

Space Family Education, Inc. (SFEI)
Standard Operating Procedures
Parent Handbook



September 2020

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The purpose of the Standard Operating Procedures Document is to summarize the background and purpose of Space Family Education, Inc. (SFEI), describe the Johnson Space Center Child Care Center (JSC CCC) facility and program, and define the policies and procedures under which the JSC CCC is operated.

1 SFEI Background and Purpose

SFEI was established in 1990 as a non-profit corporation under the laws of the State of Texas. Per the By-Laws of SFEI, the general purpose of the corporation is to establish and maintain a high quality educational childcare facility for persons employed at NASA Johnson Space Center (JSC).

Policies of the corporation are directed towards four major goals:

1. To foster and promote the welfare and morale of parents employed at NASA JSC, by providing a high quality, educationally directed on-site childcare facility.
2. To foster and promote the education and welfare of children enrolled in the facility.
3. To promote good communication and relations between members of the corporation, the Board of Directors, the Facility Director, and the facility staff.
4. To carry out fund-raising activities in order to raise revenue for the maintenance and enhancement of the facility and equipment used by the facility, and for financial assistance to members and staff as approved by the Board of Directors.

The childcare facility is called the JSC Child Care Center (JSC CCC). The building is a NASA-owned facility that falls under the NASA umbrella for facility management and safety operations, including the Voluntary Protection Program (VPP). The relationship between SFEI and JSC is governed by the rules outlined in a Space Act Agreement (SAA).

Information about SFEI and the JSC Child Care Center (including electronic versions of this document and the Corporation By-Laws) can be found at <http://spacefamily.info/>. A copy of the JSC-to-SFEI Space Act Agreement is posted in the Lobby of the CCC.

2 SFEI Management

Board of Directors

SFEI is administered by a Board of Directors. The Board of Directors consists of five members: five positions are elected by general membership vote: President, Vice President, Secretary, Policies and Procedures Chairman, and Treasurer. The SFEI By-Laws describe the eligibility requirements, election process, and the responsibilities of each position on the Board. All decisions concerning SFEI, which have been delegated to the Board, must be decided upon by a majority vote of the quorum, which is three of the five voting Directors.

The Board is responsible for the following:

- Ensuring the solvency of the corporation
- Meeting at regular intervals at least six times a year, not including the annual General Membership Meeting
- Preparing the agenda and carrying out the annual General Membership Meeting each June
- Appointing committees as required and delegating to them such duties as deemed necessary
- Hiring and managing the JSC CCC Facility Director
- Approving the annual budget

SFEI holds a Board of Directors meeting on or about the third Friday of each month. The meeting is open to all SFEI members. The time, location, and teleconference/videoconference information (if available) of the meeting is posted on the CCC entrance door and the JSC CCC website. The general purpose for the meeting is to discuss current activities at the center, policy changes, upcoming events, current financial status, etc. Members who wish to add an item to the agenda should contact the JSC CCC Facility Director or a Board Member prior to the meeting. The minutes from these meetings are published on the SFEI website under ““About Us”.

Staff

1. SFEI employs a full-time staff to manage and operate the JSC Child Care Center. Staff members include a Facility Director, Assistant Facility Director/Program Coordinator, Program Manager, classroom teachers, and

cafeteria personnel. The Facility Director is responsible for the hiring and management of the remaining SFEI staff. More details on staff policies and procedures are included in the Employee Handbook.

3 SFEI Membership

The parents of all children enrolled at the JSC CCC or on the waiting list must be members of SFEI. Membership is open to Federal Civil Service employees, military personnel stationed at JSC, Exchange employees, and NASA JSC contractor employees (both on-site and off-site). SFEI staff members are also eligible to become members in a non-voting capacity. NASA employees being transferred to JSC may join SFEI and be placed on the waiting list when the reassignment is announced.

Members are entitled to place children on the waiting list, enroll children at the center (subject to availability), vote in elections for the Board of Directors, nominate others or run for Board positions, and vote to change by-laws. Each paid membership is entitled to one vote. A single person who qualifies for membership may join SFEI as a single member. A married couple with at least one spouse who qualifies for membership may join SFEI as a family membership, where both spouses jointly share one vote. A married couple, with both spouses qualifying for membership, may join SFEI as two individual members, or as a family membership. Only one membership per family is required.

To become an SFEI member, the eligible person completes an SFEI Membership Application form and submits the form and membership dues (reference Appendix A) to the Program Manager at the center. The form may be obtained from the SFEI website under “Member Info” or from the Program Manager. Prorated rates are available for members joining mid-year, and are listed on the Membership Application form.

The data to be provided on the form includes contact information (address, phone numbers, email, etc.), employer information, and waiting list information (child’s name, age, earliest enrollment date, etc.).

All members must renew their membership annually by paying dues on or before September 1. The dues cover all children in the family including both enrolled children and children on the waiting list. A reminder notice to pay membership dues will be emailed to all SFEI members each August. Members who have not paid by September 1 will receive a delinquent dues notice. Failure to pay membership dues by October 1 of each year will result in membership cancellation.

and automatic removal of the member's children from the JSC CCC Waiting List (if applicable).

Once enrolled, a child is only allowed to remain at the JSC CCC as long as at least one parent meets the eligibility requirements. If the employment status of a parent changes such that neither parent is associated with JSC, the child will be allowed to remain at the center for up to one month unless the child is enrolled in Pre-Kindergarten. Pre-Kindergarten students of parents that are no longer associated with JSC will be allowed to complete the entire school year. In the event of a member's death where the spouse is not a NASA civil servant or a contractor of NASA JSC, the surviving parent will be allowed to retain membership status and the child will be allowed to remain at the JSC CCC.

4 Facility Description

The JSC CCC is located at the Johnson Space Center in Building 211. The facility is 13,292 gross square feet. The JSC CCC is a peanut-free facility, outfitted with ten classrooms, a cafeteria with a commercial-grade kitchen, water fountains, a nursing room, a laundry room, an indoor play area, three outdoor playgrounds, a Splash Pad, a covered outdoor porch, a staff lounge, staff offices, and Men's and Women's adult bathrooms. A closed circuit TV system, with monitors in the main lobby, provides visibility into the cafeteria, play areas, and classrooms.

The closed circuit TV system allows parents to view their child's room and common areas remotely through the JSC CCC Video Monitoring System (VMS). When children first enroll at the CCC, their parent(s) will receive an access user ID and password after they sign a video waiver liability form. The JSC CCC VMS administrator will set up the account with the camera views the parent(s) will need access to. When a child changes classes, the VMS Administrator will be notified by the Facility Director and the appropriate camera access updates will be completed.

Classrooms

The classrooms provide approximately 30-50 square feet per child. Each classroom has age-appropriate restroom facilities including a sink for washing hands and brushing teeth (when applicable), a viewing window for parents to "sneak a peek" at their children, a cubby for each child, and a mailbox for the parents of each child. Food preparation stations are available in the infant and toddler rooms. Infant, toddler, and two-year-old rooms contain a diaper changing area. Computers are located in the Early Pre-K through Pre-Kindergarten rooms.

Play Areas

The JSC CCC has three age-appropriate outdoor playgrounds. Each playground includes shaded play structures and rubber padding or Kiddie Kushion/mulch in the fall zone for safety. One of the playgrounds features a Splash Pad for children ages 15 months and up. The two playgrounds for the younger children also have an air-conditioned bathroom.

The indoor play area is carpeted with extra thick padding. This area provides an alternative to the exterior playgrounds, especially when it is extremely hot, extremely cold, or raining outside. The indoor play area is also used for extracurricular activities such as Sports and Play and Dance Tree, as well as for multiple exciting in-house performances during the summer.

Both the indoor and outdoor playgrounds have a water fountain.

5 Contact Information

The mailing address for the JSC CCC is:

Space Family Education, Inc.
2101 NASA Parkway
B-211/AHD
Houston, TX 77058

Main Phone	281-483-4734	Room 1	281-792-6013
Fax	281-244-2411	Room 2	281-792-6014
Director	281-792-6031 832-727-4252	Room 3	281-792-6015
Asst. Director	281-792-6024	Room 4	281-792-6016
Staff Lounge	281-792-6026	Room 5	281-792-6017
Kitchen	281-792-6028	Room 6	281-792-6018
Cafeteria	281-792-6023	Room 7	281-792-6019
Nursing Room	281-792-6030	Room 8	281-792-6020
Room 0	281-792-6027	Room 9	281-792-6021

6 Hours of Operation

The JSC CCC is open from 6:45 a.m. to 5:30 p.m., Monday through Friday. Parents who arrive prior to 6:45 a.m. will not be allowed to leave their child even if the teacher is in the classroom.

Parents picking up their children after 5:30 p.m. will be charged a late pick-up fee, which increases every 15 minutes after closing time (reference Tuition and Fees, Appendix A). The wall clock in the lobby is used to assess the late pick-up fee. Payment is made directly to the caregiver in cash at the time of pick-up.

The JSC CCC is closed on all NASA JSC holidays. These include New Year's Day, Martin Luther King's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving, Christmas, and any other additional days declared by the government, or as listed in the JSC CCC school year calendar, including Christmas Eve day. The center may also be closed for certain emergency situations as outlined in "Unplanned Closures and Evacuations." There will be no discounts in tuition for JSC holidays or school closings.

The JSC CCC school year calendar approximates local school district calendars for determining the first and last days of school and fall, winter, and spring breaks. Child care is provided during scheduled school breaks except on the holidays mentioned above and on any Teacher In-Service days. The school year calendar is distributed each year during Open House and is subject to change in order to meet the needs of the program.

7 Access for Non-Badged Individuals

Access to JSC requires a NASA badge. Individuals who do not have a NASA badge and need to drop off or pick up children from the JSC CCC (i.e. alternate contacts) can do so either by obtaining a visitor badge or by inclusion on the JSC CCC gate list. During enrollment, parents submit the names of all alternate contacts for pick up of their children on the Admission Information form. The Annual Information Update form is required by the State of Texas at the start of each school year. At this time, as well as throughout the year as required, parents may make changes to their contact list by contacting the JSC CCC Program Manager.

Those non-badged parents and other contacts that do not have possess a NASA badge, such as grandparents, who need regular onsite access are placed on the JSC CCC gate list. For this purpose, NASA Security defines "regular access" as

at least once per week or a minimum of four times per month. The contact's name, date of birth, relationship to the child, driver's license number, and state of issuance must be provided for the contact to be included on the JSC CCC gate list. **The JSC CCC gate list is only updated once per month (submitted to JSC Security on the 15th), so any changes must be submitted to the SFEI Administration no later than COB on the 14th of the month.**

Vendors who have recurring or specific onsite access needs will also remain on the list so as not to jeopardize the enrichment programs or create more work for the SFEI administration and the Building 110 badging office staff.

Other non-badged contacts who need occasional access to the JSC CCC for drop off or pick up of children (such as out of town family members) will need to be badged in as visitors when they need access. According to JSC security policy, only US citizens are eligible to obtain a visitor badge. A visitor badge may be obtained for up to a 29 day window for contacts requiring daily access for a specific period of time (visitor badges may be requested online as late as the day of need via the JSC visitor badging system, available from the JSC home page). SFEI staff will assist in the submittal of a visitor badge request via the Temporary Badge Request form, available throughout the year at the front desk.

All non-badged individuals who are not U.S. citizens must be cleared through JSC Security in Building 110. To obtain this clearance, a parent who has a badge must contact JSC Security and submit the necessary paperwork. Note that the clearance process may take as long as nine weeks. SFEI staff cannot assist in obtaining a visitor badge for non US citizens.

Non-badged individuals on the JSC gate list must do the following in order to access the JSC CCC:

1. Enter JSC through Gate 4 (off of Space Center Blvd. near Bay Area Blvd).
2. Inform the JSC security guard that you are dropping off/picking up a child at the JSC CCC.
3. Provide current driver's license, and the name of the child.

Visitors must do the following in order to access the JSC CCC:

1. Request a member of SFEI's Administration to submit a badge request 24 hours in advance (must provide the full name as shown on the visitor's current driver's license;

2. Inform the JSC Security Guard at Gate 1 that he/she will be going to Building 110 for a temporary badge;
3. Proceed to Building 110 whereupon the visitor will be required to show his/her current driver's license to obtain a temporary badge;
4. This temporary badge allows access to the JSC CCC (building 211) only.

8 Access to the Childcare Center

For new members, access to the CCC must be approved by the JSC CCC. JSC employees will request access to the CCC in IDMAX. Members with support badges must get a signed access request form from the JSC CCC front desk to request access to B211 at the JSC Badge Office.

9 Facility Maintenance

Maintenance of the CCC Facility is shared by NASA and SFEI. Details of the services provided by JSC are included in the SAA. Repairs or upgrades provided by JSC are implemented using the NASA JSC work order system. Repairs or upgrades not covered in the SAA are the responsibility of SFEI. Annually, Parent Workdays will be held. On these days, parents are asked to volunteer to do light maintenance around the facility, assemble new toys, or other special tasks as needed. Teacher workdays and in-services may also be scheduled to allow the staff time to prepare the classrooms for the start of the new school year.

10 JSC CCC Licensing and Accreditation

The JSC CCC is licensed by the Texas Department of Family and Protective Services (TDFPS). Information about TDFPS, including childcare licensing standards and SFEI past inspection reports may be found at <http://www.dfps.state.tx.us/>. Alternately, TDFPS may be reached by phone at 512-438-4800, by mail at P.O. Box 149030, Austin, TX 78714-9030, or in person at 701 W. 51st Street, Austin, TX, 78751.

11 Program Goals

The goals of the JSC CCC Program are to:

- Provide a warm, loving, and secure environment staffed with trained child care professionals to encourage each child's development of a positive self-

concept, positive socialization skills, self-help skills, and a feeling of trust in others.

- Encourage sound health, safety, and nutritional practices.
- Provide an age appropriate educational curriculum and a variety of developmentally appropriate activities and materials that are selected to emphasize concrete experimental learning in the areas of reasoning, language, visual perception, and fine motor and gross motor skills.
- Communicate openly with parents regarding their child's daily activities, individual needs, and developmental progress.
- Provide developmental screenings to identify special developmental needs of individual children and make referrals for special services when appropriate.
- Encourage creative expression and an appreciation for the arts.
- Respect cultural diversity of children, parents, and staff.

12 Classroom Routines

The routine followed in each classroom depends on the age group of the children. However, all classrooms follow a daily schedule that balances the following types of activities:

- Indoor/Outdoor
- Quiet/Active
- Individual/Small Group/Large Group
- Child Initiated/Staff Initiated

The teachers in each room will provide age-appropriate developmental and curriculum goals and a detailed daily schedule at the beginning of each school year.

13 Age Requirements

The JSC CCC provides care for children ranging in age from 6 weeks to 5 years of age (or until eligible for Kindergarten). Newborn children can be enrolled in the center, but will not be able to attend the center until they reach 6 weeks of age. If a child is too young to attend the center, the parents will be required to pay tuition in order to "hold the spot."

14 Staff-to-Child Ratios

The staff-to-child ratios and group sizes maintained at the JSC CCC are based on the standards set forth by the TDFPS and NAC. The following chart includes the maximum ratios and groupings required by TDFPS and what is implemented at the JSC CCC. The ratios are based on the core age of the children in each group as defined by TDFPS.

AGE GROUP	TDFPS		JSC CCC	
	Staff-to-Child Ratio	Max Group Size	Teachers Assigned to Room	Max Group Size
Infants (0-7 months)	1/4	10	3	10
Toddlers (8-14 months)	1/4	10	3	10
Toddlers (15-23 months)	1/5	13	3	13
Twos (2 years)	1/11	22	2	15
Early Pre-K (3 years)	1/15	30	2	17
Pre-K (4 years)	1/18	35	2	19

Please note that this table is a summary of ratios. The details of the state requirements as well as the rules on how to handle classrooms with mixed ages can be found at:

http://www.dfps.state.tx.us/documents/Child_Care/pdf/746_weighted-formatted-pg_adopted_12-10_rules.pdf

Note that the ratios in the above chart apply to groups where all children are awake and active. Staff-to-child ratios may decrease when the children are taking naps, during teacher 15-minute breaks, and during arrival and departure times, but will not exceed state ratios.

15 Curriculum and Enrichment

Education and developmental growth are key priorities for the JSC CCC. The philosophy behind the curriculum created for the JSC CCC is that young children learn best by doing. The JSC CCC program provides for the active involvement of each child, so they may construct knowledge of the world by acting upon it. At the JSC CCC, children are encouraged to explore and experiment, to develop problem-solving skills, to make decisions, and to think independently.

