

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



September 2025

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Welcome!

Thank you for choosing Space Family Education!

This handbook describes the policies and procedures of Space Family Education, Inc.(SFEI) When there is a disagreement between this handbook and the Minimum Standards for Child-Care Centers as established by the Texas Health and Human Services Commission the more rigid standard will apply.

Space Family Education, Inc. reserves the right to change or revise any policy, procedure, or tuition/fee schedule at any time. Watch for updates on the Brightwheel feed or via membership email from the SFEI Board of Directors.

The purpose of the Standard Operating Procedures Document is to summarize the background and purpose of 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.

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

The JSC Child Care Center building 211 opened April 29, 1990 with a capacity to accommodate 64 children. Due to increasing demand, a larger JSC Child Care Center replaced this building in 2000 and was named after JSC Director Aaron Cohen in 2011. The current capacity is 152 children.

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.

SFEI Background, Purpose, and Goals

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 three 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.

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.

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 last 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, the JSC CCC website, and distributed to all members via email reminders. 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. Our “Stars of SFEI” staff are compensated based on additional education and length of service. The more they know the better a job they can do in the classroom. All full-time staff are paid for scheduled holidays and when the school is closed.

Our staff is here to assist your child in making their day enjoyable and educational. All staff are trained and have extensive knowledge in Early Childhood Development and specific training in Developmentally Appropriate Practices related to the age of the children they provide care for. They also are annually certified in CPR/ First Aid for infants, children, and adults.

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. Reminder notices 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.

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, a viewing window for parents to "sneak a peek" at their children, and a cubby for 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.

Our center is open to you, the parent, anytime your child is present in the center. For the safety of all children, we do request that you make your presence known to SFEI Admin.

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. Both the indoor and outdoor playgrounds have a water fountain.

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 enrichment activities during the summer.

Contact Information and Communication

The mailing address for the JSC CCC is:

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

- SFEI subscribes to and uses the Brightwheel App for center management and communication. Parents should have the Brightwheel app downloaded on their cell phones, and check for updates at least once per day. All billing and payments, infant daily reports, curriculum calendars, regular messaging, and alerts are done through the Brightwheel app.
- Other than in person, Brightwheel is our main form of communication. Each classroom has a phone in which to call out but calls in are discouraged. If you need to speak to a teacher, please call the front desk at 281-483-4734 and we will make it happen.
- Each child has two communication threads. One thread is for communications between you and all staff assigned to your student's classroom, including staff and admins.
- The other thread is for communications between you and Admins only - staff won't see this message thread.

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

Operational Policies

1 Hours, Days, Months 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 Federal 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. If a holiday falls on Saturday, the center will be closed on the Friday prior to the holiday. If a holiday falls on Sunday, the center will be closed on the following Monday.

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. Childcare is provided during scheduled school breaks except on the Federal 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.

2 Release of Children, Arrivals and Departures, JSC Access

Parking

Parking in front of the school will be left open for the parents. 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.

Arrival

The Child Care center doors will be unlocked promptly at 6:45 a.m. to receive children. **All children must be left in the care of a staff member.** An SFEI staff member will be at the front desk to greet families, answer questions, and handle any issues that arise.

It is imperative that you sign your child in and out every day. This is vital in giving us an accurate count in the classrooms in case of an emergency.

Parents and those authorized by parents will use the Brightwheel Kiosk at the Front Desk to sign in their children following this procedure:

- Enter the PIN (as chosen in the Brightwheel app setup).
- Select Child
- Select Sign In, Select confirm
- Walk child to class
- Make contact with the teacher before leaving

All children must be left in the care of a staff member.

Plan to arrive by 8:30 if your child is eating breakfast at SFEI.

The last breakfast will be served at 8:50 am.

Departure

Only parents and people who have been previously authorized by the parents will be allowed to remove a child from the center.

Any deviation from the normal authorized person requires a written note, email, message, or phone call from the parent in advance submitted to the SFEI front desk. 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 take a photocopy of their driver's license. If the contact is listed on the Admission Information form but the center/teachers did not receive prior notification from the parent, a staff member will call the parent to confirm permission before releasing the child.

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

Parents and those authorized by parents will use the Brightwheel Kiosk at the Front Desk to sign out their children following this procedure:

- Enter the PIN (as chosen in the Brightwheel app setup).
- Select Child
- Select Sign Out , Select confirm

Please keep your children with you at all times and do not allow them to roam the building or walk out of the building alone.

Access to JSC and The Childcare Center, B211

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

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 pickup 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 SFEI 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 visitor 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 visitor badge.
3. Proceed to Building 110 whereupon the visitor will be required to show his/her current driver's license to obtain a visitor badge;
4. This visitor badge allows access to the JSC CCC (building 211) only.

3 Illness Exclusion and Readmission Criteria

Precautions such as disinfecting toys, cots, cribs, diaper changing surfaces, and frequent hand washing are taken at SFEI to protect the children against illness and infection. Even with these precautions, most children will encounter several infections and illnesses during the year.

