

## Parents Handbook



### **Guardian Angel Child Development Center**

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**Director: Susan Guerra**

**OWNERS: ELI & SUSAN GUERRA**

## **CENTER POLICIES & PROCEDURES**

### **CENTER MISSION STATEMENT**

To provide a safe, caring, nurturing environment that allows each child to grow as an individual. Guardian Angel Child Development Center respects the individual needs of children, fosters a caring and creative environment and emphasizes the social, emotional, physical, intellectual development of each child. Guardian Angel Child Development Center watches over the children as they grow... "Everyone needs a Guardian Angel."

### **Philosophy**

Our priority is to establish a safe, nurturing, and responsive environment where children's needs are met. We believe that high quality early care and education foster the physical, social, emotional, language and cognitive development of young children. We believe that childhood is an extremely precious time in the development of each individual which needs to be honored and protected. Each child is worthy of respect because of the unique talents and skills each one possesses.

### **Program Goals**

- To support and enhance children's learning by providing time, materials and relationship children need.
- To encourage curiosity, exploration and discovery.
- To create an atmosphere in which children may become competent, productive, caring happy individuals.
- To value each child as unique and support their personalities.

### **Curriculum**

At Guardian Angel Child Development Center, we use an age appropriate child-centered curriculum. Early childhood education is a moment by moment process from morning greetings, daily routines and departures. We accept the responsibility for helping families build those foundations that all future learning springs from including social and emotional wellness.

Our curriculum fosters school readiness by stimulating brain development for language learning, writing, reading, math, sensory, and science. We accomplished this by integrating activities in all developmental domains areas

daily. Our focus is in concept learning and readiness that is age appropriate. An appreciation for all people is integrated into our learning opportunities. The curriculum emphasizes developmentally appropriate play experiences. The teachers take into consideration family home values and beliefs.

**Note: We believe that personal interactions enhance learning and development in a more positive manner. Therefore, we have opted to provide a technology free environment, for this reason technology is not part of our curriculum at this moment.**

### **Curriculum Goals**

- To foster positive self-esteem
- To provide opportunities for creative expression
- To support the development of social skills such as sharing, cooperation and empathy
- To enhance physical development through a variety of activities
- To stimulate cognitive development through exploration and discovery
- To strengthen communication skills
- To practice decision making by selecting activities from a variety of learning centers.

### **Our staff**

Before beginning duties, our staff receives documented, in-person, interactive orientation with the director/administrator to improve knowledge of the childcare operation, specific job responsibilities and needs of children. Our staff is carefully chosen to work with young children. We considered them to be professional in the field of educating and nurturing young children. Special trainings in child development is required to be employed as a teacher in our center. Criminal history background checks including FBI, fingerprinting and drug testing, are part of our pre-employment screening process. All our staff is First Aid and CPR trained. All staff participates in a continuous training program including subject areas such as: safety, health, allergies, child abuse and neglect prevention, learning environments, child development and emergencies preparedness. Each staff is required to participate in at least 30 clocks hours of training per year.

Our staff are educated on food allergies and they take precautions to ensure children are protected.

Staff is not required to have immunizations that are not required by the Texas Department of Family and Protective Services, however we recommend that our staff evaluated their risk of developing a vaccine preventable disease and follow the Center for Disease Control recommendations for adults. Vaccine preventable diseases are at or near a record low, however we are unable to take this for granted.

### **TEXAS RISING STAR**

Our center participates in the Texas Rising Star (TRS) program. TRS is a quality improvement rating system which improves the quality of child care provided in our center. The quality improvement will help to provide higher quality care for your child. TRS offers many resources for parents of young children; go to [www.texasrisingstar.org](http://www.texasrisingstar.org) to learn more.

### **HOURS OF OPERATION**

6:30 a.m. to 6:00 p.m., Mon. - Fri., year-round except the following listed below.

\*The following is a list of holidays that our center will be closed:

#### **HOLIDAYS:**

THANKSGIVING DAY & DAY AFTER  
CHRISTMAS DAY  
NEW YEAR'S DAY  
MARTIN LUTHER KING DAY  
PRESIDENT'S DAY  
GOOD FRIDAY

BATTLE OF FLOWERS  
MEMORIAL DAY  
INDEPENDENCE DAY  
LABOR DAY  
STAFF CONFERENCE day

**\*\*HOLIDAYS/EARLY RELEASE DAYS ARE SUBJECT TO CHANGE EACH YEAR\*\***

#### **\*EARLY RELEASE**

Early release days and holidays will be posted at least 48 hours prior to that day. A schedule will be given out to parents listing holidays/early release days as we update them.

