emotions—especially anger.

- These factors can be overcome, and abuse and neglect can be prevented. Do not lash out when you are angry with your child—instead:

- Take a deep breath.
- Call someone or ask a friend to watch your kids while you calm down.
- Call one of the hotlines listed on this website to find someone to talk to.
- Find a parenting class in your community to learn about ways to handle the stresses of dealing with kids.

- Use this website to find programs in your area to help you resolve any underlying issues, such as alcohol or drug abuse.

If you feel that your child has been a victim of abuse call the National

Parent Hotline

National Parent Hotline
(1-855-4A PARENT or 1-855-427-2736)

Outdoor Play

Our staff is trained to bring the learning center outdoor to continue your child's learning. Mustard *Seed* Day Care Center will *provide* opportunity for you children to have outside activities twice a day. If weather permitting.

Dismissal of Children

All children have individualized personalities and needs. Many benefit from group care in a center-based situation; some do not. If, in the opinion of a child's teacher, office manager and director, a child has not adjusted to Mustard Seel Day Care Center within two weeks, the center may request withdrawal of the child For reason considered by the office manager and director to be in the best interest of the child and Center. In the event of this case, the parents will he notified in writing that there are potential grounds for dismissal and a conference with office manager and center director is called. Mustard Seed Day Care Center will assist the parents in obtaining childcare by offering the parents a list of local childcare centers.

Smoking/Drugs/Firearms /Gang Free

Mustard Seed Day Care Center is a drug free/ smoke free/fire arm free environment. Therefore the above are not allowed on the inside or outside of the premises. Also we are a Gang free environment any violation that takes place 1000 feet of our building will be reported to the proper authority.

1. PARENTAL (GUARDIAN) VISITS TO THE CENTER

Parents or guardians (legal custodians) of children enrolled at MUSTARD SEED are welcome to visit the school during our hours of operation to observe their child, the school's operation, and program activities without having to secure prior approval.

PARENTAL PARTICIPATION IN THE CHILDCARE CENTER'S OPERATION/ACTIVITIES

You may volunteer by contacting the staff or director to inform them of your desire to participate. There are field trips, special events, and other times when we need parent volunteers. If you know you'll be volunteering, regularly or frequently, we will need to do a criminal history check and have a notarized Licensing Affidavit on file. Please see the director about these requirements.

WHY A FAMILY AND THEIR CHILD MIGHT BE ASKED TO LEAVE MUSTARD SEED

Though this is a difficult decision for the staff and the family, sometimes circumstances make it a necessary step. First, the MUSTARD SEED staff and director would communicate with the family about the problems as they occur. In most situations, the staff would make suggestions, gather information from the family, and work out a cooperative plan of action between the family and the staff. Most of the time, this is all that is needed to bring about improvement. However, if after a reasonable (specified) period of time, the family has not taken steps to cooperate with the staff, the family will be asked to withdraw the child from the MUSTARD SEED program.

Situations that might warrant such a step as withdrawal:
*Bringing a child to school who is chronically sick, destructive, or abusive to other children or staff;
*Regularly resisting, ignoring, or breaking of the school's policies;
Being constantly negative, as in chronic complaining, having unrealistic expectations of the staff;
*Failure to seek outside, professional help for the child with reoccurring negative behaviors, after the staff who work with the child and the director have suggested this to the family;
*Failure to pay for services, as outlined in the financial section of the MUSTARD SEED handbook

RESPECT OF PROPERTY

If your child is responsible for the loss or destruction of MUSTARD SEED property, you will be notified and you may be asked to compensate for or replace the item with one that is comparable.

Paid Holidays

The following days will be observed as paid holidays and [here will he no reduction in tuition: New Year's Eve (close at noon), New Year's Day, MI.K, Good Friday, Memorial Day, July 4`h, Labor Day. Thanksgiving Day and the after (closed), Christmas Eve (close at noon) and Christmas Day and day after.