Upon arrival at the center, parents should inform staff members of any beginning signs and symptoms of illness that the child has been exhibiting at home and of any medication taken before arrival.

If your child becomes ill at school, you will be notified and must pick your child up within 1 hour. Your child will be allowed to lie down apart from the other children and made as comfortable as possible while they are waiting for you to pick them up. Please keep all filed information current so that you can be easily reached if your child becomes ill.

Illness Criteria for Denial of Service

Texas state Minimum Standards for Childcare Centers 746.3601

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

1. The illness prevents the child from participating comfortably in child-care center activities including outdoor play.
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
3. An infrared temporal (forehead) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness. Temperature will be checked twice, 20 minutes apart. If 100 or over both times, parents will be called to pick up.
4. Uncontrolled diarrhea; A diapered child's stool is not contained in the diaper; and/or exceeds two or more stools above the normal for that child; A toilet-trained child's diarrhea is causing soiled pants and clothing.

5. Severe cold symptoms defined as persistent coughing, sore throat, or constant yellow or green mucous from the nose or mouth.
6. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
7. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.
8. Child is exhibiting signs and symptoms of communicable 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/sites/default/files/IDCU/health/schools_childcare/Communicable-Disease-Chart-03042024.pdf

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

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, notice will be shared with all parents through a Brightwheel "Illness Report" message at the end of each day. No names are used in the reporting.

If your child will be absent due to illness, we request that you notify the SFEI Director. This enables our administration to keep track of any illnesses, which may occur after hours. This information will only be shared with employees on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the SFEI Director, so that the parents of the children in the school may be notified that a communicable disease is present. Only the communicable disease information will be shared. SFEI will take all measures necessary to protect your child's confidentiality.

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.

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 – If your child is sent home due to illness with a fever, he/she is not permitted to return to the program the following day at a minimum. A child can return when the child's temperature has

been normal for 24 hours without the use of fever suppressing medication, other symptoms are improved, and the child feels well enough to fully participate in activities.

(2) Vomiting or Diarrhea – If your child is sent home due to vomiting or diarrhea, he/she is not permitted to return to the program the following day at a minimum. A child can return after the symptoms have subsided for 24 hours, feeding/drinking and diapers/toileting are back to normal, and the child feels well enough to fully participate in activities.

(3) Infection – If your child was diagnosed with an infection, he/she is not permitted to return to the program the following day at a minimum. A child may return after 24 hours from time antibiotic treatment was begun, and the child feels well enough to fully participate in activities.

(4) Communicable Disease – If your child has been diagnosed with a communicable disease, he/she is not permitted to return to the program the following day at a minimum. A child can return after the illness has subsided for 24 hours, when the child’s temperature has been normal for 24 hours without the use of fever suppressing medication, the child feels well enough to fully participate in activities, 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.

(5) Severe Cold/Illness Symptoms- If your child is sent home due to severe cold/illness symptoms he/she is not permitted to return to the program the following day at a minimum. A child can return after the severe cold/illness symptoms have subsided for 24 hours and the child feels well enough to fully participate in activities.

Re-Admission after Covid

If your child is ill with Covid, he/she may return when (a) and (b)

- a. At least 24 hours have passed since recovery (24 hours with no fever without use of fever-reducing medications and other symptoms of COVID-19 are improving)
- b. At least 5 days have passed since symptoms first appeared.

Calculating isolation: Day 0 is your first day of symptoms or a positive viral test. Day 1 is the first full day after your symptoms developed or your test specimen was collected.

Household members may continue to attend so long as they are not having any Covid like symptoms.

4 Medication Administration and Allergies

Directors and Program Administrators 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. Epinephrine delivery devices are stored in a locked cabinet in the SFEI nursing room.

Medication must be in the original container and be labeled with the child's name, medication name, dosage information, storage requirements, and administration requirements.

Over the counter medication must specify an age-appropriate dosage for your child or you must have a doctor's note with dosage instructions.

We administer medication twice per day at 11:00 a.m. and/or 3:00 p.m. No medication that has expired will be administered, and it -will be returned to the parent.

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.

Medications delivered by a device such as Epi-Pens, inhalers, and nebulizers must have written documentation from the doctor indicating when it is appropriate to administer such medication; including signs and symptoms that the medication is needed.

All administrators are trained on the administration of oral and topical medications annually and records maintained in the employees training file. Administrators are trained on the administration of epinephrine auto-injectors and epinephrine nasal sprays annually along with general first aid and pediatric CPR.

It is the responsibility of the parent to ensure that life-saving medication be replaced prior to the expiration date and an updated doctor's note is on file. Parents are also responsible for the disposal of used or expired epinephrine delivery devices.

Allergies

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.

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.

5 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.

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.

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 assess 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.

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.

Parent Notification

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.

6 Parental Notification

Emergency notifications for a specific child will be made through telephone contact. If a child becomes seriously ill or injured while at the JSC CCC, the Facility Director or designated alternate will notify the child's parent or emergency contact by phone using information provided on the Enrollment Form and in the Brightwheel App.