The program goals of the JSC CCC are specified in section 11, and the curriculum has been developed in accordance with these goals as well as to help children become enthusiastic about learning. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. The CCC helps teach children how to learn, not just in preschool, but all through their lives. The curriculum is intended to allow children to learn at their own pace and in the ways that are best for them so they become self-confident, inquisitive learners. Giving the children good habits and attitudes, particularly a positive sense of themselves, is key to a successful program and will make a difference throughout their lives.

The curriculum involves all areas of development -- Social, Emotional, Cognitive, and Physical. Within these developmental areas, teachers provide age-appropriate activities that foster skills for Infants through Pre-Kindergarten in the subjects of Language, History/ Social Science, Science, Math, Health Education, Art, Theatre, Music and Motor (fine/gross).

The activities planned for the children, the organization of the environment, the selection of toys and materials, the daily schedule, and the communication with children, are all designed to accomplish the goals of the JSC CCC and give the child a successful start in school.

In addition to an outstanding curriculum, the JSC CCC provides enrichment for the students. Examples of enrichment activities are technology, STEM, Spanish, music, sign language, and movement. Each activity is taught by trained professionals who visit the classrooms once or twice per week. The enrichment activity schedule for each classroom is distributed to parents at the beginning of the school year. The number and variety of enrichment programs offered are a reflection of parental and child interest.

16 Neutrality in Religious Matters

SFEI is not affiliated with any religious organization and is sensitive to the cultural diversity and differing traditions of its members. SFEI shall not implement programs or practices that endorse or oppose any religion. The curriculum, lesson plans and classroom activities at the JSC CCC will not include religious instruction. The JSC CCC does celebrate the secular and cultural aspects of some holidays with religious origins such as Christmas, Easter, and Halloween. Students may choose to include religious elements in their own schoolwork (e.g., drawing religious symbols or writing about a personal religious belief) as long as the work fulfills the purpose of the assignment.

17 Developmental Screenings

Trained staff members perform developmental screenings of the children twice each year. The screenings are completely confidential and written results are provided to the parents. Teachers will schedule a conference with the parents to discuss the results for their child. The purpose of the screening is to:

1. Identify the developmental levels of the children so that the curriculum and lesson plans in each classroom can be individualized to the needs of the children.
2. Identify any children who may require further diagnostic testing, medical evaluation, or referral for special educational services.

The Special Senses and Communication Disorders Act of the Texas Health & Safety Code, Chapter 36, require a screening or a professional examination for possible vision and hearing problems for children in Pre-K. The JSC CCC arranges for this screening by a professional once a year. If a 4- or 5-year-old is not tested at this time, parents must have their child tested outside of the JSC CCC and provide a copy of the results to the center. Parents may choose to have their 3-year-old child tested, but it is not required.

SFEI will also arrange to have optional speech testing of children 3 years and older by an outside vendor. Parents will be notified when the testing is scheduled and will be provided a registration form and information on the fee.

18 Children with Special Needs

Children with special medical conditions or developmental needs may be enrolled with the permission of the Facility Director after a screening process is completed. The screening process is performed to ensure that the special need(s) of the child

do not compromise the effective delivery of childcare services to the other children enrolled and do not cause other members of SFEI to incur higher tuition due to the need for extra personnel to assist with those special needs (e.g., nurse, ABA therapist, exclusive caregiver for that child).

19 Parent Teacher Communication

Prior to enrollment, families are encouraged to arrange a tour of the center and classroom visit. These arrangements should be made by contacting the Facility Director.

At the beginning of the school year in August, the JSC CCC holds an Open House. Parents are invited to visit their child's classroom where the teachers will review the procedures and developmental goals for that class. The Director and at least one Board Member will circulate through the classrooms to introduce themselves and answer any general questions about the school. Representatives of the enrichment and extra-curricular vendors may also be available for questions.

Teachers will communicate daily with parents when they drop off and pick up their child. Any unusual or special circumstance that has occurred during the day will be passed on to the parent orally or in a written note. Parents should check their mailboxes for important information daily.

The staff will communicate with parents in a positive and supportive manner that encourages the parent-child relationship. Personal information will be handled confidentially (reference Confidentiality Policy, Section 30). The staff will adhere to any official legal arrangements regarding custody. Parents are likewise expected to communicate with staff in a respectful manner.

Parents are welcome to request a conference with their child's teacher or the Facility Director at any time. Formal parent/teacher conferences are scheduled twice each year to discuss each child's developmental progress and adjustment to the program. Parents may also provide feedback on the services of the JSC CCC at this time.

Parents often solicit teachers for afterhours babysitting. Parents must understand that this activity is a business relationship between the parent and the teacher. SFEI assumes no responsibility for anything that occurs in this relationship, including transportation to or from the premises.

20 Parental Visitation and Involvement

Parents are welcome to visit their child at any time. They are also invited to share their talents with the children as classroom volunteers, guest lecturers, staff trainers, parent education trainers, and assistants at seasonal social events. Parents can also help to keep operating costs down by participating in fundraisers and parent workdays.

Room Captains

Each class has a Room Captain and an alternate Room Captain. The teachers in each class determine who will fill these positions during Open House. The responsibilities of the Room Captain and alternate (when the Room Captain is unavailable) are:

1. Retain a list of current children enrolled in the class with parents' emergency contact names and phone numbers at all times.
 - a. The initial list is provided by the Program Manager within one week of the start of the school year. This might not include updates from enrolled parents, which are provided at open house.
 - b. Room Captains should create an email distribution list and send the emergency contact information out for review.
 - c. They should incorporate any updates and provide the final copy back to the Program Manager and teachers for reference.
2. In the event that the center must close early, contact each parent immediately to inform them to pick up their child within 30 minutes.
3. In the event that the center must be evacuated, contact each parent immediately to inform them of the relocation spot.
4. Distribute using email any information requested by the Facility Director, Assistant Director, or Program Manager.
5. Assist in communicating general information from the teachers to the parents (e.g., email reminders of upcoming activities as requested by the teachers).
6. Attend board meetings whenever possible.
7. Help plan parent workdays and coordinate volunteers to complete needed tasks for their room or for the playground.
8. Coordinate special events or projects particular to their individual class.

9. As needs change, contribute to redefining the role of the Room Captain.

Some teachers designate both a Room Captain and an “Event Coordinator.” In this case, the Room Captain assumes all responsibilities in Rooms 1-3, while responsibilities in Rooms 4-9 are divided, as desired, between the Room Captain and the Event Coordinator.

At the start of the new school year or when other circumstances require a change in the Room Captain, the outgoing Room Captain should continue to perform his/her duties until a new Room Captain is chosen and assist in transitioning the duties to the new volunteer. Any change in Room Captain must be communicated to the Admin. Assistant and that classroom’s teachers.

Volunteer Credit System Policy

As a non-profit corporation, SFEI requires contributions of money and time from sources outside of enrollment fees to sustain the service that it provides. First, and foremost, we rely on our population of parents, the chief adult beneficiaries of our service, to provide our basic foundation of support. Participation of parents providing some minimum of service to the organization will result in benefits that include the following:

- Increased awareness of and positive involvement in the program that contributes to ensuring the success and continued quality of the program.
- Identification and utilization of skills of parents with specific talents, which would otherwise be unobtainable or expensive to acquire.
- Increased satisfaction on the part of parents because of their involvement.
- A reduction in program costs and thus tuition rates.
- A strengthening of the community atmosphere of the program through a fostering of mutual knowledge and appreciation among SFEI members.

In order to maintain our status as a non-commercial, parent-owned corporation with competitive tuition fees, parent participation will be encouraged through a reward credits system. The Assistant Director is responsible for interpretation of the guidelines, with consultation as needed from the Executive Director and by the Board of Directors. The Board of Directors is responsible for resolving credit disputes. Guidelines for the credit system are as follows:

- One credit is earned for each hour of approved service, or \$20 in donated materials provided to the center.

- Each credit is worth a \$4.00 reduction in fees.
- Each family may apply a maximum of 7 credits per child per week (or 30 credits per child per month) towards tuition reduction. Families paying monthly who have a credit surplus may use 4 additional credits (a total of 34) in April. No more than 364 credits may be used per calendar year.
- If an excess of credits has been earned, but not redeemed during the last 30 days of enrollment, 50% of the balance may be reimbursed to the parent.
- Credits cannot be transferred from one family to another.
- Service by family members other than the parents (i.e., grandparents, etc.) will be awarded credits. Individuals who do not have a family member enrolled at the Child Care Center cannot earn credits.
- SFEI employees who have a child enrolled at the Child Care Center may earn credits only in performance of volunteer services that are clearly not part of the employee's job.
- By virtue of the large amount of ongoing service performed by the Board of Directors, the President and Treasurer will earn 7 credits and the remaining Board members will earn 5 credits each month for Board-related activities. The Board members may earn additional credits for other services.
- Credits will be awarded for necessary service to the center that will lower operating costs, increase safety, enhance learning opportunities, increase functionality of the facility, fill a void in service, or raise funds.
- Volunteer service should be reported in writing to the Administration, who will award credits.
- Credits earned will be tracked by the Administration, who will inform parents of their credits total and apply a reduction towards their tuition.

Committees

Members are encouraged to volunteer to serve on any of the committees established for the benefit of SFEI. Committees can be formed and dissolved as needed at the discretion of the Facility Director and the Board of Directors, and may consist of a single volunteer when that is sufficient to perform the needed function. Examples of committees are:

- Fundraising Committee: chaired by a volunteer member and tasked to carry out fundraising activities in order to raise revenue for the maintenance and enhancement of the facility and equipment used by the facility and for

financial assistance to members and staff as approved by the Board of Directors.

- Budget and Finance Committee: chaired by the Treasurer and tasked to plan for long-range financing, assist the Facility Director in preparing the annual budget, and research current costs for insurance, employee benefits, salaries, equipment, and other operational expenses of the facility. This committee is also responsible for recommending tuition fee ranges to the Board of Directors.
- Policies and Procedures Committee: chaired by the Policies and Procedures Board Member and tasked to prepare and maintain a Parent's Handbook for the facility, and formulate policies and procedures for the use of the facility, including care of sick children, food purchase, storage, and preparation, hours of operation, admission and waiting list policies, basic personnel policies, grievance procedures, and other procedural and policy matters.
- Expansion Committee: chaired by a volunteer member and tasked to explore options for future growth of the CCC.
- Webpage Committee: chaired by a volunteer member and tasked with creating and maintaining the CCC website.
- Building, Grounds, and Equipment Committee: chaired by a volunteer member and tasked to assume responsibility for building modifications and maintenance, playground and grounds design, modification, and implementation, maintenance of currently owned equipment, and acquisition of additional equipment.
- Newsletter Committee: chaired by a volunteer member and tasked to publish a newsletter about the facility on a periodic basis.

21 Fundraising

Guidelines for fundraising on behalf of SFEI are established in the SAA with NASA.

As a non-profit corporation, SFEI can issue tax receipts for donations of items useful in the facility such as toys (new and gently used) and electronic equipment. Cash donations from individuals and corporations (such as the employers of the members) are also welcomed.

22 Discipline and Child Guidance Techniques

Staff members will use positive, non-punitive discipline and child guidance techniques. They will abstain from corporal punishment or other humiliating or frightening discipline techniques. While at the center, parents are asked to follow the same disciplinary guidelines with their child and in dealings with other children, while at the center.

The goals of the disciplinary techniques are:

- To ensure that the classroom is a safe, secure environment for all of the children.
- To teach the children that our society has acceptable and unacceptable social behaviors.
- To teach self-respect and respect for the rights of others.
- To teach the children self-control and inner discipline.
- To teach the children to take responsibility for their actions and the consequences of their actions.
- To strengthen the children's self-esteem and feelings of self-worth.

All methods of discipline will be age-appropriate and will be accompanied by a rational explanation of expectation on the child's level of understanding. Discipline methods at JSC CCC include:

- Redirecting the child to participate in another activity.
- Anticipating and eliminating potential problems.
- Providing positive reinforcement for appropriate behaviors.
- Talking and providing reflective listening with the child.
- Temporarily removing the child from a stressful situation.
- Limiting the child's participation in some activities until the child is able to cooperate and follow the rules associated with that particular activity.

23 Management of Problem Behaviors

Withdrawal of Child for Problem Behaviors

Children who exhibit recurring unmanageable behavior that endangers the safety of the other children in the program or significantly disrupts the educational curriculum may be suspended or withdrawn from the center if the negative behavior cannot be corrected in a reasonable period of time. Withdrawal of students will be made only in very rare circumstances and after other reasonable alternatives have been explored. The needs of the child in question, the parents of the child, and the other children enrolled in the center will be considered before withdrawal of a child is required. The following outlines the general procedure for dealing with problem behaviors:

- When a negative behavior is exhibited on a recurring basis, the teacher will discuss the situation with the parents and inform the parents of the strategy chosen to help the child resolve the problem. The staff requires the cooperation and participation of the parents in following through with the chosen methods at home to provide consistency.
- If improvement in the child's behavior is not achieved in a reasonable amount of time, the Facility Director will hold a conference with the teacher and parents to explore additional options and strategies. Referrals to special service providers such as a child psychologist, family social worker, or special education consultant may be a part of the additional options.
- If improvement is not shown in the child's behavior following the conference, the Facility Director will provide a written warning to the parents that permanent withdrawal is being considered, and will consult with the Board of Directors to determine if withdrawing the child from the program is appropriate.
- If the withdrawal is approved, the Facility Director will notify the parents that they will need to withdraw their child. When possible, the Facility Director will give the parents two weeks' notice before the withdrawal must go into effect. A pro-rated portion of any paid tuition and the security deposit, if applicable, will be refunded within 30 days when the withdrawal is required. However, if the problem behavior exhibited by the child drastically endangers the safety or the well-being of the staff and/or other children in the program, immediate withdrawal may be required. Any immediate termination of enrollment as a result of disciplinary action will result in forfeiture of the deposit; however, a pro-rated portion of any paid tuition will be refunded within 30 days.

- The Facility Director will notify the parents of the date when they can apply for re-admission to the program after the problem behavior has been corrected.

Biting

While young children occasionally bite when they are unable to express themselves verbally, biting is serious misconduct and is dangerous to both the one giving and receiving the bites. Normal positive guidance techniques will be used in the classroom to attempt to eliminate biting. However, if a child bites another child or staff member two times in one day, the parent will be contacted at work. If a child bites another child or staff member three times in one day, the child will be sent home for the day. The parent must pick up the child within 30 minutes of being contacted.

- When biting is exhibited on a recurring basis, and the teachers express concern to administration that the behavior is unmanageable. Administration will conduct a classroom observation and meet with the parents to discuss the situation and inform the parents of the strategy chosen to help the child resolve the problem. The staff requires the cooperation and participation of the parents in following through with the chosen methods at home to provide consistency.
- If improvement in the child's behavior is not achieved in a reasonable amount of time, the Facility Director will hold a conference with the teacher and parents to explore additional options and strategies. Referrals to special service providers such as a child psychologist, family social worker, or special education consultant may be a part of the additional options.
- If improvement is not shown in the child's behavior following the conference, the Facility Director will provide a written notification to the parents that they will need to withdraw their child. When possible, the Facility Director will give the parents two weeks' notice before the withdrawal must go into effect.
- If at any time the biting behavior exhibited by the child drastically endangers the safety or the well-being of the staff and/or other children in the program, immediate withdrawal may be required.

Lack of Potty Training

Lack of potty training in an Early Pre-K or Pre-K room is considered a problem behavior. "Lack of potty training" is defined to be when a child consistently goes to the bathroom in his/her underwear with no attempt to use the toilet. Note that "lack of potty training" does not apply to the occasional accident (such as waiting too long to go, then not making it to the bathroom in time) or to extenuating circumstances (such as illness or temporary regression due to the anxiety of moving to a new classroom). If the teachers and Facility Director determine that a child is not potty trained, a conference will be set up with the parents to discuss options and strategies for helping the child to potty train. After the conference, the parents and child will have a two-week probationary period to correct the problem before further action is considered (i.e., suspension or withdrawal). During the probationary period, the parents will be required to clean up and change their child after a non-accidental bowel movement in his/her underwear within 30 minutes of the notification. Note that if a child is suspended, tuition must be paid during the suspension period. If a child is "involuntarily" wetting his/her pants during naptime, he/she may still progress to Early Pre-K and may use pull-ups, subject to approval by SFEI Administration. Please note that a doctor's note may be required, depending on the circumstances.

