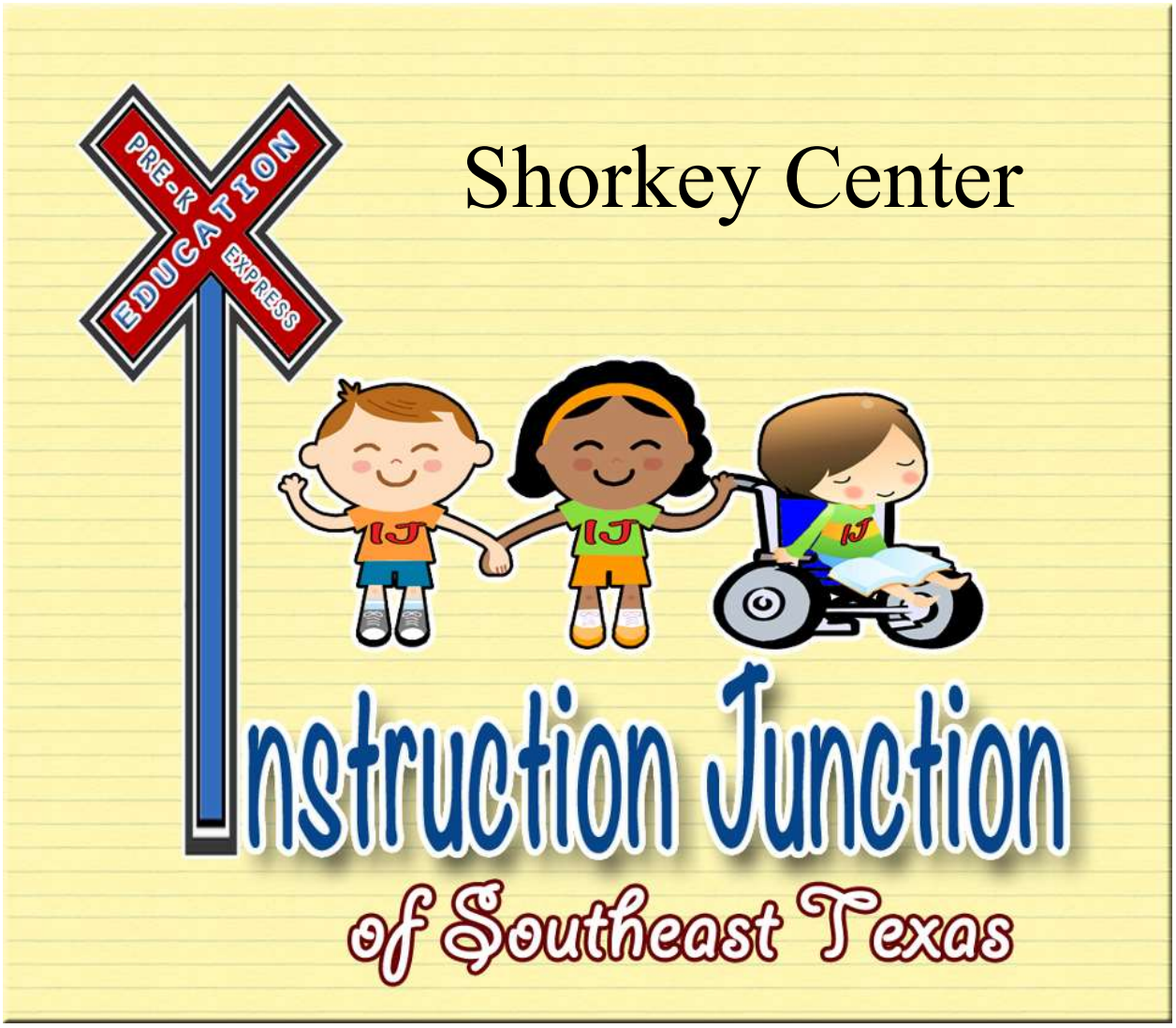
Shorkey Center



Parent Handbook
Policies and Procedures
2023-2024

Message from the Executive Director

We are excited to get the opportunity to collaborate with you and your family to take part in the education and development of your most precious treasure. Our aim is to meet the individual needs of our family of children to meet their greatest potential while in our care and beyond. Through respect, safety, and excellence, we strive to provide a community of inclusion for children in a nurturing environment, fostering social emotional development required for educational achievement.

This printed document is a synopsis of Shorkey's policies unique to our program. Please access a full digital version of our policies and procedures on our website: www.shorkey.org.

HOURS OF OPERATION

Instruction Junction Child Care Hours 746.501(1):
7:00 a.m. until 5:30 p.m.
Monday-Friday, January – December

School Day / Instruction 8:00 – 4:00

Holidays and Closings

Independence Day: Monday, July 3 & Tuesday, July 4, 2023
Labor Day: Monday, September 4, 2023
Thanksgiving: 1/2 Day Wednesday 22nd, Thursday 23rd & Friday 24th, 2023
Christmas: December 25 & 26, 2022
New Year's: Monday, January 1, 2024
MLK Day: Monday, January 15, 2024
Good Friday: March 29, 2024
Memorial Day: Monday, May 27, 2024
Independence Day: July 3 & 4, 2024

2 Teacher Inservice days
October 13, 2022
February 16, 2024 close at noon

No refunds will be given for absences, closures due to weather, illness, or holidays.

Shorkey Board of Directors
2023 - 2024

Officers:
Wes Broussard, President
Collin Sheldon, Vice President
Lisa LaFosse, Treasurer
Molly Moore, Secretary

Members:
Emma Brown
Joseph Cantu
Erika Ducote
Jennifer Fisher
Holly Herbert
Randall Hetzel
Kelanie Konidis
Jannetta Ned
Sara Norman
Jennifer Prause
Harrison Root
Michele Smith
Michelle Stacey Sjodin
Jayme Broussard Toeppich
Irvin “Buddy” Wiser

THE HISTORY OF THE SHORKEY CENTER

Richard L. Shorkey Center began as a private school in April 1944, by Emilia Lockhart and James K. Lightner. The mission was to provide "hand and arm work and locomotion for crippled and spastic children." In September 1944, Lockhart and Lightner purchased a house on Broadway to include residential placement and an academic program. The agency was renamed The James K. Lightner School.

