

# Brock Christian Learning Center's

## Parent Handbook



Brock Christian Learning Center  
2111 FM 1189  
Brock, TX 76087  
(817) 596-5223

# Brock Baptist Church Mission Statement

*“Encouraging every person to experience ultimate victory through Christ-centered living every day”*

BCLC is a ministry of Brock Baptist Church

## BCLC Philosophy

BCLC’s philosophy in child care is twofold; first we must meet the spiritual, physical, social, emotional, aesthetic, intellectual and cognitive needs of each child as they develop individually while being sensitive to the needs and preferences of families. It is our belief that children should be the barometers of their own active hands-on learning experiences. The mission of BCLC is to provide a Christ-centered environment in which faith can be integrated with learning to enable students to become spiritually, academically, emotionally, socially, and physically prepared to achieve all that God desires for them.

Secondly, we must provide an atmosphere that enables the parent to perform their daily professional tasks without concerns for the wellbeing of their child. We must instill an open line of communication, which allows for the values, individual desires and cultural diversity of the parental unit to contribute in the development of their child.

## Educational Program

Time is allotted, each day, for whole group, small group and, self-selected activities, essential routines, and related services. BCLC provides a setting for learning in keeping with each child's age and developmental stage, maturity, needs, and capabilities, which allows for the wide span of developmental levels that exist in any group.

Our center is a family-oriented, Christian environment; we encourage parents and other family members to participate in our programs. Participation may include observation, playing with the children in your child's class, reading to the children, attending and assisting with Holiday parties/Programs, or sharing information or abilities you might have such as carpentry and other creative abilities.

# Enrollment Procedures

## CHILD ENROLLMENT/TERMINATION POLICIES

Brock Christian Learning Center is limited by state mandate to the number of children which may be enrolled in the program. Because of such mandates we reserve the right to refuse enrollment under the following terms:

1. Space availability.
2. Program's ability to care for the participant.
3. Compatibility of current children or staff.

## ADMISSION REQUIREMENTS

- Your child's admission into the facility is contingent on the completion of the following state mandated forms:
- Admission Form
- Copy of immunization records
- Health care Professional Statement
- Vision & Hearing screen (ALL children 4 years or older)
- Parent Handbook Agreement
- Door Access Codes
- Signed discipline & guidance policy
- Child Questionnaire

Infants will also need the following:

- Infant feeding schedule
- Safe Sleep

# Hours of Operation

Monday-Friday 6:30am-6:30pm  
January-December

**\*\*We will be closed the following Holidays\*\***

New Year's Eve  
New Year's Day  
Memorial Day  
Fourth of July  
Good Friday

Labor Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve  
Christmas Day

## **PLEASE REMEMBER TUITION IS DUE IN FULL FOR WEEKS WITH HOLIDAYS.**

If your child attends school outside the Center, a FULL TUITION RATE will be charged for them to attend the center during a school holiday.

BCLC will follow Brock ISD regarding school delays and closures.

# Tuition & Fees (see attached fee schedule)

Tuition is due in advance on Monday of each week. Tuition and fees are determined periodically by market survey of surrounding facilities offering equal services. BCLC's fiscal year is based on a predetermined income and expenditure budget. Staffing and other fixed costs exist whether your child attends.

BCLC currently accepts cash, credit cards, debit cards, ACH, money orders and checks. A convenience fee will be charged for the use of credit cards, debit cards and ACH payments.

Make checks payable to "Brock Christian Learning Center" or "BCLC". Please write your child's name in the memo line. Tuition payments may be placed in the black mailbox outside of the Director's office or handed directly to the Director/Assistant Director. Please do not give tuition payments to the teachers.

No refunds, tuition allowances or substitution of days, will be made for vacation days, sick days, or school holidays-including emergency closings.

If your child is to be withdrawn, a two-week written notice is required for termination of child care services. Tuition will be charged regardless of whether your child is in attendance their final two weeks.

Additional payment information is as follows:

1. A non-refundable registration fee of \$35.00 is due at the time of application.
2. A non-refundable supply fee of \$50.00 is applied bi-annually at time of enrollment and every 6 months after.
3. There is a \$35.00 charge for each returned check. Two returned checks will result in your account being placed on a "cash only" status.
4. A late fee of \$25.00 is applied to tuition not paid by Monday evening. And \$5.00 per day until all tuition is paid.
5. If payment is not received by Wednesday morning, child care services will be suspended until payment is received in full or withdrawal notice is received (the two weeks' notice and payment mentioned above still applies to withdrawals).

