

# Welcome to Kids On The Hill Academy

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We are excited that you and your child are becoming a part of our lives. Every teacher and staff member is dedicated to providing your child a warm and secure environment where they can develop and grow; reaching their potential socially, emotionally, physically, spiritually and intellectually.

## **Our program is based on the following important beliefs:**

- ✎ Each child is a special gift from God to be loved, cherished, nurtured and protected
- ✎ Each child has God given gifts and talents which need to be recognized and developed
- ✎ Process is more important than product
- ✎ Child learning by doing
- ✎ Each child
  - ✂ Develops at his own rate and should not be pushed to " catch up" with his peers
  - ✂ Is a unique individual and should be given respect with regard to personality and behavioral differences
  - ✂ Has unique creativity which should be encouraged whenever possible
  - ✂ Is part of a family unit and to effectively care for the child; the family unit must be taken into consideration

## **The Academy maintains a child centered philosophy that:**

- ✎ Excepts each child at their own developmental level
- ✎ Encourages them to learn through rich experiences
- ✎ Realizes that children are extremely sensitive to body language, attitudes, acceptance or rejection from others and because of this a child's self-image and self-esteem are developed largely by how others react toward him/her. In view of this, our teachers and staff make every attempt to make each child feel loved, excepted, and very special
- ✎ Recognizes that part of that discipline plays in the well-being, maturity and growth of the child. Therefore, teachers and other staff use only positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction

## **In our learning experiences we encourage discovery, creativity, development and exploration in a safe, respectful, yet stimulating relationship based environment.**

We facilitate this through our curriculum and daily programming designed to help all children learn and grow in positive ways. While your child is here, we will be helping him/her to:

- ✎ actively engage in and enjoy the learning process
- ✎ learn to question, think, problem solve, and discover
- ✎ be creative and flexible
- ✎ discover his/her unique talents and wonderful potential
- ✎ learn to function comfortably as a member of a group
- ✎ appreciate and respect individual differences among people and families
- ✎ learn more than just the " right " answers
- ✎ assimilate and apply necessary pre-academic skills
- ✎ reach his learning potential by providing a relaxed and nurturing atmosphere where self- esteem, independence, decision making and self-control are supported

- ✎ learn to function comfortably as a member of a group and grow in their ability to trust others and develop rewarding interpersonal relationships
- ✎ appreciate and respect individual differences and all other aspects of diversity in the children, teachers and other adults they come in contact with
- ✎ understand expectations and boundaries in the classroom and their interpersonal relationships with others
- ✎ flourish in areas of social, emotional and cognitive growth
- ✎ actively participate in and enjoy the learning process by engaging in a wide variety of age appropriate activities in a predictable daily schedule
- ✎ discover his/her unique talents and wonderful potential
- ✎ learn to question, think, problem solve, and discover
- ✎ be creative and flexible
- ✎ learn more than just the "right" answers
- ✎ utilize Learning Centers and Hands-On Activities as an avenue for learning
- ✎ assimilate and apply necessary pre-academic skills.

**You and your child will also see and experience:**

- ✎ Strong, caring parent-teacher partnerships
- ✎ Educated teachers and staff
- ✎ Nutritious meals and snacks
- ✎ Positive, respectful interactions among adults and children
- ✎ Hands-on learning activities appropriate to your child's age and development
- ✎ And a nurturing environment where children, families, and staff thrive

**Education is the most powerful weapon which  
you can use to change the world."**

**Nelson Mandela**

**At Kids On The Hill Academy our educational process is based on the  
Attachment Theory.**

Attachment can be described as an establishment of an emotionally positive and mutually rewarding relationship between an infant and its parent or other caretaker.

Since a baby is totally dependent and requires constant attention and care from another human being in order to survive, it is essential that the infant experience a combination of physical sensations-sight, sounds, smells, touch, and taste-allowing the infant to survive and grow to meet their potential. As a loving caregiver rocks, hugs, coos, and smiles the infant's sensory systems are transformed and patterned neuronal activity expands and influences the development of the brain in positive ways.

It is in this dependent relationship between the primary caregivers and the infant that causes the attachment to grow. This attachment, the emotional relationship, is not easy to see or document; yet it is nonetheless as important for human development as the umbilical cord is *in-utero*.

It is the emotional/physical bonding experiences of infancy and early childhood that the roots of attachment are created giving the individual the capacity to form and maintain healthy emotional relationships throughout their lifespan.

Our brain is designed to promote relationships. Specific parts of the human brain respond to emotional cues such as facial expressions, touch, scent and more important allow us to get pleasure from positive human interactions. This factor is clearly a positive motivator and learning tool during infancy and childhood. Young children want to please their teachers. They model adults and children they admire.

It is these very factors that facilitate parents and teachers in shaping pro-social and social behaviors in a child. In the process of teaching children emotional, social, and cognitive tasks, the strongest rewards for a child are the attention, approval, and recognition of success that the parent or teacher can give. It is Attachment Theory that dominates all interactions and educational processes at Kids On The Hill Academy causing the child to excel, thrive and develop a thirst to learn.

**Thus in our learning experiences we encourage discovery, creativity, development and exploration in a safe, respectful, yet stimulating relationship based environment.**

# Kids On The Hill Academy - Parent Handbook

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## Admissions & Enrollment

Kids On The Hill (KOTHA) serves children ages 8 weeks to 6<sup>th</sup> grade. We retain the right to make age exceptions to this policy per contract, if availability is within our capacity limits set by the State of Texas. An Infant will not be admitted to the Academy without their first set of Immunizations.

No child will be denied admission on the basis of their race, religion or handicap. We will do our best to accommodate children with special needs and taking necessary classes or workshops. We do retain the right to deny admission if all slots for a particular child's age group are filled or we feel as a staff that we cannot adequately meet a child's need.

## Enrollment Procedures

In order to enroll your child at KOTHA, there are fees which will need to be paid and paper work that will need to be completed prior to the beginning of care. All information will be kept confidential and is for our records only.

## Paperwork

All paperwork must be filled out and returned to the Director before the first day of care.

- ✍ Entire Admission Packet
- ✍ Physician Statement stating that your child is able to attend Daycare/Academy within one week of admission. (Preferably upon admission).
- ✍ Immunization Record: Immunizations must be updated with each shot given by the physician. It is the Parent's responsibility to turn the record of the vaccination into the Administrative Office the first school day after the vaccine has been administered.
- ✍ All Immunizations must be in compliance with the Texas Department of State Health, Texas Minimum State Vaccine Requirements for Child-Care Facilities.
- ✍ **This will be strictly enforced**
- ✍ Any time a change or update is necessary in the Admission or Enrollment Procedures, parents will receive a two week notice in writing. A new Agreement Page will be required indicating that they have been informed of any changes or updates in Admission or Enrollment Procedures.

## Hours of Operation and Arrival Times

For your convenience KOTHA is open Monday through Friday from 6:00 a.m. to 6:30 p.m.

If you wish your child to be served breakfast they must be here no later than 8:15 am. Children **18 - 24 months and older** must be here **no later than 9:00 am** so they may participate in all learning activities. If for some reason they will not be here by 9:00 am please notify the Director before 9:00 am. Infants must be here no later than 10:00 am. Please notify us if your child will be absent.

## Holidays

Our day care will be closed for the following holidays:

- ✍ New Year's Day: January 1
- ✍ Memorial Day: Last Monday in May
- ✍ Independence Day: July 4
- ✍ Labor Day: First Monday in September

- ✍ Thanksgiving Day - 4<sup>th</sup> Thursday of November
- ✍ Thanksgiving The Day After Thanksgiving
- ✍ Christmas Eve Day - December 24
- ✍ Christmas Day: December 25 (We will be open the day after if it falls during the week day)
- ✍ Parents/ Guardians are asked to make alternate arrangements for their child. **Payment is expected for holidays**

## Vacation Days

Please notify the Director at least two (2) weeks in advance if your child will be absent due to family vacation. **Full payment is required for any days your child is absent. Remember you are paying to reserve your child's space at KOTHA.**

Your child is eligible for one week of Vacation **after one full year of attendance** at the Academy. **A break in attendance during the summer months negates the one week of vacation after one year.**

## Attendance

**Please be aware your payment obligation is based on the time slot contracted to us for childcare, not actual hours of attendance. Fees will be charged based on contracted days including missed days due to illness, family emergencies, etc.**

## Schedule Changes

Please be sure to pre-arrange any changes to your schedule with the Director at least twenty-four (24) hours in advance if possible. **If KOTHA is not informed in advance of the child's tardiness or early arrival, there is a possibility that we may not be able to accommodate you due to acceptance of a drop-in. In the event, you assume responsibility for your child's care.**

## No shows/No Calls

**Please be courteous and phone if your child will not be attending that day. If you are unable to reach the receptionist a voicemail message is acceptable for your child's absence on that day. If a child is absent for three days without a phone call, the child's space will no longer be reserved and will need to be re-enrolled before returning to KOTHA provided a space is available.**

## Academy Fees

**The following fees must be received prior to your child's first day of care. Care will not begin unless the stated fees have been received:**

### **Infants:**

- ✍ A non-refundable Enrollment Fee of \$50.00 is payable upon registration
- ✍ First week tuition fee

### **18 through 24 Months and K-2 through K-4/5**

A Non-refundable Curriculum/Supply/Activity Fee (See Contract for rates). This fee will not be refunded under any circumstance; including but not limited to a child being asked to leave the Academy, length of time the child attended after the fees were paid, or the withdrawal of the child by the parent for any reason.