In September 1946, the agency was incorporated under the name Beaumont Crippled and Spastic Children's Foundation, and in 1949, became a Community Chest recipient. Margaret Snyder, a physical therapist, and registered nurse became Executive Director in 1951, and remained Director for thirty-four years. The occupational therapy and physical therapy departments were added at this time. In 1954, another name change occurred, and the agency became The Cerebral Palsy Foundation. Throughout the 1950's and 1960's the agency served approximately ten residents and provided therapy for an average of forty to fifty outpatients annually.

In 1964, the City of Beaumont gave the property known as Central Park to the foundation. The gift was restricted stating the property could never be used for "private commercial purposes" and all future use must be "for charitable purposes in the medical field." A major fundraising campaign raised over $300,000 to build the present structure at 855 South 8th Street. In 1991, the agency's name was changed to the CP Rehabilitation Center.

The summer of 2001 saw another name change, renaming the agency after retired medical director, Dr. R. L. Shorkey. The resulting name became The Richard L. Shorkey Education and Rehabilitation Center of Southeast Texas.

In 2003, the Center's name was shortened to "Shorkey Center." In 2005, the expansion of programs including speech therapy, and a school for children with Autism and other related disorders began. K.I.D.S. (Kids in Day School) is a TEA Non-Public School and operates Monday through Friday. In 2010, KIDS II, a day school for children with Down Syndrome opened and operated.

In 2012, the Board of Directors saw a need in the community, to serve more children, from diverse backgrounds. The Board of Directors unanimously voted to change the center's mission to inclusively educate ALL children, while continuing to focus on the specialized education and rehabilitation of children with special needs. On March 1, 2012, the preschool opened, serving 12 months to Kindergarten age. The program uses the Frog Street Press curriculum, a State of Texas approved, comprehensive Pre-K curriculum, in the Pre-K 3 and Pre-K 4 classrooms. The goal of this program is to have all students ready to be successful in Kindergarten. The program was renamed Instruction Junction in October, and it now operates for ages 2 years old – pre-kindergarten.

Most recently, Instruction Junction became a Child Care Contractor Services (CCCS) provider, opening doors to students who otherwise would not be able to afford the quality education that Instruction Junction offers.

STANDARDS

Shorkey Center, which was established in April 1944, is a one-of-a-kind education and rehabilitative facility between Houston and Louisiana. The Center is licensed under the authority of the State of Texas and complies with all standards put forth by the State. The K.I.D.S. program is certified and licensed as a Texas Education Agency (TEA) Non-Public School. TEA visits the school every 3 years to validate the documentation, assessment, and Individual Education Plans for children placed at Shorkey Center by local school districts and private placements. A Board of Directors govern the Center, with a current listing of all members on the Center's web site, www.shorkey.org . A list of current Board Members is also included in this handbook. Instruction Junction is governed by Child Care Licensing, through the Department of Family Protective Services. We currently offer a preschool for children ages 2-3 and a Pre-Kinder for children 3 – 6 years.

LICENSING & REGULATIONS 746.501 (15):
Instruction Junction is licensed by the state of Texas as Child Daycare Center with the capacity for fifty-five children, from 2 year to 10 years old of age. Instruction Junction is governed by Child Care Licensing, through the Department of Family Protective Services, and complies with all standards put forth by the State. A copy of the most recent licensing inspection is also available online and it is also posted on the bulletin board in the front hallway.

Parents who would like to view the State Minimum Standards may visit the office to view a copy, or go online at http://www.dfps.state.tx.us/ or the direct link to the Minimum Standards in pdf, at:

http://www.dfps.state.tx.us/documents/Child_Care/Child_Care_Standards_and_Regulations/746_Centers.pdf .

Keeping Children Safe; Reporting Abuse or Neglect:
Texas Law requires caregivers to report suspected child abuse or neglect to the Texas DPRS or law enforcement. Call 1-800-252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. *For further information, please contact your licensing representative or your local licensing office.*

According to House Bill 2086, Shorkey Center is declared a Gang-Free Zone, where criminal offenses related to organized criminal activity are subjected to harsher penalties.

The Center offers secure entrance to the facility, with the use of video surveillance. No one is allowed into the facility until they have been cleared to enter the building, registered at the front desk, and received a visitor's badge. Parents are encouraged to participate in school activities, and volunteers are on site year-round. All volunteers are background checked and required to wear a visitor badge.

Parents may contact the following numbers if needed:

Texas State Licensing Office
3105 Executive Blvd. Beaumont, TX 77705
(409) 730-2424 or (512)276-3094
(409) 880-3303 or (512) 438-4800
https://www.dfps.state.tx.us/Contact_Us/Default/asp

Texas Abuse Hotline 1-800-252-5400
https://www.txabusehotline.org

U.S. Consumer Product Safety Commission
https://www.cpsc.gov/about/about.html

Department of Family Protective Services
http://www.dfps.state.tx.us/child_care/
http://www.dfps.state.tx.us/Child_Care/Information_for_Parents/default.asp

SAMPLE DAILY SCHEDULE

7:00 – 8:00	Before care - Enrichment
8:00 – 8:30	Breakfast, Restroom, wash hands
8:30 – 9:00	Circle time then go to centers
9:00 – 10:00	Centers, Frog Street PS
10:00 – 10:15	Water, restroom, and wash hands
10:15 – 10:45	Games, Outside play time / PE
11:00 – 12:00	Centers
12:00 – 12:30	Lunch
12:00 – 12:15	Restroom/wash hands
12:30 – 2:30	Nap
2:30 – 3:00	Clean up, restroom, wash hands
2:00 – 3:15	Snack
3:15 – 4:00	Outside
4:00 – 5:00	Enrichment
5:00 – 5:30	After care

This is only an example. Actual class schedules are posted outside the room.