### **Parents orientation**

Upon enrollment parents/guardian will receive, the opportunity to tour the facility, introduction to staff, visit with the classroom teacher, an overview of our parent handbook to discuss our policies, assistance with CCS enrollment, an overview of family support resources and activities in the community, information about child development and developmental

milestones.

Parents please be aware about the significance of consistence arrival time and the impact of interrupting learning of other children. For children to benefit from school readiness program is important to arrive before our daily routines and educational part begins. Our daily educational program prepared our children from infants to Pre-K to enter the kindergarten programs.

### Parents as advocates

A partnership between the center staff and parents is essential to a successful child care experience. We recognizes parents as the child first teacher. We need each other. We encourage close communication at all the times and invite parents to visit and enjoy our program along with the children.

### Parent Resources

Information of interest to parents is available on the counter outside the main office, by the CCS machine. Brochures and handouts on topics related to child development and community resources are displayed. If you cannot find what you are looking for, please ask office staff for help. Other materials related to specific issues may be provide upon request including but not limited to breastfeeding, pregnancy services, food bank, parenting classes, ETC.

### **\*\*IN THE EVENT OF BAD WEATHER**

Our center will follow the Harlandale I.S.D. procedures in the event of bad weather. Harlandale I.S.D. Superintendent notifies local radio and television stations when it is necessary to cancel classes due to inclement weather. In case of inclement weather, please tune to a local radio or television station, or log on to [cancellation.com](http://cancellation.com), for information about emergency school closing. In the event a daytime weather closing occurs, children are kept safely at the center until their parent/guardian is notified for immediate pickup. The center will establish and maintain an Emergency Preparedness Plan designed to manage the consequences of natural disasters or other emergencies that disrupt the center's ability to provide care.

**\*ARRIVAL**

Children are expected to arrive at our center no later than 9:00 a.m. Your child (ren) will not be accepted after 9:00 a.m. If your child (ren) is coming from an appointment (doctor, court, WIC, etc.) then you have until 10:30 a.m. with a proper excuse for each child. Please make sure to sign your child (ren) in and out daily. Children must be awake and alert upon arrival. Infants must be taken out of the car seat. Car seats may be stored in the chapel.

**\*PICK-UP**

The staff will only release your child(ren) to the persons that you have authorized on the enrollment forms. If you send someone not on the list, we will not release your child(ren) until we speak with you. A picture I.D. is required so that we may verify the persons on the list. We will not release your child(ren) to a sibling or relative under the age of 16; you must accompany them for your child to be released. Parents can visit the office and complete proper documentation for making changes to pick up list.

Please make sure to sign your child (ren) in and out daily. Once your child is signed out, they are not able to return for that day, unless is a well check doctor appointment.

**\*LATE PICK-UP**

There is a fee (per child) of \$10.00 for the first minute and \$1.00 every minute after for picking up your child late. As a parent it is your responsibility to notify the center if you are running late; this will not prevent the late fee but prevent the staff from calling the proper authorities. Please keep in mind that if it is 6:00 p.m. and you have not called to notify us that you are running late, we will attempt to call the emergency contact listed on your child(ren)'s form. If we are still unable to locate you after that attempt, we will have to call the proper authorities (either the police or child protective services).

**\*CONTACT INFORMATION**

It is the parent or guardian responsibility to make sure that emergency contact, and home or work phone numbers are kept current. Please make sure that the person you list as the emergency contact will be able to come

to the center to pick up your child as expected.

We encourage you to come in at any time to update information. Parents or guardians can add or delete people in their authorized pick up list by emailing us at [gacdc123@yahoo.com](mailto:gacdc123@yahoo.com) or by dropping us a note in our office. Please do not call and ask to release a child to someone who is not on the pick-up list.

## **HEALTH AND SAFETY**

Your child will not be accepted into daycare if they have any of the following symptoms upon arrival: fever, diarrhea, vomiting, excessive cough, measles, chicken pox, any other communicable disease, contagious viruses, show signs of body rash, etc. There will be **NO** exceptions made.

If your child is sent home due to fever, vomiting or diarrhea, your child will be required to stay out 24 hours ill, a doctor's excuse will be required for your child to return.

Your child(ren)'s personal hygiene is also important. Please keep fingernails clipped and clean to help prevent scratches and cuts.