Emergency notifications for the center as a whole will be made through an Alert message in the Brightwheel App. The Alert message will post as a text directly to parents cell phones.

If an unplanned building closure should occur, Parents will be notified through an Alert message in the Brightwheel app and provide the closure time and the location of the children (if the emergency required relocation).

If the closure is due to a JSC site closure, the Brightwheel Alert message will include the official closure time of the JSC. The closure time for the CCC will be set to 30 minutes after the official closure time of JSC.

7 Discipline and Guidance

Staff members will use positive, non-punitive discipline and child guidance 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 self-respect and respect for the rights of others.
- To practice self-control and inner discipline.

Discipline must be:

- 1) individualized and consistent for each child;
- 2) appropriate to the child's level of understanding; and
- 3) directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, which include at least the following:

- 1) using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) reminding a child of behavior expectations daily by using clear, positive statements;
- 3) redirecting behavior using positive statements; and
- 4) using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- 1) corporal punishment or threats of corporal punishment;
- 2) punishment associated with food, naps or toilet training;
- 3) grabbing or pulling a child;
- 4) putting anything in or on a child's mouth;
- 5) humiliating, ridiculing, rejecting or yelling at a child;
- 6) subjecting a child to harsh, abusive or profane language;
- 7) placing a child in a locked or dark room, bathroom or closet;
- 8) placing a child in a restrictive device for time out;
- 9) withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with 746.2803(4)(D); and
- 10) requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

8 Management of 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 do not yet have impulse control and 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 a child bites once, classroom teachers supervise closely with the intent of intervening to prevent further attempts to bite.
- 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.

Toileting

Lack of potty training in a 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 moving to younger classroom if available). 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 Pre-K and may use pull-ups, subject to approval by SFEI Administration.

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.

9 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 sack jumpers, with the child's arms free to move, 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

10 Meals, Snacks, Celebrations

The JSC CCC has a commercial-grade kitchen and two cooks that serve breakfast, lunch, and afternoon snack. Cost of the meals and snacks is included in tuition. Mealtimes vary by class and are posted on the Class Schedule on the Parent Board outside each classroom.

The menu for each month is available for pickup at the front desk, posted outside each classroom door on the parent information board, posted in the front lobby, and on the SFEI web page.

SFEI serves cow’s milk with breakfast and lunch. Parents have a right to provide formula, breastmilk, or special dietary milk. Parents have the right to come onsite and use the nursing room across from the infant room to feed or pump as needed.

Space Family Education, Inc. participates in the USDA food program. Space Family receives support from the Child and Adult Care Food Program to serve healthy meals to your children. Meals served here must meet USDA’s nutrition standards documented at:

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

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), age, disability, and reprisal or retaliation for prior civil rights activity.

General Questions or Complaints can be addressed by the SFEI Director in person or by calling 281-483-4734.

Questions or complaints not resolved at the director level should be brought to the attention of the SFEI Board of Directors at SFEI.Board@gmail.com.

Further help for program complaints and guidance for formal grievances can be addressed to the SFEI Board of Directors SFEI.Board@gmail.com or to the **Texas USDA Food Program** at:

(877) TEX MEAL (839-6325), Fax (888) 203-6593 Email: squaremeals@texasagriculture.gov

Food 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.

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 must inform teachers in the class before bringing in food for the children to share. 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. 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 found at:

<https://squaremeals.org/Programs/Child-and-Adult-Care-Food-Program>

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: <https://www.dshs.state.tx.us/foodestablishments/laws-rules.aspx>

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.

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 latex 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 or whole foods are allowed to ensure food allergy safety.

11 Immunization Requirements and Medical History

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 below and 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.
- Each time a child receives an immunization, parents should bring an updated copy of the child's immunization record to the SFEI front desk.
- If a child is diagnosed with allergies, or has grown out of an allergy, the parent should bring an updated Allergy Information form, included in the enrollment packet and available at the front desk, with the attending physicians signature.

- Updated shot records or Allergy Plans can be faxed from your health-care professional's office directly to our front desk at (281) 244-2411 or emailed to SpaceFamilyjsc@gmail.com

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	Hep B	Hep B			Hep B		Hep B						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 ⁹			MMR	Range of recommended ages for all children and certain high-risk groups
Varicella ⁹								Varicella		see footnote ⁹			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 (800-822-7967).

- 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.
 - Hiberix 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/r5911.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/r5908.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/r5507.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.

12 Hearing, Vision, Developmental Screening

Hearing and Vision Screening

All Pre-K children ages 4-5 must receive a Hearing and Vision screening or professional examination for possible vision and hearing problems, per the Special Senses and Communication Disorders Act of the Texas Health & Safety Code, Chapter 36.

The JSC CCC arranges for this screening by a professional once a year, at the parents request and expense. 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.

The results of these screenings are recorded with the Texas Department of Health and Human Services, who monitor childcare centers compliance.

Developmental Screening

Preschool lead teachers perform developmental screenings of the preschool 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.