In the event your child does not begin care on the agreed upon date, you will need to pay the weekly rate or your childcare space will be forfeited.

Payment fees must be made every Friday before the week of care, or the Monday Morning of the week of care. If fees are not paid in full by Monday, a \$10.00 late fee will be charged each business day payment is late.

All fees are payable by cash, check, money order, Visa, MasterCard, Discover. All checks or money orders should be made out to *Kids On The Hill Academy*. There will be a \$30.00 fee charged for all returned checks. If a child is absent you are still required to pay for your weekly fees. This includes illness, holidays, family vacations, or snow days and any other reason that may cause the child to be absent from the Academy. No refunds or deductions will be made for days your child is absent. You are paying for your child's space at KOTHA as well as for our services.

Once you have paid your tuition for the week, the tuition fees will not be refunded for any reason.

### **Late Pick Up**

A \$1.00 fee will be charged for every minute you are late in picking up your child from KOTHA after their scheduled pick up time. These late fees are payable by the next morning.

\*\*Though KOTHA does not always increase tuition costs on an annual basis, we reserve the right to do so with a minimum of thirty (30) days notice to families enrolled.\*\*

### **Receipts**

Receipts will be given for all payments. KOTHA will also keep track of your payments throughout the year for tax purposes. You will receive a year- end tax statement by the end of January with the total amount paid for childcare services for the previous year.

Please note: We DO NOT mail out Year-End Tax Statements. Should your child no longer attend KOTHA, it is your responsibility as the parent to contact us for your tax statement.

### **Damages**

Parent/Guardians are responsible for any damages caused by his/her child to KOTHA property. This includes damages incurred to computers, video games, board games, books, videos, other children's belongings, rental equipment, etc. This does not include the regular wear of goods under normal usage.

### **Arrival or Departure of Children**

All children are to be escorted into KOTHA by an approved ADULT. The child must be signed in with the receptionist by the ADULT. Any special needs the child may have that day should be discussed with the front desk staff. At the end of each day, the child must be signed out of KOTHA by parent/guardian or an approved adult.

If an approved adult is picking up the child and a photo copy of that person's picture identification is not on file in the child's records, a photo copy of the picture identification will be taken and be placed in the child's file. The approved person must sign in and out in the attendance book, just as the parent would.

Due to the larger number of families coming into and leaving the Parking Lot the **SPEED LIMIT IS 5 (FIVE) MILES PER HOUR**. This is for the safety of not only your child, but other children in the Academy as well. Vehicles which come in at high rates of speed will have their License Plates Number recorded and the Police will be notified.

To make drop-off time an easy transition for both you and your child please read through the following policies:

## **Communication**

Though we are very open to any questions or concerns you may have about your child, drop-off and pick-up times are not the best times to discuss these concerns in depth. Instead, please feel free to phone the Director and make an appointment to discuss your concerns. This way we will be able to give our undivided attention concerning your questions or concerns. **Teachers do not have time to discuss questions and concerns at drop-off times as their responsibility is to care for the children and maintain a safe environment. They cannot do this if their attention is diverted to the parent.** Again make an appointment for a meeting and the matter can be discussed at that time.

## **Separation**

It is normal for some children to have difficulty separating from parents in the morning or not wanting to leave when it's time to go home. **Please be very brief (no more than five minutes) during this transition time.** The longer you prolong the departure the harder it becomes for your child. Also, please keep in mind we need to focus our attention on the other children. A smile, cheerful good-bye kiss, and a reassuring word that you will be back are all that is needed in the morning. **In our experiences, children are almost always quick to get involved in the activities as soon as the parent leaves.**

We highly recommend bringing in family photos of mom, dad, and any siblings to help ease your child's anxieties. Any other familiar or comforting objects are also suggested for the first two weeks, and will help in easing your child into the program.

**Please do not leave without telling your child good-bye.** A young child's separation anxiety is often closely tied to fears of abandonment. It is important that they know that you will be returning for them at a designated time. By saying good-bye to your child you are reassuring them that you will return and that you are not abandoning them. It is never suggested that you "sneak out" as this will only add to your child's anxiety.

## **Boundaries**

Separation times are also times of testing since two different authority figures are present (the parent and the provider). The children will test to see if the rules still apply. During arrivals and departures, we expect parents to support our rules. Please be in control of your child at all times, if you are not we will remind the child that their behavior is inappropriate and take corrective action if needed.

## Signing In/Out

You must be sure to sign your child in and out each day when you drop them off and pick them up. When signing in and out you must use your complete signature. The sign in/out record is located in the reception area. (The signature must be legible.)

Children will only be released to adults whom parents/guardians have designated by signature on the Child Admission form in the child's file. Persons not recognized by staff will be required to show their driver's license and must be on the approved pick-up list before a child will be released to them.

Phone calls will be accepted as authorization for someone not already authorized to pick up a child only with proper identification shown at the time the child is picked up. Parents/Guardians must inform the individual that a legal form of identification is required when they pick up the child. Under no circumstances will an individual be able to pick up a child without proper (photo) identification.

## Safety

KOTHA safety policies are based on the belief that the prevention is primary to safety. Every adult, including you as a parent, is responsible for the safety of the children at KOTHA. As a part of this belief all teachers and persons working in the Academy will have a criminal background check and reference checks before beginning employment.

**Please be in control of your child during pick up and drop off times.**

- ✍ At pick up, please do not let your child leave the building until you are leaving
- ✍ Children are not permitted to go out to the car unattended
- ✍ In the parking lot **hold** your child's hand to ensure your child's safety
- ✍ Do not leave your other children unattended in cars while picking up your child
- ✍ Keep doors locked to protect valuables
- ✍ Persons dropping off children may not be on the cell phone during drop-off and pick-up times so your full attention can be on your child and give the staff the opportunity to speak with you as needed. If you must take a call please remain in the foyer of the church until you have completed the call.
- ✍ **Park only in designated spaces as the fire lanes must be kept open.**
  - The Cedar Hill Fire Marshall will issue tickets to anyone parked in the fire lane. In order to prevent a \$175 fine, please park in the parking spaces in the parking area.
  - THIS IS MANDATORY FOR THE SAFETY OF ALL THE CHILDREN IN THE ACADEMY. IF THERE WERE A FIRE THE FIRE DEPARTMENT WOULD NOT HAVE ACCESS TO THE BUILDING.

## **Pesticide Policy**

A certified pest control company will come to KOTHA once a year and on an as need basis to perform pest control and ensure the prevention of any types of pests in the facility. Pest control will be performed on in the evenings and the children will not be in the room during the process. If you do not want your child here during that time, they will need to be picked up by 5:00 pm. Only pesticides that are safe for use with children will be used.

## **Open Door Policy**

Family involvement is a valued part of a child's daycare experience. Parents are encouraged to visit at any time, share observations, and bring ideas to staff members. Partnering with you ensures that the best possible care is given to your child. Just a reminder, visitors tend to make the children behave in an excited manner that does not usually occur when the children are in their normal routine and do not have a guest in the room.

**If your presence in the classroom becomes a distraction to the learning process, the teacher and/or Director reserve the right to ask you to leave.**

**Keep in mind that you are a guest in the classroom and are there to observe and not to interact with the class unless invited to do so by the teacher.** Of course, you can say hello and be polite to the children **but not deliver any type of care, discipline or reprimand a child.** Also your child may become upset when your visit is over and you leave without them. Please keep these things in mind when planning your visit and prepare your child before- hand.

Please understand teachers will not be able to give you their undivided attention as they are interacting with the children **and this is their primary responsibility.** If you have questions during class time, please direct them to the Director.

If at any time you wish to review our policies and procedures, minimum standards, or take part in any of KOTHA activities, contact the Director and they will be happy to assist you, answer any questions you may have and make arrangements for you to be a part of any activity you wish to participate in.

## **State Minimum Standards/Licensing Information and Protective and Regulatory Service Contact Information**

A copy of State Minimum Standards are located in the Administrative Offices for your perusal, as well as the most recent Licensing Report which is located on the bulletin board in said office.

Any parent having questions or concerns which are not addressed to your satisfaction by KOTHA may feel free to contact any of the following numbers which are listed as resources for you as parents/guardians:

Child Care Licensing.....1-800-582-6036  
Local Licensing Office - Dallas.....214-583-4253  
PRS (Protective & Regulatory Services) - Child Abuse Hotline.....1-800-252-5400  
PRS (Protective & Regulatory Services) Website

[http://www.dfps.state.tx.us/Child\\_Protection/About\\_Child\\_Protective\\_Services/reportChildAbuse.asp](http://www.dfps.state.tx.us/Child_Protection/About_Child_Protective_Services/reportChildAbuse.asp)

[http://www.dfps.state.tx.us/Child\\_Care/About\\_Child\\_Care\\_Licensing](http://www.dfps.state.tx.us/Child_Care/About_Child_Care_Licensing)

## **Communicating with the Classroom and Teachers**

If you wish to speak with your child's teacher about a concern or to discuss your child's progress please feel free to do so when the two of you can come together and converse without any interruptions. The Director will be glad to set up an appointment when the teacher is free.