If your child is found with head lice or nits, we will notify you and pick up will be required. Your child will be able to return once their hair has been treated and completely rid of lice and nits. A head check will be done prior to returning to the center, and your child's head must be free of lice and/or nits, dead or alive.

## **\*INFANT DAILY NEEDS**

- You will need to bring at least 8 - 10 diapers daily
- Sufficient number of bottles (already prepared) if infant is on special formula, if not, the center provides Members Mark brand with iron and lipids. A refrigerator is available in the infant room to store prepared bottles
- **All bottles must have lids on them and labeled with your child's first name and last name initial.**
- Extra change of clothes will be needed daily.
- One box of tissues and two containers of wipes will be required once a month, unless instructed otherwise by the teacher.

Note: All infants must have their first feeding given at home.

Any diaper cream will require a written consent from parent/guardian

### **Breastfeeding**

Mothers who breastfeed have the option of coming to the center at feeding times - we have a designated place to breastfeed in the infant's classroom. You are welcome to use our chairs in the classrooms or if you want more privacy we will accommodate your needs, please request another accommodation. Water will be available to you at your request.

Mothers may provide their breast milk for their babies. Please complete an infant feeding form at the beginning of each month. This instructs us on how to feed your baby according to your directions. Please remember that all bottles must have lids and must be labeled with baby's first name and last name initial. We do not wash baby bottles, please provide enough bottles for the day according to your child's feeding patterns. We discard leftover milk after each individual feeding. We will store the breast milk in our classroom refrigerator and gently warm up as needed. We will give you all your baby bottles when you pick up your infant. No breast milk may be kept overnight.

Upon request, a compilation of breastfeeding education and support will be provided, or you may visit La Leche League website [www.lalecheleague.org/](http://www.lalecheleague.org/) [www.hmhbwa.org/](http://www.hmhbwa.org/) [www.sanantonio.gov-Baby-Cafe /](http://www.sanantonio.gov-Baby-Cafe/) [texastensteps.org/](http://texastensteps.org/) [Breastmilkcounts.com](http://Breastmilkcounts.com) or the WIC Program office for more information. See the Director for more information.

### **OLDER CHILDREN**

If your child is still in diapers/pull ups with side tabs, bring enough daily or weekly. Wipes and tissues are due at the beginning of each month. Extra change of clothes daily and a small blanket for nap time is allowed. It is also recommended that you send your child in closed toed shoes and fully dress, not in pajamas.

### **\*MEALS**

Guardian Angel participates in the Child and Adult Food Care Program (CACFP) sponsored by the USDA. Two freshly cooked nutritional meals (breakfast and lunch) and an afternoon snack are served daily. Breakfast is served between 8:00 a.m. to 8:30 a.m. for all groups. Children who arrive after 8:30 a.m. (7:45 a.m. for pre-school) must be fed at home. Because our



center participates in the USDA Child and Adult Care Food Program (CACFP), we must meet their nutritional standards as well as their serving standards. Due to these standards, No outside food may be brought into the classrooms. Our menus followed dietary guidelines for American guidelines established by the USDA. Our menus are posted in the parents' bulletin boards in each classroom. We serve milk, fruits, and vegetables with our meals, unless is state by a parent that their child cannot have milk fruits or vegetables. In such case we need a doctor statement with recommendations or substitutions. Substitutions will be provided by parents. If your child requires a special diet a note from the child doctor is required.

Children enrolled in our after-school care program will receive a healthy afternoon snack that is included in our menu according to the Texas Department of Agriculture. Water is available all day.

#### Home Lunch Practices

If you provide a lunch from home, with your child's doctor authorization, for allergies or health reason; we will properly refrigerate in the cafeteria and serve to your child during meal times. Classrooms with children ages 12 months and up do not have refrigerators. Guardian Angel cannot provide food for meals substitutions, all our food supplies are controlled by the USDA food program.

Nutrition information for families as recommended by USDA is placed in our Parent board information area. If you don't find what are you looking for, please ask for assistance. Healthy snacks (as listed by the Texas Department of Agriculture) can be found at:  
<http://www.squaremeals.org/Programs/NationalSchoolLunchProgram/SmartSnacks.aspx>

#### **CACFP:**

Log on to [Squaremeals.org](http://www.squaremeals.org)

Click on Nutrition Assistance Programs

Click on Child and Adult Care Food Program

Click on the left side screen on CACFP Administration and Handbook

\*please note that you are reading Child Care Center and not Adult program

Our kitchen is inspected by local health officials.

