



Our Family-Centered Program

In Camp Fire's family-centered approach, emphasis is placed on the well-being of the family and the support mechanisms necessary to achieve that end. The premise is that strong, healthy, productive parents will instill those same traits in their child. The focus becomes one of a partnership between staff and parents to provide an optimal environment that not only enhances the child's growth and development, but also that of the family as well. Primary importance is placed on communication.

In an effort to educate families we provide a variety of support systems. One of those support systems is our family library, consisting of a section for children and a section for parents. The children's lending library has a collection of books that are available for check out. The parent's resource library is available with additional information for parents who have questions that require more than a short answer. Our library operates on an honor system; please inform the office of your selection.

Our early childhood educators & teachers are another support system because of their experience working with children. Many of our teachers have earned a Child Development Associate (CDA), a certificate of education requiring 120 hours of class time and practical application. Lead and assistant teachers are required to have 20 hours of continuing education training per year. Continuing education hours include but are not limited to development stages, discipline, classroom management skills, and enhancing teaching styles. In addition, each Teacher is certified in CPR and First Aid.

Julie Riverón Bello
Director

Trish Baker
Assistant Director

Camp Fire USA Mission Statement

Camp Fire Builds Caring, Confident Youth And Future Leaders.

Philosophy and Goals

Camp Fire USA, Child Care and Development Center embraces the philosophy of early childhood programs as a family support and education center. We believe families are the best resource for children and that together parents and staff can create a climate where children thrive, are safe and feel loved.

Camp Fire Child Development Center is primarily based on Piagetian theory with emphasis on respecting children's developmental stages. Children are encouraged to construct their own knowledge through hands-on interaction with their environment and with other people. Problem solving, teamwork skills, and communication activities as well as many other multi-sensory materials and activities are provided daily.

Our Purpose:

1. To provide an inclusive, enrichment program which meets the needs of young children in the areas of social, cognitive, emotional, and physical development.
2. To promote among parents a greater understanding of their child's growth and development.
3. To provide a laboratory in which providers, parents, administrators, educators and university students may observe, participate, and study children's behavior, curriculum, physical arrangements and teacher/child relationships.
4. To serve as a model program of high quality care of young children to the community.
5. To promote personal and civic advocacy that will affect quality of life for present and future generations.

The school is licensed by the Texas Department of Family and Protective Services and meets all state mandated requirements for child care centers. The center is seeking accreditation by the National Association for the Education of Young Children (NAEYC).

Inclusiveness Statement

Camp Fire works to realize the dignity and worth of each individual and to eliminate human barriers based on all assumptions which prejudice. Parents must inform the staff of any special needs and/or disability present in their children. The Child Development Center requires documentation of special needs or disabilities to allow for reasonable

accommodations. Parents may be asked to sign release forms to allow sharing of information between center staff and other professionals and family agencies. Parents are expected to work cooperatively with the center staff and other professionals and to follow through on recommendations and action plans submitted by the center. Conferences will be scheduled to discuss a child's special needs, the results of referrals and evaluations, and the individual plans for the child and the family. Regular monitoring and conferences will continue to evaluate the success of individualized plans or re-evaluation, as needed.

Fees, Hours of Operation, and Holidays

Admission

Camp Fire's Child Care and Development Center is open to all children. A waiting list is maintained and admission is provided relative to the child's position on the list and classroom availability.

Code of Ethical Conduct

All teachers follow the Code of Ethical Conduct and sign a statement of commitment as set forth through NAEYC.

See appendix

Hours of Operation

Camp Fire USA Child Development Center is open from 6:30 A.M. until 6:00 P.M. Monday through Friday. It is strongly encouraged to have the children here prior to 9:00.

Confidentiality & Liability

At Camp Fire Child Development Center we strive to maintain confidentiality when it comes to the children in our program. We limit the sharing of information to those teachers, staff, and professionals that are part of the team working with your child. Camp Fire is not responsible or liable for any arrangements made outside of the center between a staff member and a family.

Enrollment

Parents must complete the following parts of the enrollment process:

- * Camp Fire USA Child and Development Center Enrollment Information
- * Emergency Information Form
- * Child Nutrition Program Application Form H1531
- * Medical Statement (signed by a physician, faxes accepted)
- * Provide a current copy of shot records (24 hours before first day)
- * Signed and Dated Discipline and Guidance Policy
- * Parent Handbook Agreement signed and dated (last page)

- * Copy of most recent court order affecting the custody, possession or access to a child
- * Appropriate fees paid:
 - 1st week tuition
 - \$75 non-refundable, annual registration fee

It is a parent's responsibility to notify the center staff in writing of any change of home address, work/cell and/or home telephone number, email address, and/or emergency release information. The written notice should be given within seven (7) days of the change.