13 Enrollment Procedures and Policy Changes

Enrollment Procedures

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.

At the time of registration, parents will be given an enrollment package. 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. In addition to the enrollment package, parents must provide a "Well Child" letter signed from the child's physician. 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.

Policy Changes

The Board of Directors is responsible for maintaining and approving changes to this Standard Operating Procedure. The Childcare Director is responsible for implementing the Standard Operating Procedure, TDFPS guidelines, and SFEI Employee handbook documents. The SFEI BOD will notify members through email of any changes to the SOP policy. When possible, the BOD will make every effort to give parents two weeks' notice of policy changes prior to new policy implementation.

Suggestions on policy implementation and facility management may be made to the SFEI board of Directors at any time via email SFEI.Board@gmail.com or through participation in a monthly General Membership meeting.

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".

14 Transportation

SFEI provides a bus for transportation during field trips. The school bus seats are equipped with 5-point seatbelt harnesses and air-conditioning. The bus is professionally maintained and insured. The driver is a professional driver with a current Class B commercial driver's license (CDL) with passenger (P) and school bus (S) endorsements.

15 Water and Extracurricular Activities

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. The Splash Pad is professionally maintained and includes a water filtration system.

Extracurricular Activities

The JSC CCC offers extracurricular activities from various outside vendors. The extracurricular activities are not included in tuition. Payment goes directly to the outside vendor. Extracurricular activity providers will receive initial and maintain ongoing cleared state and NASA background checks, and a building safety orientation. A SFEI staff member will accompany all children during extracurriculars. Age-appropriate staffing ratios will be maintained as well.

16 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 trips are scheduled months in advance, reminders sent in the Brightwheel classroom feed, and notices will be posted at least 48 hours in advance on the classroom door. The notice will specify the date, destination, departure and return times, and cost of the field trip.

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 unless accompanied by a parent (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 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.

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 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 of 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.

17 Animals

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

18 Indoor and Outdoor Physical Activity

Minimum Standards 746.501(18)

SFEI strongly believes and supports the need for physical activity each day. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk of developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement and affect the brain's physiology.

Outdoor play is an important part of the curriculum and is essential to children's health. The children will go outside as scheduled unless it is raining, or the temperature is below 40 or above 100 degrees on the playground thermometer.

Infants will be given opportunities for physical activity, including supervised tummy time.

Toddler age children will participate a minimum of 60 minutes of moderate to vigorous active play each day.

School age, Preschool and Pre-Kindergarten children will participate a minimum of 90 minutes of moderate to vigorous active play each day.

Opportunities for active play may overlap with outdoor play when weather permits.

SFEI will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities. All children will participate each day in:

- Two occasions of active play outdoors when weather permits.
- Two or more structured or teacher-led activities or games that promote movement over the course of the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may take place in the classroom or on the playground when weather permits.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have activities planned in advance for "rainy days" including indoor scooters, active music and movement, indoor games.

When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

We currently abide by the industry standard Child Care Weather Watch advisory chart which states that temperatures above 32° F with a wind speed below 15mph are comfortable for outdoor play. We will use discernment on chilly or hot days to determine whether outdoor play is acceptable or not.

39 and below: No outside play time *

40-50: 15-30 Minutes

51-89: 30 Minutes or more

90-99: 15-30 Minutes

100 and UP: No outside playtime *

*May take a short walk outside if weather conditions allow (wind, rain, heat, etc)

The SFEI Director and Assistant Director will monitor the JSC SOS website for potential weather extremes. www.jsc.sos.com

19 Insect Repellant and Sunscreen

Parents are highly encouraged to apply sunscreen to their children daily before arriving at SFEI. Parents are also encouraged to provide insect repellant for teachers to apply to their children before going outside. Only parent provided insect repellant and sunscreen will be applied.

A parent authorization form giving staff members permission to apply insect repellent and sunscreen to their child for outdoor play must be filled out with the child's name, product name, date, and any special instructions.

Products should be labeled with the child's first and last name, and given to the classroom teacher (do not leave in child's backpack or cubby)

Parents may choose not to allow the application of sunscreen and/or insect repellent to their child. As an alternative, children should be dressed in weather appropriate long sleeve shirts and long pants to minimize skin exposed to mosquitos.

20 Parent's Rights

A parent or guardian of a child at a the JSC CCC has the right to:

- (1) enter and examine the child care facility during the facility's hours of operation without advanced notice;
- (2) review the child care facility's publicly accessible records;
- (3) receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- (4) obtain a copy of the child care facility's policies and procedures;
- (5) review, at the request of the parent or guardian, the facility's:
 - (A) staff training records; and
 - (B) any in-house staff training curriculum used by the facility;
- (6) review the child care facility's written records concerning the parent's or guardian's child;
- (7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
 - (A) video recordings of the alleged incident are available;
 - (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and
 - (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- (8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- (9) be provided the contact information for the child care facility's local Child Care Regulation office;
- (10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and
- (11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

21 Questions or Concerns

The JSC CCC has an “Open Door Policy” that gives the parents access to the Facility Director at any time for grievances or concerns regarding policies and procedures.