OPERATIONAL POLICIES AND PROCEDURES
2023 – 2024

All information herein is current. The information is subject to change. If policies or procedures change, we will provide timely written notice to parents. An additional copy will be posted on the bulletin board in the front lobby.

Philosophy:
It is the philosophy of Instruction Junction Learning Center, that early childhood should be a time of fun, warmth, security, education, exploration, and discovery. Instruction Junction will provide an atmosphere that encourages social, emotional, physical, and intellectual growth through play and small group instruction. The curriculum includes numeracy, literacy, dramatic play, creative art activities, music, science activities, sensory experiences, daily outdoor activities, as well as the celebration of birthdays, and holidays.

GOAL:

The primary goal of Instruction Junction is to provide a loving, safe, healthy, stimulating environment for your child. It is important that we work together as partners and that we feel comfortable discussing your child's needs. We look forward to a long and rewarding friendship with your child and family. We greatly appreciate you sharing your child or children with us!

Quality Childcare is not expensive, It's PRICELESS!!!!!!
Thank you again for giving us the AWESOME opportunity
to partner up with you and your family in training our
FUTURE LEADERS in the way they should go!

ENROLLMENT AND TUITION

Enrollment Forms: 746.501(12) Parents are responsible for completing enrollment forms prior to care. Forms include a State Registration Form, Teacher Information Form, Food Program Application, Allergy Form, and State Discipline & Guidance Form. The registration form contains all the general information needed to enroll your child at the center. Some of the information is required by the Texas Department of Protective Services, which licenses and regulates our facility. All the information is essential to the well-being and safety of your child. You must completely fill in all areas of the forms, sign, and return it to the Center at the time of enrollment.

The teacher information form asks a number of detailed questions about your child's background and interests. The teachers use it to get to know their students.

Updating information: Parents can update information independently through *Bright Wheel*, or stop by the front desk, contact the Child Care Supervisor, or call.

Tuition, Fees, and Absences: Tuition is based on facility and staffing that we must have available to care properly for your child. Therefore, if your child does not attend for any reason, tuition is NOT reduced. No reduction is given for unexpected closing, holidays, severe weather closing, absences, vacations, or domestic problems. Tuition is payable in advance. Parents must pay for the entire month. If you chose to pay weekly, payments are due every Monday. Payments that are NOT paid by Wednesday morning, will result in your child not being able to remain at school.

Tuition is based on the classroom, not on the child's actual age. For example, your child may turn three while still in the classroom which maintains a teacher/child ratio of a classroom with 2-year-old. In that case, you would be charged the 2-year-old tuition until your child moves up to the 3-year-old class.

Full Time Tuition Fees:

Classroom		Age	Weekly (52 weeks)	Monthly
Instruction Junction		2yrs. - KG	$185	$800

Payment assistance:

***Child Care Contractor Services (CCCS) Co-Pays are due by the 5th of the month.** For more information about CCCS funding support please visit: **https://workforcechildcare.org/parentpage.html**

If your child has special needs with a diagnosis, receives therapy, or enrolled in ECI services, you will need to inform CCCS and complete an Inclusive Assistance Rate Form, Form 2419-A, or you may be responsible for the difference in tuition from the CCCS rate and the Shorkey tuition rate.
If your child has special needs (has been enrolled in ECI and/or receives therapy), CCCS gives priority enrollment. You can speak with the Shorkey Director for more information.

***Financial Assistance –** To be eligible for financial assistance, applicants must meet household / yearly income requirements. Application and proof of income are required either 1040, W2, 3 consecutive pay stubs, or statement of benefits (SSI / Disability).

Tax Statement: A statement will be provided by January 31st of each year for those who plan to expense childcare when filing taxes with IRS. Please plan to pick up these forms from the front office.

OTHER FEES, LATE PAYMENTS, REFUNDS-

Other fees: In addition to tuition, the center has the following required fees:

*At the time of **enrollment**, a one-time non-refundable registration of **$50.00** is required.
***Food Program** – Breakfast, lunch, and a snack are provided daily. The Kool Kids food enrollment form must be completed before enrollment. **If you choose to not disclose** your household income, a fee of **$120** will be charged to cover the balance of the food program.

*For the first week of enrollment, tuition can be pro-rated if less than 3 days.
***Drop of between 7:00am – 8:45am. At 8:46 a Late Fee will be applied** based on the clocked in time on Bright Wheel of $10. After 8:50am $1 per minute will be added to the late fee.
***Pick up by 5:30pm. Late pickup fee is $10.00 beginning at 5:31 p.m. and $1 every minute after 5:32 p.m**. The pickup time is 5:30 p.m. Please notify our school if you are going to be late so we can prepare your child for your late arrival.

*Returned check fee of $30.00 is assessed for every check or electronic withdrawal returned by your bank. After two returned checks, you will be required to pay with cash, or money order. You may choose to use our credit card processing option for your payment.

ATTENDANCE-
Sign in and out 746.501(2): Parents sign in using the iPad, on Bright Wheel, using the assigned code.
No reduction in fees is given for student absences.

Drop Off: Consistency and exemplary attendance ensures your child maximizes their development and learning opportunity provided at Shorkey Center.

Breakfast: 8:00 – 8:30 A menu can be found on the Shorkey Website.
Instruction begins at 8:30 am

Breakfast is not available after 8:30 am.
Families will be met at the door. Children will be walked to their classroom. This limits exposure of contaminants to the center and fosters independence.

Pick Up: Ring bell, a staff member will bring your child to you at the door. Please be cautious of the sliding door. **Safety First**, children must be accompanied by an adult in the parking lot and preferably hold hands, no running.

Covered Drive: Do **NOT** leave your car running in drive for the safety of all Shorkey Families. Vehicles are allowed to briefly park to drop off and pick up a child with the engine off.

RELEASE OF CHILDREN: Children will only be released to their parent/legal guardian or a designated person in the child's folder. Each adult picking up the child must have their name listed on the "pick-up" sheet in the child's permanent folder. Each person picking up the child must have a photo ID on file. No child will be released to anyone who has not been verified as a listed person.