# Procedures for the release of children

A designated person must bring and pick up the child. The child (ren) will be signed in and out each day by entering your child's door access code and checking their child in and out on the ProCare check in tablet at the front desk. The teacher will also keep a roll call sheet with the time the child arrives, moves locations, or departs for the day. This is extremely important since this list is used to check attendance during emergency drills or events. The Center will not assume responsibility for a child who has not been signed in when he/she arrives for the day. The parent will escort their child (ren) to the appropriate class and see that the staff person is aware of their arrival. Parents, or the designated person, picking up their child must sign the child out by signing the in/out notebook located in the BCLC office.

The Center Staff must release the child only to a parent or an adult ("person 18 years or older") designated by the parent. If you wish to have your child released to someone other than the persons listed on your emergency form, please notify the Center's office in writing. Your child will not be released to any unauthorized person without this permission. For your protection BCLC requires that every adult authorized to pick up your child bring a copy of their driver's license when picking up the child.

Brock Christian Learning Center cannot authorize one legal parent to remove the other from their child's release form. You must file a court injunction naming Brock Christian Learning Center to override this policy.

Our preschool curriculum hours are 8:30am to 4:30pm. We ask that your child be here by 8:30am so that he/she will not miss out on these learning opportunities. We do have an attendance cut off time of 10am for ALL children to be dropped off. If your child needs to be dropped off after 10am a written doctors note will need to accompany the child. Unless prior arrangements have been made in advance with the Director.

Furthermore, we ask that parents closely supervise their children from the parking lot to the center. When departing the center, we ask that you do not allow your children to run in the parking lot.

## Late Pick-Up

Brock Christian Learning Center closes promptly at 6:30 pm. A late fee of \$5.00 per minute per child will be applied if your child is not picked up by 6:30 pm. Please note that BCLC refers to the satellite clock located in the Director's office as the official time of BCLC. Please set your watches, phones, car clocks, etc. to BCLC time to avoid any confusion regarding late pick up.

# Illness/Vacation Time

Please inform the center if your child will not be attending due to illness or vacation. Families are allowed ONE-week vacation annually without tuition payment. This must be taken as a FULL week. To qualify for vacation the following requirements must be met:

- \* Must be enrolled & attend full time (M-F) (No summer break)
- \* Must be enrolled for a minimum of one year
- \* Must be current on all tuition & fees

# Illness & Exclusion Policy

Children must be kept home from school if any of the following symptoms are present:

- \* A fever of 101 or greater or 100 or greater under the arm (must be fever-free without fever reducing medication for 24 hours prior to returning to preschool)
- \* A thick discolored nasal discharge; if it is caused by allergies, we must have a note from a doctor.
- \* A rash that has not been explained by a doctor.
- \* Vomiting (must not vomit for 24 hours prior to returning).
- \* Diarrhea (must not have diarrhea for 24 hours prior to returning).
  - o If a child becomes ill at school, a parent or authorized adult will be notified and expected to pick the child up from school immediately.

# Medication

Should your child require medication while in our care, the staff will only be able to administer medication with signed permission of the parent/guardian. Medication Authorization forms are available at the front desk.

All medication will be stored in locked, childproof containers. Please do not send medicines in your child's backpack or diaper bag. All medicines are to be handed directly to the BCLC office. Prescription medication will be administered only if the medication is in the original packaging and was dispensed in the child's name for which it is provided.

Nonprescription medication (over the counter medication) will only be administered with a written note from a physician. The parent must ensure that nonprescription medication is labeled with the child's name and the date the medication was brought to the Center. Nonprescription medication must be in the original container. The Center will administer it according to label directions. If a different dosage is requested, a written note from a physician is required. If you have given your child any medication before arriving at the center, please notify your child's teacher because medications often affect the way your child responds in class.