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. The Facility Director can be contacted in person or:

- Phone 281-483-4734, or after hours 832-727-4252
- Email at SpaceFamilyJSC@gmail.com
- Private Admin only Brightwheel communication feed

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.

*For concerns not addressed satisfactorily through the Facility Director that are private in nature, please contact the SFEI Board of Directors via email at SFEI.Board@gmail.com

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)
- 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 <https://www.txabusehotline.org/> or by phone at 1-800-252-5400

22 Parent Participation

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' names and phone numbers at all times.

2. Distribute using email any information requested by the Facility Director, Assistant Director, or Program Manager.
3. Assist in communicating general information from the teachers to the parents (e.g., email reminders of upcoming activities as requested by the teachers).
4. Attend board meetings whenever possible.
5. Help plan parent workdays and coordinate volunteers to complete needed tasks for their room or for the playground.
6. Coordinate special events or projects particular to their individual class.
7. As needs change, contribute to redefining the role of the Room Captain.

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.

23 State Licensing

The JSC CCC is licensed by the Texas Department of Family and Protective Services (TDFPS). Information about TDFPS, including childcare licensing minimum 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.

The Texas Department of Family and Protective Services Abuse Hotline

(DFPS) 1-800-252-5400

24 Emergency Preparedness

Emergency escape procedure and emergency escape route assignment

The first responsibility of staff in an emergency evacuation or relocation is to move the children to a designated safe area or alternate shelter known to all employees, caregivers, parents, and volunteers.

Evacuation

- 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 quickly gather the Emergency backpack including attendance sheets, contact information, and emergency medical care authorization forms for each child.
- Additionally, the Director and Assistant Director always carry a business cell phone with all parent contact information and emergency numbers loaded.
- Upon notification of an emergency, teachers will collect their sign in/sign out sheets, emergency totes, any allergy emergency supplies, and calmly escort their class to the closest exit.
- Teachers will gather the children, performing a name to face headcount before leaving the room.
- Room 0 and Room 1 infants will be placed into evacuation cribs, three per crib, and rolled out through the front door to the grassy area past the front parking lot.
- Room 2 will walk 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. They will provide assistance to any children who need help in order to exit quickly and safely.
- Rooms 3, 4, 5 and any children in the indoor playroom will walk to exit to the east assembly area at the playground along the back fence.
- The Program Manager and Floating Teacher will aide Rooms 3, 4, and 5, providing assistance to any children who need help to exit quickly and safely.
- 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 any classrooms in the cafeteria will exit out through the cafeteria exit doors and go east to the fence line of the back playground.
- The kitchen manager and assistant will aide Rooms 6,7,8, and 9, providing assistance to any children who need help to exit quickly and safely.
- The Director will close interior doors after the teachers have escorted the children from the building using the routes posted in each room.
- Each class lines up at the assembly areas and roll call is taken. If a child is missing the Director is immediately notified and Rescue personal will take appropriate action.
- If it is safe to do so, the Building 211 Fire Warden will then search the entire building, including bathrooms and closets to assure no one is left behind.
- 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 Map is located in each of the classrooms, the cafeteria, the main lobby, the indoor play area, and the teacher’s lounge.
- The SFEI Director or Assistant Director will communicate with JSC Emergency Personnel and follow instructions.
- Classes will remain outside until the “All Clear” is given by Security.

Relocation

- If we are not allowed to return to the building, the Director will instruct the teachers to begin walking to the Gilruth Center.
- Roll will be taken just before departure and after arrival to the relocation site.
- The SFEI Director or Assistant Director will communicate to parents through Alert Messaging in the Brightwheel App to come and pick up their children at the Gilruth Center.
- SFEI staff will continue to care for the children until parents pick up.
- The SFEI Director and Assistant Director will check out each child as they are reunited with their parents.

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.

Sheltering for Severe Weather

- 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.

Shelter in Place Locations and Room Assignments

Name of Room	Emergency Location
Room 0	Bookkeeping Office
Room 1	Nursing Room
Room 2	Women's Restroom
Room 3	Women's Restroom
Room 4	Men's Restroom
Room 5	Men's Restroom
Room 6	Kitchen
Room 7	Kitchen
Room 8	Supply Closet
Room 9	Staff Break Room
Director	Staff Break Room
Assistant Director	Men's Restroom

Administrative Assistant	Women's Restroom
Kitchen Managers	Kitchen

Lockdown

The JSC CCC has emergency lockdown procedures in place. All staff members are aware and in practice to follow the necessary procedures in the event we have a security lockdown. All parents are aware that in the event of a lockdown, staff will follow stated procedures.

NASA Security, SWAT Team, Fire, and Rescue are aware of these procedures. The severity of this issue is great. NASA Security has counseled SFEI's director to maintain the highest level of confidentiality with regard to the steps the JSC CCC follows in the event of a lockdown.

25 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. Mothers have the right to come and nurse or pump at any time. The Nursing Room is equipped for mother and baby's comfort with an adult size rocker, pillows, tissues, and baby seat.