CURRICULUM AND ACTIVITIES

Curriculum/Services Offered: We strive to provide a safe, comfortable environment that is also stimulating, educational, and fun. All children will be introduced to age-appropriate skills and will be praised and encouraged throughout their learning experiences. The services that our center offers are UNIQUE, teaching tolerance and acceptance for all children. We teach problem-solving, self-regulation, how to communicate, and have a good relationship with others! Our educational philosophy is to prepare children socially, emotionally, to be independent, and love learning.
The Shorkey Center utilizes state recognize curriculum: *Frog Street* Early Learners Curriculum for our pre-school and *Circle* Pre-K Curriculum. These curriculums are based on a belief, that children learn best through actively engaging with people and things in their environment. Children participate in hands-on experiences, real-life adventures, and assisted discovery as they explore concepts through play. The Shorkey Center is a place where essential readiness skills are nurtured through play, investigation, and of course, fun! These programs provide developmentally, age-appropriate activities, and materials for a wonder filled environment. To learn more about these programs and the opportunities they offer, visit http://www.frogstreet.com. Or https://childrenslearninginstitute.org/resources/

Naps/Quiet Time 746.2901: All preschool children are provided an afternoon nap after lunch. Nap time is from 12:00pm-2:00pm. Blankets will need to be taken home every Friday to be cleaned and returned on Monday.

Indoor Activities: Activities are an important part of our program. We are structured to meet the individual needs of each child. Activities include Circle Time, Calendar time, Group Activities (large and small) and a lot of rich dialogue. The center has indoor large movement play areas. There are many learning stations in our classrooms with discovery toys, musical toys, blocks, arts and crafts, puzzles, books, and much more.

Outdoor / Physical Activities: Standards recommend outside play twice a day when weather permits. Outdoor activities strengthen and develop large muscles and promote cooperative play. If a child is

unable to go outside, then the child will need to remain home. One staff person cannot remain indoors to supervise a single child. Group ratios must be maintained for the safety of all children. In addition to our outside play space,

Children should be dressed appropriate for the days weather or bring attire to meet the daily weather changes. Children need to keep a seasonable appropriate change of clothing at school and a second set in a large Ziploc Bag (labeled) in their backpack. Potty training children need two sets of clothing. Please check your child's extra clothes often to make sure they still fit and that they are correct for the season. Do not forget extra socks! Also, please send your child in play clothes. We are very active and may get our clothes dirty while playing!

Jewelry/Accessories: Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Shorkey will not to be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it discovered after the parent leaves.

Screen Time: 746.2207: Not to exceed more than 2 hours a day
Shorkey Policy: Children learn through PLAY; TV babysitters are NOT allowed in our center. Children are instructed using a variety of electronic system and directly monitored by staff as an instructional tool.

HEALTH AND INJURY

Children's Illness 746.501 (3): Center staff makes every effort to prevent the spread of disease. Even with precautions, children entering care are likely to experience an increase in mild illnesses. The frequency and severity of these will vary from child to child. However, an average child under the age of five has six to twelve mild illnesses per year. When a child is ill, they need a special level of attention and care, and we are not able to provide that care for one child, because we must also consider the rest of the children. Also, when ill children are at the Center, they are potentially spreading germs to other children and to Center staff. In addition, an ill child is vulnerable to catching a second illness while their immune system is overworked. If your child is so ill that they need particular care, and they are not able to participate normally in Center activities, they should remain at home. If they become ill at school, you will be called upon to take your child home. If your child becomes ill, and we cannot locate a parent, we will contact the person(s) you designated on your emergency care form and ask them to pick up your child.
Your child will be separated from other children in care until the arrival of a pick-up person. In the event your child is sent home, (s)he will not be allowed to return to the center until they have been symptom free for 48 hours without aid of medications. A doctor's note will not be permitted for readmittance at an earlier time. Although it may seem inconvenient when your child is sent home, you will appreciate that your child's exposure is minimized when other children become ill. The Center's staff is the final judges of the severity of illness. The following conditions are causes for exclusion from the Center.

We will request child pickup within ONE HOUR if any of the following symptoms are exhibited:

- Fever above 100.0
- Vomiting of any kind
- Green nasal discharge
- Excessive diarrhea
- Persistent hacking or congested cough with sore throat
- Undiagnosed profuse rash or blisters on parts of the body
- Unusual irritability/crankiness
- Head lice—Children may return after treatment and removal of **all nits.** We REQUIRE a receipt showing what medication and the date the medicine was purchased.
- Infectious skin or eye conditions (such as ringworm, impetigo, or pink eye)—Children may return within 24 hours after treatment with an antibiotic begun.

Child must be unmasked (NO aid from medication) and symptom free for a 24-hour period before returning.

Stay home: Children should stay home until 24 hours have passed with no symptoms and NO aid from medication, i.e., fever, diarrhea, cough, sore throat, green nasal discharge, etcetera. For example, if your child goes home on Monday with a fever, they may come back to the Center on Wednesday, if their temperature was normal on Tuesday. The 24-hour waiting period allows your child's immune system to regain strength. If your child is sent home ill, they cannot return the next day. If your child needs to be seen by a doctor, you will be required to submit an illness report signed by your child's doctor.

- Head lice. Children may return after treatment and removal of **all nits.** We REQUIRE a receipt showing what medication and the date the medicine was purchased.

Masking of your child's symptoms with the over-the-counter medications and bringing them to daycare anyway IS NOT ALLOWED and could cause for IMMEDIATE termination. It is inconsiderate to all families and children involved. A sick child should be able to recuperate fully at home.

- Infectious skin or eye conditions (such as ringworm, impetigo, or pink eye). Watery, matted, any discharge &/or pink eyes are not acceptable in childcare. If these symptoms are allergy related, we MUST have a doctor's note. Children may return within 24 hours after treatment with an antibiotic is begun.