CONCERNS/QUESTIONS ABOUT POLICIES/PROCEDURES

If you, as a parent, have a concern or question concerning a policy or procedure, you should follow the outlined steps listed here.

Call the director or Leave a note in a sealed envelope on the director's desk.
The director will contact you by phone within 24 hours.
The director and staff also appreciate verbal and written words of positive appreciation and validation.

PLAY TO LEARN.

Motor Skill Development — grasping, clutching, movement

Sensory Development — touching, feeling, listening
Play and Rest

Every moment with an infant is precious and we take advantage of that. We coo, cuddle, rock, sing and bond with your baby. Our specially designed infant care rooms are places where babies feel safe, secure and happy. Personal cribs, separate areas for changing and feeding, and a “no-uncovered-shoes” policy, ensure clean playing, eating and sleeping spaces. Through simple games like peek-a-boo, our loving teachers begin the foundational work for later learning and help infants develop motor skills. But we never forget that you are your child’s most important teacher, so we’ll work with you, give you daily reports and offer tips on how to reinforce what your child learns in her time with us.

Guidelines for Infant Care

We are aware that newborns rarely have a fixed feeding and sleeping schedule. They will be fed every 2-3 hours or as indicated by parents and rest as needed. A sleepy baby will be allowed to rest, and an alert baby will be removed from his/her crib.
It is not practical in a group setting to expect an infant to be held continuously. It is also not beneficial to the baby. Infants are included in-group activities whenever possible: sitting on caregiver lap for story time, playing on the floor during free play, rocking during quiet time. AT NO TIME WILL I ALLOW, EVEN AT PARENTAL REQUEST, AN INFANT, ESPECIALLY A NEWBORN, TO *CRY IT OUT*. ALL BABIES WILL BE HELD OR ATTENDED TO WHEN THEY INDICATE THE NEED.
Infants will be fed formula or breast milk only (supplied by parents) for the first 4 months, unless directed otherwise by a doctor. All babies will be held during bottle feedings. Between four and six months, we will start feeding the babies solid foods provided by the parents. Mustard Seed will supply sippy cups. A cup can be introduced around 6 months if desired. All formula, bottles, and food will be labeled with the child’s name and date. Formula will be discarded in 48 hours if not used. Jar food will be kept for 24 hours before discarding the unused portion.
Diapers will be changed every 2 hours or more often if necessary. If the use of creams, powders, or ointments is requested, you will need to supply those. The children will be diapered on an individually provided pad that will be sanitized after each use. Hands will be washed and sanitized after each diapering.
Infants will be allowed to nap in a crib. The bedding will be washed when needed and twice weekly.. They will NOT be confined to a crib/playpen while awake. The baby will be moved about throughout the day to different areas, or be rocked, held, or carried about to prevent boredom. Older children are NOT allowed to pick up or roughhouse with the baby. The use of hugging, snuggling, rocking, singing, and smiling will be abundant.

Infants who can crawl or "scoot" will be allowed to do so freely. Playpens will not be used to discourage this time of exploration and movement. Please dress your child for the predicted weather, including socks/shoes and outer covering (jacket, sweater, hat, and mittens).

Illness is inevitable at some point. Although it can be stressful for parents when their infant has a cold, we will do everything possible (see below) to reduce germ transfer. Please realize that not all germs can be removed from an area.
Germ control is a priority when infants are in care. All toys are sanitized after they are mouthed, and at least daily. Noses are wiped as soon as needed, and the provider's hands are washed and sanitized afterwards. Children's hands are frequently cleaned with wipes during cold season. Disinfectant spray is routinely applied to surfaces (after hours, not during the normal child care day).

ALL INFANTS WILL BE PLACED ON THEIR BACKS TO SLEEP TO DECREASE THE RISK OF SIDS until the baby is able to turn over on his/her own. Alternate sleep position requires a written and signed physician's note.

Daily Baby Sheets http://buildingblockshomedaycare.com/handbook.html
For infants 18 months and younger, parents receive a daily baby sheet, listing when your child was given a bottle (when applicable), what they ate and drank, when diapers were changed and what it was, their nap schedule, and any other pertinent information.