Withdrawal of Parents for Problem Behaviors

SFEI places the highest priority on the health and safety of its employees, parents, children, and visitors. Consequently, acts of violence, threats, harassment, intimidation and other disruptive behavior will not be tolerated by any member of the SFEI community. As defined by JSC's Policy on Workplace Violence and Threatening Behavior (JSCA #07-050) and Sexual Harassment Policy (JSCA #05-041), the behaviors stated below are prohibited and will not be tolerated.

- Gossiping about any employee (including Administration) with other employees;
- Seeking information from one or more employees so as to shed an unfavorable light on another employee or a member of Administration;
- Exhibiting negativity on a recurring basis through speech, email or other method regarding the staff and/or Administration; and
- Threatening (no matter how veiled or vague the threat may be) any employee or member of Administration of SFEI.

If the parent of a child enrolled in the center exhibits any of these behaviors towards the Facility Director, a teacher, a group of teachers, other parents, any child, a

member of the Board of Directors, or any member of SFEI while on facility grounds, the Facility Director can remove the parent and his/her child from the center and terminate enrollment immediately. Removal will result in the loss of the security deposit. Neither the parent in question, nor the parent's spouse, will be placed on the waiting list at any future time.

Acts of violence, threatening behavior, or sexual harassment that are observed or experienced while at the JSC CCC facility should be reported to the Facility Director and/or the Board of Directors immediately. All reports of incidents will be taken seriously and will be dealt with appropriately and confidentially.

24 Meals and Snacks

The JSC CCC has a commercial-grade kitchen and two cooks. The cafeteria serves breakfast, lunch and afternoon snack. Mealtimes vary by class and are detailed in Section 38.6. The center participates in the USDA food program. The participation in this food program requires that all children be provided with food that meets the nutritional guidelines documented at:

<http://www.squaremeals.org/Programs/ChildandAdultCareFoodProgram/CACFPPolicyandHandbook.aspx>

As a matter of preference, if a parent chooses not to accept the center-provided meal/snack in its entirety, the parent is allowed to bring in a cold substitution for the *entire* meal/snack (no refrigeration or heat-ups allowed). Substitutions for individual menu items are not allowed unless approved by Administration. If a meal/snack substitution is provided by a parent, the center is not responsible for the nutritional content of that food. No tuition reductions will be allowed for children who bring their own food.

Any dietary restrictions due to religious beliefs must be requested and approved in advance with the Director. If a dietary restriction is a matter of medical necessity, a medical note documenting the dietary restrictions/allergies of the child must be provided. When appropriate medical documentation is supplied, substitutions will only be provided if determined to be feasible for the center to accommodate (Section 42.1--Food Allergies).

The SFEI kitchen staff follows the food preparation and storage requirements of the Texas Department of State Health Services, Division for Regulatory Services, Environmental and Consumer Safety Section. These requirements can be found at: <http://www.dshs.state.tx.us/foodestablishments/rules.shtm>.

The menu for each month is distributed to the parents via email, posted outside each classroom door on the parent information board, posted in the front lobby, and on the web page. Cost of the meals and snacks is included in tuition.

Parents are allowed to remove their child from the center for lunch during their room's scheduled lunch time. Parents must sign their child in and out during lunch periods if the child is physically removed from the teacher's supervision.

Parents can bring food for their child if the child misses a meal or snack, but the parent will need to sit with their child in the cafeteria while they eat if the child's class is no longer in the cafeteria.

General Cafeteria Procedures

- Teachers have classroom roll sheets with them at all times and document the arrival time of each child.
- Children wash their hands before every meal.
- Teachers and kitchen staff check allergy alert sheets before serving a meal to the children. The kitchen staff will prepare substitutions or teachers will implement substitutions sent by the parents.
- Food portions are in accordance with the USDA standards.
- Hot portions of meals are served cafeteria style while cold side dishes are served family style.
- Teachers supervise at all times and offer assistance when needed. At least one teacher sits with the class. Teachers use cafeteria time as a teaching moment by encouraging healthy eating habits.
- Children are encouraged to sit on their bottoms at all times.
- Teachers encourage table manners.
- Children help with clean up.
- Children are taught to put up their trays after meals.
- Classroom attendance will be documented on the USDA chart after each meal by the teachers.
- The kitchen staff sweeps the floor and wipes and sanitizes the table.

25 Celebration of Birthdays

The JSC CCC encourages the celebration of birthdays for children in the center and welcomes parents to join in on the fun. No use of fire, candles or balloons may be used for a celebration within the building. Birthday celebrations must be coordinated with the teachers in advance and should be planned during afternoon snack time. Only store-bought treats with ingredients labels are allowed.

26 Classroom Pets

Some classrooms have small pets. Pets in the center are examined by a licensed veterinarian and receive all required immunizations. Pet health records are maintained at the center. The teachers and children will wash hands before and after handling an animal. Parents should inform their child's teacher if their child is allergic to any pets in the classroom.

27 Extracurricular & Water Activities

The JSC CCC offers extracurricular activities from various outside vendors. The extracurricular activities are not included in tuition. Payment may be left at the center in the designated box located at the enrichment desk. Payment goes directly to the outside vendor. SFEI is not responsible for lost or stolen payments to the vendors.

Water Activities: The SFEI Playground includes a Splash Pad for Sprinkler Play. This activity is optional and permission must be given on the Enrollment Form.

28 Field Trips

Periodically throughout the school year and during the summer, fun and educational field trips are planned for the students ages 3 and up. Field trips are not included in the tuition. Parents must have consented to participation in field trips on the "Admission Information" form or the "Annual Information Update" form, as well as the "Acknowledgement of Responsibility and Permission for Student Participation in School Field Trips" form in order for their child to participate in field trips.

Field trip notices will be posted at least 48 hours in advance, both in the lobby and on the classroom door, and will remain posted until the end of the day on which the field trip takes place. The notice will specify the date, destination, departure and return times, and cost of the field trip.

Teachers are responsible for scheduling a bus driver before scheduling field trips. Teachers should also record the planned field trip on the calendar in the staff lounge. The cost per child of the field trip is determined by the teacher by adding up the cost of the activity for each child, each teacher, and each bus driver (including gratuity when applicable) plus an estimate of the cost of gasoline and dividing that total by the number of children in the class.

Field trips are considered a privilege. If a child's behavior has been poor at the center or on previous field trips, they may not be allowed to attend an upcoming field trip (at the discretion of the teacher and the Director). Children who are not potty-trained are not allowed to participate in field trips unless they are accompanied by their parent or guardian. Teachers will try to forewarn parents if either of these circumstances applies to them. Children who do not participate in field trips will not be able to attend the center for the duration of the field trip unless space is available in another age-appropriate classroom (i.e., a child in another classroom is absent that day). This policy applies to all children who do not participate, whether the lack of participation is due to the parent's decision, denial because of previous behavior problems, or denial due to lack of potty training.

SFEI provides a bus for transportation during field trips. The school bus is equipped with 5-point harnesses and air-conditioning. Parents are welcome, and encouraged, to attend field trips to help chaperone and supervise their child. They can ride on the bus if there is room or follow behind the bus in their own vehicle. Occasionally, there may be a limit to the number of parents who can attend. The teachers will inform the parents when this applies. Parents and children must stay with the group at all times.

Field Trip Procedures

- Teachers and children will wear the field trip uniform. The uniform consists of a navy shirt monogrammed with the school logo (must be purchased through the center at the front desk), khaki bottoms, and closed toe shoes with socks. Flip-flops, open toe, open heel, or shoes that easily slide off are not allowed.
- Teachers will carry a written list of all children attending the field trip.
- Teachers will carry a copy of each child's Admission Information Form, or Annual Information Update form.
- Teachers will carry a small first aid kit with them and will also have the use of a fully stocked first aid kit located on the bus.

- Teachers will bring their own personal cell phone and will leave the number with the Assistant Director.
- All children must ride the school bus to and from the field trip location regardless if the child's parent is attending. Unless written notice is given to the child's teacher prior to loading the bus.
- The teachers will physically check each child's seatbelt to ensure the seatbelts are fastened and locked before the bus is in motion.
- Teachers will supervise the children at all times. Parents will be responsible for their own child and will not be left in charge of a group of children.
- Teachers will do a head count before the field trip, during the field trip, and after the field trip. A head count will be done before the bus leaves the field trip site to guarantee no child is left behind.
- A teacher will sit at the back of the bus to ensure that the children will not play with the emergency door.
- The bus driver will walk up and down the aisle of the bus after the bus is unloaded in order to guarantee all kids are off the bus.

29 Tuition

The Board of Directors determines the tuition rates. Parents will be given 30 days written notice of all tuition rate changes. Current rates may be obtained at any time by contacting the Facility Director or on the website www.spacefamily.info.

Part-time care is not available and there are no discounts for sick leave. Full tuition will be due regardless of the number of days the child is absent from the center. In the event of a government work furlough, the JSC CCC goal is to remain open and parents will be expected to continue paying tuition.

Year-end tax statements are provided at the end of January. Monthly receipts are available for dependent care reimbursement programs. Please contact the Admin. Assistant for details regarding tuition receipts and tax reporting.

The JSC CCC is closed on all NASA JSC holidays. These include New Year's Day, Martin Luther King's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving, Christmas, and any other additional days declared by the government, or as listed in the JSC CCC school year calendar, including Christmas Eve day. The center may also be closed for certain emergency situations as outlined in "Unplanned Closures and

Evacuations.” There will be no discounts in tuition for JSC holidays or SFEI school closings, JSC Weather related closings, or JSC Health and Safety related closings.

Should a child be withdrawn without giving four weeks’ notice, four weeks of tuition will still be due.

Tuition Payment Options

The JSC CCC accepts tuition payments through the Brightwheel center management app. All families must enroll in auto pay. Parents set up auto pay using a credit card or by ACH auto draft from their bank. There is a 2.9% fee for credit card payments. Any changes to the method of payment is done directly by parents in their Brightwheel account.

As children transition to rooms with different tuition rates, the SFEI Administration will simply notify parents of the adjusted amount to be debited. In order to take full advantage of the operational efficiencies this service provides, enrollment in this tuition payment method is required for all members, as opposed to check or cash payments, effective September 1st, 2012. Exceptions can be made by the Board of Directors on a case-by-case basis.

Tuition Payment Schedule

Tuition is payable monthly or bi-weekly. Monthly tuition is due on the first of each month, and bi-weekly tuition is due every other Tuesday. The Facility Director must approve any exceptions to the tuition payment schedule.

Late Payment of Tuition

Tuition payments received after closing on the second working day after the due date are considered late. Late payment fees are charged on the third day past the due date. This policy is in effect at all times, even when the JSC CCC is closed for a Federal holiday. Every attempt will be made by SFEI to collect money owed. If these attempts are unsuccessful, the delinquent account will be turned over for collection. If the tuition fee is more than 10 working days delinquent, the child’s spot will be reallocated to the next eligible child on the waiting list. The security deposit and any points earned, but not redeemed, will be forfeited. Any additional fees due must be paid immediately.

Rejected ACH Transaction/ Returned Check Fee

In the event that a scheduled ACH Transaction is rejected for non-sufficient funds (NSF), SFEI will attempt to process the transaction again within 5 working days,

and an additional \$25.00 charge for each attempt returned NSF will be initiated as a separate transaction from the authorized recurring payment. If a check made payable to "SFEI" is returned for any reason, a penalty will be charged and the parent will be notified of the returned check, as well as their account balance. All returned checks, as well as all penalty fees, must be paid in full by cash, cashier's check, or money order within ten days of notification. If two ACH Transactions or checks by one family are rejected or returned within a 1-year period, the family will be required to pay tuition with cash only.

30 Confidentiality Policy

Records of all children are confidential and only staff, referral agencies, Texas Child Care Licensing and parents of each child may have access. Files may not leave the immediate file area. A staff member may be dismissed for discussing children outside of the school. Incident/Accident reports, medication forms, shot records, report cards, and evaluations will be filed in the children's files. The children's files are kept for the time specified by Texas Department of Family and Protective Services.

Staff files are also considered confidential and are to be viewed only by the particular staff member, Administration, state inspectors, NAC personnel, Health Department personnel, and the Board. Staff members are not allowed to view other staff member's files.

31 Grievance Procedures

The JSC CCC has an "Open Door Policy" that gives the parents access to the Facility Director at any time for grievances or concerns. Though parents are generally encouraged to discuss a concern first with their child's teacher, they are welcome to contact the Facility Director to discuss any issue of concern.

If parents are dissatisfied after conferring with the Facility Director, they should express their concerns to the Board of Directors. The Board of Directors and the Facility Director welcome the opportunity to address issues in either an open forum or a private meeting, as requested. Attendance at a BOD meeting is an appropriate venue to voice concerns to the BOD and the general SFEI population.

The decisions of the Board of Directors are final except in the following cases:

- For safety-related issues/concerns, parents can access the safety and hazard reporting system at JSC (reference SFEI Safety and Hazard Reporting, Section 45).

- For non-compliance with TDFPS licensing standards or for illegal or improper conduct occurring at the center, parents can file a complaint with TDFPS. Instructions for filing complaints with TDFPS may be found at www.dfps.state.tx.us/About/Inquiries_and_Complaints/default.asp.

32 WAITING LIST AND ENROLLMENT

To enroll a child at the JSC CCC, parents must become members of SFEI and request that their child be placed on the JSC CCC waiting list. When an opening for the child occurs, the parents are contacted via email by the Facility Director and offered the spot. Upon acceptance of the spot, the parents register their child with the center by submitting the required paperwork and paying the security deposit. The CCC determines the child's start date. The first tuition payment is due on the start date of the child. The following sections detail each step of the process.

Waiting List

SFEI maintains a waiting list of parents who desire enrollment for their child(ren) in the JSC CCC. All openings at the JSC CCC are filled from the waiting list. Only SFEI members who already have children, are pregnant, or have begun the process of adoption are eligible to join the list.

Waiting List Procedure

1. To place a child on the waiting list, the parent completes an SFEI Membership Application form and submits the form and membership dues to the Program Manager at the center. The Program Manager will note the date and time that the form was received and provide the form to the Assistant Director. The Membership Application Form is available on the SFEI website.
2. The Facility Director will assign a confidential identification code for each child listed on the form and place each child on the waiting list in the appropriate age group category. The CCC will then provide the identification code(s) to the parent via email.
3. The children on the waiting list are prioritized based on the employer group of the parent (civil servant or contractor) and a "point system."
4. The waiting list is published on the SFEI web page under "Member Info." Only identification codes are published. The identification codes for each age group are listed in priority order with corresponding "earliest enrollment dates (EED)" and number of points. The published waiting list is updated once per month. Discrepancies in the published waiting list should be immediately reported to the CCC.

5. When an opening occurs in the center, the parent of the child with the highest priority in the associated age group is contacted by the Facility Director and offered the spot. At that time, the parent will be informed of the available start date for their child. Upon acceptance of the spot, the parent then registers their child with the center.

Waiting List Identification Code

Each child placed on the waiting list is assigned a confidential identification code. The code consists of three parts:

1. The first digit indicates the employer of the parent:
 - “N” indicates NASA Civil Service/Military/Exchange/SFEI Personnel
 - “C” indicates On-site Contractor of NASA JSC
 - “L” indicates Off-site Contractor of NASA JSC
2. The second digit indicates an age grouping based on the child’s birth date. Each year the new group of infants is given the next letter of the alphabet. For example,
 - “A” refers to children with a birthdate between September 2, 2013 and September 1, 2014
 - “B” refers to children with a birthdate between September 2, 2014 and September 1, 2015
 - “C” refers to children with a birthdate between September 2, 2015 and September 1, 2016
 - “D” refers to children with a birthdate between September 2, 2016 and September 1, 2017
 - “E” refers to children with a birthdate between September 2, 2017 and September 1, 2018.
 - “F” refers to children with a birthdate between September 2, 2018 and September 1, 2019.
 - “G” refers to children with a birthdate between September 2, 2019 and September 1, 2020.
3. The remaining digits indicate the identification number for the child. This number is for identification only and is completely unrelated to priority. Twins and other multiples are assigned the same code with a “-1, -2,” etc., appended.