# Applying Sunscreen, Insect Repellant & Diaper Ointment

If you provide your child insect repellent, sunscreen or diaper rash cream it is implied that you have given us permission to apply it. Please label with your child's first name, last name and the date. If special instructions are required, please fill out a medical authorization form.

## Procedures for handling medical emergencies

In the event of an accident or illness that, in the director's judgment, requires emergency medical treatment, the school is authorized to obtain and render emergency medical care for the child through any duly licensed healthcare provider. Brock Christian Learning Center will not be responsible for any medical (or related) expenses incurred; such expenses will be the responsibility of the parent/guardian.

## Parental Notifications

Parents will be notified of policy and procedure changes by written bulletins, emails, ProCare messages or in person. Changes will also be posted on the parent bulletin board, BCLC website, BCLC Facebook page and newsletters.

## Safe Sleep

Infants not yet able to turn over on their own must be placed in a face-up sleeping position in the infant's own crib, unless you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that a different sleeping position for the child is medically necessary. Infants (6 weeks-12 months) cannot have bedding, blankets, toys or any other soft items in the crib at any time.

# Discipline & Guidance

Discipline at BCLC will be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding;
- Directed toward teaching the child acceptable behavior and self-control; and
- A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
  - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - Reminding a child of behavior expectations daily by using clear, positive statements;
  - Redirecting behavior using positive statements; and
  - Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

The following types of discipline are prohibited at BCLC (including by parents)

- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet; and  
Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device.

# Suspension & Expulsion

We do reserve the right to suspension and expulsion of a child from the program for consistent ongoing behavior issues. Such issues include but not limited to the following:

- aggression to other children or staff
- damage to property
- biting
- defiance being a disruption to the teaching process

If we can not meet the development, emotional, social or physical needs of a child we reserve the right to terminate care in the best interest of the staff & child.

# Biting Policy

A child that bites another child will be sent home after the second bite in the same day. A child will be dismissed from the program if a child bites another child 5 times in a 2-week period. On the 5<sup>th</sup> incident the parent will be called, and the child will be dismissed from the program.

# Meals & Food Service Practices

Breakfast, Lunch and two snacks are planned to meet the child's nutritional requirements in proportion to the amount of time the child is in the program each day, as recommended by the Child Care Food Program of the U.S. Department of Agriculture. Amount of food served is adjusted according to the age of the children. Menus are posted on the parent bulletin board. The children are encouraged to try new foods, but staff will not require them to eat everything offered.

|                               |                           |
|-------------------------------|---------------------------|
| Breakfast is served until 8am | Lunch served at 11:30am   |
| Morning Snack at 9:30am       | Afternoon Snack at 2:30pm |
| Schooler's Snack at 3:30pm    |                           |

To comply with the State Minimum Standards, no outside foods are allowed into the center except for cooking activities and special events such as parties, birthdays etc. If you would like to bring something special (cookies or cupcakes etc.) for your child's birthday, please inform the Director.

Special diets required by a physician need to be explained in writing and signed by filling out a Food Allergy Emergency Plan. Families who are vegetarian or have cultural or religious limitations on certain foods must indicate these requirements on the enrollment application sheet. Parents must supply the correct nutritionally sound foods as the center will not be responsible for meeting these needs.

Children are offered seconds on lunch and snack. The children eat all together in the fellowship hall in a family-style setting.

## Immunization Requirements

Each child enrolled or admitted to childcare centers must meet applicable immunization requirements specified by the Texas Department of State Health Services. All immunizations required for the child's age must be completed by the date of admission. A copy of the immunization record must be turned in to the Director before the child can attend. From time to time we may have a child in our center that does not receive immunization due to personal beliefs. A state affidavit will be required to be on file for these children.

## Hearing & Vision Screening

All children four years of age or older must have a vision and hearing screening on file at our center. Documentation of the test results is due as soon as your child turns four years old. You may access information at [www.dshs.state.tx.us/vhs](http://www.dshs.state.tx.us/vhs).

## Transportation

Brock Christian Learning Center offers transportation to and from selected Elementary Schools. The Director shall take precautions in transporting children. The children must have a signed and authorized permission form for this service. Children will be escorted to the Van by BCLC staff only. Due to safety reasons, parents are not allowed to load or unload their child on to the BCLC van. All children must remain seated and fastened securely in a seat belt and/or booster seat at all times. If a car seat/booster seat is required for your child, it must be provided by the parent/guardian.