26 Preventing, Recognizing, Reporting Maltreatment

The purpose of this policy is to address the safety of the children enrolled at Space Family Education, Inc. SFEI has a zero-tolerance policy towards abuse, neglect, sexual abuse or molestation. Employment will be terminated for any employee found guilty of child maltreatment of any kind.

Child Care Professionals are required by law to make a report directly to DFPS immediately after first suspecting a child has been abused or neglected or is a victim of an offense.

**If there is an emergency, call 911 and then call
The Texas Department of Family and Protective Services Abuse Hotline
(DFPS) 1-800-252-5400**

Scope of Policy

This policy and its provisions shall apply to all SFEI staff members who have any direct or indirect contact with children who participate in any activities or events sponsored by SFEI.

Preventing Child Maltreatment

Supervision

State Childcare Minimum Standards shall be followed in relation to the number of adults to child ratio. Parents and SFEI Directors may observe the classroom at any time with their physical presence, by viewing from the observation windows, and through live video camera feed. At no time will any

parent, volunteer or contracted vendor have unsupervised access to the children while they are in the care of SFEI.

Employment Screening

All SFEI Employees must submit to pre-employment and annual background checks through the Texas Department of Health and Human Services.

There are six types of background checks:

- FBI Fingerprint-based Criminal History check
- Name-based Texas Criminal History check
- Central Registry check
- Out-of-state Criminal History check
- Out-of-state Child Abuse and Neglect Registry check
- Out-of-state Sex Offender Registry check

Persons having a criminal history of any of the following types of offenses shall not be employed by SFEI:

- Child abuse, whether physical, emotional, sexual, or neglectful
- Violent offenses, including murder, rape, assault, domestic violence, etc
- Persons having a Criminal History of DUI or DWI conviction within the five (5) years immediately prior to application shall not be allowed to act as a driver.
- Persons having a Criminal History of a drug related conviction within the five (5) years immediately prior to application shall not be allowed to participate in the event.

Training

All SFEI staff will have Pre-Service and Annual training that includes Preventing, Recognizing and Reporting Child Maltreatment and Positive Discipline and Guidance. No person shall have any direct or indirect contact with children until they have completed this training program.

Recognizing Child Maltreatment

Child abuse is defined as when an individual acts on or fails to prevent something that causes serious harm to an individual under the age of 18. In Texas, the definitions of child abuse and neglect include specific acts or omissions by a person responsible for a child's care, custody or welfare.

“Abuse” includes the following acts or omissions by a person:

- Mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning.
- Causing or permitting the child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child's growth, development, or psychological functioning.
- Physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline by a parent, guardian, or managing or possessory conservator that does not expose the child to a substantial risk of harm.
- Failure to make a reasonable effort to prevent an action by another person that results in physical injury that results in substantial harm to the child.
- Sexual conduct harmful to a child's mental, emotional, or physical welfare including conduct that constitutes the offense of indecency with a child under Section 21.11, Penal Code, sexual

assault under Section 22.011, Penal Code, or aggravated sexual assault under Section 22.021, Penal Code.

- Failure to make a reasonable effort to prevent sexual conduct harmful to a child.
- Compelling or encouraging the child to engage in sexual conduct as defined by Section 43.01, Penal Code.
- Causing, permitting, encouraging, engaging in, or allowing the photographing, filming, or depicting of the child if the person knew or should have known that the resulting photograph, film, or depiction of the child is obscene as defined by Section 43.21, Penal Code, or pornographic.
- Causing, permitting, encouraging, engaging in, or allowing a sexual performance by a child as defined by Section 43.25, Penal Code.
- The current use by a person of a controlled substance as defined by Chapter 481, Health and Safety Code, in a manner or to the extent that the use results in physical, mental, or emotional injury to a child.
- Causing, expressly permitting, or encouraging a child to use a controlled substance as defined by Chapter 481, Health and Safety Code.

“Neglect” includes:

- Leaving of a child in a situation where the child would be exposed to a substantial risk of physical or mental harm, without arranging for necessary care for the child, and the demonstration of an intent not to return by a parent, guardian, or managing or possessory conservator of the child.
- The following acts or omissions by a person:
 - Placing a child in or failing to remove a child from a situation that a reasonable person would realize requires judgment or actions beyond the child’s level of maturity, physical condition, or mental abilities and that result in bodily injury or a substantial risk of immediate harm to the child.
 - Failing to seek, obtain, or follow through with medical care for a child, with the failure resulting in or presenting a substantial risk of death, disfigurement, or bodily injury or with the failure resulting in an observable and material impairment to the growth, development, or functioning of the child.
 - The failure to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services had been offered and refused.
 - Placing a child in or failing to remove the child from a situation in which the child would be exposed to a substantial risk of sexual conduct harmful to the child.
- The failure by the person responsible for a child’s care, custody, or welfare to permit the child to return to the child’s home without arranging for the necessary care for the child after the child has been absent from the home for any reason, including having been in residential placement or having run away.