4. An “-E” at the end of the code indicates that the child has a sibling already enrolled at the center.

Waiting List Priority Scheme

Each age group section of the waiting list is prioritized based on the employer of the parent, and whether or not a child has a sibling enrolled in the center:

- First priority - NASA employee dependents with siblings enrolled
- Second priority - JSC on-site contractor dependents with siblings enrolled
- Third priority – JSC off-site contractor dependents with siblings enrolled
- Fourth priority - NASA employee dependents without siblings enrolled
- Fifth priority - JSC on-site contractor dependents without siblings enrolled
- Sixth priority – JSC off-site contractor dependents without siblings enrolled

If the sibling of a child on the waiting list leaves the center, the child on the waiting list will lose “sibling enrolled priority status” and be placed into the fourth, fifth, or sixth priority categories based on the employer of the child’s parent. If a child who enrolls has a sibling still remaining on the waiting list, the sibling will be moved to the “sibling enrolled priority status” as soon as the enrolled child has started at the CCC.

As defined in the SFEI by-laws, on-site contractors are “individual(s) with assigned office space in an on-site building with an associated phone where the individual can officially be contacted.”

The children within each of the above categories are prioritized according to a “points” system. The following criteria are used when calculating the number of points for each child:

- One point is assigned for each month on the waiting list.
- If a child has a sibling that was previously added to the list, (s)he will be assigned additional points equal to one-half of the sibling’s points (up to a limit of 10 points). No points are added when siblings are placed on the waiting list at the same time. The purpose of these additional points is to give the second child added a chance of entering the center at approximately the same time as his/her sibling. If a child is later moved to the “sibling enrolled” priority group, the extra “sibling on the list” points are removed.

- Children of the Board of Directors will be assigned 10 additional points. They may retain these points if a full term was served.
- Children of the Web Page Manager and the Newsletter Editor will be assigned 7 additional points. They may retain these points if they have served in a satisfactory manner for 6 months.
- If a spot is declined, 10 points are deducted and another offer is not made for 3 months. Twins and triplets will not be penalized for declining a spot unless there are enough openings for all of the children.
- An adopted child may begin accumulating monthly points once the adoption process has been initiated, but only up to a maximum of 9 points until the child is received. However, any points received because the parent is a Board Member, Newsletter Editor, or Webpage manager still apply.
- In the event of a miscarriage, parents will retain their spot on the waiting list, but a maximum of 9 points may be accumulated prior to the actual birth of a child. However, any points received because the parent is a Board Member, Newsletter Editor, or Webpage manager still apply.
- If a parent voluntarily withdraws a child from the facility and wishes to place the child back onto the waiting list, they may do so by contacting the Facility Director. Accumulation of points will begin as of the date that the child is placed back onto the waiting list (no previous points will be carried over).
- If a parent withdraws due to special circumstances (ex. required temporary job transfer), the parent can request retention of previous wait list points. This must be approved by the Director and the Policy and Procedures Board of Directors member. This will not be granted for extended vacations or removal of children for the summer.

Age Group Definitions

Children at the JSC CCC are placed in an age group category based on their age as of September 1 of the current school year to ensure they graduate from Pre-Kindergarten at the appropriate age. In Texas, children may not enter public Kindergarten unless they are 5 years old on or before September 1.

The JSC CCC wait list will be organized by rooms (Room 0 Wait List, Room 1 Wait List, Room 2 Wait List, etc.) and will be posted monthly to the webpage. Each child will be placed on the Room Wait List that corresponds to their age as of Sept 1. A child will be on a single Room Wait List. Room 0 Wait list and Room 1 will have separate wait lists; Room 2 and 3 will have separate wait list sections Rooms 4 and 5 will be combined into a single list (2's), Rooms 6 and 7 will be combined

into a single list (Early Pre-K), and Rooms 8 and 9 (Pre-K) will be combined into a single list.

In the spring of each year, the children will be moved to the wait list of the room they are now eligible for based on their ages as of September 1. All identification codes and points earned remain the same.

Children will remain on a single room wait list for the entire year. The only exceptions are below:

Children born after Sept 1 of the current year will be placed on a wait list titled Younger Infants for the following school year. These children are not eligible for a spot on the Room 1 wait list immediately. On Jan 1 of the current school year, children born between Sept 1 and Dec 31 will be added to the Room 1 wait list. Children born after Dec 31 will be added to the Room 0 or Room 1 wait list for the following year's migration (and are not eligible for a spot until the following year's August migration).

Children on the Room 0 and Rooms 1-3 wait list will be occasionally adjusted to match the age range in the classrooms. Occasionally children are moved between Rooms 1-3, based on availability as the children grow and reach new developmental milestones. If such movement occurs at the center, the wait list will be synced with the ages of children that best fit into the rooms. All families will remain on the wait list with their point, but the room they are listed under could change.

Earliest Enrollment Date

Parents have the option to indicate an "earliest enrollment date" (EED), which would be the earliest they would desire to have their child placed in the center. If they have provided this date, they will not be called earlier and penalized for declining a spot. A blank EED indicates that the parents wish to enroll their child as soon as an opening becomes available. It is the parents' responsibility to change the EED as necessary. Parents should submit their request in writing to the CCC. The "earliest enrollment date" does not imply that an opening will be available for the child on that date.

How Openings at the JSC CCC Are Filled

As children withdraw from the center, the openings are filled from the waiting list. The majority of openings in the center occur each summer when the Pre-K children graduate and withdraw. Due to the number of children on the waiting list, the center is usually filled to capacity by the end of August each year.

When an opening becomes available, the following process is used to fill the spot:

1. The CCC contacts the parent of the child with the highest priority for the age group on the waiting list. Children with an EED that is later than the date the opening will occur will be skipped. All contact information provided by the parent will be used (i.e., home phone, work phone, cell phone, pager, email). It is the responsibility of each parent on the list to notify the CCC of any changes to their location and contact information, especially email addresses. The CCC will attempt to contact the parent for up to three business days before moving to the next name on the list.
2. Upon notification of the date of the opening, the parent has two business days to accept or decline the spot. If the spot is accepted, the parent must begin registration of their child no later than 5:30 p.m. of the next business day or the spot will be forfeited. If the spot is declined, 10 points will be deducted from the total points accumulated for the child, and the child will not be eligible for enrollment for three months.
3. The first step in registering a child is to pay a refundable security deposit of \$250 to the Program Manager at the center (reference Tuition and Fees, Appendix A). Checks should be made payable to "SFEI." Upon receipt of the security deposit, the Program Manager will supply the required enrollment forms. These forms are due no later than one week prior to the start date of the child.
4. Tuition payments must begin on or before the start date of the child. If the parent is paying monthly and the child enters the center in the middle of a month, the tuition will be prorated for the month. If for some reason the child cannot begin on the start date, the spot may be "held" by paying full tuition for a period not to exceed 3 months from the start date.

33 Enrollment Forms and Information Package

At the time of registration, parents will be given an enrollment package that contains the following forms and information. All forms must be completed and returned to the Program Manager at the center no later than one week prior to the start date of the child. All forms and parent authorizations are required for enrollment unless otherwise noted. Forms are available throughout the year at the front desk, as well as electronically on the SFEI website.

Parents are required to complete an "Annual Information Update" form at the beginning of each school year.

- Admission Information form – Provides basic information on the child, contact and employer information for the parents, list of emergency contacts authorized to pick up the child in the event the parents are unreachable

during an emergency, required information for inclusion on the CCC “gate list”, information on the child’s health including any allergies, regular medications, and chronic conditions, parent’s authorization for a licensed physician to administer treatment to their child during a medical emergency in the event the parents or alternate emergency contacts are unreachable. Also authorizes transportation of the child to a hospital if necessary. Parents provide their child’s physician, preferred hospital, and acknowledgement by the parent that he/she has read, understands, and agrees to comply with all policies as stated in the JSC Child Care Center Standard Operating Procedures document. It is understood that parents are responsible to provide the center with their child’s most recent immunization records by authorizing an IMTRAX immunization authorization. Parents may update this information at any time by submitting an “Annual Information Update” form to the Program Manager.

- Sunscreen and Insect Repellent Authorization – Provides parent’s authorization for staff members to apply sunscreen and/or insect repellent to their child for outdoor play. This form is not required. Parents may choose not to allow the application of sunscreen and/or insect repellent to their child.
- Video and Still Photography Waiver Form – All parent are required to sign a Video and Still Photography Waiver Form as a condition of acceptance. The JSC CCC has a Video Monitoring System which allows the parent so view their children’s classroom and common areas; therefore it is impossible to exclude any particular child from the field of view of some cameras. Additionally, children at the center are occasionally photographed for the NASA JSC Round Up publication and teachers at the center often photograph the children for classroom projects and school functions.
- Infant Information Form – Only required for children less than 18 months of age. It contains a summary of care instructions and health information for the child, and is posted in the child’s classroom for quick reference. Monthly updates are required for infants who not eating table food.

34 Promotion of Children (Migration)

Children in Older Toddler, Preschool 2’s and Preschool 3’s are promoted to new classrooms in the fall of each year on the first day of CCISD classes. Children are not automatically promoted on their birthdays. Because the children are grouped according to age, the curriculum evolves over the course of the year to grow with the children’s needs. Therefore, parents should expect their child to be in an assigned room for the entire year, until the following August.

Children in Infant and Toddler Classes are promoted in the fall and as their developmental needs change.

Final room assignments and all migration decisions will be made by the Facility Director in consultation with the teachers. These assignments will consider not only age, but also developmental readiness of the child. All children placed in a Preschool 3's or Pre-K 4's room must be toilet trained (toileting independently). If a child is held back in the Two-Year-Old room during yearly migration due to lack of toilet training, the child will not be able to move to a Preschool 3's room until the child is toileting independently and an opening in that room is available.

Prior to the child's first day in his/her new classroom, the teachers will work to introduce the child to his/her new teachers and environment through visits to the new room.

Parents will be notified of the class and date their child will be migrated.

Acceleration of Children

Occasionally, parents request that their child be accelerated to the next school age group. Typically, these requests occur for children whose birthdays barely miss the September 1 cutoff date. Accelerations are allowed at the JSC CCC under the following conditions:

- The parents must request the acceleration to the Facility Director.
- There must be an opening in the age group the child is to be moved to.
- The Facility Director must approve the acceleration.
- Children cannot "temporarily accelerate" and then repeat the age group the next year. Once a child has accelerated to the next age group, the child will remain with the new age group until they withdraw from the center or repeat the age group in the Pre-Kindergarten classroom to prevent the child from leaving the center too young for public Kindergarten.

Note that only children enrolled at the JSC CCC can be accelerated. Children on the waiting list will not be accelerated.

35 Withdrawal Notification Requirements

The security deposit paid at registration is refunded when the child is withdrawn from the center under the following conditions:

- A written withdrawal notice is submitted to the Facility Director at least **four weeks prior to the withdrawal date of the child.**
- Tuition for the entire 4 weeks prior to the withdrawal date of the child is paid in full.
- The withdrawal is not due to an immediate termination of enrollment resulting from disciplinary action (i.e., failure to pay membership dues or tuition).
- No other children from the same family are still enrolled.

Note that as soon as written notice is received, the Facility Director will begin the process of filling the opening from the waiting list. Therefore, written notice of withdrawal is effective immediately upon receipt by JSC CCC and cannot be rescinded unless it is rescinded prior to the opening being filled. Parents desiring to re-enroll their child in the JSC CCC or return them to the waiting list may contact the Facility Director. Note that accumulation of points will begin as of the date that the child is placed back onto the waiting list (no previous points will be carried over).

36 Arrival Procedures

Teachers arrive before 6:45 a.m. to prepare the center for business. The Child Care center doors will be unlocked promptly at 6:45 a.m. to receive children.

Parking

Parking in front of the school will be left open for the parents. Parking for staff will be at the side parking lot. There is a five-minute limit on parking under the covered driveway. Cars should only park on the right-hand side to allow other vehicles to drive by. There is no parking at any time in the yellow marked area in front of the building or in the crosswalk.

Parents must turn off their automobile engines when not physically in the driver's seat of the car and supervise their children at all times when in the parking lot. Security will be notified if children are left alone in a car.

Drop-off Procedures

Parents and those authorized by parents will use the Brightwheel app on their cell phones to sign in their children following this procedure:

- Open the cell phone camera
- Scan the QR code posted in the JSC CCC Lobby.
- When prompted, enter the PIN (as chosen in the Brightwheel app setup).
- Select Sign In

An SFEI staff member will be at the front desk to greet families, answer questions, and handle any issues that arise. All children must be left in the care of a staff member. Children in rooms 1-4 should be delivered to their room by their parent. Children in rooms 5-9 should be dropped-off by their parent, either to the staff member in the cafeteria for breakfast, or to their appropriate classroom. Children arriving prior to 7:30am will be dropped-off in their classroom but will be escorted to the cafeteria for breakfast if they desire at that time. All children should be in classrooms at 8:30 a.m.

37 Departure Procedures

Parents and those authorized by parents will use the Brightwheel app on their cell phones to sign out their children following this procedure:

- Open the cell phone camera
- Scan the QR code posted in the JSC CCC Lobby.
- When prompted, enter the PIN (as chosen in the Brightwheel app setup).
- Select Sign Out

Emergency Contacts without the Brightwheel app must present a valid photo ID, driver's license or NASA badge at the front desk for pick up.

Only parents and people who have been previously authorized by the parents will be allowed to remove a child from the center. At the time of enrollment, parents will be asked to provide a list of alternate people (i.e., family members or close friends) who are authorized to drop off and pick up their child (reference Enrollment Forms, Section 33). Any deviation from the normal authorized person requires a written note from the parent in advance submitted to both the Program Manager

and the child's teachers. The person picking up the child will need to show a driver's license or NASA badge for identification. If it is an individual's first time to pick up the child, the center will need a photocopy of their driver's license. If the contact is listed on the Admission Information form but the center/teachers did not receive a written permission slip from the parent, a staff member will call the parent to confirm permission before releasing the child. The parent may email or fax a permission slip to the school.

38 General Daily Operations and Procedures

The following are general classroom procedures. Daily variations will occur to accommodate the children's needs and special activities planned for the day. The class schedule with times is distributed to the parents at Open House and is posted in the room on the parent information board. Enrichment classes are worked into the schedule according to the times that they are offered. Children participate in enrichment classes when they are developmentally ready (varies by class). Room supply requirements will be handed out at Open House and throughout the school year as needed. **No toys from home are allowed except naptime sleep items and on special occasions (i.e., show-and-tell days).**

Naptime Procedures

For Toddlers and Preschoolers, A blanket and pillow are provided for naptime. Each child is assigned a particular blanket and pillow. These items are washed once a week, or more as needed to help ensure the highest level of cleanliness possible. No personal blankets and pillows are allowed in the classroom. Special "lovey" sleep items from home are allowed for nap time only.

Diaper Changing Procedures

- Before the child is ready to toilet train, only parent-provided disposable diapers or pull-ups are used. Diapers, pull-ups, wipes, and diaper ointment are labeled with each child's name and stored in their cubbies.
- Diapers/Pull-Ups are changed approximately every two hours.
- Children's diaper supplies are placed on the table before lifting the child onto the table.
- The teacher always maintains one hand securely on the child while the child is on the table.
- The teacher washes her hands before putting on gloves and after changing a diaper.

- Latex gloves are used and removed after each diaper change. The teacher and child's hands are washed after diaper changing.
- The child's face is wiped with disposable wash cloths at each diaper change.
- Soiled diapers are wrapped in the used latex glove. Diaper pails must have lids. They are emptied after lunchtime, sprayed with sanitizing spray, and emptied at the end of the day.
- The changing table is sprayed with sanitizing spray after every use. Teachers wait 2 minutes before changing the next child.
- Documentation of the diaper change is added to child's daily report.
- The diaper changing table sink is for hand washing. Food items are never to be placed on or stored by the hand washing sink.

Toilet Training Procedures

- Toilet training begins when the teachers and parents agree that the child is ready to toilet train.
- Children are sent to the bathroom approximately every hour when toilet training.
- Children arrive at school in loose fitting training underwear. Parents provide several changes of underwear and clothes.
- Pull-ups are ONLY worn at naptime. After naptime, pull-ups are replaced with cloth underwear.
- The teachers place soiled underwear and clothes in a plastic bag and place the bag in the child's cubby for the parent to take home and wash.
- The teachers offer ample opportunity for children to use the toilet when they are interested.
- Toilet attempts or failures are never punished. Accidents are cleaned up with a minimum of fuss and attention.
- Children are supervised by a teacher while attempting to use the toilet.
- The teacher helps train the child to wipe him/herself and to pull up his/her underwear.
- After toileting, the teacher and child wash their hands for approximately 30 seconds and turn the faucet off with a paper towel.

- Teachers may use stickers or other small items as rewards for toilet training. Candy will not be used.