## Water Activities

Brock Christian Learning Center does provide water activities such as water sprinklers and wading pools throughout the summer. BCLC follows the minimum standards (746.5013/5015) in reference to these activities

## Field Trips

Brock Christian Learning Center does include field trips within our curriculum. BCLC follows the minimum standards in reference to these activities.

# Animals

We love animals and will study about all animals through books. We ask that you do not bring any animal into the child care center at any time. There may be a child or adult that is allergic to an animal and we would not want them to get sick. Thank you for your support.

# Breastfeeding

You have the right to breastfeed or provide breast milk for your child while in care. We will provide a comfortable place for you to breastfeed your child at the center until the child is 18 months of age.

# Clothing

Please dress your child in comfortable, washable play clothes. The children will be using paint, glue, washable markers, crayons and other materials in creative activity. Also dress your child for outside play. We will go outdoors each day that weather permits. All children MUST wear closed toe shoes. Flip flops, crocks and sandals are not permitted. Please make sure your child always has a complete set of clothes in their cubby . (shirt, pants, socks & underwear). Please make sure to label all clothes and jackets sent to school.

# Toilet Training

When you feel your child is ready for toilet training, we ask that you begin teaching at home. We will follow through and encourage your child while they are in our care. Daily communication between the parent and day care provider is very important.

- *The child must be showing signs of readiness and able to control their bladder and bowel movements.*
- *The child must be kept in a diaper, pull-ups, vinyl training pants, or underwear until they are accident free for two weeks.*
- *Please keep in mind that the high activity level here at the Center may distract your child from responding to the urge to use the potty more so than at home.*
- *Staff will never put a child on the potty unless the child is willing.*
- *Staff cannot wash out soiled clothing per regulations set by the Center for Disease Control. They are required to put soiled clothing in a plastic bag for you to take home and wash.*
- *Please send them to daycare with loose fitting clothing that your child can manage independently. Try to avoid tight clothing, pants with snaps or buttons, overalls, and tight leggings.*
- *The child will be encouraged to use the potty every 30 minutes.*
- *Parents are required to supply the diaper/pull-up or vinyl training pants and extra clothing (including socks) daily.*
- *All children in our 3's and Pre-K classrooms must be completely potty trained.*

## Nap/Rest Time

Each class will have a nap or rest time. During this time your child will be expected to nap or rest quietly. Children may bring a blanket or small pillow that is small enough to fit inside their cubby or backpack. These will be sent home at the end of each week for you to wash. We will provide each child with a nap mat and sheet for nap/rest time. Sheets are washed weekly and nap mats are sanitized daily. Please make sure to label all belongings.

## Licensing & Inspection Reports

State minimum standards for daycare operations can be found on the Texas Department of Family and Protective services website <https://www.dfps.state.tx.us/>. The most recent licensing inspection report can be found posted by the front office.

DFPS website - <https://www.dfps.state.tx.us/>

Local Licensing Office – 817-321-8604, 1501 Circle Dr. Suite 310, Fort Worth, TX 76119

## Parent Concerns

If a parent has a question, concern, or issue regarding the program, he/she should communicate with the director. We welcome phone calls and are always willing to set up a special conference to meet with parents upon request. At BCLC we are firm believers in healthy communication and are constantly exploring new ways to improve in this area. If a parent should ever have a question, concern, or issue with a staff member, we ask that the parent communicate directly with that teacher. We value our staff and respect their inherent desire to be addressed personally regarding classroom concerns. If a parent does so without success or if they feel the severity of their concern requires attention on an administrative level, the parent should then speak with the director. The director's role will be to listen and assess the circumstances. Based on the information gathered, the directors will decide how to proceed. Depending on the circumstances, we may decide to act as mediators, but direct communication between parent and teacher will usually be required in addressing classroom concerns. The director will be happy to provide classroom coverage to allow a teacher and parent to meet.

It is our policy to not give out personal information over the phone to any person other than the legal guardian. This includes information as simple as verification of a child's enrollment in our center.

## Parent Participation

Our center is a family-oriented, Christian environment; we encourage parents and other family members to participate in our programs. Participation may include: observation, playing with the children in your child's class, reading to the children, attending and assisting with Holiday parties/Programs, or sharing information or abilities you might have such as carpentry and other creative abilities.