## **Annual Contract Renewals**

Contracts will be renewed annually. Any changes that take place in your family should be reported and changes made on the child care forms immediately.

## **Policy, Procedures or Parent Handbook Modifications**

Any time a change is necessary in the Parent Handbook, or Academy Policy or Procedures, parents will receive a two week notice in writing. A new Agreement Page will be required indicating that they have been informed of any changes or updates in the Parent Handbook or any Academy Policy or Procedure.

The only exception to the two week notice in writing would be for issues that would affect the health or well-being of the children in The Academy and call for immediate interventions. Such as:

- new guidelines from the CDC regarding new strains of illness,
- insect borne diseases which become active in the community
- or some type of wide spread epidemic.

In these instances immediate interventions would be required by the Academy to either prevent exposure to the disease or illness or circumvent its spread both in the Academy and to the Community; therefore these changes would take place immediately upon notification.

Changes in our Off-Campus evacuation site or the Out-Of-State Phone Contact will take place immediately.

The Parent Handbook will be on-line at the Academy web-site and parents will be able to access them at any time.

## **The Admission Sheet and Emergency Contacts Information**

The Admission Sheet and Emergency Contact Information will need to be updated at least once per year.

## **Health and Immunization Form Update**

The immunization records must be updated according to age requirements of your child as stipulated by the Texas Health Department. When your child receives an immunization, please bring in the record so we may place a copy in your child's file. A child may not attend KOTHA if their immunizations are not up to date.

## Termination of Contract

The contract may be terminated by either party by giving one week (five business days) written notice.

- If a child is out of control and a danger to himself or other children the parent or guardian may be asked to withdraw the child immediately.
- The parent/guardian may terminate the contract if the daycare does not comply with the State of Texas Minimum Standards Regulations.
- **The Academy may terminate the contract if the parents/guardians do not comply with standards set forth in the Parent Handbook**

Changes to the contract by either party must be made in writing at least one week, (five business days), before the changes take place.

**KOTHA may terminate the contract without notice for, but not limited to:**

- ✍ Scheduled payments over three days late
- ✍ **A child who exhibits destructive uncontrollable or violent behavior**
- ✍ **A child is out of control and a danger to himself or other children**
- ✍ **A child who continually hits, bites, or hurts other children**
- ✍ **A child who causes disruptive behavior in the classroom causing a negative learning environment**
- ✍ Habitual tardiness in retrieval of the child
- ✍ Excessive late arrivals
- ✍ Excessive absences without notice
- ✍ Consistent late payments or nonpayment
- ✍ Lack of parental cooperation
- ✍ Failure to maintain required supplies for the child
- ✍ **Failure to pick up a child within one hour after being notified that their child needs to be picked up due to an illness.**

All personal items must be removed from the daycare upon termination of services. Due to the space restraints, any personal belongings not picked up after five (5) business days from said termination date will be donated to the local Goodwill or other charity.

## Meals

KOTHA is a part of the USDA (United States Department of Agriculture) National Food Program. Well-balanced breakfasts, snacks, and lunches will be provided. Food is offered to your child, but your child is not forced to eat. Children will be encouraged to finish their first serving before seconds are offered.





If your child has special dietary needs or a food allergy, a **written statement must be obtained by the parent from the Physician stating the child has a food allergy and what food should be given as a replacement. This form must be given to the Academy.** This includes the need for milk other than cow's milk (except for infants on formula), a meatless diet, vegetarian diet etc. If child needs food brought in from home to supplement his diet for any reason, a physician's statement is also required.

It is recommended by the American Academy of Pediatrics and the USDA that children under one year of age do not consume cow's milk. In accordance with this recommendation, we will not offer cow's milk to any child in our care that is under the age of one. **Should your infant**





or child require a modified diet other than breast milk or formula, we will need a written authorization from your child's physician. If your child has not started on table foods a written note must be provided by your physician stating they are not ready to start on table foods.

If your child will be arriving after the scheduled mealtime, please be sure to feed them before they arrive. This helps our day run smoothly.

Please do not:

-  Send gum or candy,
  -  Bring in food from home or outside, as there is never enough food to go around.
  -  Send unhealthy food for those children arriving early, no chips, candy, cookies etc.
  -  **Do not bring in food, candy etc. containing nuts or nut products of any type; or that were processed in a facility which manufactures products containing nut or nut products.**
- We are a nut free facility.**

Meal times will be listed on the schedule you receive in your admission packet. The following meals are served daily.

-  Breakfast
-  Mini-snack
-  Lunch
-  Snack

Menus will be posted on the office bulletin board and a copy may be picked up from the receptionist.

A list is posted in the kitchen containing all names of the children that have food allergies or have food sensitivities as well as in each child's classroom.

## **Quiet Time/Rest Period**

All children under the age of five are **required by state law** to have a rest period while at the daycare. Our rest period vary by age and are listed on the schedule you will receive at the beginning of the school year.

To avoid disturbing the children who are napping, please try not to schedule pick-ups at this time. If you must pick-up your child during quiet time, please notify the Director in advance so that the teacher may have your child ready when you arrive. No drop-offs will be permitted during quiet time unless **KOTHA** has been notified in advance.

Children who rest during the day are better equipped to face the day emotionally and physically. If your child is under 5 years of age, please do not ask us to keep your child up at naptime. If you do not wish to have your child rest during the day, our program may not fit your family's needs.

We will provide a quiet place for your child to rest. Parents need to supply a sleeping bag and a two toned mat for the rest period. Infants less than one year of age or not walking will be placed in a crib for naps.

Children who do not fall asleep or who wake early will be directed to quiet activities that will not disturb other sleeping children.

**ALL SLEEPING BAGS and/or Blankets MUST be taken home at the end of the week and washed and brought back on Monday.** This is the parent's responsibility and must be done to assure a clean and sanitary environment in the Academy.

## **Clothing and Supplies**

### **Dress for Play**

All children must arrive dressed and ready for the day. When dressing your child, please keep in mind that we do many "messy" activities such as painting, playing outdoors and use many messy items for crafts and at playtime - all used safely! Please do not dress your child in clothes you would not like to be soiled. Though we try our best to keep the children's clothes clean, sometimes this is not always possible.

Children need fresh air daily and weather permitting we will play outside at least twice a day. Please dress your child in appropriate clothing for play. Your child **may not wear sandals, or open toed shoes** as they tend to hinder their running abilities and cause them to fall and hurts their feet if they get stepped on by another child. **Tennis shoes or closed toed shoes** are safer and **REQUIRED**. Please send your children in **appropriate clothing for the weather**.



Your child will need to have sunscreen so that it may be applied before they go out to play. **Sunscreen** should be brought on your child's first day and we will place it in his/her cubby.

### **Required Clothing and Supplies**




The following supplies are to be left at KOTHA and will be placed in your child's cubby. Your child's belongings **must have his/her name written on their items, i.e. pacifiers, blankets, bottles, baby bags, coats, etc.** This helps us in keeping up with your child's belongings. Labels for bottles, pacifiers etc. may be purchased on line and are appreciated by the Academy since the labels do not wash off after a few uses.

**Clothes will be sent home to be washed if soiled, be sure and send another set of clothes to replace the others!** You will be notified when your child's supplies need to be replenished. If it becomes necessary for us to re-stock your child's formula, diapers or wipes after proper notification has been given, there will be an additional fee of \$10. The cost of the formula, diapers or wipes and \$10 fee will be added to the following week's tuition.

### **Toilet Trained Children**

-  **Complete change of clothes including pants, shirt, underwear and socks**
-  An oversized shirt or large bib for meal times (two (2) year old classes)

### **Non-Toilet Trained Children**

-  **Two (2) complete changes of clothes including pants, shirt, underwear and socks**
-  One package of diapers and wipes to be left for your child (Please label your items)
-  A can of Infant formula (for infants)

- ✎ Any cereal or baby food required
- ✎ An oversized shirt or bib for meal times (Toddler and two (2) year old classes)

## **Potty Training Children**

- ✎ **Two (2) complete changes of clothes including pants, shirt and socks**
- ✎ One package of pull-ups (the type which open on the side) and wipes to be left for your child (Please label your items)
- ✎ Please review the Toilet Training Policy
- ✎ An oversized shirt or bib for meal times (Toddler and two (2) year old classes)

## **Pre-School/School Aged Children**

- ✎ One complete change of clothes
- ✎ **No games or toys or other items from home unless requested for Show N Tell.**
- ✎ An oversized shirt for messy crafts and painting.

## **Infants**

For the health and safety of your infant, nursing mothers should bring their breast milk already prepared and in the labeled bottle that your infant will be feeding from. This will help lower the risk of cross-contamination by reducing the number of times the breast milk is transferred from container to container.

## **Nursing Mothers**

It is our belief that breast milk is not only the best source of milk for infants but also provides a warmth and closeness during the nursing process. We also realize that not all mothers are able to nor wish to breast feed; there is no condemnation nor judgement towards that parent's decision not to breast feed. This is a personal choice of each family and we uphold each decision and will assist you in any aspect of your babies feeding process whether nursing or bottle feeding.