Bathroom Procedures for Toilet Trained Children

- The teachers offer ample opportunity for children to use the toilet when they are interested.
- A teacher will supervise the child while attempting to use the toilet.
- A teacher will verbally help train the child to wipe him/herself and pull up his/her clothing (in the appropriate age group).
- After toileting, the child washes his/her hands for approximately 30 seconds and turns the faucet off with a paper towel.
- Toilet attempts or failures are never punished. Accidents are cleaned up by the child with a minimum of fuss and attention.
- If an accident occurs, soiled underwear and clothes are placed in a plastic bag and put in the child's cubby for the parent to take home and wash.

Outdoor Recess Procedures:

- The teachers check attendance and count the number of children prior to leaving the classroom, upon returning to the classroom, and at various times while outside. This ensures that no child is left behind during transition times and also ensures that required supervision ratios are met.
- The teachers ensure children are dressed appropriately for outdoor play (weather, sunscreen, insect repellent, etc.)
- The children are reminded of the playground safety rules and transition to the outside play area.
- The children wait while one teacher checks the playground for hazards. Once the teacher completes this check, the children may begin play.
- While outside, the teachers implement the playground safety rules and maintain supervision.
- The teachers routinely remind the children to utilize shade, water, and bathroom facilities.
- Weather advisories are followed at all times.

Infants (Room 0 and Room 1)

During the year, the infants progress from bottles to sippy cups, from infant seats to feeding chairs (short high chairs or a feeding table), and from cribs to cots. Age-appropriate toys are added to the room as the children grow and develop. The Infant teachers follow the babies' individual schedules within the framework described below.

38.1.1 Required Paperwork

- Infant Information Form (monthly updates required until the baby is eating table food)

38.1.2 Room Policies

- Parents will take off shoes or put on slip covers before entering room.
- Older siblings are not allowed in the room.

38.1.3 Supplies

Parents are responsible for keeping up with their child's supplies. They may be contacted during the day to bring supplies if they run out.

- Labeled Diapers (disposables outside of package only)
- Diapering supplies including wipes, diaper rash cream, etc. (label each container)
- Prepared bottles (labeled with first and last name on bottle and cap)
- Baby food if required (label top and bottom of jars)
- Sunscreen and insect repellent (requires written permission from parent)
- One complete change of clothes (label each piece of clothing)

39 Medical History and Immunization Records

All children at the JSC CCC must be immunized or participating in an immunization schedule under a licensed physician.

- At enrollment, parents are required to submit an Admission Information form and a current copy of the child's immunization schedule report (copy provided by the child's doctor's office). These forms identify the child's medical history, chronic medical conditions, medication and/or food

allergies, and immunization history. Parents should provide updates to this information as it changes or upon request from the staff.

- Parents are required to turn in updated immunization records on an annual basis as a minimum as well as each time their child receives additional immunizations (see Appendix B). Reference immunization chart located at
- <https://www.cdc.gov/vaccines/schedules/easy-to-read/child-easyread-compliant.html>
- SFEI administration, the Texas Department of Health and Human Services, and the TDFPS will review medical and immunization records to ensure that they are up to date. Parents will be informed of incomplete records and will be given a deadline for providing missing information.

40 Medical Release Forms

Three medical release forms are utilized at the JSC CCC:

- Admission Information –This form is filled out at the time of enrollment. Reference “Enrollment Forms and Information Package.”
- Administration of Medication Permission Form – This form is available at the front desk and in the classrooms and must be filled out each time a parent requests an administrator to administer prescription or over the counter medication to their child. Medication is administered at 11:00 a.m. and 3:00 p.m. All medication is kept in a locked box in the Nursing Room.
- Physician’s “Return-to-School” Release - The Facility Director may require a “Return-to-School” release form signed by a licensed physician after a child has had a contagious illness and/or has been sent home due to conditions found in the “Illness Criteria for Denial of Service” section.

41 Illness

Upon arrival at the center, parents are required to inform staff members of any signs and symptoms of illness that the child has been exhibiting at home and of any medication taken before arrival. In addition, parents are required to notify staff whenever their child has been exposed to a communicable illness.

Schedule E Attached for JSC CCC Emergency Rules in Response to COVID

The Texas Department of Family and Protective Services, Minimum Standards for Child-Care Centers (Chapter 746, Title 40, Social Services & Assistance, Part 19, Dept. of Family and Protective Services) references Texas Administrative Code,

Title 25, Part 1, Chapter 97, Subchapter A, Rule §97.7 (Diseases Requiring Exclusion from Schools) which states:

(a) The school administrator shall exclude from attendance any child having or suspected of having a communicable condition. Exclusion shall continue until the readmission criteria for the conditions are shown on Appendix D of this document;

(b) The school administrator shall exclude from attendance any child having or suspected of having a communicable disease designated by the Commissioner of Health (commissioner) as cause for exclusion until readmission criteria for said condition (Appendix D)

(c) Any child excluded for reason of communicable disease may be readmitted, as determined by the health authority, by:

(1) submitting a certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-communicability in a school setting;

(2) submitting a permit for readmission issued by a local health authority;
or

(3) meeting readmission criteria as established by the commissioner.

Throughout the day, SFEI staff and teachers will visually screen each child for physical signs and symptoms of illness. Children displaying physical signs and symptoms of illness and children who are not well enough to participate in the daily activities will not be admitted, or will be sent home.

Parents (or emergency contacts) will be notified if their child becomes ill during the day and will be expected to **pick up the child within 30 minutes** of notification. The sick child will be isolated either in a separate area or within the classroom until he/she is picked up. If a child is sent home due to illness, the "Illness Reporting" form will be filled out completely and signed by the parent or emergency contact.

If a child has been sent home or was absent due to illness, a sign is posted on the classroom door indicating the symptom and number of children with that symptom. A notice is also posted on the vestibule door if the illness is contagious. Additionally, notice will be shared electronically through Brightwheel. The staff member(s) in the room will also notify any staff members not present when the child was sent home or when the parent(s) called to report an illness as soon as

possible, but no later than prior to the next day's operations, to ensure the child is only re-admitted to the room per the criteria specified in Section 41. The SFEI management shall also be informed of children sent home or reported ill to facilitate tracking, metrics, corrective actions, etc.

If a child is absent without prior notice, a teacher or staff member will call the parents after the second day to find out why the child is absent. If illness is the cause, the other procedure(s) noted in this section will be followed.

Parents should notify the school if their child is kept home. Children who are absent due to illnesses are required to follow appropriate procedures for readmission described in the "Re-admission Following Illness" section.

Illness Criteria for Denial of Service

Children will be denied admission or sent home during the day based on the following signs of illness:

- Fever – Body temperature of 101 degrees Fahrenheit (F) or higher when taken orally, or 100 degrees F or higher axillary. If a child has a high fever (101 degrees F or higher orally, 100 degree F or higher axillary), the parents will be notified to pick up their child within 30 minutes. If a child has a low fever (100.4 degree F - 100.9 degree F orally, 99.4 degree F - 99.9 degree F axillary), the staff member will notify the parents, wait 15 minutes, and take the child's temperature again. If the child still has a fever, the parents will be notified to pick up the child within 30 minutes. If the fever has subsided, the child can remain at the center.
- Vomiting - If a child has vomited twice and has other symptoms of illness, the parent will be called to pick up the child. If the child does not appear to be ill, the parent will be notified that he or she be required to pick up their child if other symptoms appear.
- Persistent Diarrhea – Two or more loose stools in one day accompanied by other signs of illness. On the first day back after being sent home for diarrhea, a child will be sent home after the first occurrence of diarrhea that day. The Facility Director, with the concurrence of the child's physician, may allow infants up to 12 months to remain at the center following three abnormal stools if there are no other symptoms of gastroenteritis or viral diarrhea such as fever, vomiting, irritability, dehydration, or lethargy. The infant cannot remain at the center if the condition causes a sanitation problem or causes the staff to neglect the care of the other children.

- Severe cold symptoms – Defined as persistent coughing, fever, sore throat, or yellow or green mucous from the nose or mouth. A child can remain at the center if they have a doctor's note stating they are not contagious.
- Unexplained or unusual skin rashes, blisters, skin eruptions, or discharges – A child can remain at the center if they have a doctor's note stating they are not contagious.
- Child cannot participate in daily activities – Child does not feel well enough to participate in the usual daily indoor and outdoor activities or requires more attention or individual care than the staff can give without neglecting the other children in the room.
- Child is exhibiting signs and symptoms of contagious disease according to TDFPS's Communicable Disease Chart for Schools and Child-Care Centers available at the front desk or at:

<https://www.dshs.texas.gov/assets/0/76/111/848/1084/1101/bce667f8-53f9-43fe-a8b6-01a71c6df4fe.png>

A copy of the chart is also located for reference in Appendix D, Communicable Disease Chart for Schools and Child-Care Centers.

Re-Admission Following Illness

Children may be re-admitted after an illness when the probability of spreading from person to person no longer exists (as defined by TDFPS Readmission Criteria), and when they are well enough to participate in the regularly scheduled daily activities, including outside play. The Director has the prerogative to require a "Return-to School Slip" from a physician for readmission.

The following lists the criteria for readmission to the center:

- (1) Fever – After 72 hours if the child's temperature has been normal for 72 hours without the use of fever suppressing medication.
- (2) Nausea, vomiting, or diarrhea – A child can be readmitted after the illness has subsided for 72 hours.
- (3) Infection – After 72 hours from time antibiotic treatment was begun and fever has subsided.
- (4) Contagious Disease – After the illness has subsided for 72 hours and according to TDFPS's Readmission Criteria (reference Communicable Disease Chart for Schools and Child-Care Centers—see Appendix D) and current JSC Requirements for Return.

42 Allergies

In an effort to promote the safety and well-being of our children, and prevent any possible complications, SFEI is officially a peanut-free facility. During enrollment, parents are required to provide medical information about their child, including allergies to food, products, medication, and pets. In addition, if a child develops an allergy after enrollment, parents are required to notify the SFEI staff immediately.

Food Allergies

The menu for items served is published on a monthly basis and distributed to the parents in the center via email, as well as posted in the front lobby and on the schools website. When a child has a food allergy, the parents are requested to review the menu, note which items cannot be consumed by the child and inform the teachers in the room. If possible, the kitchen staff will provide an alternate to the food item; otherwise, the parent may provide a substitute. For each child with a documented food allergy, allergy information is posted in the kitchen and classroom along with a photograph of the child.

When dealing with food allergies in individual classrooms, parents are asked to inform the other parents in the class when they are bringing in food for the children to share. Also, the teachers will ask parents for a list of ingredients when food is being brought in from home. The teachers will be aware of each child's allergies and will monitor what is served to him/her.

The JSC Child Care Center is required by the Texas Department of Agriculture (under regulations of the United States Department of Agriculture) to provide proof of children with special/dietary needs as well as children/infants with disabilities that are unable to consume certain foods or that need a substitution for foods provided through the child care center. Therefore, parents requesting that their child not consume a certain food item/product must provide a doctor's note stating

- Identification of the medical or special dietary need that restricts the child's/infant's diet.
- Food or foods to be omitted from the child's/infant's diet; and
- Food or choice of foods to be used as substitutions.

Further information can be located in the Texas Department of Agriculture Child and Adult Care Food Program - Child Care Centers Handbook Policy # 4113.5:

http://squaremeals.org/Portals/8/FND%20Forms/Program%20Handbooks/Complete%20CACFP%20CCC%20Handbook_V2500_180928.pdf

Animal Allergies

Parents are required to notify the SFEI staff immediately if their child is allergic to any type of animal. If a child is allergic to a type of animal that resides in, or is being brought into the center, the staff will work to prevent exposure of the child to the animals. This is worked on a case-by-case basis and can include removal of the animal from the child's class.

43 Administration of Medications

An Administrator will administer medication to a child only if an "Administration of Medication Permission" form is filled out and signed by a parent or legal guardian, and if the child has taken the medication before. Forms are available at the front desk and must be updated annually. All medication will be checked in and out by the parent at the front desk with an administrator and be stored in a locked container in the nursing room.

Over-the-counter medication must be labeled with the child's name and date and must include appropriate dosing information based on age or weight from the manufacturer or the child's physician. Prescription medicine must be in the original container and be labeled with the child's name, medication name, dosage and administration requirements, physician's name, reason prescribed, prescription number, and storage requirements (i.e., refrigeration requirements).

An Administrator will only administer oral or topical medication to children twice a day, at 11:00 a.m. and at 3:00 p.m. If a child requires medication in some other form or time during the day, a parent will need to come to the center and administer the medication to their child. The administrator will document all medication given to a child noting the time and dosage of each administration. All medication records including "Administration of Medication Permission" forms and instructions from the child's physician will be filed in the child's permanent file.

All administrators will be trained on the administration of oral and topical medications every two years and records maintained in the employees training file.

44 Illness Reporting

Illnesses are documented on an "Illness Report" form by the staff member who is caring for the child. The information documented on the form includes date/time, observed symptoms, and actions taken. The form also includes a follow-up section

for documenting information obtained/determined after the illness or accident has occurred. This section will be filled out whenever information such as the physician's diagnosis of the problem or any other information deemed pertinent by the teachers and parents is available.

The completed form is signed by the staff member who completed the form, then by both the parent and the Facility Director, and stored in the child's permanent file. If subsequent updates to the form are required, the Director and the parent will initial the updated sections. Note that the parent's signature on the form is intended as an acknowledgement of receipt, not agreement with the contents of the form.

If an illness requires JSC emergency personnel to be called, or a visit to the JSC Clinic, the incident will also be documented on a "JSC mishap" form (JSC Form #NF1627). The "Illness Report" and "JSC mishap" forms (if applicable) are available to the parents upon request.

45 SFEI Safety and Hazard Reporting

SFEI is dedicated to maintaining a safe and healthy environment at the JSC CCC. If a parent or staff member detects a situation that might result in a death or injury or might cause damage to equipment or property if not addressed immediately, he/she must call the JSC Emergency Dispatch Center (EDC) at 281-483-3333 ("x33333" from an onsite telephone). An SFEI staff member should be notified immediately following the call. If the situation is not an emergency, the procedure below should be followed:

1. Notify the JSC CCC Facility Manager or Alternate Facility Manager. The current Facility Manager's name, picture, and contact number are posted in the entryway of the center. If neither the Facility Manager nor Alternate Facility Manager is available, notify the closest SFEI staff member.
2. The Facility Manager will submit a JSC Close Call (NASA reporting system used to document potentially hazardous conditions at JSC) unless the parent or staff member that discovered the hazard opts to do so. If the hazardous condition is related to a current process/procedure or to the actions of an SFEI staff member, the Facility Director will analyze the situation and make the necessary adjustments or corrections. If the hazardous condition is related to a facility or equipment hazard (such as loose tiles, water and gas leaks, unsecured equipment, etc.), the SFEI staff will attempt to remove the hazard. If required, a work request will be submitted to JSC to remove the hazard and the SFEI staff will attempt to isolate the hazard until the work request can be completed (surround the

area with safety cones or tape, post warning signs, place a container under the water leak, etc.).

3. If a parent/staff member is not satisfied with the actions taken by the Facility Director, he/she may notify the SFEI Board of Directors. The Board will investigate the situation and respond back to him/her. Contact information for the current Board members may be found on the SFEI web site under "About Us."
4. If a parent/staff member is dissatisfied with the response of the SFEI Board of Directors, he/she can access the safety reporting mechanisms provided by JSC:
 - a. If not already done, submit a Close Call form directly to JSC. Access to the system and instructions for use can be found on the JSC internal web site under "JSC Close Call System" or by contacting the JSC Safety Office.
 - b. If he/she is dissatisfied with the resolution of the Close Call, contact the JSC Safety Hotline at 281-483-7500.
 - c. If he/she is dissatisfied with the response from the JSC Safety Hotline, contact the Center Director's Hotline at 281-483-1234.
5. For more information on JSC's Safety and Hazard Reporting procedures, visit the JSC internal web site or contact the JSC Safety Office.

46 Classroom and Playground Safety Rules

Safety rules have been established for the classrooms and playground. These rules are taught to the teachers and children (who are old enough to understand) at the beginning of each school year and are reinforced throughout the school year and summer session.

47 Inspections

NASA reserves the right to perform inspections as deemed appropriate.

Daily Inspections

- A teacher from each room will perform a playground walk-through to check for broken toys, cracks, ants, loose debris, and low water. Any work required will be documented and given to the Director to submit as a work order.
- Teachers will inspect classrooms for safety hazards and report findings to the Program Manager in writing.