Parents are encouraged to visit the center at any time during the center's hours of operation. You may observe your child any time, the center's operation, and program activities. You do not have to check with prior approval. However, we do require you check in at the BCLC office upon arrival.

## Vaccine Preventable Diseases

We highly encourage our staff at Brock Christian Learning Center to stay current on all Vaccines to prevent illnesses and diseases. However, we DO NOT require them to do so. They should contact their medical physician regarding these vaccines and recommendations for the boosters.

## Health Checks

Brock Christian Learning Center Staff conducts daily Health checks on each child at arrival to their designated classroom. Staff make note of any illness or injury observed. If your child was injured or ill prior to arrival, please let a member of our staff know so we can make note.

## Gang-Free Zone

House Bill 2086 requires BCLC to inform parents and guardians that certain gang-related criminal activity is prohibited within 1000 feet of this facility. Criminal offenses related to organized criminal activity are subject to harsher penalty.

# Emergency Preparedness Plan

| <i>Emergency</i>                         | <i>How we prepare?</i>   | <i>Where to go?</i>  | <i>What to do? /How to do it?</i>  | <i>Who is responsible?</i>   |
|--|--|--|--|--|
| <b><i>Tornado<br/>Severe Weather</i></b> | <p>* Conduct severe weather drills every 3 months or more often with the possibility of severe weather approaching. Document date/times/ exit times. This is kept in the Directors office for review</p>   | <p>* All children are lined up and escorted to the Schooler classroom which is on the interior of the building away from doors, windows and outer walls.</p>                           | <p>Teachers calmly line the children up, take clipboard with roll call sheet, attendance sheets and walkie talkie and escort the children to the Schooler classroom. The teachers will conduct roll call with face to name system ensuring all children are accounted for once are in the designated area. They will instruct the children to do duck and cover against the walls. The Director will monitor the weather conditions by listening to weather radio for updates.</p> | <p>The Director and Assistant Director will make sure all teachers are aware of the severe weather emergency. *Teachers will be responsible for escorting the children to the schooler room for safety. *The Director and Assistant Director will double check the building after all children have been taken to the schooler room and are safe. *All Floaters, cooks and extra staff will be responsible for assisting the classroom teachers to get the infants, toddlers and young children to the schooler room in a timely manner. * The Director will monitor the weather conditions by listening to weather radio for updates.</p> |
| <i>Emergency</i>                         | <i>How we prepare?</i>   | <i>Where to go?</i>  | <i>What to do? /How to do it?</i>  | <i>Who is responsible?</i>   |
| <b><i>Fire</i></b>                       | <p>* Conduct fire drills monthly using the fire alarm system installed in the building and document date/times/ exit times. This is kept in the Directors office for review. All classrooms have fire evacuation maps located on the wall by each door showing exit plans.</p> | <p>Follow the exit plans hanging inside each classroom door. Everyone exits the building and meets on the basketball court on the side of the building closest to the playgrounds.</p> | <p>Teachers calmly line the children up, take clipboard with roll call sheet, attendance sheets and walkie talkie and exit the building following the exit plan posted inside each classroom. They have the children out of the building safely within 3 mins and conduct roll call with face to name system ensuring all children are accounted for once to designated area.</p>  | <p>*The Director and Assistant Director will make sure all teachers are aware of the emergency. *Teachers will be responsible for escorting the children out of the building safely. * *The Director and Assistant Director will double check the building after all children have exited and are safe. *All Floaters, cooks and extra staff will be responsible for assisting the classroom teachers to get the infants, toddlers and young children out of the building in a timely manner.</p>  |