Diapering and Supplies

Disposable diapers are required in the Infant Room. Typically, the Infant Room staff changes each child's diaper every two hours. If your child is sleeping, his/her diaper will be changed upon waking.

Disposable Diapers and Diaper Wipes
Please bring a pack of the appropriate size diapers for your child. When your child needs more diapers, the Infant Room staff will indicate this on your child's daily sheet. If you change your child's diaper while in the Infant Room, please follow the state licensing procedures for proper sanitation. Also, the Infant Room staff would be happy to change your child's diaper for you! Please bring a hard plastic container of wipes that can stay at school with your child. A note will be sent home when you will need to bring refill wipes.

Clothing and Supplies
Please bring three sets of the appropriate size onesies, shirts, pants, and socks to be left in your child's bin at school. Make sure to label all clothing items with your child's first and last name. If your child's clothing becomes dirty due to a messy meal, or because of a diaper leak, the Infant Room staff will put the dirty clothing in a plastic bag and place the bag in your child's bin.

While the Infant Room staff tries to make sure that your child stays clean during the day, please note that it is an important part of a child's development to explore and get

messy. Hands-on activities are essential at all stages of a child's life. Consequently, staff recommends sending your child in clothing that stands up to a little wear and tear. Infant clothing may become stained.

The Mustard Seed Daycare Centeris a State Licensed Facility. You may review your child's schedule, activities, a copy of the minimum standards and the licensing report.
To contact Licensing: Web site: www.tdprs.state.tx.us
Fort Worth
1501 Circle Dr. Suite 310
Fort Worth, Texas 76119
(800) 582-8286
(817) 321-8604

Local Hospital
Cooks Children Hospital
801 7th Street Fort Worth, Texas
(469)885-4289
Arlington Memorial Hospital
texashealth.org (817) 548-6100 -
800 W Randol Mill Rd, Arlington, TX
Texas Health Arlington...
texashealth.org (817) 960-6100 -
800 W Randol Mill Rd, Arlington, TX
Medical Center of Arlington -
medicalcenterarlington.com
(817) 465-3241 -
3301 Matlock Rd, Arlington, TX
Millwood Hospital - tomtracker.com (817) 261-3121 -
1011 N Cooper St, Arlington, TX
Usmd Hospital (1) - local.yahoo.com (817) 467-8400 -
801 W I-20 Hwy, Arlington, TX

RESOURCES FOR MY CHILD AND FAMILY

Texas Department of Protective and Regulatory services http://www.dfps.stae.tx.us/

Texas Health and Human Services Commission http://hhsc.state.tx.us/

Work source provides financial assistance for child care to over 12,000 families in the thirteen county Gulf Coast areas every day.
http://www.theworksource.org/aid/childcare.html

Children's health news and online journals. To keep you up to date about pediatric medical information.
http://pediatrics.about.com/od/mewsandjournals/pediatric

WIC services call 1-800-942-3678
Texas Department of Heath Bureau of Nutrition Services http://www.fns.usda.gov/wic/

ECI Early Childhood Intervention 1-800-250-2246 www.eci.state.tx.us

Immunization requirements http://www.dshs.state.tx.us/immunize/school/default.shtm
Attorney General of Texas Greg
Abbott
www.oag.state.tx.us
Tex Care Partnership Children's health Insurance
1/800-647-6558
www.texcarepartenership.com
Child Welfare League of America-Child, Youth, and Family Development
http://www.cwla.org/programs/daycare/
Suicide Prevention Hotline
https://www.remindsupport.org/suicide-prevention/

1. Emergency Medical Service…….. 911

2. Police…… 817-459-5600

3. Fire Emergency……. …..911

4. Fire Dept..…….. 817-459-5539

5. Child Abuse Hotline……1-800-252-5400

6. Poison Control …… 1-800-222- 1222

7. Child Care Licensing Office……. 817-718-4636

8. Mustard Seed Daycare Center direct line: 817-461-4310