Other Inspections

- CCC management performs a safety walkthrough of the rooms and playgrounds monthly and reports findings at the next board meeting.
- NASA performs a water quality analysis monthly.
- JSC Clinic will inspect the child care center under the TDFPS guidelines (for safety and health). A corrective action plan will be given to the Director if needed at the end of the inspection. Posted results will hang in the lobby.
- TDFPS inspects the child care center at least once per year. They inspect all rooms, verify ratios, interview the teachers, check the playground, observe employee and children's files, review required records, inspect the school buses, and review field trip procedures.
- Buses undergo yearly preventative maintenance.
- NASA Safety representatives perform a walkthrough annually.
- Every two years, representatives from NASA Headquarters perform a safety and health audit.
- Twice per year SFEI's childcare consultant reviews all practices, procedures as well as the physical facility itself to ensure that the Center is complying with current "best practices" for childcare centers in Texas.

48 Accidents and Medical Emergencies

The process followed by the SFEI staff in response to accidents that occur at the center depends on the type and severity of the injury. The following paragraphs describe the processes for handling medical emergencies, minor injuries, and head injuries. In all cases where the process includes parent notification, an alternate contact will be notified if the parent(s) cannot be reached. The Director will notify the board in cases where outside intervention, or care, is required.

All medical emergencies, minor injuries, and head injuries are documented by the staff member who is caring for the child on an "Accident Reporting" form. The information documented on the forms includes date/time, observed symptoms or description of accident, and actions taken.

The completed form is signed by the staff member supervising the child at the time, then signed by both the parent and the Facility Director or Assistant Director and stored in the child's permanent file. A carbonless copy of the report is then provided to the parent. If subsequent updates to the form are required, the Director

and the parent will initial the updated sections. Note that the parent's signature on the form is intended as an acknowledgement of receipt, not agreement with the contents of the form.

If an accident or illness requires JSC emergency personnel to be called or a visit to the JSC Clinic, the incident will also be documented on a "JSC mishap" form (JSC Form #NF1627). The "Accident Reporting," "Illness Report," and "JSC mishap" forms (if applicable) are available to the parents upon request.

A "JSC mishap" form will be filled out for staff member accidents only if they require emergency personnel to be called or a visit to the JSC Clinic.

For children who have an accident that requires a physician's treatment (i.e., stitches, a cast, etc.) the Director will notify TDFPS.

The Board of Directors reviews all medical emergencies to ensure existing policies and procedures were followed, and to determine whether or not preventative or corrective actions need to be performed in order to prevent future occurrences. If they deem it necessary, a formal investigation of the incident will be performed by the Board with the aid of the Facility Director and Assistant Director. The findings of the investigation will be documented and provided to the parent(s) of the child involved in the emergency. The Facility Director or parent of the child may also request the Board to conduct a formal investigation. The request should be submitted in writing to the President and include the reasons for the request.

Medical Emergencies

Conditions that are considered medical emergencies by the SFEI staff include, but are not limited to:

- Concussions
- Difficulty Breathing
- Unconsciousness
- Laceration, either significant in size or bleeding
- Injury to an extremity with obvious deformity
- Head trauma associated with vomiting or altered consciousness

If a child becomes seriously ill or injured while at the JSC CCC, a trained staff member will begin emergency first aid procedures while another staff member calls

the JSC Emergency Dispatch Center (EDC) at 281-483-3333 (“x33333” from an onsite telephone). The Facility Director or designated alternate will notify the child’s parent or emergency contact using information provided on the Contact and Transportation form. In addition to JSC emergency personnel and the child’s parent(s), the NASA Safety Representative will be notified by phone or email.

JSC emergency personnel will assume emergency medical support for the child immediately upon their arrival. If medical treatment by a physician is required before the Facility Director is able to reach a parent or emergency contact, the child’s physician specified on the Admission Information form will be notified. If the child’s physician is unavailable or cannot treat the child in a timely manner as determined by the Director, then the closest licensed physician will be used (i.e., physician from the on-site JSC Clinic).

If the child must be transported to a hospital before the Facility Director is able to reach a parent or emergency contact, the hospital specified on the Admission Information form will be used if possible. A staff member will accompany the sick or injured child and will carry the child’s entire file with them in order to provide the child’s medical information to the hospital emergency staff.

Minor Injuries

Minor injuries such as small scratches, cuts, scrapes, and bruises or discoloration of the skin will be reported to the parents at the end of the day. A staff member will apply first aid to minor injuries when required (i.e., soap and water, ice, band-aid). If the injury does not require outside intervention but a staff member is concerned about the severity, the staff will notify the parent by telephone so that the parent can observe the child’s injury if desired.

Head Injuries

For head injuries that are medical emergencies, the process described in the “Medical Emergencies” section above, will be followed.

For all other head injuries (including minor “bumps”) the child’s parent will be notified. The child will be observed until the parent has been contacted. The child’s parent will be informed of the mechanism of injury and the condition of the child and will be asked to make an assessment of the child or to provide further instruction to SFEI staff. If the parent intends to come to the JSC CCC to assess the child in person, they should arrive within 30 minutes. The child will remain in isolation either in a separate area or within the classroom, and the SFEI staff will

monitor his/her condition until the parent arrives. If the parent opts not to come to the JSC CCC, the child will be returned to the classroom.

49 Unplanned Closures and Evacuations

On rare occasions, a hazardous condition or threat of a hazardous condition will cause an unplanned closure of the JSC Child Care Center (JSC CCC). Examples of hazardous conditions include fire, chemical release, hazardous weather conditions, terrorist threats/attacks, workplace violence, and extended utility outages. The Director will be notified by NASA Center Operations personnel if an onsite condition, such as a chemical spill, requires evacuation and closure of the JSC CCC. As soon as the decision is made to close the JSC CCC, parents will be notified as soon as possible of the closure time via email and instructed to pick up their children.

The JSC CCC building will be evacuated immediately if any condition exists such that remaining in the building poses an immediate threat to the children and staff (i.e., fire, chemical release, flooding). At a minimum, the children will be moved out of the building to designated areas surrounding the building. If the Facility Director or JSC emergency personnel determine that the areas surrounding the building are not safe, the children will be moved to an alternate location at JSC (referred to as “on-site”) or a predetermined location outside of JSC (referred to as “off-site”). The first choice for on-site relocation is the Gilruth Center. If the Gilruth Center is unsuitable for any reason, the teachers and children will be moved to another location on-site that can accommodate them (such as a cafeteria or auditorium). If JSC emergency personnel determine that conditions on-site are not safe, the children will be transported to one of the following off-site locations:

St. Paul Catholic Community Church

Address/Phone: 18223 Point Lookout, Houston, (281) 333-3891

Directions: From JSC Main Gate (off NASA Rd. 1), turn left on Saturn, turn right on NASA Rd. 1, turn left on Point Lookout (between Wendy’s and Luby’s), go through the stop sign, St. Paul is located on the left hand side of Point Lookout.

Clear Lake Baptist Church

Address/Phone: 15700 Space Center Blvd, (281) 488-3767

Directions: From JSC Gate 4 (Space Center at Bay Area Blvd.) turn left on Space Center, continue past Bay Area Blvd, Clear Lake Baptist is located on the left-hand side at the corner of Space Center and El Dorado.

These off-site relocation spots were chosen so that the Facility Director will have a choice of exit routes to avoid moving the children through a dangerous area. **Only JSC emergency personnel can determine that the children must be moved to an off-site location.** The vehicles to be used during an evacuation will be coordinated by the Facility Director and the JSC Transportation Officer (JB7, X36500). If JSC Security resources permit, an escort from security will accompany the evacuation vehicles to the relocation area. Relocation to the Gilruth Center may not require vehicle transportation. If weather and time permit, the children can be escorted to the Gilruth Center by the JSC CCC staff. If the children and staff have been moved to an on-site or off-site location, parents will be notified and informed as to whether or not the JSC CCC is officially closing.

The following sections detail the reasons that the JSC CCC would close during normal operating hours, how parents are notified of unplanned closures, the requirements for picking up children, and what sources are available to parents for obtaining closure or evacuation information.

Refer to Appendix C, Emergency Evacuation Plan for supplemental information.

Reasons for Unplanned Closures

The JSC CCC will close during normal operating hours if one of the following occurs:

1. JSC has officially closed any portion of site that includes the JSC CCC building:

The JSC CCC is located on the property of NASA JSC and therefore must abide by the rules and regulations set forth by JSC. If JSC officially closes any portion of site that includes the JSC CCC building, JSC CCC must also close and the children and staff must leave the building. Closure is based solely on the directive of JSC to close, not on whether or not the parents have been released from work. Once the Facility Director has received direction from JSC to close, parents will be notified to pick up their children at the JSC CCC building. However, parents should note that JSC emergency personnel could, at any time, require that the building be evacuated immediately. If this occurs, the JSC CCC staff must comply and move

the remaining children to an on-site or off-site location as dictated by JSC emergency personnel.

2. The children and staff have been evacuated to the Gilruth Center and cannot return to the JSC CCC building within a reasonable time frame:

If the children have been moved to the Gilruth Center and must remain away from the JSC CCC building for any period of time beyond which reasonable care of the children can be provided, the JSC CCC will close. Parents will be notified to pick up their children at the Gilruth Center. Examples of “reasonable care” include being able to adequately feed the children, change their diapers, and provide a location for the children’s naps.

3. The children and staff have been evacuated to a location other than the Gilruth Center:

If the children have been moved to any on-site or off-site location other than the Gilruth Center, the JSC CCC will close and the parents will be notified to pick up their children at the relocation spot. If the hazardous condition that caused evacuation of the JSC CCC building also extends to the Gilruth Center area, then the chances of being able to return to the building within a reasonable time frame are remote.

4. An extended utility outage at the JSC CCC building has occurred and conditions are such that proper care of the children cannot be provided:

If the JSC CCC building suffers a utility outage (such as power or water), the JSC CCC may have to close. The closure will be based on the effects of the outage, how long the outage will last, and in some cases what time of year the outage has occurred. For example, if the air conditioner breaks during the middle of August and remains off for several hours, the heat may become unbearable or harmful to the children. During a utility outage the center will attempt to stay open for as long as possible.

Parent Notification and Child Pick-Up Requirements

As soon as the decision to close the JSC CCC has occurred, the Facility Director will contact the room captains who in turn will contact all parents within their assigned room to inform them that their children are to be picked up. The school website will have up to date information on any SFEI closings of the program <http://spacefamily.info/>. The room captains will provide the closure time and the location of the children. When the JSC CCC is closing due to a JSC site closure, the official closure time of the JSC CCC will be set to 30 minutes after the official

closure time of JSC. For all other circumstances, the official closure time of JSC CCC will be set to 30 minutes after the Facility Director has notified all of the room captains. Parents will be expected to pick up their children by the official closing time of the JSC CCC. If children have not been picked up within 30 minutes after the JSC CCC closing time, the parents will be charged a late pick-up fee as if they were picking their child up late from school. Payment is made directly to the caregiver in cash at the time of pick-up or the next time the child is brought to the center. If a parent cannot be reached, the room captains will attempt to contact the emergency contacts provided by the parents during enrollment.

Sources of Information During Unplanned Closures and Evacuations

Whenever the JSC CCC is closing and/or the children are being evacuated, the Facility Director will contact the room captains to disseminate all pertinent information to the parents in their classrooms, and JSC Security Dispatcher to disseminate all pertinent information to the JSC Security Guards. If possible, a recorded message will also be added to the answering machine at (281) 483-4734 (JSC CCC main number) and a note posted on the front door of the JSC CCC. The following lists alternate sources that can be used by parents to obtain information concerning unplanned closures or evacuations:

- a) JSC CCC Facility Director (832) 727-4252 (cell)
(281) 792-6031 (office)
- b) JSC CCC Assistant Director (281) 792-6024 (office)
- c) JSC Security Guards Located at the JSC gates
- d) JSC Emergency Operations Center (EOC):
 - JSC Emergency Information Line (281) 483-3351
 - Toll Free JSC Emergency Information Line (877) 283-1947
- e) JSC Newsroom (281) 483-5111
- f) Gilruth Facility Manager (281) 244-5369 (office)
(281) 639-0925 (cell)

50 Tuition and Fees

Tuition Rates		
<u>Room</u>	<u>Monthly</u> <u>Rate</u>	<u>Bi-weekly</u> <u>Rate</u>
Infant Rooms 0, 1, 2	\$990	\$456.92
Toddler Rooms 3 & 4	\$933	\$430.62
Preschool 2's Rooms 5 & 6	\$845	\$390.00
PreK 3's & 4's Rooms 7, 8, 9	\$819	\$378.00

* Monthly tuition payments are due on the first of each month.

* Bi-weekly tuition payments are due every 2 weeks.

* Late Tuition Payment fees are charged on the 3rd day past the due date.

Item	Fee	Comments
SFEI Membership Fee	\$25/year	Due on September 1 of each year.
SFEI Security Deposit	\$250/family	Due upon enrollment of first child. The full amount will be refunded upon withdrawal of the family's last enrolled child if a minimum of 4 weeks' notice is given in writing.
Late Pick-Up Fee	\$5/child every 15 minutes	Refer to handbook section for full description.
Late Tuition Fee	\$5/week	Refer to handbook section for full description.
Rejected ACH Transaction Fee	\$25/transaction	SFEI will attempt to process the transaction again within 5 working days, and an additional \$25.00 charge for each attempt returned NSF will be initiated as a separate transaction from the authorized recurring payment
Returned Check Fee	\$25/check	Applies to any check written to SFEI.

51 Texas Regulatory Immunization Schedule

FIGURE 1: Recommended immunization schedule for persons aged 0 through 6 years—United States, 2012 (for those who fall behind or start late, see the catch-up schedule [Figure 3])

Vaccine ▼	Age ►	Birth	1 month	2 months	4 months	6 months	9 months	12 months	15 months	18 months	19–23 months	2–3 years	4–6 years	
Hepatitis B ¹		Hep B	HepB			HepB		HepB						Range of recommended ages for all children
Rotavirus ²				RV	RV	RV ³								
Diphtheria, tetanus, pertussis ³				DTaP	DTaP	DTaP		see footnote ⁴	DTaP				DTaP	
Haemophilus influenzae type b ⁴				Hib	Hib	Hib ⁴		Hib						Range of recommended ages for certain high-risk groups
Pneumococcal ⁵				PCV	PCV	PCV		PCV				PPSV		
Inactivated poliovirus ⁶				IPV	IPV			IPV					IPV	
Influenza ⁷								Influenza (Yearly)						
Measles, mumps, rubella ⁸								MMR		see footnote ⁴			MMR	Range of recommended ages for all children and certain high-risk groups
Varicella ⁹								Varicella		see footnote ⁴			Varicella	
Hepatitis A ¹⁰								Dose 1 ¹¹					HepA Series	
Meningococcal ¹¹								MCV4 — see footnote ¹¹						

This schedule includes recommendations in effect as of December 23, 2011. Any dose not administered at the recommended age should be administered at a subsequent visit, when indicated and feasible. The use of a combination vaccine generally is preferred over separate injections of its equivalent component vaccines. Vaccination providers should consult the relevant Advisory Committee on Immunization Practices (ACIP) statement for detailed recommendations, available online at <http://www.cdc.gov/vaccines/pubs/acip-list.htm>. Clinically significant adverse events that follow vaccination should be reported to the Vaccine Adverse Event Reporting System (VAERS) online (<http://www.vaers.hhs.gov>) or by telephone (800-822-7957).