**Nursing mothers may feel free to come and nurse their infants if they wish to do so, a quiet and private place will be provided. Mothers who are bottle feeding their babies are more than welcome to come and feed their babies during Academy hours and will be afforded the same considerations as nursing mothers.**

## **Discipline and Guidance**

Discipline is not for the purpose of punishing the child but to:

- ✎ Teach the child acceptable behavior and self-control
- ✎ Maximize the growth and development of the child
- ✎ For protecting the group and individuals within it

Discipline at KOTHA will be for these purposes only and will be administered in a kind, gentle and loving manner.

## **Discipline will be:**

- ✎ Individualized and consistent for each child
- ✎ Appropriate to the child's level of understanding
- ✎ A positive learning experience and;

- ✎ Will give the child tools to more appropriately handle themselves in difficult and frustrating situations

Teachers and other staff will use only positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction. The following methods will be used:

- ✎ Praise and encouragement of good behavior will be used instead of focusing only upon unacceptable behavior
- ✎ The child will be reminded daily of behavioral expectations by using clear, positive statements
- ✎ Unacceptable behavior will be redirected by using positive statements and a change in activity.
- ✎ If another child is involved the teacher will talk to both children and address the situation using it as a positive learning experience. The children will be encouraged to apologize and make up.
- ✎ If the child continues to have problems using self-control after interventions have been initiated a brief supervised separation or time out from the group will be used so the child may have time to calm down and regain his self-control. This method will be used only when the child's age and developmental stage will allow them to benefit from the experience. The time out will be limited to no more than one minute per year of the child's age. The teacher will encourage the child and redirect them to an appropriate activity when the time out is over.

Teachers and other staff will never use harsh, cruel, or unusual treatment of any kind when giving discipline and guidance to a child. The following methods of punishment are never tolerated and will be grounds for immediate suspension and/or dismissal of the staff member.

- ✎ Corporal punishment or threats of corporal punishment
- ✎ Forcing or not providing food, rest or bathroom service
- ✎ Hitting, shaking, biting, pinching and/or spanking a child
- ✎ Hitting a child with a hand or instrument
- ✎ Putting anything in or on the child's mouth
- ✎ Humiliating, ridiculing, rejecting or yelling
- ✎ Subjecting a child to harsh, abusive, profane or demeaning language
- ✎ Forced confinement in a locked or dark room
- ✎ Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age
- ✎ Restraining the child's movement - unless they are a danger to themselves or others.

**When a child's behavior is continually upsetting or dangerous to others, or staff members a conference will be called with the parents. If the problems can't be resolved, arrangements will have to be made for the child to go elsewhere for care.**

## **Biting Policy**

Continual Biting will not be tolerated. In order to ensure the safety of all children in our care we will enforce a strict biting policy. **If a child continually biting they will have two (2) weeks to correct the aggressive behavior or childcare services will no longer be available.**

KOTHA understands that biting in young children is typical in normal early childhood development. However we do believe it is in the best interest of the children placed in our

care to set limits for aggressive behavior such as biting, which has been potential to harm others. Biting can occur for many different reasons such as:

✍ Anger  
✍ Frustration

✍ Fear  
✍ Teething

✍ Attention  
✍ Reaction

It is our goal to recognize triggers that cause biting and redirect a child before the incident occurs. In the event we are unable to intervene the following steps will be taken:

- ✍ We will first attend the needs of the child who was bitten by comforting them and then cleaning the bitten area with soap and water. Ice will be applied if bruising occurs.
- ✍ The child who did the biting will be removed from the setting and in an age appropriate manner we will explain that the behavior is unacceptable, "biting hurts", or "we bite food, not people". Care will be taken not to reward the child (that did the biting) with extra attention.
- ✍ An Incident Report will need to be signed by the parent of both the child that was bitten and the child who bit, as well as the provider. The parent will receive a copy of the signed form, and the original will be placed in the child's file.
- ✍ KOTHA will not identify the child who did the biting to the parents of the bitten child and we may not give out medical or other information on the biter per Texas Childcare Regulations and HIPPA Laws .
- ✍ Parents will be asked to work with his/her child in discouraging the aggressive behavior.

## Health & Illness Policy

State law requires that every child in a childcare setting have up-to-date statement of health, signed by his/her physician. This is a requirement that must be met prior to enrollment. The law also requires an up-to-date immunization records prior to any care provided. A copy of any immunizations given to the child during his time at the Academy must be turned to the Academy Administrative Office upon admission to the Academy, as well as for any immunizations given during his stay. It is the parent's responsibility to keep his immunizations updated.

## Vision and Hearing Screening Policy

Children who are four (4) years old by September 1st of each year must have a Vision and Hearing Screening record on file at KOTHA. Vision and Hearing Screenings are required for all children four (4) and five (5) years of age and **must be completed within the first 120 days of enrollment**. If a parent has not provided the Academy a copy of a vision and hearing screening form for their child that was conducted in that time frame, the Academy will provide the parent an opportunity to complete the requirement through the Academy at a minimal cost.

## "Well" Child Facility

**We operate a "well" child facility.** Please do not bring your child to KOTHA if they are ill. Your child will not be allowed to attend until they meet the requirements for attending after an illness. **If your child has been ill, or diagnosed with some type of contagious disease by the Physician it will be at the discretion of the DIRECTOR as to when the child may return to the Academy; even with a physician note.**

Each child upon arrival will be given a cursory **Health Check** for any obvious signs of illness or injury. If the child is ill the parent will be informed the child cannot attend that day and the reason why. Any noted injury will be pointed out to the parent and documented in the appropriate place.

It is the **responsibility of the Director to ensure all children are protected from any possibility of coming in contact with a contagious disease or a child who may not be completely well.** This will help to prevent the spread of infections to the other children and staff.

- ✍ Fever of a 100° (or over)
- ✍ Contagious diseases
- ✍ Vomiting
- ✍ Diarrhea (2 or more loose stools)
- ✍ Runny nose (other than clear, unless colored drainage is documented by the physician as a result of a sinus infection or allergy)
- ✍ Sore Throat
- ✍ Tired, lethargic, or cannot participate in play or group activities
- ✍ Rashes, skin lesion or wound with bleeding, oozing or draining discharge
- ✍ Pink Eye or other eye infections
- ✍ Impetigo
- ✍ Ringworm
- ✍ Scabies, lice or other infections
- ✍ Any contagious disease that is reportable to the Department of Health

If your child has had any of the listed symptoms or diseases they will not be able to return to school until they have been an entire day without any symptoms or initiation of interventions to alleviate symptoms (For exceptions due to certain infestations or disease see the list below.).

This includes medication whether over-the-counter or prescription for fever, nausea, vomiting or diarrhea. This does not include antibiotics prescribed by the physician, but dependent on the reason for the antibiotics the child may need to be out of school an entire day or longer before returning.

If the child is on antibiotics and has fever they may not return until they have been fever free for an entire day without fever reducing medications before they may return.

### **Entire Day Explanation**

If a child is sent home from school or are at home and develop symptoms or diseases listed they may not return to school until they are **TOTALLY FREE** of those symptoms or disease for one entire day.

An entire day is considered to be from midnight of one day until midnight of the next day.

So if the child became ill or had symptoms on a Monday they would not be able to attend school until Wednesday, but only if they were symptom or fever free the **ENTIRE DAY** on Tuesday **without ANY Medication or Interventions to alleviate symptoms** as listed above. If they did have fever or symptoms on Tuesday or any day thereafter they would not be able to return to school until they had been fever free for continually for an entire day.

**The EXCEPTIONS being those listed below.**

In the case of:

- **Pink Eye** the child must be treated with a prescription medication for an entire day and be free of any type of crusting or drainage of the eye before they may return to school.
- **Rashes and skin lesions** entrance into school will be dependent on the type of rash or lesion. Under no circumstances will a child be allowed to come to school with a lesion or wound that has a bloody discharge or any type of oozing or draining discharge.
- **Impetigo** the child must be treated with a prescription medication and be free of blisters and crusting before they may return to school.
- **Ringworm** the child will not be admitted until they have received treatment with a prescription medication. As long as the Ringworm is evident, it must be covered for the child to be in school.
- **Lice** the child must be **treated with a medicated shampoo or lotion** and be **nit free** before they may return to school.
- **Any contagious disease that is reportable to the Department of Health CDC recommendations for re-admission will be followed.**

**Please notify us at once** if you find out your child has a contagious illness so that we may contact the parents of the other children so they may seek medical attention for their children if needed. We will notify you in writing if your child has been exposed to any contagious disease, lice or other infestations. **During flu season the time span for return of a child after having diarrhea, vomiting and fever may be expanded to 48-hours** without medications for vomiting, diarrhea or fever to ensure the child will not have a relapse.

**If a child becomes ill, the parent/guardian will be immediately contacted if we are unsuccessful, we will contact the alternative contact numbers provided to us and ask them to pick-up the child.**

You will have **one hour**, depending on the situation, to pick-up your child from the time we call and speak with you, as we try to isolate all ill children in another room until you or an emergency contact arrives.

## **Medical Emergencies**

**If a medical emergency arises we will call 911 and transport your child to the nearest hospital emergency room.** You will be contacted immediately. In the event we cannot reach the parent/guardian an emergency contact will be contacted.

**Emergency medical conditions are those** in which the immediate onset of symptoms, including severe pain, leads a prudent layperson acting reasonably to believe that immediate medical attention is needed to avoid serious impairment of organs or bodily functions or a serious threat to the health of the individual. Other serious conditions could be considered emergencies if they require immediate treatment to prevent serious complications.