“Sexual Abuse or Molestation” includes:

- The employment, use, persuasion, inducement, enticement, or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
 - Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
 - Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.

- Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
- Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

Grooming for Abuse:

Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse. Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, any policy violations, or any suspicious behaviors the SFEI Director or Supervisor in charge.

Warning signs of grooming for abuse:

- Giving gifts to flatter the victim
- Showering the victim with lots of attention
- Sharing secrets with the child
- Become the sole provider of the victim's needs – giving rides, special outings, friendship, a place to stay, a sympathetic listener
- Discuss their personal life and adult 'matters'
- Communicate privately with the child on social media
- Find excuses to isolate themselves with their victim
- Initiate touching such as hugs, tickling, and massages to desensitize the child to touch
- Prefer the company of young children more than adults
- Offer to help the caregivers to gain alone time with their victim

Reporting Child Maltreatment

- When a Child Care Professional or Parent suspects that abuse is taking or has taken place, he or she shall call 911 when needed and also report the abuse to The Texas Department of Family and Protective Services Abuse Hotline (DFPS) **1-800-252-5400**
- The Child Care Professional or Parent should be prepared to cooperate fully with the investigation conducted by law enforcement officials and DFPS.
- The person suspected of abuse shall, for the safety and wellbeing of the children, be removed with dignity from further contact with the children until an appropriate investigation has taken place.
- If the abuse is suspected inside SFEI, it will be reported to the parent(s) and/or legal guardians(s).
- If the abuse is suspected outside of SFEI, contact with the child's family will be made by the police and DFPS.
- Following the report of an incident, the SFEI director, or supervisor in charge shall document the report and inform the SFEI Board of Directors.
- Do not feel compelled to prove that a child has been abused or neglected. It is the responsibility of Child Protection Services and/or the Law Enforcement Agency to investigate and determine if the child has been abused or neglected.

In all instances, respect the confidentiality rights of all involved

27 Preventative Health Measures

Illness Mitigation Strategies and Preventative Health Measures

- Parents must be vigilant in watching for symptoms of illness and keep their children home when the child, parent or anyone in the household is feeling ill.
- Staff Members must not come to work or stay at work when feeling ill.
- Children and Staff Members who become ill while at the center will be separated from well children and staff until they can be sent home. The far corner of the CCC Directors office will serve as the isolation area. Floaters will step in for ill Staff Members until a substitute can be found.
- Classroom HEPA air filter units will be run during operating hours.
- When possible, childcare classes will include the same group each day, with the same childcare providers, in the same classroom.

Employees must wash their hands:

- after arriving at the Center
- after assisting with toileting/diapering
- after handling or feeding animals
- after eating, drinking, or smoking
- after using any cleaners or toxic chemicals
- before/after eating or handling food or medication
- after handling/cleaning bodily fluids (mucus, blood, saliva, etc.)
- after outdoor activities
- after personal toileting
- before/after feeding a child
- after removing gloves

Children's hands must be washed:

- before/after eating
- after toileting or having diaper changed
- after playing in sand
- before/after playing in water table

- after feeding/touching animals
- after outdoor activities
- any time teachers feel a child has come into contact with substances that could be harmful

If a child is unable to properly wash his/her own hands, the teacher should wash the child's hands using an individual cloth or disposable towel with soap, followed by a cloth or disposable towel used to rinse with clear water and let dry.

28 Vaccine Preventable Diseases

SFEI Staff are highly encouraged, but not required to be vaccinated against: Whooping Cough, COVID 19, Annual Flu, and Hepatitis B. SFEI staff will follow the JSC requirements for required vaccines and testing for communicable disease. Employees and children of SFEI must follow the guidance of the communicable disease chart published by the Texas Department of Family and Protective Services, Office of Licensing, Minimum Standards for Child Care. A copy of the chart is located in the Forms section of this Handbook.

Employees are expected to be free from illness upon entering the building. It is the employee's responsibility to call the Director and/or Administration as far in advance as possible when ill. If, during the day, any of the following symptoms appear, the employee will be separated from the rest of the people in the center and leave within 30 minutes or less. Symptoms include: fever of 100.4 or higher, chills, cough, shortness of breath or difficulty breathing, sore throat, body aches, headache, new loss of taste or smell, diarrhea, fatigue, congestion or runny nose, nausea, and vomiting.

If a child or staff member is sent home with an illness, SFEI Admin will post the illness, symptoms, and date of onset as an Illness Report, sent in the Brightwheel messaging feed. Names of sick children or staff are NEVER posted.

When employees are ill, they must not return to SFEI until they are symptom free without medication for 24 hours.

29 Unassigned Epinephrine Auto-Injectors

SFEI does not maintain unassigned Epinephrine Auto-Injectors.

30 Support Inclusive Services to Children with Special Needs

SFEI respects the individual needs of our children and will work with families whose children may need additional support. When applicable, we will make referrals to outside support services including but not limited to: Early Intervention, Speech services, Occupational therapy, Physical therapy, Other types of services; and To participate in IEP (Individual Education Plan) meetings where appropriate to best meet the needs of the child.