- Excessive Crankiness- if your child is irritable, excessive whining or crying, wants constantly to be held or requires more attention that we can provide jeopardizing the health, safety, or well-being of the other children in care, we will call you to pick up your child. Sometimes, children just need their mommies and daddies and want to be with only them.

Returning after an Illness Children who have been ill may not return to the center until they are no longer contagious and are ready to participate in the full program INCLUDING outdoor play.

If a child is exposed to or has a contagious reportable disease, this will be reported to all parents in the form of a "sick note" posted on the sign-in counter.
*Some of the features that help ensure your child's help are:

- ✓ No smoking on the premises or while on fieldtrips
- ✓ Our health policy is strictly adhered to
- ✓ Current immunizations are required
- ✓ Other than small infants, pacifiers are only allowed during nap time
- ✓ Children are not allowed to carry around bottles or sippy cups
- ✓ Favorite blanket may be brought to school but will be kept for nap time. They are not shared with other children and will be kept in their cubby
- ✓ Children do not bring toys from home
- ✓ Napping is done on individual mats
- ✓ Food Prep is done in a safe and hygienic manner
- ✓ Menu follows Federal Nutritional Guidelines

Medications 746.501(4)
*We require written permission and instructions to administer medicine, sunscreen lotion, diaper products or insect repellants. If your child is on medication and it must be administered while at the daycare, the medication must be in the original container and labeled with the child's name, doctor, name of medication, dosage and when it is to be taken. A signed medication form is required giving us permission to administer the medications to your child.

Over the Counter Medications are not permitted. If your child needs the assistance of Tylenol, Motrin, cough medications, etcetera, to get through their day, then it is recommended they stay at home where they will be most comfortable.

Sunscreen and Insect Repellant 746.501 (18)
It is the parent's responsibility to provide sunscreen or insect repellant for your child. Shorkey Center will not provide either of these for use. If you choose to provide these products they will be applied before going outside during certain times of the year (Spring, Summer). Products must be clearly labeled with your child's first and last name.

Smoking: This is a smoke-free center. Smoking is not permitted in the school, in the parking lot, and on the playground.

Medical Emergencies 746.501 (5) Medical emergencies will be handled by tending to the child's needs first, then by calling for medical assistance if necessary, and finally by contacting the parent or guardian. If the parent or guardian is unable to be contacted, we will refer to the next listed emergency contact name. An accident/incident report will be filed in the child's file. The Director as well as the parent/guardian must sign this form.

Immunizations 746.501 (11) Immunizations are required of all children attending childcare in the state of Texas. We understand that there may sometimes be a medical reason not to give an immunization on the scheduled time. However, unless we have a written note signed by your child's physician, we are not allowed to make any exceptions. If we do not comply with this requirement, we could lose our state license. Please talk to the Director if you have any concerns. TB testing is not required by the county for children to attend Child Care. 746.201 (10) IMPORTANT: you must show proof of the appropriate immunizations before your child can attend the center.

Exception: Exceptions for immunizations requirements must meet criteria specified by the Texas State Department of State Health Services Rules in 25 TACS 97.62 (relating to Exclusions from Compliance). You must contact the local health department to find out what you must provide (legal affidavit) to us in lieu of the immunization record

Vision & Hearing Screening 746.501 (12) Every child four (4) years of age or older is required to have a vision and hearing screening yearly. This can be done by your child's physician. We must have current record of this screening for your child to be in care.

FAMILY PARTICIPATION

Communication with Families 745.501 (6) A great resource for the latest news and events happening at Shorkey include our website and Facebook page, as well as the bulletin board in the front reception area. All policy changes can be found in these places as well.
**Our staff uses Brightwheel to keep families informed.

Family Interaction 746.501 (18 & 19) Parents are welcome to visit the Center any time during Shorkey's normal hours of operation and program activities, without having to secure prior approval, to observe their child.

Divorced Parents/Custody Battles: We will require a divorce decree to be placed in your child's file explaining who has legal rights to have the child at predefined times. If there ever is a disagreement regarding child custody at the center, authorities will be notified.

We will not release a child to a parent who has been drinking or is under the influence of a controlled substance. Will call the person on the child's emergency contact. If any problem/disagreement occurs, authorities will be notified.

Parent-Teacher Conference
All staff members are available for scheduled conferences. Do Not Hesitate to Call. The teacher may request a conference when they feel they need your help. However, we discourage "Door Conferences." The teacher's attention needs to be devoted to the children at the arrival and dismissal times. The director's door is always open to parents to talk about matters, large or small.

Scheduled in-person parent conference will be held annually. If you have questions for your child's teacher throughout the school year, it is requested that you contact the office to request a time to speak with your child's teacher. A second phone conference will be held in the fall.

Assessments
Teachers conduct ongoing informal assessment of students. You will receive a copy of the CDC Milestones for your child at your annual conference as well as basic academic assessment appropriate for your child. Assessment data is used to inform instruction.

Chain of Concern 746.507 (17): When you have a concern, question, or comment, you should consider your child's teacher as your first resource. They are generally able to answer questions, not only about classroom procedures, but also more general questions about child development. If you have a question or concern which your child's teachers cannot address, or if you feel more comfortable talking to someone else, please contact the Program Director.

If an emergency arises, please call the office at (409) 838-6568, and your message will be delivered to the teacher. Please do not visit with the teachers during class time. Our days are full of instruction, and we want to use every moment we have with your child as an educational moment. If you would like a conference with a teacher or the Director, please call to schedule your appointment.

Non-Discrimination Policy: The Center operates in compliance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352). The Age Discrimination Act of 1975 (Public Law 94-135), and the Rehabilitation Act of 1973 (Public Law 93-112). This an equal opportunity program. No person, in the United States shall, on the grounds of race, color, national origin, age, sex, disability, political beliefs, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination. If you believe you have been discriminated against of race, color, national origin, age, sex, a disability, political beliefs, or religion, you may lodge a complaint against the Instruction Junction Childcare Center by immediately writing and/or calling the Civil Rights Department, Texas Department of Human Services, P.O. box 19030, Austin, Texas 78714-9030, (512) 450-3630.