Once children are in attendance, promotions will be made using a three-fold approach; age, developmentally readiness, and room availability. The decision will be based on input from the team consisting of the child's parents, teachers and administrative staff.

Siblings of currently enrolled children receive highest priority on our waiting list. A discount of 10% off the oldest child's weekly tuition is given to families with more than one child attending the center. Enrollment and Emergency Information and Annual Registration Fees are updated twice a year in March and August.

Holidays

The Camp Fire Child Care and Development Center will be closed on the following days: Good Friday, Memorial Day, Independence Day, Labor Day, Staff Work Day – Friday Sept. 17, Thanksgiving – Nov. 25 & 26, day before Christmas Eve, Christmas Eve and New Year's Eve. Additional professional days may be added to attend state and national A.E.Y.C. (Association for the Education of Young Children) conferences. The Center will be closed for in-service twice a year typically one day in August and one day in September. These closings have been averaged into your tuition payment.

Registration

A \$75.00 registration fee is assessed for each new child to reserve a spot in the program and is non-refundable. This fee may be paid by cash or check made payable to Camp Fire CDC.

Enrollment and Emergency Information are updated twice a year in March and August. The Annual Registration Fee of \$75 will apply on **one** of those dates depending on original enrollment date.

Sibling Discount

Siblings of currently enrolled children receive priority on our waiting list. A discount of 10% off the oldest child's weekly tuition is given to families with more than one child attending the center

Tuition

Tuition payments are to be made weekly, due by Tuesday at 6:00 p.m. each week. In order for a child to remain in the center, payments must be received on or before Tuesday at 6:00 p.m. Payments received after Tuesday at 6:00 p.m. are charged a late fee of \$10.00 per week unless another payment schedule has been previously agreed upon.

Classroom	Age Ranges	Weekly Tuition
1	6 weeks – 15 months	\$210
2	12 months – 28 months	\$200
3	21 months – 36 months	\$190
4	18 months – 30 months	\$190
7	3 years- 4 years	\$177
Pre-K	4 years – 5 years	\$165
7 & Pre-K	Curriculum Fee	\$18

Payment

Payment can be made by check, credit card or cash. Checks should be made payable to Camp Fire CDC. In accordance with Camp Fire policy, if payment is made by a check and returned for insufficient funds, payment from that point on will need to be made on a cash only basis.

Arrival

Parents are asked to bring all children to their classrooms and sign them in each day by 9 AM. When your child arrives by 9 AM in the morning it allows an opportunity to engage in the activities the teachers have planned allowing for optimal growth and development of your child. If your child will be out please contact the office and inform them prior to 9 AM.

Check In and Out

We have two ways children are checked in and out daily. For security reasons the Child Development Center has locked entrances. First, children are checked in using a four-digit security code that opens the locked doors. Second, children should be signed in and out at the classroom by an adult.

Children will be released only to persons authorized by the parent on the Child Care Enrollment Form. There must be at least two back-up persons listed on the form in the event that you are unable to pick up your child. Children will only be released to a person that the teacher and staff recognize as having authority to assume responsibility for the child. A list of the people who are approved to pick up the child is on file in the office.

When a parent or guardian is unable to pick up the child due to unforeseen circumstances verbal authorization for release of a child may be taken over the phone ONLY by verifying the parent's identity. This information will be recorded on the daily sign-in sheet.

If a court order denies parental custody, please furnish a copy of the document to the Director for your child's file.

A child may not be released to a person who appears to be intoxicated or who is exhibiting questionable behavior when arriving to pick up a child. Such behavior should immediately be reported to the director so that appropriate measures can be taken. We will call the emergency contact person in the child's file and alternate transportation.

When an unknown person comes to pick up a child, the Director or Assistant Director must verify that the person is authorized to pick up the child and must check the person's identity against a driver's license and the authorized parent release record in the child's file. The front office will make a copy of the driver's license and note the date and time of release on the copy as well as the child's name for filing purposes.

Late Pick Up

If a child has not been picked up by 6 PM and multiple attempts have been made to contact all phone numbers in the child's file, Child Protective Services will be called to pick up the child and take him/her into protective custody.

If your child has not been picked up by 6 PM by you or an emergency contact, a \$1 per minute fee will be added to your account. Failure to pay late fees or late pick up in excess of three times during a six month period may result in termination of childcare. Please have consideration for our staff. We encourage families to call if you are going to be late so that we can be prepared.