- Hepatitis B (HepB) vaccine.** (Minimum age: birth)
 - At birth:
 - Administer monovalent HepB vaccine to all newborns before hospital discharge.
 - For infants born to hepatitis B surface antigen (HBsAg)-positive mothers, administer HepB vaccine and 0.5 mL of hepatitis B immune globulin (HBIG) within 12 hours of birth. These infants should be tested for HBsAg and antibody to HBsAg (anti-HBs) 1 to 2 months after completion of at least 3 doses of the HepB series, at age 9 through 18 months (generally at the next well-child visit).
 - If mother's HBsAg status is unknown, within 12 hours of birth administer HepB vaccine for infants weighing $\geq 2,000$ grams, and HepB vaccine plus HBIG for infants weighing $< 2,000$ grams. Determine mother's HBsAg status as soon as possible and, if she is HBsAg-positive, administer HBIG for infants weighing $\geq 2,000$ grams (no later than age 1 week).
 - Doses after the birth dose:
 - The second dose should be administered at age 1 to 2 months. Monovalent HepB vaccine should be used for doses administered before age 6 weeks.
 - Administration of a total of 4 doses of HepB vaccine is permissible when a combination vaccine containing HepB is administered after the birth dose.
 - Infants who did not receive a birth dose should receive 3 doses of a HepB-containing vaccine starting as soon as feasible (Figure 3).
 - The minimum interval between dose 1 and dose 2 is 4 weeks, and between dose 2 and 3 is 8 weeks. The final (third or fourth) dose in the HepB vaccine series should be administered no earlier than age 24 weeks and at least 16 weeks after the first dose.
- Rotavirus (RV) vaccines.** (Minimum age: 6 weeks for both RV-1 [Rotarix] and RV-5 [Rota Teq])
 - The maximum age for the first dose in the series is 14 weeks, 6 days; and 8 months, 0 days for the final dose in the series. Vaccination should not be initiated for infants aged 15 weeks, 0 days or older.
 - If RV-1 (Rotarix) is administered at ages 2 and 4 months, a dose at 6 months is not indicated.
- Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine.** (Minimum age: 6 weeks)
 - The fourth dose may be administered as early as age 12 months, provided at least 6 months have elapsed since the third dose.
- Haemophilus influenzae type b (Hib) conjugate vaccine.** (Minimum age: 6 weeks)
 - If PRP-OMP (PedvaxHib or Comvax [HepB-Hib]) is administered at ages 2 and 4 months, a dose at age 6 months is not indicated.
 - Hibrix should only be used for the booster (final) dose in children aged 12 months through 4 years.
- Pneumococcal vaccines.** (Minimum age: 6 weeks for pneumococcal conjugate vaccine [PCV]; 2 years for pneumococcal polysaccharide vaccine [PPSV])
 - Administer 1 dose of PCV to all healthy children aged 24 through 59 months who are not completely vaccinated for their age.
 - For children who have received an age-appropriate series of 7-valent PCV (PCV7), a single supplemental dose of 13-valent PCV (PCV13) is recommended for:
 - All children aged 14 through 59 months
 - Children aged 60 through 71 months with underlying medical conditions.
 - Administer PPSV at least 8 weeks after last dose of PCV to children aged 2 years or older with certain underlying medical conditions, including a cochlear implant. See *MMWR* 2010;59(No. RR-11), available at <http://www.cdc.gov/mmwr/pdf/rr/mm5911.pdf>.
- Inactivated poliovirus vaccine (IPV).** (Minimum age: 6 weeks)
 - If 4 or more doses are administered before age 4 years, an additional dose should be administered at age 4 through 6 years.
 - The final dose in the series should be administered on or after the fourth birthday and at least 6 months after the previous dose.
- Influenza vaccines.** (Minimum age: 6 months for trivalent inactivated influenza vaccine [TIV]; 2 years for live, attenuated influenza vaccine [LAIV])
 - For most healthy children aged 2 years and older, either LAIV or TIV may be used. However, LAIV should not be administered to some children, including 1) children with asthma, 2) children 2 through 4 years who had wheezing in the past 12 months, or 3) children who have any other underlying medical conditions that predispose them to influenza complications. For all other contraindications to use of LAIV, see *MMWR* 2010;59(No. RR-8), available at <http://www.cdc.gov/mmwr/pdf/rr/mm5908.pdf>.
 - For children aged 6 months through 8 years:
 - For the 2011–12 season, administer 2 doses (separated by at least 4 weeks) to those who did not receive at least 1 dose of the 2010–11 vaccine. Those who received at least 1 dose of the 2010–11 vaccine require 1 dose for the 2011–12 season.
 - For the 2012–13 season, follow dosing guidelines in the 2012 ACIP Influenza vaccine recommendations.
- Measles, mumps, and rubella (MMR) vaccine.** (Minimum age: 12 months)
 - The second dose may be administered before age 4 years, provided at least 4 weeks have elapsed since the first dose.
 - Administer MMR vaccine to infants aged 6 through 11 months who are traveling internationally. These children should be revaccinated with 2 doses of MMR vaccine, the first at ages 12 through 15 months and at least 4 weeks after the previous dose, and the second at ages 4 through 6 years.
- Varicella (VAR) vaccine.** (Minimum age: 12 months)
 - The second dose may be administered before age 4 years, provided at least 3 months have elapsed since the first dose.
 - For children aged 12 months through 12 years, the recommended minimum interval between doses is 3 months. However, if the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid.
- Hepatitis A (HepA) vaccine.** (Minimum age: 12 months)
 - Administer the second (final) dose 6 to 18 months after the first.
 - Unvaccinated children 24 months and older at high risk should be vaccinated. See *MMWR* 2006;55(No. RR-7), available at <http://www.cdc.gov/mmwr/pdf/rr/mm5507.pdf>.
 - A 2-dose HepA vaccine series is recommended for anyone aged 24 months and older, previously unvaccinated, for whom immunity against hepatitis A virus infection is desired.
- Meningococcal conjugate vaccines, quadrivalent (MCV4).** (Minimum age: 9 months for Menactra [MCV4-D], 2 years for Menveo [MCV4-CRM])
 - For children aged 9 through 23 months 1) with persistent complement component deficiency; 2) who are residents of or travelers to countries with hyperendemic or epidemic disease; or 3) who are present during outbreaks caused by a vaccine serogroup, administer 2 primary doses of MCV4-D, ideally at ages 9 months and 12 months or at least 8 weeks apart.
 - For children aged 24 months and older with 1) persistent complement component deficiency who have not been previously vaccinated; or 2) anatomic/functional asplenia, administer 2 primary doses of either MCV4 at least 8 weeks apart.
 - For children with anatomic/functional asplenia, if MCV4-D (Menactra) is used, administer at a minimum age of 2 years and at least 4 weeks after completion of all PCV doses.
 - See *MMWR* 2011;60:72–6, available at <http://www.cdc.gov/mmwr/pdf/wk/mm6003.pdf>, and Vaccines for Children Program resolution No. 6/11-1, available at <http://www.cdc.gov/vaccines/programs/vfc/downloads/resolutions/06-11mening-mcv.pdf>, and *MMWR* 2011;60:1391–2, available at <http://www.cdc.gov/mmwr/pdf/wk/mm6040.pdf>, for further guidance, including revaccination guidelines.

This schedule is approved by the Advisory Committee on Immunization Practices (<http://www.cdc.gov/vaccines/recs/acip/>), the American Academy of Pediatrics (<http://www.aap.org>), and the American Academy of Family Physicians (<http://www.aafp.org>).
Department of Health and Human Services • Centers for Disease Control and Prevention

52 **Emergency Action Plan**

EMERGENCY ACTION PLAN

The JSC Child Care Center (CCC), Building 211, provides child and infant care for employees of the Johnson Space Center and consists of offices, play and rest areas, a dining room, kitchen and bathrooms, and a mechanical/utility area.

Daily average occupancy includes approximately 30 paid staff, 16 infants, 27 toddlers, and 101 children 2 to 5 years.

Purpose

For Building 211, this plan covers the mandatory elements of OSHA 29 CFR 1910.38 (a), Emergency Action Plan, and provides for the actions supervisors and employees must take to assure safety during a fire or other emergency.

Scope and application

This document is applicable to Building 211 and identifies the actions to take when an emergency occurs. A more comprehensive view of JSC's emergency action policy and planning is to be found in JHB 1700, JPG 1700.1, JSC Safety and Health Handbook and JSC-05900, JSC Emergency Preparedness Plan.

Mandatory elements of 29 CFR 1910.38(a)

Emergencies to reasonably expect in the workplace.

In Building 211, the emergencies most likely to interrupt normal operations are fire and severe weather (tornadoes and flooding). Threats of external hazardous chemical release, terrorist bombing, or workplace violence exist to a much lesser degree but are not typical. Hurricanes do not pose an immediate threat since there is usually sufficient advance warning. Contact the JSC Security Office for information on security threats and the JSC Office of Emergency Management for hurricane planning information or hazardous chemical vulnerabilities.

Emergency escape procedure and emergency escape route assignment.

The procedure for emergency escape from Building 211 is to immediately exit the building when alerted to do so by either the fire alarm or a coworker. The Director will close interior doors after the teachers have escorted the children from the building using the routes posted in each room. If it is safe to do so, the Building 211 Fire Warden will search the entire building, including bathrooms and closets to assure no one is left behind. Room 0 and 1 will be rolled out in cribs through the front door to the grassy area past the front parking lot. Room 2 will be escorted through the front door to the grassy area past the front parking lot. The Administrative Assistant will help Room 0 and 1 and the Assistant Director will help Room 2. Rooms 3, 4, 5 and indoor playroom will exit to the east assembly area at the playground along the back fence. Rooms 8 and 9 will exit through the cafeteria exit doors and head to the east assembly area at the playground along the back fence. Room 6, 7 and cafeteria will exit out through the cafeteria exit doors and go east to the fence line of the back playground. Children and teachers will remain at least 75 feet away from the building until instructed otherwise. Staff and children

will avoid lingering in the parking lot, as these areas may be needed for emergency equipment.

The Facility Evacuation Plan is located in each of the classrooms, the cafeteria, the main lobby, the indoor play area, and the teacher's lounge.

Tornadoes - Emergency escape from tornadoes involves retreating from window areas, closing doors, and taking refuge in protected areas in the core of the building. Protective areas are defined as the best available space for occupant safety, and should not be considered as tornado resistant. When a tornado warning is given, occupants should quickly move to interior rooms with at least two walls separating that room from the outside or into small interior rooms with closely spaced interior walls (hallways, interior bathrooms, isolated areas, dining room). The table below shows the locations that each room will retreat to. If there is time, mattresses, pillows, and blankets should be used to cover children and for additional protection. Children should be instructed to cover their face with hands and crouch low to the floor until the ALL CLEAR is sounded. Teachers should check attendance and the Director or a lead teacher will carry roll-call sheets and parental emergency contact numbers for all children.

Safe Haven Locations and Room Assignments

Name of Room	Emergency Location
Room 0	Bookkeeping Office
Room 1	Room 1 Restroom
Room 2	Nursing Room
Room 3	Women's Restroom
Room 4	Men's Restroom
Room 5	Laundry Room
Room 6	Kitchen
Room 7	Kitchen
Room 8	Supply Closet
Room 9	Asst. Directors Office
Director	Nursing Room
Assistant Director	Asst. Directors Office
Administrative Assistant	Women's Restroom
Kitchen Managers	Kitchen

Accountability for personnel following evacuation

It is important that all building occupants be accounted for in an evacuation. Teachers will conduct a head count at assembly areas using the roll sheet from their classroom. Missing employees or children will be reported immediately to the director or emergency responders.

Reporting fires and other emergencies that necessitate evacuation

Pull the handle of the nearest fire alarm box to activate standard fire bells internal to Building 211. These bells have one meaning: evacuate the building immediately. If the bells do not ring, start a manual evacuation by using the

intercom or by shouting a warning about the fire. When it is safe to do so, immediately call the JSC Emergency Dispatch Center (EDC) by dialing x33333 and report details. **Do Not** fight the fire unless you are trained and only after the emergency number x33333 has been called. Make sure you stay between the nearest exit and the fire at all times. If the fire is successfully extinguished, notify the EDC, but emergency responders will continue to Building 211 to verify the threat has ended.

Training

The director shall review with CCC employees parts of this plan that are necessary for the employee's protection and the children in their care during an emergency, including the applicable evacuation route maps posted in interior rooms. This plan and the evacuation route maps shall be reviewed upon initial assignment of the CCC employee to Building 211, when the employee's responsibilities under the plan change or as the plan or evacuation route maps are changed. Fire Wardens will be trained according to center policy to supervise orderly evacuation including assuring the evacuation of persons with disabilities, and assuring the posting of evacuation route maps.

Director's Responsibilities

The Director will take the emergency numbers and parent sign in forms and meet with teachers and children. The Director will poll the lead teachers to verify the results of their head count.

Emergency Warnings

In the event of an emergency, you may hear any one of the following sounds:

Fire Alarms – Always requires the immediate evacuation of the building and assembly in the designated areas. Fire Wardens completing a sweep of their assigned area will follow up alarms.

Natural Gas Horns – Use of these compressed air horns provides an intrinsically safe method of notifying employees of a Natural Gas event. This also requires the immediate evacuation of the building and assembly in the designated areas. Fire Wardens will again complete a sweep of their assigned areas.

JSC Emergency Warning System (EWS) – Use of the EWS system may require actions such as shelter in place or may disseminate critical information. The system is located outdoors and is normally a warning to go inside the nearest substantial building for protection. See attachment A for siren tone meanings.

Do Not enter a building when the building's internal alarm is sounding; and **Do Not** enter a building and activate the building fire alarm pull box if the danger is outside.

When you hear, or are notified about any of the above situations, immediately take appropriate protective actions. Alert others who may not have heard or

understood the sound to also take the appropriate actions. Notify the FM and/or supervisor. Call the emergency number only if you have critical information to provide. The JSC Television and Emergency Information Line (281-483-3351) will provide additional information, as it becomes available.

Other Potential Emergencies at the CCC

SINGLE CHILD EMERGENCY - If a child becomes seriously ill or injured while at the CCC, a staff member will begin emergency first aid procedures while another staff member calls the JSC emergency number (x33333). Emergency personnel will assume emergency medical support for the child on arrival. When possible, the staff member to whom the child is primarily assigned will stay with the child, while the floater assists with the group. If the child must be transported to the hospital, the staff member accompanying the injured child will carry the child's entire file with them. The director or a designated alternate will notify parents using the parental emergency contact numbers.

NATURAL GAS - Natural gas is used in the kitchen and for heating in the Child Care Center. Natural Gas is colorless and odorless, however an olfactory agent called Mercapton has been added to allow individuals to be able to more easily detect a gas leak.

If you smell natural gas, **Do Not** pull the fire alarms. Also, **Do Not** use a phone to notify personnel unless you are certain you are well away from any gas. These two means of notification are NOT intrinsically safe in a natural gas event. Remember that the odor, thereby decreasing your sensitivity to it, can easily overwhelm your sense of smell.

If there is a strong, unquestionable natural gas odor, begin manual evacuation or "natural gas horn" evacuation of the building.

Once you are in a safe location call the JSC Fire & Security Dispatch Center (**x33333**) and explain the nature of the emergency. You **may** be put on hold and hear music if a conference call to 911 is necessary.

Move at least 75 feet away from the facility. The emergency will dictate if that distance needs to be increased. **Do Not** attempt to return to the facility without proper authorization.

BLOOD BORNE PATHOGENS - Blood borne pathogens can be deadly. If you see blood or other bodily fluids, maintain a safe distance, call 33333, and barricade the immediate area to keep others from being exposed until JSC personnel arrive that are certified to clean up this type of spill. Do not attempt to clean the area yourself unless you have been properly trained to do so. If you experience direct exposure to the eyes, mouth, or other mucus membrane, flood the area with water for 15-20 minutes or wash with soap and go to the JSC Clinic for post-exposure follow-up.

FLOOD AND SEVERE WEATHER - In the event of flooding or other severe weather conditions, the director will notify parents (through the room captains) to pick up their children within 30 minutes. Teachers will remain in the center with

the children until picked up.

HURRICANE - The Child Care Center will not open for business when JSC is closed by the center director or if a HURRICANE WARNING is in effect before 6:45 AM, whichever occurs first. If severe weather conditions worsen while the CCC is open during a potential severe weather event, the director will notify parents through the room captains to pick up their children within 30 minutes of notification. SFEI will follow JSC guidelines for hurricane preparedness. The Child Care Center will remain closed until the center director reopens JSC for normal operations. Information on JSC opening and closing can be obtained from the JSC Emergency Information Line at telephone 281-483-3351.

UNPLANNED ELECTRICAL OUTAGE - When an unplanned electrical outage occurs, personnel may remain in the building since there is sufficient ambient lighting during the normal operating hours of the Child Care Center to allow for safe movement and building evacuation. Flashlights and emergency lighting are available in the interior restrooms, which are the only rooms that ambient lighting is not sufficient. **DO NOT USE FIRE ALARM PULL BOXES TO EVACUATE THE BUILDING FOR UTILITY OUTAGES.** The Facility Manager may determine that evacuation is necessary. If an evacuation is determined to be necessary, the director will notify parents through the room captains to pick up their children within 30 minutes of notification. The Houston Fire Department will be notified by the EOC to assist in evacuation of employees requiring rescue assistance. Evacuation of the building does not mean employees are released from duty. FMs are responsible for announcing the decision to evacuate their facility. Employees will turn off electrical equipment normally turned off at the end of each duty day (i.e., coffee pots, etc.) before evacuation.