BEHAVIOR and DISCIPLINE

Disciplinary Standards

Discipline & Guidance Policy: 746.501(7) At Instruction Junction, your child will develop self-discipline & constructive self- management of conflicts through positive guidance & understanding that every action has a logical consequence. Behavior modifications begin with re-direction, warnings, if-then statements, change in group or activity. A discussion of inappropriate action or behavior to help the child understand what is and is not appropriate will occur.

Here at instruction Junction, there will always be an abundance of love for each child. We believe in praising a child for good behavior and redirecting them when necessary. It is our goal to help our children grow into respectful and loving young people. Discipline will be consistent for each child, appropriate to the child's level of understanding and directed toward teaching the child acceptable behavior and self-control.

Discipline: ***The Shorkey Center, serving children with Special Needs***
Shorkey Center and staff are committed to the development of all children with an emphasis in children struggling with behavior self-regulation, executive function, and development. Desirable behavior is a learned skill, and we use methods taught through ABA supports and concepts of conscious discipline to help guide children to an understanding and integrated functioning with peers. The following methods will be used at our center:
Respectful, safe, and supportive environment:
Least restrictive interventions
Encourage children to solve the problem themselves
Positive language – instructing children on desired behavior; refraining from "No, Stop, Don't"
Intervention and discussion
Modeled behavior
Re-direction to another play area
Latent reward for preferred activity
1:1 teacher student support
De-escalation techniques : wait, prompt
Verbal reinforcements
Tangible reinforcements

Discipline & Guidance, Suspension & Expulsion of Children 746.501 (8)
Shorkey Center has a commitment to children and will work with families to support child development. We refrain from expulsion and suspension. We believe we cannot help children with behavior regulation when they are not in attendance. Under extreme circumstances a child may need a break to reset, or attain assistance required for the safety and health of the individual. At this time, a written behavior plan and agreement will be devised for all parties. Steps will be taken to aid in securing supports to meet the child's individual needs.

Biting
Biting is a normal and a natural part of childhood. Be prepared that if you choose to put your child in a group setting, he or she may get bitten. Excessive and /or uncontrollable biting will result in a behavior plan.

Special Needs
Acceptance of children with special needs or disabilities will be considered on a case basis after an individualized assessment. If we notice that the child is a substantial risk of harm to the health and safety of other children and/or teachers, or if accommodations needed are not reasonable for the program to provide, then we will have a conference with the parent to discuss documentation.

Individuals with communication barriers or with disabilities may contact Shorkey via telephone, fax, e-mail, and other means to request and arrange for accommodations. If you need assistance to accommodate a disability, you may request an accommodation at any time.

PARENT CODE of CONDUCT

Conduct Policy
The Shorkey Center always requires the parents of enrolled children, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Shorkey is to provide the most appropriate environment and modeling in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of Shorkey but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on school property thereafter.

SWEARING/CURSING: No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

Threatening of Employees, Children Other Parents or Adults Associated with The Shorkey Center: Threats of any kind will not be tolerated. In today's society, Shorkey cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities. While apologies for such behavior are appreciated, the school will not assume the risk of a second chance. PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

Physical and/verbal punishment of your child or other children at The Shorkey Center: While Shorkey does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is

not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director. Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our school have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP The staff of The Shorkey Center will contact local police and/or the other custodial parent should a parent appear to the staff of to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the school from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, The Shorkey Center staff will delay the impaired parent as long as possible, while contacting the other parent, the local police, and Child Protective Services. Any other authorized person who attempts to pick-up a child and appears to the staff of The Shorkey Center to be under the influence of drugs and/or alcohol will be denied access to the child. The Shorkey Center will contact the child's parents, local police, and Child Protective Services to notify them of the situation.

EMERGENCY PREPAREDNESS

Emergency Preparedness: 746.501 (23) Our plan is included in this handbook. If you have any questions, please ask! In the event of an emergency, operating procedures are in place to ensure the safety of children. Evacuation Plans: All employees are responsible for moving children to the designated safe area. Emergency evacuation & relocation diagrams are in areas specified by DFPS & local authorities. In some circumstances, parents will be called upon to pick up their children, as needed. The local authorities will be called to aid in the transportation of the children to an alternate shelter away from the center.

Upon departure and arrival, the director or alternate assistant will have a list of all children that must be accounted for. Together, the director or alternate assistant and the caregivers will verify that all children are present. The director or alternate assistance is responsible for calling the local authorities needed such as: Fire department, ambulance, local police or sheriff, poison control, and DFPS childcare licensing. The director or alternate assistant is responsible for securing children's emergency numbers, emergency medical authorizations, and attendance sheets during an emergency. Plan is given at time of enrollment.

Emergency Drills: Emergency Fire Drills are held monthly, and Severe Weather Drills are held every three months to ensure children are accustomed to emergency evacuation and relocation procedures.

Weather Closures: The Center will close for emergency weather conditions based on the news and radio information. Make sure you check the local TV and radio stations.

Inclement Weather Cancellations: If the Executive Director decides prior to opening hours not to open the center or if the center must close during operating hours because of inclement weather, the families will be notified. It will also be posted on *"Shorkey Center"* Facebook page. If for some reason our electricity, water or plumbing is not properly operating, we will decide whether to re-locate or close, if necessary. **Please make sure you always update your phone numbers when they change.**

If the public schools are closed because of inclement weather, we will also close. We generally try to be consistent with the public schools, but there also may be times that we are forced to close even if the public schools remain open due to different State rules that we must follow.

Hurricane Plan
In the event that a hurricane is headed for our area and an evacuation has been called for Jefferson or neighboring counties, the Center will be closed from the time the evacuation takes effect until the evacuation order is lifted. If the evacuation is called during school hours, parents will be notified after the evacuation is lifted, as to when classes will re-open. We must allow adequate time for staff and students to return from evacuation. If the Center is damaged by a storm, parents will be notified of an extended closure, and notified when the school will re-open.