It is **imperative** that emergency contact numbers, child's medical history and parental consent to provide emergency medical treatment be updated as changes occur. So that in the event your child does need to be transported for a medical emergency the medical staff will have the information needed to provide quality crisis interventions.

### **Accident and Incident Policy:**

Parents will be notified by phone immediately if your child:

- ✍ Is injured and required medical attention by a healthcare professional
- ✍ Has a sign or symptom preventing attendance at KOTHA
- ✍ Has been involved in any situation that has placed him/her at risk
- ✍ Has been involved in any situation that renders KOTHA unsafe, such as a fire, flood or damage as a result of severe weather

Parents will be notified of less serious injuries when you pick up your child from KOTHA. Less serious injuries include, but are not limited to; minor cuts, scratches and bites from other children requiring first-aid treatment by employees.

### **Medication Administration:**

Under licensing rules and regulations, KOTHA staff may administer medications to a child only after the parent/guardian has completed the *Parental/Guardian Permission to Administer Medication* form.

When bringing medications to the childcare facility in their original container, the parent must give the medication to the Director, who will enter the medication in the "Medication Log". The parent is to verify that information is correct and sign by the entry.

Any interruption in administration of the medication will require a new permission form. The form will contain the following information, date to begin medication, date to stop medication, dosage, time medication should be administered and storage of medication and any other important information that's required in the administration of medicine to the child. **Medication should be administered at home whenever possible, especially eye drops and nebulizing treatments. Unless the physician specifies an hour span, all tid (three times a day) medications should be administered at home.**

### **Over the Counter Medications and Prescription Medications.**

1. All prescribed and over the counter medications must be in its original container and labeled by a pharmacist. The label must state the student's name; name of the medication, dosage to be administered, physician's name and date the prescription was filled or obtained. No Medication will be given without this information.
2. The parents/guardian must bring the medication to the Office of the Academy Director, it must not be left in a backpack or diaper bag.
3. All children must have an **authorization form**, provided by the Director, and signed by the parent/guardian **before KOTHA personnel may administer the medication**
4. No child may have any medication in his/her possession
5. No medication will be added to formula or juice bottle

6. If the child does not retain the medication, re-administration should not be attempted. The parent/guardian will be immediately notified by phone of the occurrence.
7. The Director will report any adverse reactions or errors that may have occurred and immediately seek medical treatment if necessary and contact the parent/guardian by phone.

All medication will be administered by trained and designated staff member which will usually be the Director or Assistant Director.

If a staff member other than the Director, Assistant Director or Lead Teacher will be administering the medication, they will be instructed to follow the procedures set up by KOTHA in order to assure accurate administration of the medication.

Before administering medication the person dispensing the medication will ascertain the following:

- ✎ A copy of the authorization form signed by the parent/guardian is in the Medication file
- ✎ The original form is to be placed in the child's Health Profile Record
- ✎ The medication is housed in its original container
- ✎ The container is labeled by a pharmacist. It must state the student's name, name of the medication, dosage to be administered, physicians name and date the prescription was filled
- ✎ If over the counter medication; staff member will refer to parent authorization form for administration instructions

Upon administering the medication the following actions must be taken:

- ✎ The label must be read three times
  - ✂ When taking the container from the shelf
  - ✂ Before pouring or applying the medication
  - ✂ Before returning the medication to the shelf
- ✎ Check the medication for shelf date, color, consistency and odor. Do not give the medication if the shelf date has expired or the medication appears abnormal in any way
- ✎ The child must be asked to state his name, if he is unable to do so the teacher will identify for the person administering the medication.
- ✎ Check the Health Profile Record for allergies
- ✎ Compare the name with the name on the container
- ✎ Check dosage to be administered, pour medication into appropriate container and check dosage again before administering the medication to the child
- ✎ When these actions are taken, the medication may be safely administered
- ✎ After administering the medication the child will be returned promptly to class
- ✎ A notation of administration of the medication will be made on the Medication Record and Child's Health Profile Record
- ✎ The campus Nurse should be notified immediately of any error, difficulty or reaction to the administration medication

**Parents must update the dosage with the physician for p.r.n.,(as need) medication as the child grows and dosage needs to be modified.**

## Supervision of Children

State regulations regarding child to caregiver ratio will be strictly adhered to at all times. Children will be supervised at all times and under no circumstances will ever be left alone.

## Hand Washing

In order to promote sanitation and reduce the spread of germs, our staff and/or children will be required to wash their hands at the following times during the day:

- ✍ After using the bathroom or assisting a child with toileting
- ✍ Before and after eating
- ✍ Returning from outdoor play
- ✍ After wiping their noses
- ✍ Before and after food preparation
- ✍ Playing with color and paints
- ✍ Playing with certain toys
- ✍ Before and after diaper changes

## Child Abuse

Our Academy has zero tolerance for child abuse and we will not tolerate any form of child abuse or neglect. If such abuse is noticed the parent/guardian will be immediately notified and the incident will be documented and - if required - reported to the appropriate authorities.

Texas State law requires the KOTHA staff to report suspected child abuse or neglect to Child Protective Services (CPS). KOTHA will work with CPS and families, as appropriate, to ensure the health and safety of the children.

All Staff are given yearly In-services regarding Child Abuse which includes preventing, identifying, treating, and reporting suspected child abuse, sexual abuse, neglect, and exploitation, and the method to report Child Abuse to the proper authorities. Staff must obtain a Minimum of four hours on topics regarding Child Abuse or Neglect.

**Parents** who **suspect** that their child/ren have been victim/s of Child Abuse or the child offers verbally any indication to the parent that they have been abused should always listen to their children and act on their behalf. With **any suspicion** of abuse the parent should immediately contact Child Protective Services, take their children to an Emergency Center (such as a Children's Hospital who are used to dealing with children) or if during Office Hours to their Family Physician.

It is not up to the parent or any other caregiver to determine if the child has been abused; this is the responsibility of the legal authorities (Police, CPS) Parents and caregivers under law are required to report suspected abuse.

## Preventing and Responding To Abuse and Neglect of Children

Methods used at KOTHA for increasing employee and parent awareness of issues regarding child abuse and neglect, as well as, prevention techniques, and actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention include a:

- concise course of detailed information regarding all aspects of Child Abuse and Neglect, including warning signs that a child may be a victim of abuse or neglect.
- a detailed list of National Agencies and Agencies in Texas which provide all types of services and resources to educate parents, educators and the general public regarding Child Abuse and Neglect and where those families or individuals that have been Abused are able to receive counseling, financial assistance, legal advice and assistance as well as resources to enhance parenting skills.
- a poster titled "Keeping Children Safe" is located on the parent information board, as well as Child Abuse Hotline at 800 252-5400 and the Website for the Department Of Family and Protective Services [www.dfps.state.tx.us](http://www.dfps.state.tx.us) for further information on Child Abuse and reporting Child Abuse. .

KOTHA also has strategies for coordination between the center and appropriate community organizations include:

- Open communication between community organizations by mail, email or telephone.
- Attending meetings and/or trainings with community organizations.
- Written or Phone referrals to Advocacy Agency, Community Resources and Training Centers for Parent and Staff.

**What can we do as parents or educators do to educate those we come in contact with about Child Abuse and Neglect; and recognize when it is happening to our child or a child we come in contact with?**

It has often been said that it "Takes a Village" to raise a child and this is not only true with child rearing, but extremely important when it comes to the protection and prevention of a child from Child Abuse or Neglect.

In times past families were close knit and young couples who suddenly had become parents - planned or unplanned- had grandparents, aunts, uncles, close relatives and neighbors (many whom they had known them since birth) that they could go to in times of need. **It was a "Village" raising a child.** If parents had questions, financial problems, became stressed out and needed a break, there was always someone there for them.

In today's highly mobile society many young couples just starting a family or families who have a number of children find them-selves relocated to another area of the country. Many times they find them-selves in a situation where they are totally alone as a family unit, knowing no one and nothing about the city they find themselves in.

Those who relocated for a new job opportunity often have an easy time of relocating because the company takes them under their wing and assists them in acclimating to the culture of their new city. The family has connections and thus new friends are made, new relational bonds are formed and thus a support system slowly evolves, if a crisis occurs, they need advice, have questions regarding parenting or simply become

stressed out and need a break there are still many new connections who are there to help them out in their time of need.

**Not so** for families who have relocated for a new job and arrive in that new city and find the job has fallen through.

**Not so** for families who thought the economy was better someplace else and moved to go find a better job, and found the economy to be worse than where they came from.

**Not so** for families who have relocated because they were unhappy or afraid in the situation they had found themselves in and felt like they needed to get away and get a fresh start.

**Not so** for families who were running away from **themselves** and felt if they could just get away, things would change inside of them, they would feel better, they would think differently, they would finally be able to find stability and happiness within themselves.

**NOT SO**, they find themselves alone in a strange city. Often times with no money, no place to stay, no hope, no help! That's where we come in, Kids On The Hill Academy and you as parents **partnering together**, **WE NEED TO BECOME THEIR VILLAGE**.

We need to be aware of those around us, (new to the city or not) who may look like they are doing fine, but in fact are lost and lonely, looking for a way out, looking for someone to care, hoping above all hope for a village to be there for them.