Office Snack

In the office we offer an "on the way home snack" for a small fee (.50 - \$1.00) Frequently the time between the afternoon snack and the evening meal is just too long to wait for young children, this "on the way home snack" can help bridge that gap of time.

Health and Safety

Controlled Substances

Camp Fire Child Development Center is a controlled substance free facility.

- A child may not be released to a person who appears to be intoxicated or who is exhibiting questionable behavior.
- Camp Fire Child Development Center is a smoke free facility.
- Adult medicines/vitamins are not allowed to be brought into the center.

Note: Please refer to the **Medication Section** regarding children's medication.

Accidents

Careful supervision is given to the children at all times. If a child receives an injury at school, an accident report is completed, noting the type of injury received, first aid procedures administered, and the name of the person who administered the aid. This report is signed by the parent, teacher and administrator and is placed in the child's personal file at school. If an accident is an emergency, requiring more attention than can be provided by center staff, the parents will be immediately contacted. When the parents are unavailable, alternate names on the child's health form will be contacted. If no one can be reached the child's physician will be called to determine what actions should be taken. If the emergency requires immediate medical attention, EMS will be called to transport the child to Cooks Children's Hospital in Fort Worth.

Illness

We are unable to care for children who are ill. Children cannot remain at school with a fever (an oral reading of 100.4 degrees or an armpit reading of 99.4 degrees or greater), pink eye, impetigo, infectious mouth sores, strep throat, chicken pox, head lice, scabies, vomiting, diarrhea, or other symptoms/signs of possible contagious or severe illness. Other reasons for exclusion from care include an illness that prevents the child from participating comfortably in activities such as outdoor play or if 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.

Children must be symptom/fever free for at least 24 hours before returning to school. Fever free is defined as having a normal temperature reading without the use of fever reducing medications.

If any of these symptoms develop while at school, the child will be isolated from the other children and every effort will be made to contact parents or individuals designated by the parents. The child must be picked up within an hour. When it is necessary for a child to see a health-care professional a medical document indicating the child is well enough to participate in school is required. If your child is ill and will not be able to attend school please contact the office by 9 AM with your child's symptoms/diagnosis.

Medication

Parents must give written authorization on the "Authorization for Medication" form for any medication that needs to be administered to a child at our center. All medication (prescription or over-the-counter) must be in the original container and must be placed in the designated first aid cabinet or designated refrigerator container. Medication (including lip balm, sunscreen and diaper ointment) of any kind may not be stored in a child's cubby, or schoolbag. Children may not self-administer any form of medication.

Prescription medication must have the pharmacy's label showing the child's name, the doctor's name, medication name, prescribed dosage and the date the medicine was prescribed. Non-prescription medicine must be labeled with the child's name and will be

administered according to label directions if approved in writing by the parent or health professional. Without complete labels and instructions, medication will not be accepted and/or administered.

Immunizations

A current immunization record along with a signed statement of good health (annual check-up) is required before a child may participate in our program. Texas state laws require that children enrolled in child care have received the following immunizations and boosters: DtaP, IPV, HIB, Hep A, Hep B, PCV 7, MMR. Rotavirus and Varicella. A written statement that the child has been immunized must be on file 24 hours before the child's first day of attendance. Each time your child receives an immunization, an updated shot record needs to be turned into the office. As a licensed facility, the state conducts surprise inspections on the student files. Without a record of immunization, we would be considered in noncompliance with the State of Texas Minimum Standards. **Please see appendix for vaccination chart.**

Vision/Hearing Screenings

The state of Texas requires vision/hearing screening for all four year olds. This testing will be available through the Child Care and Development Center in the spring.

Fire

Camp Fire's Child Care and Development Center has an electronically-monitored fire alarm and evacuation system with written policies for emergency situations. We schedule, carry out and document routine drills. Emergency shelters will be provided to the children in the event of damage to the center. Should an emergency occur, the director will notify parents, and/or post a written notice at the center. Please see evacuation plans that are posted in each classroom.

Inclement Weather

The Child Development Center will follow Fort Worth Independent School District's closing policy. **In the event that inclement weather occurs follow NBC Channel 5 reports for FWISD closings or you can check online at www.nbcdfw.com under weather.** As these closings are beyond our control, there are no refunds.