Our Safe Haven for parent pick-up (if the Center is damaged)
Spindletop Beaumont State Center
655 South 8th Street
Beaumont, TX 77701

In- House Evacuation
In the event of a chemical release, a news alert of a shooting in the area, a prisoner escape, or anything of this nature, Shorkey and Instruction Junction will implement a LOCK DOWN procedure. All doors will be locked from the inside, and NO ONE will be allowed to enter or exit the building unless they are emergency personnel. This is also known as Shelter in Place.

Our job is to provide the highest security and protection we can while your students is in our care. Please understand until the LOCK DOWN has been cleared, if you are in the building, you must comply with the seriousness of the situation and the directions of the emergency personnel. Once emergency personnel have given all clear, the Director will inform everyone that school will resume as normal, and people will be free to enter and exit the building. You may read a full copy of the Emergency Preparedness Plan in our front office, and on the bulletin board in the front hall.

STUDENT WELL-BEING

Nutrition, Education and Policies: 746.501 (10) Children are served breakfast, lunch and an afternoon snack each day. The current menu is available on our website.

The Center is part of the *Cool Kids* food service program. Our meal and food service practices are governed by this program. If you will be providing your child a lunch in substitution for what is offered,

it should provide your child with the daily nutritional needs for that meal. However, there will always be a health meal available for every child regardless of if they brought food from home or not.

Food and liquid that is hotter than 110 degrees Fahrenheit are kept out of reach of all children. We want to ensure that the food your child brings to school is properly taken care of. Please let a morning staff member know if your child's food needs to be refrigerated or heated.

Food/Drug Allergies: Each parent will be provided with an allergy form at registration to be completed, signed, and returned. On this form, please alert us of any food allergies so that we may attempt to accommodate your child's needs. In addition, what is the protocol should your child ingest the allergen. Child allergy information will be shared with staff and posted in the kitchen to ensure your child's safety.
Also, please let us know of any foods you wish for your child to avoid, or child may be sensitive to for any other reasons. We are required by our food program to provide all children older than two with 1% milk. We are not permitted to provided 2% milk, soy, rice, or any other version. If you wish for your child to receive another milk substitute, it will be your responsibility to provide it labeled with your child's name.

Clothing & Personal Belongings: Closed toed shoes are recommended to keep feet safe and avoid mulch hurting tender skin. Please dress your child in a way that allows them to play and participate in all activities during the day, including outside. Our day may include painting, sand play, gluing, and other "messy" activities. Please make sure that your child is dressed appropriately for changing weather conditions. Girls must wear shorts under skirts/dresses. Your child should be dressed in clothes that provide easy access for potty training/restroom purposes. Please avoid dressing your child in clothing that has unnecessary or additional belts/buckles, or buttons/snaps. This would include overalls and onesie type outfits.

All items including backpacks, jackets, sweaters, lunch kits, nap essentials, and extra clothing inside the Ziplock bag must be clearly labeled with your child's name.

No toys from home! Toys from home create problems with sharing, as well as broken hearts when that toy gets lost or broken. Please leave toys in your vehicle or at home.

Publicity Information: Please sign the Media Release form (giving or not giving permission) included in this handbook.

Withdrawal for Instruction Junction Learning Center: If you decide to remove your child from our care, we require a week written notice. You are required to pay for that week. If we decide we can no longer provide care for your family, we will provide you with a week written notice (unless in the case where a child is extremely disruptive or demonstrating violent behavior, in which termination may be immediate) Examples of why we would terminate your child's care include but are not limited to:

- Failure of parents to pay Fees and Failure to complete and sign any required forms
- Misconduct on the part of the parent or child

- Failure of child to adjust after a reasonable amount time
- If a child is continuously biting, hitting, or behaving in such a way that place other children at health & safety risk, we will dismiss the child from the Center
- The center reserves the right to dismiss a child without notice due to parent's inappropriate behavior
- **NO tuition fees will be refunded!**

REPORTING ABUSE and NEGLECT

Abuse and Neglect: 746.501 (25) Preventing and responding to abuse and neglect of children, including:

(A) Required annual training for employees
(B) Methods for increasing employee and parent awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect and factors indicating a child is at risk for abuse or neglect
(C) Methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect
(D) Strategies for coordination between the center and appropriate community organizations
(E) Actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention, including procedures for reporting child abuse or neglect

Keeping Children Safe Reporting Abuse or Neglect: Texas Law requires caregivers to report suspected child abuse or neglect to the Texas DPRS or law enforcement. Call 1-800-252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime.

Employers are prohibited from retaliating against caregivers who make reports in good faith. The Center's Director or teachers will notify the Department of Protective Services, and/or the local law enforcement officials, when it appears that a child is being seriously neglected or abused.

Gang-Free Zone: 746.501(22) Under the Texas Penal Code, any area within one thousand feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

New Requirements Regarding Gang-Free Zones for Child Care Centers
As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed childcare centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your childcare operation or copies may be provided to parents.

What is a gang-free zone?
A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The

gang-free zone is within one thousand feet of your childcare center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

How do parents know where the gang-free zone ends?
The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or courthouse for information about obtaining a copy of a map if they choose to do so.

What is the purpose of gang-free zones?
Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does this mean for my day care center?
A childcare center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within one thousand feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

When do I have to comply with the new requirements?
The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care.

Additional information may be found on page 27 of this handbook.

For further information, please contact your licensing representative or your local licensing office.

REGULATIONS

Licensing & Regulations: 746.501 (15) Instruction Junction is licensed by the state of Texas as Child Daycare Center with the capacity for fifty-five children, 1 year to 10 years old of age. Learning programs are based on developmentally appropriate practices.

You are entitled to see the following information. You may ask the Director to show you the most recent copy of *Minimum Standards for this Child Daycare Center; these are also available on the web at www.dfps.state.tx.us or your local licensing Office.

Human Resources Code Chapter 42.0447 False Report; Criminal Penalty

(a) A person commits an offense if the person knowingly or intentionally files a complaint alleging that a child-care facility failed to comply with the department minimum standards and the person knows the allegation is false or lacks factual foundation.