Maybe even you as parent need a Village, we are here for you to be that Village. If you just need to talk, to ask some questions you have about parenting your child, you need assistance in some area of your life and don't know where to turn, or you are simply stressed out and just need someone to listen, someone to care. That is us, **we are HERE FOR YOU! We are your Village!**

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**Child Abuse and Neglect has been cited by the Center for Disease Control and Prevention and the U.S. Department of Health and Human Services as a priority health problem. The U.S. Department of Health and Human Services has called violence toward children a public health crisis.**

### **Child Abuse and Neglect has become a public health epidemic. Why?**

In the words of Dr. Bruce Perry, a nationally renowned researcher on child abuse, "If 20 million people were infected by a virus that caused anxiety, impulsivity, aggression, sleep problems, depression, respiratory and heart problems, vulnerability to substance abuse, antisocial and criminal behavior, retardation and school failure, we would consider it an urgent public health crisis. Yet, in the United States alone, there are more than 20 million abused, neglected and traumatized children vulnerable to these problems. **Our society has yet to recognize this epidemic, let alone develop an immunization strategy**".

**In Texas,**

- **more than 3 children die from abuse or neglect on average every week,**
- **182 children are confirmed victims daily,**
- **more than 7 children are maltreated every hour,**
- **65,000 cases of child abuse were confirmed in Texas.**
- **1 in 4 Girls is sexually abused before her 18th birthday,**
- **1 in 6 boys is sexually abused before his 18th birthday.**

We may be saying that Child Abuse is a priority health problem and a public health crisis, but in reality with statistics like these very little is really being done to **halt** the crisis and protect our children.

**That's why conversation—openly discussing this issue—is the most effective tool we have to eradicate child abuse.**

Child Abuse, especially sexual abuse, is a crime of secrecy which, tragically, breeds within our communities because it's difficult to talk about.

- A parent or caregiver may be in denial; they have suspicions, but don't want to believe that their child could be being abused.
- They may have been a victim of abuse or may now be a victim of Domestic Violence.
- Most are afraid if they turn in the abuse, that their child will be taken away from them, even if they have no part of the abuse.

A child who's being abused may feel guilty, ashamed or confused.

He or she may be afraid to tell anyone about the abuse, especially if the abuser is a parent, other relative or family friend. In fact, the child may have an apparent fear of parents, adult caregivers or family friends. That's why it's vital to watch for red flags, such as:

- Withdrawal from friends or usual activities
- Changes in behavior — such as aggression, anger, hostility or hyperactivity — or changes in school performance
- Depression, anxiety or unusual fears or a sudden loss of self-confidence
- An apparent lack of supervision
- Frequent absences from school or reluctance to ride the school bus
- Reluctance to leave school activities, as if he or she doesn't want to go home
- Attempts at running away
- Rebellious or defiant behavior
- Attempts at suicide
- Specific signs and symptoms depend on the type of abuse and can vary.

Keep in mind that warning signs are just that — warning signs. The presence of warning signs doesn't necessarily mean that a child is being abused.

## How Can I Help?

Adults must be courageous to discuss this issue openly. You can be the One With Courage simply by pushing discomfort and fear aside to talk openly about this issue, to start a dialogue about it, and to combat the secrecy that enables child abuse. You can be the One With Courage to inspire others to talk openly about it.

We believe that the eradication of child abuse begins with building informed, empowered communities with the courage to talk openly about child abuse.

**Let us determine here and now that our "Village" will be an empowered community!**

## Mandatory Reporting Laws in Texas

In Texas, laws governing reporting of child abuse and neglect: **Chapter 261 of the Texas Family Code.**

- A report of child abuse is not an accusation or a proven fact.
- It does not require a reporter to be certain of abuse or neglect.
- **In Texas: Degree of certainty which must be met is that the person reporting has "cause to believe" that abuse or neglect has occurred or will occur.**
- CPS investigates and will determine the nature and extent of the problem, evaluate the child's condition and safety, and if appropriate, initiate action to protect the child.
- Law enforcement agency receives the report.
- **Professionals specifically are mandated to report within 48 hours from discovery or suspicion.**

## What Do I Need To Know?

### Risk Factors and Protective Factors

#### Risk Factors for Abuse and Neglect

Child abuse and neglect occur in all types of families, no matter the income, education, family size, race, religion, or any other trait. While there is no way to know the exact risk a child faces, there are some factors for abuse and neglect risk we should be aware of.

- **Child factors:**
  - Low birth weight
  - Very young children
  - Children with disabilities and health problems
  - Children who have already been, or are currently being, abused and/or neglected
- **Parental Factors:**
  - Personal history of physical or sexual abuse as a child
  - Unwanted pregnancy
  - Denial of pregnancy
  - Lack of preparation for the extreme stress of having a new infant
  - Multiple young children
  - Parents who are young when child is born

- Single parent
- Lack of parenting skills
- Parenting stress, poor parent-child relationships, and negative interactions
- Emotional immaturity
- Poor coping skills
- Low self-esteem
- Lack of social support or social isolation
- Domestic violence - Family disorganization, dissolution,
- and violence, including intimate partner violence
- Non-biological, transient caregivers in the home (e.g., mother's male partner)
- Emotional and financial stress
- Mental health issues, especially untreated (e.g. depression, antisocial personality disorder, substance abuse and related disorders)
- **Community/Societal**
  - High crime rate
  - Lack of or few social services
  - High poverty rate
  - High unemployment rate
  - poor social connections
  - Concentrated neighborhood disadvantage (e.g., high poverty and residential instability, high unemployment rates, and high density of alcohol outlets)

## Protective Factors For Abuse and Neglect

### Factors to Strengthen Families and Protect Children

While groups that work to protect children can function very differently, many follow a model that focuses on ways to protect children and build stronger families.

- **Nurturing and attachment:** Parents and caregivers give affection and nurturing in different ways depending on the needs of the child and how they learned to parent. Consistent positive bonds between children and adults in their lives are important. The impact is most significant for the very youngest children, but caregivers continue to nurture their children throughout their lives.
- **Child's social and emotional skills:** Children count on parents and caregivers to learn about emotions and learn how to relate to others in their lives. These skills are important to protect children from harm.
- **Parental Resilience:** Parents that can change their attitudes and behaviors for the benefit of their child provide more consistent strength and support. Emotional resilience is a combination of flexibility and strength that can be learned and practiced. Think about a spring that bounces back, or a reed that bends, but does not break under stress.
- **Knowledge of parenting and child development:** Every parent or caregiver should become an expert by learning:
  - Parenting skills
  - How children grow and change
  - About their own child's unique needs and abilities
- **Social Connections:** Building webs of trust with family and friends makes a family stronger and more resilient. Families who struggle need friends, neighbors and other

loved ones in their lives to serve as mentors and provide enriching companionship to parents.

- **Positive peer relationships:** A child's own friends provide support and are instrumental in a child's social and emotional development.
- **Positive school environments:** In addition to academic opportunities, schools provide access to a bounty of social programs and opportunities to build on other protective factors.
- **Support systems for times of need:** To provide children with adequate care, families must have their basic needs met in terms of food, clothing, housing, and access to other essentials (transportation, child care, medical attention). When families struggle to meet those needs, community and social resources can help.
- **Positive community:** Churches, clubs and neighborhood groups can provide safe, stable and equitable environments for children and families. Strong community enriches lives by providing company of others and access to helpful family resources.
- **Economic opportunities:** Families must have access to necessary resources to ensure the safety, health and well-being of children. Consistent employment, access to adequate health care and access to social services strengthen families and protect children

**It is useful to think of the factors that protect a child from abuse and neglect as a series of barriers, with the child on the inside, society at-large on the outside, and in between, families and other social systems that impact a child's life.**

As the old adage goes, **"It takes a village to raise a child."** The community around a child protects against abuse and neglect, and through effective support systems children find guidance and safety as they reach toward their full potential.

## **WHAT IS CHILD ABUSE?**

**Child abuse is the mistreatment of a child that results in harm or injury. There are four basic types of child abuse. Children being abused are likely to experience more than just one type of abuse.**

### **Neglect**

Neglect is failure to provide for a child's basic physical, medical, or emotional needs. Leaving a young child home alone or failing to provide needed medical care may also be considered neglect. Over 80% of child abuse cases in Texas and in the U.S. are the result of neglect.

#### **Forms:**

- failure to provide necessary food or shelter
- inattention to a child's emotional needs
- lack of appropriate supervision
- failure to provide necessary medical or mental health treatment
- failure to provide psychological care
- failure to educate a child or attend to special education needs
- permitting the child to use alcohol or other drugs

**Indicators of Neglect:**

- Begging, stealing food
- Extended stays at school (early arrival/late departure)
- Constant fatigue, listlessness, or falling asleep in class
- Alcohol or drug abuse
- Delinquency
- Consistent hunger, poor hygiene, inappropriate dress
- Consistent lack of supervision, especially in dangerous activities or over long periods
- Unattended physical problems
- Abandonment

**Physical Abuse**

A physical injury that results in substantial harm to the child, such as bruises, fractures, or death. It also can include a genuine threat of harm even if there is no visible injury.