It is the Parent's Responsibility to provide a statement of any child's known special care needs and must include:

1. Any limitations or restrictions on the child's activities
2. Special care the child requires, including:
 - a) Any reasonable accommodations or modifications
 - b) Any adaptive equipment provided for the child, including instructions for how to use the equipment; and
 - c) Symptoms or indications of potential complications related to a physical, cognitive, or mental condition that may warrant prevention or intervention while the child is in care; and
3. Any medications prescribed for continuous, long-term use. SFEI will make reasonable accommodations to their policies, practices, and procedures as appropriate in accordance with the applicable federal and state laws.

SFEI is not required by law to fundamentally alter or change the services provided for a child displaying dangerous or inappropriate behavior.

SFEI will allow outside resources/therapists into the program to work with any child as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearances to be in the building, the behavioral/therapeutic plan is shared with SFEI, and the resource/therapist works cooperatively with us to meet the needs of the child. Presence of the resource/therapist must mitigate any and all safety risks the child presents to themselves and to others and must be collaborative and complimentary to the program. Should the resource/therapist be disruptive to the program or not have the authority or ability to mitigate, through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the program.

If parents are unwilling to seek resources for the child, SFEI may choose to end care if the child's behavior is posing a safety risk to themselves, the class, or the staff.

31 Gang Free Zone

Under the Texas Penal Code, any area within 1000 feet of a licensed child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

Additional Operational Policies

32 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.

33 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 posted at the classroom door and on the classroom welcome letter.

34 Age Requirements

The JSC CCC provides care for children ranging in age from 6 weeks to 6 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.”

35 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 Texas Department of Family and Protective Services and National Association for the Education of Young Children. 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		SFEI	
	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 classroom ratios change throughout the year to reflect the specified age of the group. SFEI strives to maintain SFEI ratios 8:30-4:00 pm but may go to state ratios when needed.

The details of the state requirements as well as the rules on how to handle classrooms with mixed ages can be found in Texas Minimum Standards:

<https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.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.

36 Curriculum and Enrichment

Education and developmental growth are key priorities for the JSC CCC. The philosophy behind the curriculum chosen 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.

SFEI uses the Frog Street Early Childhood curriculum.

<https://www.spacefamily.info/curriculum-instruction>

The program goals and the curriculum were made 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.

Screen time: Electronic media is only used for educational purposes. Screen time for children over 2 years of age is restricted to less than 1 hour/day. No screen time is used for children under 2 years of age. Screen time examples are Interactive Music and Movement, Touch Screen Learning Games, Read Aloud Books, Sign Language Videos, NASA Events, Investigation...Who, What, How, Where, When?

37 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.

38 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 SFEI Directors will circulate through the classrooms to 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, in a written note or through the Brightwheel communication feed. Parents should check their child's Brightwheel feed 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 or any other 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.

39 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.

40 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 and monthly receipts are available for dependent care reimbursement programs at any time through the parents Brightwheel account.

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 fee for credit card payments. Any changes to the method of payment are 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 Monday. 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.

41 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.

42 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.

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.

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.

The children on the waiting list are prioritized based on the employer group of the parent (civil servant or contractor) and a "point system."

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.

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:

The first digit indicates the employer of the parent:

"N" indicates NASA Civil Service/Military/Exchange/SFEI Personnel

“C” indicates an On-site or Off-site Contractor of NASA JSC

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,

“K” refers to children with a birthdate between September 2, 2023 and September 1, 2024.

“L” refers to children with a birthdate between September 2, 2024 and September 1, 2025.

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.

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

Waiting List Priority

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 contractor dependents with siblings enrolled

Third priority – NASA employee dependents without siblings enrolled

Fourth priority - JSC 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 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.

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 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, 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:

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.

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.

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.

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.

43 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 when the Kindergarten age children leave for elementary school. 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.

44 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).

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:

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.
- SFEI Classroom ratios are maintained while outside.
- At least 2 teachers must be supervising the playground at all times. Children should be observed at all times.
- Teachers need to separate and actively monitor the play area, teachers are not to sit or converse on the playground.
- Teachers must do a name to face check before returning inside to assure no children are left unsupervised on the playground.

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 daily 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 Weather Watch

Understand the Weather

Wind-Chill



- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- 32° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute

Heat Index



- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
		Wind Speed in mph								
		Calm	5	10	15	20	25	30	35	40
Air Temperature	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	-1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43
	-20	-20	-34	-41	-45	-48	-51	-53	-55	-57
	-30	-30	-46	-53	-58	-61	-64	-67	-69	-71

Comfortable for out door play
 Caution
 Danger

Heat Index Chart (in Fahrenheit %)														
		Relative Humidity (Percent)												
		40	45	50	55	60	65	70	75	80	85	90	95	100
Temperature (F)	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	106	109	113	117	122	127	132
	94	97	100	102	106	110	114	119	124	129	135			
	100	109	114	118	124	129	136							
	104	119	124	131	137									
110	136													