Relocation

Reference Section 8.5, Unplanned Closures and Evacuations for more information on the off-site evacuation locations and procedures.

Return to Work

Staff and parents should assume that normal activities will resume at the beginning of the next workday unless other information is provided by the news media.

PAO and the Hurricane Command Post will provide recorded messages about the center's status on JSC Code-A-Phones as follows:

Employee News Service: 281-483-6765

Emergency Information Line (EIL): 281-483-3351

Toll Free EIL: 1-877-283-1947

Staff and parents should monitor local news media stations such as KTRH-AM Radio (740 AM) for current conditions and return to work information at JSC.

The center will not re-open for normal operations or visitors until a damage assessment determines that areas are secure and it is safe.

Whenever a portion or all of the center has suffered severe damage, return to

work decisions may be delayed until senior management, safety, and Center Operations Directorate engineers complete repairs or locate suitable temporary office space.

Whenever the center or portions thereof are closed for extended periods of time (other than furlough), unless employees are on leave (annual, medical, administrative, etc.) approved by a supervisor, they will be required to report in by telephone or at a designated location twice daily using the Organization Telephone List in this plan.

At a minimum, employees will be briefed on issues of primary concern such as pay, health benefits, etc., at the earliest possible time.

54 Nursing Room

A Private Nursing Room is available for nursing or pumping at any time during the day. The Nursing room is located outside of the Infant classrooms.

55 Safe Sleep Policy for Children 12 months and Younger

All staff, substitute staff, and volunteers at will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non-full size cribs
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation.
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.
- If an infant needs extra warmth, use sleep clothing (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets
- Place only one infant in a crib to sleep
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health-care professional
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers)
- Actively observe sleeping infants by sight and sound
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position.

- Awake infants will have supervised “tummy time” several times daily. This will help them strengthen their muscles and develop normally
- Do not swaddle an infant for sleep or rest unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant’s health care professional

56 Classroom Goals and Schedules

Note: These schedules are subject to change in order to meet the needs of the program

Room 0 Class Goals

Our main goal is to provide a loving environment and form the foundation for future learning experiences. Throughout the day caregiver routines are designed to provide meaningful interactions between the infant and caregiver. In addition to the positive interactions that take place as the caregiver meets the immediate physical needs of the infants, we provide a specific curriculum to ensure the basic areas of development are addressed with each infant. We will strive to help each infant meet their developmental milestones through the nurturing care we provide.

Developmental Goal Focus Areas:

- Sensory Exploration (using all five senses to explore ones surroundings)
- Social/Emotional (your baby's awareness and positive image of themselves and others)
- Fine Motor (using hand fingers and eyes)
- Gross Motor (using whole body)
- Language/Cognitive (understanding and using words, problem solving)

Room 0 Schedule

The daily schedule is planned to meet the individual needs of the infants. Infants are offered bottles and baby food according to the parent's instructions. Diapers are changed at two hour intervals or sooner if needed. As the babies are fed and diapered, they are talked to and loved. The schedule provides for time to sing songs and do finger plays, one-on-one time, as well as activities that will meet their developmental needs. We will enjoy outside playtime daily weather permitting.

Room 1 Class Goals

Our main objective is to make the transition from home to the child care setting as smooth as possible for the child and the parents. It is our goal to help each child meet their developmental milestone through our curriculum and daily care routines. Throughout you baby's day, the caregiver routines are designed to provide meaningful interactions between the child and the caregiver. As the babies are fed and diapered, they are talked to and loved. In addition to the positive interactions that take place as the caregivers meet the immediate physical needs of the children, we provide a specific curriculum plan to ensure that the basic areas of development are addressed with each infant. Our infants' curriculum focuses on five areas of individual development for each child.

- Sensory Exploration (using all five senses to explore ones surroundings)
- Social/Emotional (your baby's awareness and positive image of themselves and others)
- Fine Motor (using hands and fingers)
- Gross Motor (using the whole body)
- Language/Cognitive (understanding and using words)

As the year progresses, we will transition from bottles to sippy cups, from baby food to table food and from two naps a day to one nap. As the children grow, we will put away infant toys and provide age appropriate toys and activities for their new skills. During this transition time we will always keep in mind the individual needs of each child. The infant curriculum also includes songs and finger plays, art activities and outdoor playtime.

Room 1 Schedule

7:00-8:30	Children arrive/Breakfast served
8:30-9:30	Planned activities (books, songs, games)
9:30-10:00	Morning snack for older children
10:00-10:30	Outside Play (weather permitting)
10:30-12:00	Morning naps
12:00-12:30	Quiet play for infants still awake
12:30-1:30	Planned afternoon activities (motor skills)
1:30-2:15	Playroom/Outside play
2:15-2:35	Afternoon snack for older children
2:35-4:00	Afternoon naps
4:00-4:30	Quiet activities for infants who are awake
4:30-5:00	Planned activities (books, songs, games)
5:00-5:30	Parents arrive

- Infants are offered bottles and baby food according to the parent's instructions.
- Diapers are changed at a minimum of two hour intervals or as needed

Room 2 Class Goals

It is our goal to assist each child's individual development. During this year, toddlers will progress from bottles to sippy cups, cribs to cots and some from baby food to table food also from feeding chairs to seats. Our toddler curriculum is designed to provide children opportunities to develop their social/emotional, cognitive, physical and language skills daily. Below we have provided a list of our goals for the school year.

Social/Emotional Development

- Build trust with caregivers
- Become aware of others expressions and emotions
- Begin to follow simple direction
- Begin to participate in group activities

Cognitive Development

- Notice particular characteristics of objects
- Uses objects in pretend play as they are used in real life
- Begin to learn to put objects away in proper places
- Begin to recognize colors, shapes, numbers, letters

Large Motor Development

- Transition from feeding chairs to seats
- Learn to walk, run, jump, walk upstairs, walk backwards, throw, bounce, kick, dance

Fine Motor Development

- Transition from a bottle to a sippy cup
- Begin to use utensils to self-feed
- Transition from a sippy cup to a regular cup
- Begin to use a paint brush
- Experiment with scribbling

Language Development

- Begin to use gesture, word like sounds and eventually two word phrases
- Begin to identify pictures in a picture book
- Begin to identify family pictures
- Begin to recognize animals and imitate their sounds

As the children grow, we will put away younger toys and provide more age appropriate toys and activities to enhance their new skills. We will also be taking the children outside to swing, play, and get plenty of exercise.

Room 2 Schedule

7:00-8:30	Children arrive/Breakfast served/Hand washing
8:30-9:15	Center play /Teacher directed art activity
9:15-9:30	Morning Snack/Hand Washing
9:30-9:45	Circle time (Songs, Books, Finger Plays, Music, Movement)
9:45-10:00	Outside activity (Weather permitting)
10:00-11:00	Nap time for younger children (If on a two nap a day schedule) /Quiet activity for older children
11:00-11:30	Hand Washing/Lunch time for children on school trays
11:30-12:00	Lunch time for children if on baby food
12:00-2:00	Nap time for older children (Or all children if on one nap)/Quiet activity for younger children
2:00-2:30	Afternoon Snack/Hand Washing
2:30-3:00	Outside activity (Weather permitting)
3:00-4:00	Nap time for younger children (If on a two nap schedule a day)/Quiet time for older children
4:00-4:15	Circle time (Songs, Books, Finger Plays, Music, Movement)
4:15-4:30	Supervised free art (Scribbling, Finger painting)
4:30-5:00	Center play
5:00-5:30	Clean-up/Hand washing and departure time

- Younger children are offered baby food and bottles per parents instructions
- Diapers are changed at a minimum of two hour intervals or as needed starting at 8:30

Toddler Rooms Class Goals

It is our goal to assist each child's individual development. Our curriculum is designed to provide children opportunities to develop their social/emotional, cognitive, language and physical skills daily. Below we have provided a list of our goals for the school year.

- Work on schedules and routines
- Learn songs and games
- Keep shoes on throughout the day- "We take shoes off at home, not at school"
- Eat and drink while seated
- Use a spoon while eating
- Drink from regular cups (transitioning in January)
- Introduce potty training (when showing signs of readiness)
- Continue with self-help skills
- Learn Colors
- Counting/one to one correspondence
- Learn ABC's
- Learn Shapes
- Recognize Printed Names
- Use language to express needs
- Use language with friends
- Use manners words (please, thank you, yes ma'am, no ma'am)

As the children grow, we will put away younger toys and provide more age appropriate toys and activities to enhance their new skills. We will also be taking the children outside to swing, play, and get plenty of exercise.

Toddler Rooms Schedule

7:00-7:30	Drop off /table toys
7:30-8:00	Breakfast in classroom
8:30-9:00	Potty/diaper changes/hand washing
9:00-9:15	Circle Time
9:15-9:45	Learning Centers
9:45-10:15	Outside Play/Indoor playroom
10:15-10:30	Wash hands/Water
10:30-11:00	Potty/diaper Changes/hand washing
11:00-11:30	Lunch
11:30-2:00	Nap
1:30-2:30	Potty/diaper changes/hand washing
2:30-3:00	PM snack/hand washing
3:00-3:30	Outside Play/Indoor Playroom
3:30-3:45	Water/Wash Hands
3:45-4:15	Centers
4:15-4:45	Potty/diaper changes/hand washing
4:45-5:15	Story time/theme activity/music time
5:15-5:30	Free play/pick up

- Diapers are changed at a minimum of two hour intervals or as needed starting at 8:30

Preschool 2's Class Goals

It is our goal to assist each child's individual development. Our curriculum is designed to provide children opportunities to develop their social/emotional, cognitive, physical and language skills daily. Below we have provided a list of our goals for the school year.

- Work on schedules and routine
- Learn songs and games
- Learn to identify the letters in the alphabet
- Learn to count to 20 in English and Spanish
- Learn colors in English, Spanish, and Sign Language
- Learn to identify different shapes
- Learn to identify their names
- Continue self-help skills
- Keep their shoes on at all time
- Learn how to sit at the cafeteria table
- Learn proper table manners when eating
- Learn how to brush their teeth
- Learn to dress/undress themselves
- Begin to learn how to spell their names
- Work on potty training
- Work on using scissors
- Learn to share
- Learn to identify different emotions: sad, happy, angry, etc.

As the children grow, we will put away younger toys and provide more age appropriate toys and activities to enhance their new skills. We will also be taking the children outside to swing, play, and get plenty of exercise.

Preschool 2's Schedule

7:00-7:30	Drop Off in Room
7:30-8:30	Breakfast/ Free Play
8:30-9:05	Potty/ Hand Washing/ Centers
9:05-9:15	Clean-up
9:15-9:30	Morning Meeting
9:30-9:45	Circle Time
9:45-10:05	Art (Teacher-Directed)
10:05-10:35	Outside
10:35-11:00	Table Toys/ Potty/ Hand Washing
11:00-11:30	Lunch
11:30-12:00	Brush Teeth/ Potty/ Hand Washing
12:00-2:15	Nap Time
2:15-2:30	Quiet Table Activity/ Potty/ Hand Washing
2:30-2:45	Afternoon Snack
2:45-3:05	Free Art Activity
3:05-3:35	Outside
3:35-3:55	Hand Washing/ Story Time
3:55-4:30	Centers
4:30-4:45	Movement Activity
4:45-5:15	Table Toys/ Potty/ Hand Washing
5:15-5:30	Prepare for Pick-up/ Quiet Table Activity

Diapers are changed at a minimum of two hour intervals or as needed starting at 8:30

PreK 3's Class Goals

It is our goal to assist each child's individual development. Our curriculum is designed to provide children opportunities to develop their social/emotional, cognitive, physical and language skills daily. Below we have provided a list of our goals for the school year.

- To begin writing their name
- Learn how to cut and trace on lines
- Learn the days of the week
- Learn the months
- Practice counting and develop 1 to 1 correspondence to 20
- Continue Self Help Skills
- Begin to learn the sounds of the alphabet
- To begin developing self-control by following simple classroom rules and routines with guidance, by beginning to use classroom materials carefully, and by managing transitions.
- To develop speaking skills by speaking clearly enough to be understood by most listeners and by using expanded vocabulary and complete sentences.
- To develop writing skills by representing ideas and stories through pictures, dictation and play; and by using scribbles and unconventional shapes to write.
- To develop reading skills by showing an appreciation of books, by showing an interest in letters and words, and by comprehending and responding to stories read aloud.
- To develop conflict resolutions skills and beginning to learn how to resolve issues with classmates and when to involve a teacher.

As the children grow, we will put away younger toys and provide more age appropriate toys and activities to enhance their new skills. We will also be taking the children outside to swing, play, and get plenty of exercise.

PreK 3's Schedule

7:00 – 7:30	Drop off in Room 6
7:30 – 8:30	Breakfast in the cafeteria
7:30 – 8:45	Free choice of centers
8:45 – 9:00	Circle Time
9:00 – 9:15	Shared Reading
9:15 – 9:30	Gross Motor/Music
9:30 – 9:45	Morning Meeting
9:45 – 10:00	Literacy/Fine Motor Activity
10:00 – 10:30	Outside Time *weather permitting
10:30 – 10:45	Shared Reading
10:45 – 11:00	Morning Meeting
11:00 – 11:15	Small Groups
11:15 – 11:30	Clean up, Wash hands, prepare for lunch, books on the carpet
11:30 – 11:55	Lunch
11:55 – 12:15	Table Work
12:15 – 12:30	Potty/Brush Teeth/Beds
12:30 – 2:30	Nap Time
2:30 – 2:45	Potty/Beds/Table Work
2:45-3:00	Literacy/Fine Motor activity
3:00 - 3:15	PM Snack
3:15 – 3:30	Science/Sensory Exploration
3:30 – 3:45	Afternoon Meeting
3:45 – 4:00	Creative Arts
4:00 – 4:30	Centers
4:30 – 5:00	Outside Time *weather permitting
5:00 – 5:30	Teacher Directed Activity/Centers

PreK 4's and 5's Rooms 8 & 9 Class Goals

Language Arts

- Recognition of Letters and their sounds
- Sounding of “blends” (consonant-vowel-consonant) words
- Ability to recognize Dolch sight words
- Language Development
- Listening Skills

Writing

- Learning to hold a pencil correctly
- Writing of first name
- Learning proper formation of letters

Social Studies

- Character Studies
- Various countries and cultures
- Community Helpers
- Health and safety

Science

- Science activities and experiments
- Life cycles
- Earth science studies and corresponding environmental studies

Mathematics

- Number Recognition from 1-100
- 1:1 correspondence (counting)
- Shapes

- Simple addition and subtraction
- Graphs
- Patterns, matching, sorting

Emotional

- Ability to work more independently on daily tasks
- Learn to think more independently through development of problem solving skills
- Development of expression through strengthening of communication/verbal skills
- Ability to use creative thought and build imagination through art and free play time
- Ability to understand and respect other feelings and opinions in a group environment and through group activities to strengthen problem solving skills

As the children grow, we will put away younger toys and provide more age appropriate toys and activities to enhance their new skills. We will also be taking the children outside to swing, play, and get plenty of exercise.

PreK 4's and 5's Rooms 8 & 9 Schedule

7:00-8:00	Drop off in Room 9
7:30-8:30	Breakfast/Table Toys/ABC Mouse/Restroom
8:30-9:00	Independent Learning
9:00-9:30	Circle Time/Language & Literacy
9:30-9:45	Morning Meeting
9:45-10:15	Recess
10:15-10:30	Math Lesson or review
10:30-11:00	Enrichment Classes (Spanish, movement, music, sign language)
11:00-11:20	Science/Social Studies
11:20-11:45	Small Group Rotations (literacy, math, science/social studies)
11:45-12:15	Lunch
12:15-12:30	Restroom, Brush teeth, Quiet reading
12:30-2:00	Nap
2:00-2:15	Wake-up/Restroom
2:15-2:30	Circle Time
2:30-2:45	Afternoon Snack
2:45-3:10	Recess
3:10-3:45	Art or other project
3:45-4:00	Music/movement
4:00-5:00	Free Centers/ABC Mouse/finish up projects
5:00-5:30	Table toys/ ready to go home



Space Family Education, Inc, must operate within the current regulations and guidelines from the Centers for Disease Control, Texas Child Care Licensing, City of Houston Health Department, and NASA Johnson Space Center.

The current Health and Safety Plan for Space Family Education Inc. during COVID-19 Outbreak, or any future outbreak can be found at

www.spacefamily.info