Guidance Practice

Our goal is to help each child develop the internal control needed to manage him/herself. Therefore, we use the following positive guidance techniques:

- Modeling appropriate behaviors

- Setting clear and reasonable limits that protect the child's safety and welfare, the rights of others and the environment
- Designing and maintaining the children's environment so that it is a safe, comfortable and interesting place
- Acknowledging appropriate behavior
- Quiet Area/Peace Place
 - Encouraging verbalization and problem solving by providing positive suggestions, choices and/or redirection
- Dealing with the inappropriate behavior of a child by:
 - acknowledging the child's feelings, helping him/her to express feelings verbally, discussing the rules and appropriate alternatives
 - helping the child to understand the effects of her/his behavior
 - removing the child from her/his activity if necessary to regain self-control
 - waiting for the child to show he/she is ready to re-enter the activity and helping child to re-enter successfully

We do not use, nor do we allow anyone to use physical punishment, humiliation, threats, intimidation, or withholding of food as part of our guidance practice and policy as it is considered child abuse according to Texas Child Care Minimum Standards. We ask that all parents act in accordance with this policy while at school as well. In the event that a child does not respond, we will notify the parents and work closely with them to develop a plan to help the child gain self-control and a positive attitude toward him/herself, peers and teachers.

Observation Rooms

It is important to note that we have an open door policy with our parents and families. Some children may find such visits distracting and upsetting and therefore we encourage the use of our individual classroom observation rooms. These rooms are also used throughout the year by college students for classroom lab observations, licensing representatives, tours and continuing education hours for Tarrant County Child Care Professionals.

Problem Solving Procedures

In the event that a problem or difficult situation arises, parents are requested to talk to the early childhood educator in the room. Prompt action from parents and educators is necessary to facilitate quick resolution. If a problem still exists after conferring, you may schedule an appointment with the Director. This meeting may include the Director, parents and other staff involved. At this meeting we will define the problem, generate possible solutions, develop a plan of action and decide on a means of progress assessment. If resolution is not achieved after consultation with the Director, the matter can be brought before the Vice-President of Group Services.

In the event that an agreeable solution is unlikely and the parents or Camp Fire Child Development Center choose to terminate enrollment, two week written notice is required.

Reasons for termination include:

1. A child's behavior that causes risk to themselves or others. This would include, but not limited to: physical/emotional aggression, hurtful, damaging or dangerous behavior toward children or adults and/or property.
2. Late pick-up in excess of 3 times during a six month period.
3. Parents refuse or neglect to provide information, required signatures, or provide false information.
4. Parents fail to follow through on referrals or recommendations from qualified professionals.
5. Parents refuse to schedule or neglect to attend conferences to discuss the needs of their child, to determine a workable plan of action or to monitor the effectiveness of current practices.
6. Parents or family members who require one-on-one adult attention that interferes with the ongoing duties and responsibilities of the Camp Fire Child Development Center.
7. Parents fail to pay enrollment or tuition fees.
8. Parents fail to comply with any policy of the school.
9. Action or behaviors on the part of parents or family members, which violate state licensing standards.
10. Good cause exists for terminating a child enrolled in Camp Fire Child Development Center.

Clothing

Busy, creative, learning play can be messy play regardless of the age of your child. We use smocks or shirts to cover clothing during art projects, but we cannot guarantee that spills or stains can be avoided. Please dress your child in play clothing that is washable and durable so that he/she can enjoy our activities without fear of soiling an outfit. Outdoor activities are an integral part of the program and are scheduled (weather permitting) twice a day. Please ensure that the clothing your child wears is appropriate for the weather.

Except for young infants, all children must wear shoes. **For your child's safety we ask that children not wear flip-flops, Crocks or cowboy/girl boots at the center.** Sturdy shoes, including tennis shoes, will protect your child and other children from injury. Water shoes may only be worn during splash day activities.

To encourage development of independent bathroom skills, children's clothing should be easy for them to manipulate with a minimum of assistance.

- **Please send a complete change of clothing for your child.**
- **Clothing and shoes must be labeled with your child's name.**
- **Please remember to send a new change of clothing each time soiled clothing comes home.**

While most of the older children will not need to use extra clothes, it is very embarrassing for a child to have an accident, possibly spilled milk, and not to have any clothes to wear.

Dress your child in play clothes appropriate for the weather conditions including jackets in the cooler months. If weather permits, the children will be going outdoors at least a portion of each day. We observe ozone precautions including following the regular outdoor schedule and limiting prolonged outdoor exertion activities on yellow days, limiting outdoor time to 15 minutes in the morning and canceling the afternoon outdoor time on orange and red days and canceling all outside time on purple days.

Personal Belongings

The center, teachers and administrative staff cannot be responsible for personal belongings, so it is requested that items including toys and games be brought to school only on designated “share days”. One soft toy may be brought for rest time. **War toys, weapon toys, violent action figures are not permitted at any time. Please be aware of possible choking hazards.** Lost and Found is located in the office.