**Forms:**

- hitting
- punching
- beating
- throwing
- shaking
- stabbing
- kicking
- biting
- choking
- burning

**Indicators of Physical Abuse:**

- Unexplained bruises and welts
- Unexplained burns
- Unexplained fractures
- Unexplained lacerations or abrasions
- Wary of adult contact
- Apprehensive when other children cry
- Behavioral extremes
- Aggressiveness or withdrawal
- Frightened of parents or other significant persons
- Afraid to go home
- Reports injury by parents

**Emotional Abuse**

Emotional Abuse is an action that results in a marked impact on a child's growth, development, or psychological functioning. Emotional abuse includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, or belittling to the point that it results in noticeable effects on the child's daily functioning.

**Forms:**

- Constant Criticism
- Threats
- Rejection
- Withholding Love, Support, or Guidance

**Indicators of Emotional Abuse:**

- Speech disorders
- Lags in physical development
- Habit disorders (sucking, biting, rocking, etc.)
- Neurotic traits (sleep disorders, inhibition of play)
- Conduct disorders (anti-social, destructive, etc.)
- Psychoneurotic reactions (hysteria, obsession, compulsion, phobias, hypochondria)

- Behavior extremes: Compliant, passive or Inappropriately infant;
- Aggressive, demanding; overly adaptive behavior.

## **Sexual Abuse**

Sexual conduct is harmful to a child's mental, emotional, or physical welfare. This includes fondling a child's genitals, penetration, indecent exposure, and exploitation through prostitution or producing pornography.

### **Forms:**

- Inappropriate touching
- Penetration
- Incest
- Rape
- Sodomy
- Indecent exposure
- Exploitation through prostitution; or the production of pornographic material

### **Indicators of Sexual Abuse:**

- Venereal disease in a child of any age
- Pregnancy at an early age
- Evidence of physical trauma to the genital area or mouth
- Odd or unusually shaped bruises; caused by sucking
- Complaints of itching, pain or discomfort around the genital area
- Torn, stained, or bloody underclothing
- Extreme passivity when touched
- Abrupt change in behavior
- Seductive behavior with classmates, teachers, other adults
- Promiscuity Touching to either extreme either inappropriate sexual touch and behavior or extreme reluctance to be touched by an adult
- A knowledge of sex that is inappropriate ifor the child's age or developmental level; explicit knowledge of sex acts
- An unusual interest or fixation with sexual acts or terminology
- Refusal to undress for physical education
- Reluctance to be with a certain person

## **Consequences of Abuse and Neglect**

Child abuse and neglect exacts an enormous toll on society and greatly impacts the victims in numerous ways; the stress, trauma and persistent fear that occur at an early age from the result of child abuse, causes children to have lifelong health, psychological, and behavioral consequences.

### **Physical Health Consequences**

- Impaired brain development
- Poor overall physical health

### **Psychological Consequences**

- Poor mental and emotional health
- Depression, attachment disorders, anxiety, PTSD, panic disorder, anger,
- ADHD, dissociative disorders as well as many others.
- Cognitive and learning difficulties
- Language delays

## **Behavioral Consequences**

- Delinquent behavior
- Adult criminality
- Drug and alcohol abuse
- Teen pregnancy
- Abuse behavior
- Inappropriate behavior in relationships
- Difficulty with social interactions

## **Outcomes of High-Risk Children Who Experience Adverse Childhood Experiences**

- 50% more likely to face learning disorders requiring special education
- 66% more likely to become involved with drugs or alcohol
- 50% more likely to have school related problems
- 40% more likely to become pregnant as a teenager
- 25% more likely to drop out of school
- 60% less likely to attend college

## **What Now?**

Now that you have a better understanding of Child Abuse and its effect on the Children who have been or are being abused we know that you will want to be a their **VOICE**. You can now be the One With Courage to inspire others to talk openly about it, a stabilizing factor in part the of the world that is **YOUR "VILLIAGE"**.

## **WORKING TOGETHER, WE CAN MAKE A DIFFERENCE!**

Listed below are **RESOURCES** to support you in making a **DIFFERENCE** and to be the initiating influence in your "Village" to make it an empowered community!

# Resources to Support Those Making A Difference in The Epidemic of Child Abuse and Neglect

## Autism Resources



Advocating for families and individuals affected by Autism Spectrum Disorder(ASD)

NAA-NT

PO Box 261209, Plano, TX 75026-1209

Phone: 214-925-2722

Fax: 972-379-3787

Email: [naaofnorthtexas@gmail.com](mailto:naaofnorthtexas@gmail.com)

The **National Autism Association of North Texas (NAA-NT)** is a non-profit organization that has a mission of advocating for families and individuals affected by Autism Spectrum Disorder(ASD).

NAA-NT provides parent scholarships for therapy and treatment, monthly speakers on latest therapies and biomedical treatments for autism, parent networking and support groups for sharing success and finding solutions, police information and education, safety resources to help families keep their children safe, national speaker workshops, social family events, and community awareness events, and educational advocacy for children with Autism Spectrum Disorder.

## ADHD Resources



CHADD

4601 Presidents Drive, Suite 300 Lanham, MD 20706

Phone: 301-306-7070

Fax: 301-306-7090 -

<http://www.chadd.org>

**Children and Adults with Attention-Deficit/Hyperactivity Disorder (CHADD)** was founded in 1987 in response to the frustration and sense of isolation experienced by parents and their children with ADHD. At that time, one could turn to very few places for support or information. Many people seriously misunderstood ADHD. Many clinicians and educators knew little about the disability, and individuals with ADHD were often mistakenly labeled "a behavior problem," "unmotivated," or "not intelligent enough."

ADHD is medically and legally recognized as a treatable yet potentially serious disorder, affecting up to nine percent of all children, and approximately four percent of adults.

Today, children with ADHD are eligible for special education services or accommodations within the regular classroom when needed, and adults with ADHD may be eligible for accommodations in the workplace under the Americans with Disabilities Act. CHADD is a success story, inspired by the desire of countless parents to see their children with ADHD succeed. From one parent support group in Florida, the organization grew dramatically to become the leading non-profit national organization for children and adults with ADHD.

CHADD has three current priority objectives:

- (1) to serve as a clearinghouse for evidence-based information on ADHD,
- (2) to serve as a local face-to-face family support group for families and individuals affected by ADHD, and
- (3) to serve as an advocate for appropriate public policies and public recognition in response to needs faced by families and individuals with ADHD. –

Look under Resources for Support Groups in the Dallas area.

## Children With Disabilities Resources

### Parent to Parent USA

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**2030 M St. NW, Suite 350, Washington DC 20036**

Parent to Parent USA (P2PUSA) is a national non-profit organization committed to promoting access, quality and leadership in parent to parent support across the country. This site highlights statewide organizations that have parent to parent support as a core program and demonstrate a commitment to implementing evidence-based P2P USA endorsed practices.

Organizationally, Parent to Parent programs offer parent to parent support as a core resource for families with children who have a special health care need, disability, or mental health issue. Through a one to one "match" experienced support parents provide emotional support to families and assist them in finding information and resources. Parent to Parent programs are committed to listening and learning from families and developing an array of services and supports in response to family identified needs.

## Texas Parent to Parent

TOLL FREE: 866-896-6001 | AUSTIN: 512- 458-8600 | FAX: 512-451-3110

3710 CEDAR STREET, AUSTIN TEXAS 78705

Email - [Laura@txp2p.org](mailto:Laura@txp2p.org)

Texas Parent to Parent (TxP2P) is committed to improving the lives of Texas children who have disabilities, chronic illness, and/or special health care needs. TxP2P empowers families to be strong advocates through parent-to-parent support, resource referral, and education. In addition, TxP2P educates professionals about the unique needs of our children with the goal of improving care and opportunities for our children. Lastly, TxP2P is dedicated to championing the efforts of a diverse set of parent support groups and advocacy on behalf of our children's well-being.

The heart of TxP2P is the parent-to-parent peer support model—parents volunteering to provide support and information to other parents. The parent-to-parent model (**P2P Best Practices**) has been developed by and for parents to address the powerful emotions, new responsibilities, stress and isolation that parents and families face in caring for a child with special health care needs. Parent-to-parent support sustains parents as they develop the skills to manage the new demands on their families and themselves and to advocate effectively for their children.

We encourage you to learn more about our organization, programs for parents, professionals, and parent groups, and get involved

## Child and Elder Abuse Resources



AMERICAN PSYCHOLOGICAL ASSOCIATION

### American Psychological Association

750 First Street, NE

Washington, DC 20002-4242

Phone: (800) 374-2721 or (202) 336-5500

Email: <http://www.apa.org/>

### American Psychological Association

Website has information on child mental health, child abuse, bullying and other topics related to children.



In Texas, no one ever has to abandon a child again.

<http://safehaven.tv/states/texas>

CONFIDENTIAL TOLL FREE HOTLINE

**1-888-510-BABY**

## ABOUT THE TEXAS SAFE HAVEN LAW

### HOSPITAL \* EMS PROVIDER \* CHILD WELFARE AGENCY \* 60DAYS

You can leave your baby, up to 60 days old, with an employee on duty at any hospital, emergency medical services provider or child welfare agency in Texas.