Liquids and food hotter than 110 degrees F are kept out of reach. Guardian Angel daycare does not use any meals as a reward or punishment.

## **Allergies**

Also, please let us know of any known allergies; including food allergies your child may have. Please provide us with instruction in identifying symptoms and responding as recommended by your child's doctor. By doing this it will facilitate our staff training in your child's specific condition.

All our staff are educated on food allergies and they take precautions to ensure children are protected. Information on foods that might cause allergies is placed in our Parent board information area in the hallway by the office.

### **Food Allergies in Children**

What is food allergy?

A food allergy is an abnormal response of the body to a certain food.

What foods most often cause food allergy?

Approximately 90 percent of all food allergies are caused by the following eight foods: Milk, Eggs, Wheat, Soy, Tree nuts, Peanuts, Fish and Shellfish. Eggs, milk, and peanuts are the most common causes of food allergies in children, with wheat, soy, and tree nuts also included. Peanuts, tree nuts, fish, and shellfish commonly cause the most severe reactions. Although most children "outgrow" their allergies, allergy to peanuts, tree nuts, fish, and shellfish may be lifelong.

What are the symptoms of food allergy?

Allergic symptoms may begin within minutes to an hour after ingesting the food. The following are the most common symptoms of food allergy.

However, each child may experience symptoms differently. Symptoms may include: Vomiting, Diarrhea, Cramps, Hives, Swelling, Eczema, Itching or swelling of the lips, tongue, or mouth, Itching or tightness in the throat, Difficulty breathing, Wheezing and Lowered blood pressure.

There is no medication to prevent food allergy. The goal of treatment is to avoid the foods that cause the symptoms. After seeing your child's doctor

and finding foods to which your child is allergic, it is very important to avoid these foods and other similar foods in that food group. If you are breastfeeding your child, it is important to avoid foods in your diet to which your child is allergic. Small amounts of the food allergen may be transmitted to your child through your breast milk and cause a reaction.

#### **\*MEDICATION**

Medication must be signed in every day showing the date, child's name, name of the medication, amount to be given, time to be given, and parent/guardian signature. After medication is given, the staff will sign and notate the time given. Only prescription medication will be given. Over the counter medications not prescribed will not be given. In order for the staff to give medicine, it must be required at least 3 times or more a day. We will not give medication that is required twice a day or less due to the time ranges.

Please check in all medicine at the office where they will be stored. It is the parent's responsibility to retrieve the medication at the end of the day.

#### **\*MEDICAL EMERGENCIES**

On the enrollment form we ask that you please list any type of health problems that your child has or any concern that you feel we need to know about your child, as well as the child's physician and hospital be listed in case of an emergency. In the event that your child gets hurt or extremely ill, we will contact you immediately and perform any necessary medical procedures (ex. Do CPR if your child is not breathing) and if urgent medical attention is needed, we will call 911 and give them your child's information and the names of the physician and hospital that you listed.

#### **\*ENROLLMENT REQUIREMENTS**

You are required to bring in a copy of your child's updated shot record (shot record must be up to date as per state health department requirements) as well as a physical from the doctor stating that your child is healthy enough to be in child care, before they are able to start. A TB (tuberculin) test is not required from children; staff TB results on file. Children who are 4 years of age or older are required to have a vision and hearing screening each year. A copy of this must be provided for your child's file. You will be given an enrollment form, a copy of our policies, a nutrition form, a form to get your child's physical if they do not already have one, an authorization card to be given to your child's teacher, and a discipline and guidance policy that needs to be signed and turned in upon enrolling your child.

If there is any information that changes in our policies we will notify you in writing of the changes.

All children must have a physical exam within one week of enrollment.

#### **\*ATTENDANCE**

Attendance is not mandatory but is very important to us. Consistency is key as it makes for better transition from home to daycare and from daycare to kindergarten; structure is essential in a child's daily routine. Please let us know if the child will not be attending the daycare to help us account for each child.

If you are on the CCS program you will be provided with an attendance card that you will be responsible for swiping daily at the center. Correctly swipe your card to ensure your child care services are not interrupted. An incorrect swipe could equal an absence and result in loss of your child care services.

#### **\*TERMINATION/SUSPENSION/EXPULSION**

We reserve the right to terminate services as we see fit. This may include but is not limited to: if we determine we are unable to meet your child's needs, behavioral issues from children or parents and failure to pay on time and the account becomes delinquent. There will be zero tolerance for aggressive behavior or bullying from children or parents. (Ex: destruction of property, fighting -with other children or staff, discrimination, etc.).