Meals and Nutrition

A nutritious breakfast (8 - 8:30 AM) is provided in the morning, lunch (11 – 11:30 AM) daily in a family-style atmosphere and an afternoon snack (just after rest time.) Children set their own places, serve themselves and clean up when they have finished eating. Teachers eat with the children and model healthy eating. Conversation is a major part of mealtime.

- **Food other than agreed upon between parents and staff for special occasions is not allowed.**
- **Please allow time for your child to finish any food or drink before entering the center.** Parents are encouraged to enjoy mealtime with their children. We ask that you let us know by 9 AM if you are coming for lunch so that we may order a lunch for you. If you choose to join your child for lunch there is a small fee.

Birthdays/Bundle

We welcome the opportunity to share special events with your child. We offer a “birthday bundle” for your child’s special day. For a \$10 fee you can order cupcakes, paper goods, balloons, and more. You may bring may bring a special birthday snack to share with the class. Suggestions include muffins, unfrosted cupcakes, fruit, unfrosted cookies, and special sandwiches. **Due to the Health Department regulations, any food brought to share with children needs to be store bought, we are unable to offer homemade items to the children.** Because of the choking hazard we are unable to allow any balloons other than Mylar. We encourage you to speak with your child’s teacher for ideas and suggestions that are developmentally appropriate.

Rest Time

Children enrolled in the program are required to rest on a cot for two hours each afternoon. Children may choose to either sleep or relax quietly. After an hour, those children who are awake may participate in quiet activities until rest time ends.

Field Trips

We enjoy giving children the opportunity to learn about our community by providing exciting recreational and educational field trips. We notify parents in advance of all field trips and encourage parent participation! Transportation is provided by in a Camp Fire USA vehicle driven by a staff member and if participation warrants occasionally parents are asked to assist with the transportation needs. Individuals transporting children not their own will be required to provide an approved license, insurance coverage, evidence that both inspection and tags are current and a criminal history background check. Notice of the field trip will be posted with a sign-up sheet for parent volunteers who choose to attend and assist with transportation as necessary. Child Safety Seats are a requirement and we will ask parents to install their own seats on the field trip vehicles.

Parent Communications

We have several ways of sharing information with our families.

- Email newsletter/updates
- Front Entrance White Board and Chalk Board
- Check in/out Clock
- Front Security Doors relay Ozone and Tuition reminders
- Classroom Sign in and out Sheets
- Telephone – we encourage parents to call with any questions or concerns to the office staff or their teachers
- Parent Mailbox
- Classroom Dry Erase Boards

Parent Teacher Conferences

Parent Teacher Conferences are held twice a year. The first conference is typically in the fall and is an opportunity to discuss the coming year's goals and objectives. The second conference is typically in the spring allowing for discussions about the accomplishments made during the year. Even though conferences are twice a year it is not uncommon to have additional conferences throughout the year, which can be initiated by the parents, teacher or administrative staff.

Parent Participation

Parents are the first and most important teachers of their children and they are valued participants in our program. Our goal is to provide a partnership between parents and

teachers so there will be a bridge between home and school for young children. We depend on your involvement as parents to make our program complete.

The objectives of the Parent Involvement Program are:

- * To increase opportunities for parent-child interactions.
- * To promote communication between parents and Early Childhood Educators.
- * To enrich and support the learning experiences of children.
- * To promote sensitivity to family values and characteristics.
- * To facilitate responsiveness to parental and family needs.
- * To model cooperative parent-teacher partnerships.

There are many ways that parents can become involved in our program:

- * Become a room parent for the classroom,
- * Assist with a field trip,
- * Share a part of your family's heritage with the children
- * Share a talent, information about your job or a hobby, as it relates to a topic being discussed in the classroom
- * Assist in special events for the children such as the Silent Auction and other Celebrations.

Special Events

We have various special events throughout the year as the opportunities present themselves. These special events create a time and place for families to develop friendships with others and strengthen the bonds between teachers and families. One special event we have every year is the Annual Auction and Open House. The event is held in October and consists of a silent auction. It is a wonderful opportunity to meet other families in our program as well as introduce prospective families to Camp Fire Child Care and Development Center.

Parent Council

Other opportunities we have include participating in the Parent Council, which meets on a monthly basis. Each parent is a member of this group because your child attends our program. The needs of our families and staff members determine the priorities of the group.

Parent Orientation

We believe that the best way to inform our parents about our program is through a parent orientation. Please set up a time with the administrative staff.

Parent Handbook Agreement

I, _____ have reviewed a copy of the Camp Fire Child Development Parent Handbook. I have read, understand and agree to abide by the policies set forth in this document.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____