(b) An offense under this section is a Class A misdemeanor unless it is shown on the trial of the offense that the person has previously been convicted under this section, in which case the offense is a state jail felony.

ADDITIONAL POLICIES

Other Procedures

During business hours, you are more than welcome to look at our Licensing Inspection Reports and/or look through the Minimum Standards that are set forth by the State of Texas.

The PRS Child Abuse Hotlines number is 1-800-252-5400 and the PRS website is www.tdprs.state.tx.us We do take pride in operating a top-quality school, where children may learn and grow in a loving, Christian atmosphere. However, we are always open for suggestions for improvement. If you have a concern or suggestion to share with us, please speak to the director or place a suggestion card in the suggestion box, near the front office. We are always happy to receive your input.

746.30001 Fieldtrips: Instruction Junction DOES NOT take its students on fieldtrips

746.501 (14) NO WATER ACTIVITIES: Student of Instruction Junction will not participate in any water activities during their time under staff supervision. If a water activity, such as swimming lessons, is desired by the parent/guardian, WRITTEN arrangements for your child to be signed out and taken to those activities MUST be on file prior to us adhering to the request.

746.501 (16) NO ANIMALS: Animals are not permitted in the Center.

746.501 (27) Employees are not required to receive any vaccinations at this time via the Health Dept.

*******Note: These policies will be reviewed annually and updated if necessary.

Instruction Junction
of Southeast Texas

ATTENTION PARENTS

You are entitled to see the following information. You may ask the center director to show you the most recent copy of:

- **The Minimum Standards for this Licensed Child-Care Center (*also available on the web at www.dfps.state.tx.us or at your local Licensing office*),**
- **The most recent Department of Family and Protective Services Inspection / Investigation Report, (*compliance information is also available on the web at www. dfps.state.tx.us or from your local Licensing office*),**
- **Documentation of liability insurance that complies with Human Resources Code, Section 42.0491,**
- **The most recent Fire Marshal's Inspection Report,**
- **The most recent Health Department's Sanitation Inspection Report,**
- **The most recent Gas Pipe Inspection Report, and**
- **The Child-Care Center's operational policies.**

Department of Family and Protective Services
Child Care Licensing Division

REFERRAL PROCESS FOR PEDIATRIC THERAPY DEPARTMENTS

Shorkey Center is a one-of-a-kind facility. We offer pediatric speech therapy, occupational therapy, physical therapy, aquatic therapy, and behavioral therapy. We have trained, licensed professionals on staff that can observe your student in class, if you or the teacher believe your child may be struggling in one of these health categories. With the parent's permission, a screening can be conducted to help in the discussion with your pediatrician.

Therapy services require a prescription from a physician to begin the referral process. Shorkey Center bills most insurance companies. While your child is enrolled in Instruction Junction, a therapist can pick-up your child from class and provide services in the clinic area. The earlier therapy begins, the better the outcome.

Pediatric Speech Therapy professionals provide clinical and school-based intervention services for students with communication disorders by develops an individualized communication plan for each student. The staff provides parent information and training for activities to transfer communication skills to the home. With updated technology resources, our Speech Therapists are teaching families how to use assistive technology devices to help children communicate in their community.

Pediatric Physical Therapy professionals provide individual assessment and treatment of strength, movement, and ambulation, range of motion, balance, and gross motor skills. They provide parent training to promote appropriate motor function in the community. The PT staff perform Orthotic evaluation and monitoring, as well as aquatic therapy to help with motor function.

Pediatric Occupational Therapy professionals assess self-help skills, oral motor function, strength, movement patterns, range of motion, sensory systems, and fine motor skills. They perform treatment and home programming to promote activities for daily living, executive function, and leisure. They also evaluate and perform treatment of sensory integration dysfunction.

The Adapted Aquatic Program assists in improving range of motion, motor skills, and relaxation while at the same time providing water recreation. The therapist fosters achievement of land-based OT/PT goals as well as the recovery and/or functional training process.

ABA Therapy, the principle of Applied Behavior Analysis, helps children manage meaningful and socially appropriate behavior. Some of these delays include, but are not limited to, language, social and executive functioning skills, behavior management, academics/school readiness, and self-help skills.

Information on Reporting Child Abuse

- **Child abuse and neglect are against the law in Texas, and so is failure to report it.**[*]
- *If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency.*
- You are required to make a report within 48 hours of the time you suspected the child has been or may be abused or neglected.

What is Abuse? Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child

What is Neglect? Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

How do I make a report?

1. Call the abuse and neglect hotline at **1-800-252-5400.**
2. When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or incidents you have observed, including dates and time of day and keep this information secured.
3. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the investigators to be able to see the physical signs.
4. Give the agency person any information you have about the relationship between the child and the suspected abuser.
5. Please provide at least the following information in your report.
    - Name, age, and address of the child
    - Brief description of the child
    - Current injuries, medical problems, or behavioral problems
    - Parents names and names of siblings in the home

Will the person know I have reported him or her? Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as your report is made in good faith. *Your identity is kept confidential*.

Finally, err on the side of caution. If you have reason to suspect child abuse, but are not positive, *make the report.* If you have any doubts about whether it is abuse, call the hotline. They can advise you if the signs you have observed are abuse.

CHILD ABUSE HOTLINE
1-800-252-5400

[*] Failure to report is a Class B criminal offense, punishable by a $2,000 fine and/or imprisonment for up to 180 days. Failure to report also could subject you to considerable monetary liability in a civil rights action.

Required Forms

State Forms:

2935 Admission Information (State of Texas)

- General Information
- Consent Information
- Authorization of Emergency Medical Attention
- Additional Child Information
- Admission Requirement
- Requirements for Exclusion of Immunizations
- Vision / Hearing Results (age 4+)
- Vaccine Information
- Physician and Medical Information
- Gang Free Zone
- Privacy Statements
- Signatures

1099 Operational Discipline and Guidance Policy (State of Texas)

Emergency Contact

Authorized Pick-up

Claim Release

Media Release

Notice of Privacy Policy