#### **\*TRANSPORTATION AND FIELD TRIPS**

We provide transportation for the pick-up of the afterschool only. We pick up school age (4-12 yrs.) children, from certain schools, at the request of their parents. Children who are 9 years and younger or are 4'9" or smaller are required to be in a booster seat which is provided by the daycare. We only take the school age children (5-12 yrs.) on field trips during the holidays that we are open and summer. Field trips do include going to the movies, only PG or G movies are allowed to be viewed by the children. If you wish for your child(ren) not to view PG movies, please stop by the office to inform the management team.

#### **\*BUG SPRAY AND SUNSCREEN POLICY**

We can apply bug spray and sunscreen to your child if you bring in bug spray/

sunscreen in the original container. These items must have expiration date on the container. We only apply to the child who have provided their own bug spray/sunscreen. We required a parent written consent to apply these items

#### **\*PHYSICAL/OUTDOOR ACTIVITIES**

We follow the outdoor schedule posted on the parent board. Infants thru pre-k will be assigned outdoor time of 30 -45 minutes in the morning and 30-45 minutes in the afternoon, weather permitting. Schoolagers will be assigned outdoor time of anywhere from 45 minutes to 2 hours depending on activities scheduled throughout the day. We limit outside time to 15 minutes when temperature is over 90 degrees Fahrenheit or under 15 degrees Fahrenheit.

#### **\*WATER ACTIVITIES**

During the summer months, the center does offer some water play, such as sprinkler play for children ages 2 - 5 years, and wading pools/water slides for children ages 5 - 12 years of age. On the enrollment form there is a section that parents need to fill out stating if permission is given or not for water play.

#### **\*SCREEN/TV VIEWING POLICY**

We do not use screen time in our center but just in case, we support licensing guidelines. Children under 2 years of age are not permitted to have any TV/screen time; all other age groups will be allowed no more than 2 hours of TV/screen time throughout the day.

#### **\*Open Door Policy**

Guardian Angel Center has an "open door" policy. We want you to be involved in your child's education and we encourage you to participate in class activities at any time. Parents may come to the center at any time throughout the day to visit. Visits may be no longer than 15 minutes. If you wish to stay any longer, you will be considered a volunteer and a background check/finger printing will be required first. You may come unannounced or schedule a time to come.

#### **Clothing and supplies**

Children should be dressed in comfortable clothing, suitable to both the weather and active play. Each child should have an extra complete change of clothes. Mark each item with the child's name. Check daily for soiled clothes.

If a change of clothes has been used, be sure to replace it the next day. Remember to change out clothing in accordance with the seasons. As soon as children can walk, they should wear shoes that support running and playing.

### Parents/Guardian Engagement

Parents are notified about upcoming daycare events and are encouraged to attend such events. Visitors must report to the office first and sign in.

Parents may speak with the management team if they have any questions/concerns about their child(ren) or about our policies/procedures.

### Birthdays

Are important to our children and staff. Any food that comes from home for sharing must be either whole fruits or commercially prepared packaged foods in factory sealed containers. Please inform teachers and office staff when you want to bring foods to celebrate.

### Jewelry

We recommend that children do not wear jewelry to the daycare. We cannot be responsible for broken or lost jewelry that accompanies your child to school. We will not replace them or paid for them.

Also, all children's bag packs or carry on should be left at the child classroom. We are not responsible for misplaced items.

### Toys from Home

Absolutely no toys from home may be brought into the center unless the teacher requests it for special activity.

### Communication

On-going communication between home and daycare is essential to the child's well-being. Parents of infants and toddlers will receive written information daily. Email is another way for the parents and staff to exchange information. Parents are encouraging to talk regularly with teachers. Phone messages or staff may be left through the center office. It is not a school requirement that the staff exchange personal phone numbers with parents. Also, information is shared through our parents' bulletin boards.

Please limit the use of technology on site to improve communication between staff and families. Please end all calls prior to entering the building.

Just a reminder please do not allow your child to bring tablets, cellular phones, electronics games or any other electronic devices, we are a technology free environment..

#### **\*DISCIPLINE POLICY/GUIDANCE**

Discipline must be individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control. We may use only positive methods of discipline and guidance that encourages self-esteem, self-control and self-direction. There will be zero tolerance for aggressive behavior (ex: destruction of property, fighting -with other children or staff-, etc.). Any such behavior will be cause for immediate pick up.