# Emergency Preparedness Plan (Continued)

| <i>Emergency</i>                               | <i>How we prepare?</i>   | <i>Where to go?</i>   | <i>What to do? /How to do it?</i>  | <i>Who is responsible?</i>   |
|--|--|---|--|--|
| <b><i>Medical<br/>Emergency</i></b>            | All staff are up to date with CPR/First Aid training and update this training every 2 years.             | The Teacher will notify the Director or Assistant Director immediately by calling on the walkie and stating there is a medical emergency. The Director/Assistant Director will assist a staff person to call 911 immediately. | If any child is seriously injured or becomes seriously ill while in attendance at the facility, the following procedures will be followed: The Director/Assistant Director will remain with the sick or injured child. Emergency first aid is to be administered as necessary: Ensure and maintain an open airway. Control any bleeding with direct pressure. Ensure proper circulation as necessary. (CPR) Reassure the child and keep him calm and quiet until the emergency medical personnel take over the child's care. Once the proper emergency medical personnel have been contacted, the parents of the sick or injured child will be immediately notified. | *The Director and Assistant Director or assigned staff member will make sure all teachers are aware of the emergency and the Teacher will remove all other children away from the child requiring emergency medical attention. |
| <i>Emergency</i>                               | <i>How we prepare?</i>   | <i>Where to go?</i>   | <i>What to do? /How to do it?</i>  | <i>Who is responsible?</i>   |
| <b><i>Chemical<br/>Spill<br/>Explosion</i></b> | * All staff are trained for this during per-service training before being counted in the childcare ratio | We will follow County Officials recommendations for relocation. If shelter in place is recommended, we will stay inside the building.   | We will follow County Officials, recommendations for relocation. If shelter in place is recommended: We will stay inside the building. No one will be allowed outside. We will stay inside, all doors/windows closed, AC/Heat turned off (if they pull outside air in), listen to EAS system or WBAP 820, and remain inside until officials say it is safe to go out. If evacuation is ordered, we will evacuate to the Brock Fire Department at 1107 FM 1189, Brock TX 76087. The phone number is 817-341-7368. Listen to EAS (emergency alert system), Radio station WBAP 820 am or KFJZ 870 am  | *The Director and Assistant Director or assigned staff member will make sure all teachers are aware of the emergency and the Teacher will remove all other children away from the child requiring emergency medical attention. |

# Emergency Preparedness Plan (Continued)

| <i>Emergency</i>                    | <i>How we prepare?</i>   | <i>Where to go?</i>   | <i>What to do? /How to do it?</i>   | <i>Who is responsible?</i>   |
|-------------------------------------|--|---|---|--|
| <b><i>Intruder</i></b>              | All staff are up to date with CPR/First Aid training and update this training every 2 years.             | The Teacher will notify the Director or Assistant Director immediately by calling on the walkie and stating there is a medical emergency. The Director/Assistant Director will assist a staff person to call 911 immediately. | All outside doors will be locked, and no one will be allowed to enter or leave the building. The children will remain in the classroom with their teacher. The classroom doors will be locked so no one will be able to enter. The teacher will turn the classroom table on its side to utilize as a barrier. Director will call 911. | *The Director and Assistant Director or assigned staff member will make sure all teachers are aware of the emergency and the Teacher will remove all other children away from the child requiring emergency medical attention. |
| <i>Emergency</i>                    | <i>How we prepare?</i>   | <i>Where to go?</i>   | <i>What to do? /How to do it?</i>   | <i>Who is responsible?</i>   |
| <b><i>Flood/<br/>Evacuation</i></b> | * All staff are trained for this during per-service training before being counted in the childcare ratio | We will evacuate to the Brock Fire Department at:<br>1107 FM 1189<br>Brock, TX 16087  | In the event of an area wide flood/evacuation, all staff member should adhere to the following: make certain all children and staff are accounted for. The person in charge will call 911. We will evacuate all children/staff to an area as far from the building as safe.   | *The Director and Assistant Director or assigned staff member will make sure all teachers are aware of the emergency and the Teacher will remove all other children away from the child requiring emergency medical attention. |

# Preventing & Responding to child abuse & maltreatment

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. If you suspect a child is being abused or neglected, you can call the Child Abuse Hotline at 1-800-252-5400 to make confidential reports. If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help by calling the National Parent Hotline at 1-800-427-2736.

Staff is required to have 24 hours annually of continuing education. At least one of these hours of annual training must be focusing on prevention, recognition, and reporting of child abuse and neglect. Staff working with children 24 months or younger is also required to take one hour in recognizing and preventing shaken baby syndrome, preventing sudden infant death syndrome, and understanding early childhood brain development. The staff are also required to be CPR/First Aid certified.