#### **Behavior Policy**

- When a child displays persistent problem behaviors parents will be notify in short conversations with the teacher at pick up time.
- If the inappropriate behavior continue parents will be call in for a meeting with the teacher and the director.
- A plan to address the behavior will be develop with parents input. Communication with parents will be ongoing basis to work in solving the behavior issue.
- If the initial plan for helping the child fails, the parent will again call in for another meeting with the director and the teacher. Another attempt will be made to identify the problem and establish a new working plan. With a new approach to solve the behavior issue.
- In extreme situations Guardian Angel will terminate a child's enrollment, if the center determines we are unable to meet the child's needs.

Our center is a gang-free zone, any person engaging in gang activity within 1000 feet of the center will not be tolerated. Consequences will depend on severity of activity, ranging from possible suspension/expulsion to law enforcement.

#### **\*PARENT/TEACHER CONFERENCES**

We schedule parent/teacher conferences semi-annually to discuss the growth and development of your child. Parents, if you feel the need for a conference sooner than the one scheduled, we encourage you to speak to your child's teacher or the management team to have a conference set up, either in person or by phone.

#### **\*LICENSING**

We have a copy of the Minimum Standards located in the office that the parents are welcome to read as well as a copy of the center's most recent licensing inspection reports that are posted in the main bulletin board in the front office. Also, posted in the hallway are important numbers available to our parents such as the Child Care Information Line at 1-800-862-5252, local licensing office call (210)337-3399, Child abuse hotline at 1-800-252-5400, Department of Family and Protective Services website - [www.dfps.state.tx.us](http://www.dfps.state.tx.us), etc.

If there is a number that is not shown, please feel free to ask a staff member and we would be glad to locate it. As per licensing, each caregiver must obtain at least 24 clock hours of training each year relevant to the age of the children for whom the caregiver provides care; at least one clock hour of annual training must focus on prevention, recognition, and reporting of child abuse and neglect, including: (1) Factors indicating a child is at risk for abuse or neglect; (2) Warning signs indicating a child may be a victim of abuse or neglect; (3) Internal procedures for reporting child abuse or neglect; and (4) Community organizations that have training programs available to child-care center staff members, children, and parents. All suspect indicators of child abuse and neglect will be documented and reported. The Center is required by law to cooperate with any investigation of child abuse and neglect

#### **\*PAYMENTS/ LATE PAYMENTS**

Tuition for child care is due in advance for the current week (Friday before or no later than Monday morning). Monthly or bi-weekly payments are acceptable in advance. If you need payment assistance, please contact your local Workforce Solutions Alamo to see if you qualify for child care subsidies. CCS co-payments are due no later than the third working day of the month. If payments are delinquent they will be reported to CCS



immediately and a late fee will be assessed. Holding fee is to hold your child's space for one week only in case of vacation, illness, emergency or family matters. The fee is \$60.00 for the week, due in advance.

### **\*Fee Structure**

0-17 months:	\$179.80 per week	
18-35 months:	\$125.60 per week	
3-5 years:	\$116.80 per week	
6-12 years:	\$82.00per week (p/t)\$137.35 per week (f/t)	
Returned Check Fee:	\$25.00	
Delinquent Payments:	\$5.00 and \$1.00 per day after	
Late Fee: \$10.00 (first minute per child)	\$ 1.00 (every minute after per child)	

**Refunds are not given, regardless of circumstances.**

**Guardian Angel do not discriminate based on race, color, national origin, gender identity, religion, sex, disability, age, parental status, political beliefs, sex orientation, marital status or income.**

### **Minimum Standards**

You have the right to review a copy of the Minimum Standards for Licensing Child-Care centers and the most recent inspection reports. All inspection reports are available for review and are posted in the front office bulletin board.

### **Guardian Angel is Gang Free Zone**

#### ***What is a gang-free zone?***

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

***How do parents know where the gang-free zone ends?***

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

***What is the purpose of gang-free zones?***

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

***Guardian Angel is a smoke free environment***

***No weapon is allowed in the childcare premises***

Parent Handbook is reviewed annually and updated as necessary.

**\*PHOTO POLICY**

We take photos of special activities and events to share on Guardian Angel Child Developments Facebook and Sandbox Parent Portal.

**\*I READ THE PARENT HANDBOOK I UNDERSTAND AND WILL FOLLOW THE GUARDIAN ANGEL CHILD DEVELOPMENT CENTER POLICIES.**

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Parent/Guardian Signature

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Date