- **About the Law**

- 
- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• How does it work?</li><li>• What's the difference between Safe Haven and Adoption?</li><li>• Can only a parent bring in the baby?</li><li>• Can you help a parent decide where to bring the baby?</li><li>• Does a parent have to call before bringing in the baby?</li><li>• <u>Does a parent have to tell anything to the people taking the baby?</u></li></ul> | <ul style="list-style-type: none"><li>• What happens to the baby?</li><li>• Does my state have a Baby Safe Haven law?</li><li>• What is a Baby Safe Haven Law?</li><li>• Why are states offering Safe Haven Laws?</li><li>• What if I change my mind?</li><li>• I'm in a custody battle. How do I know my spouse won't use the Safe Haven law to take away my child?</li></ul> |
|---|--|



<http://www.babymosesdallas.org> or [alan!@sign!babymosesdallas.org](mailto:alan!@sign!babymosesdallas.org) (Cedar Hill)

## You Can Help Save A Baby

Of the over 100 babies who are abandoned each year in Texas, **about 16 will be found dead**. An unknown number of murdered babies are never found. There is a solution. A **Texas law provides a responsible alternative** to mothers who might otherwise abandon, harm or murder a newborn child. It states that a parent may leave an unharmed infant, up to 60 days old, at any hospital or fire station with "no questions asked." This law is nicknamed "The Baby Moses Law" from the ancient story of baby Moses who was placed in a wicker basket by his

mother to be saved from death and who then grew up to become an important person in history.

Since the legislature provided no funds to publicize this law, privately funded non-profit groups in every metropolitan area in Texas have instituted public awareness campaigns. In Dallas County this group is called **Baby Moses Dallas**.

Our basic goal is to prevent violence and abuse against unwanted babies. The **two ways we're addressing this goal** are by providing state mandated signs to all designated Safe Haven sites in Dallas County (hospitals and fire stations) and making the public aware of the law through advertising and education initiatives. Your tax deductible donation can help save a child.

## **Childhelp National Child Abuse Hotline**

**Get Help Now! Call Our 24/7 Childhelp National Child Abuse Hotline**

**1-800-4-A-Child (1-800-422-4453)**

The Childhelp National Child Abuse Hotline is dedicated to the prevention of child abuse. Serving the United States, its territories, and Canada, the hotline is staffed 24 hours a day, 7 days a week with professional crisis counselors who, through interpreters, can provide assistance in over 200 languages. The hotline offers crisis intervention, information, literature, and referrals to thousands of emergency, social service, and support resources. All calls are confidential.

Calls come from children at risk for abuse, distressed parents seeking crisis intervention and concerned individuals who suspect that child abuse may be occurring.

The hotline is also a **valuable resource** for those who are **mandated by law to report suspected abuse, such as school personnel, medical and mental health professionals and police and fire investigators**.

What to expect when calling the hotline:

When calling **1-800-4-A-CHILD (1-800-422-4453)**, a qualified crisis counselor will answer and assist you, if you:

- Need help and want to talk to a counselor.
- Are in physical or emotional crisis and need support and encouragement.
- Need to be connected to the best possible resources in your area.
- Have questions about the signs of child abuse.
- Need to find out how to report known or suspected abuse.
- Have questions about the reporting process and what you might expect through the process.
- Want to learn about Childhelp programs that will address you or your child's needs.
- Want to learn about resources available to parents, grandparents and caregivers.
- Need emotional support as a survivor of abuse.
- Want a referral to an agency, counseling or other services near where you live.
- Want literature mailed to you. (Allow two weeks for delivery via the U.S. Postal Service.)
- Want information on how to make a donation to Childhelp.

- Childhelp crisis counselors cannot come to the home where the abuse is happening and take away the child or teen who is in danger of being hurt and put them in a new home.
- The Childhelp Hotline crisis counselors can't make the child abuse report for you, but we are here to help you through it.

**Childhelp counselors can assist you by providing options based on the situation you describe. They cannot tell you what to do or guarantee that a specific outcome will occur.**



## **National Child Welfare League of America**

**"Together Making Children and Families A National Priority"**

**727 15th Street, NW, 12th Floor Washington, DC 20005**

**Phone: 202-688-4200**

**Fax: 202-833-1689**

**Email: [cwla@cwla.org](mailto:cwla@cwla.org)**

**CWLA is a powerful coalition of hundreds of private and public agencies serving children and families that are vulnerable since 1920. Our expertise, leadership and innovation on policies, programs, and practices help improve the lives of millions of children across the country. Their impact is felt worldwide.**

**Their focus is children and youth who may have experienced abuse, neglect, family disruption, or a range of other factors that jeopardize their safety, permanence, or well-being. CWLA also focuses on the families, caregivers, and the communities that care for and support these children.**



**Dallas Children's Advocacy Center**

**5351 Samuell Blvd.**

**Dallas, Texas 75228**

**Phone: 214-818-2600**

**Fax: 214-823-4819**

**<http://www.dcac.org>**

**Email Us: [ldavis@dcac.org](mailto:ldavis@dcac.org)**

The mission is to improve the lives of abused children in Dallas County and provide national leadership on child abuse issues. Go to the web-site to find resources for help and instruction.

**National Center on Shaken Baby Syndrome**

**1433 N 1075 W #110**

**Farmington, Utah 84025**

**office: (801) 447-9360**

**fax: (801) 447-9364**

**[mail@dontshake.org](mailto:mail@dontshake.org)**

The Mission of The National Center on Shaken Baby Syndrome is committed to prevent shaken baby syndrome and promote the well-being of infants generally through the development and implementation of programs, policy and research; and to support and educate families, caregivers and professionals.

The Vision of The National Center on Shaken Baby Syndrome is committed to eradicate shaken baby syndrome and improve the overall care of infants.

# Elder Abuse Adult Protective Services

[https://www.dfps.state.tx.us/adult\\_protection](https://www.dfps.state.tx.us/adult_protection)

## Hotline

Phone: 1-800-252-5400 or <https://www.txabusehotline.org>

## Adult Protective Services responsibilities include:

- Investigating reports of abuse, neglect, and exploitation of adults who are elderly or have disabilities.
- Conducting in-home investigations and providing or arranging for services.
- Investigating allegations at facilities.
- Educating the public about prevention of elder abuse .

## What They Do

APS investigates abuse, neglect, and exploitation of adults who are elderly or have disabilities. Any adult who has a disability or who is age 65 or older over that is in a state of abuse, neglect, or exploitation may be eligible to receive adult protective services.

Victims of abuse, neglect, or exploitation may get short-term help with shelter, home repairs, food, transportation, managing money, medical care, home healthcare services, and mental health services.

## Their Mission

APS's mission is to protect older adults and persons with disabilities from abuse, neglect, and exploitation by investigating and providing or arranging for services, if needed, to stop or prevent further harm.



[www.texasattorneygeneral.gov](http://www.texasattorneygeneral.gov)

By law, Texas residents are required to report known or suspicious elder abuse. Texas is home to more than 2.5 million elderly residents, and there are tens of thousands of elder abuse cases each year.

## Where to Call

If the victim is in a nursing home or assisted living facility, or is in his or her home and relies on a home health provider, call the Texas Department of State Health Services at (800) 458-9858.

If the victim is a resident of a long-term care facility that receives Medicaid funding, report the criminal abuse, neglect or exploitation to the Attorney General's Medicaid Fraud Control Unit at (512) 463-2011 (Austin), toll-free at (800) 252-8011 or by e-mail at: [mfcu@texasattorneygeneral.gov](mailto:mfcu@texasattorneygeneral.gov)

Abuse of a senior who is not in a health care facility can be reported to the Texas Adult Protective Services at (800) 252-5400.

Elder abuse includes physical abuse, emotional abuse, sexual abuse, exploitation, neglect, and abandonment.

Perpetrators can include children, other family members, and spouse's as well as staff at nursing homes, assisted living, and other facilities.

**Physical abuse** means inflicting physical pain or injury upon an older adult.

**Sexual abuse** means touching, fondling, intercourse, or any other sexual activity with an older adult, when the older adult is unable to understand, unwilling to consent, threatened, or physically forced.

**Emotional abuse** means verbal assaults, threats of abuse, harassment, or intimidation.

**Confinement** means restraining or isolating an older adult, other than for medical reasons.

**Passive neglect** is a caregiver's failure to provide an older adult with life's necessities, including, but not limited to, food, clothing, shelter, or medical care.

**Willful deprivation** means denying an older adult medication, medical care, shelter, food, a therapeutic device, or other physical assistance, and exposing that person to the risk of physical, mental, or emotional harm except when the older, competent adult has expressed a desire to go without such care.

**Financial exploitation** means the misuse or withholding of an older adults resources by another.



**351 Pleasant Street, Suite B-319, Northampton, MA 01060, USA.**

**Phone: 413.587.3500**

**Helpline: 1.888.PREVENT or email the Helpline**

**Email: <http://www.stopitnow.org>**

**Stop It Now** - a national child sexual abuse resource center, offers information for parents and communities on how to recognize sexual abuse, articles on how sexual predators groom children, a helpline to receive answers to related questions and much more.

# Children's Resources

## Zero to Three

**Early connections last a lifetime.**

**1255 23rd Street, NW**

**Suite 350**

**Washington, DC 20037**

**(202) 638-1144**

**(800) 899-430**

**Email:**[www.zerotothree.org](http://www.zerotothree.org)

ZERO TO THREE works to ensure that babies and toddlers benefit from the family and community connections critical to their well-being and development. Healthy connections help build babies' brains.

Neuroscientists have documented that the earliest days, weeks and months of life are a period of unparalleled growth when trillions of brain cell connections are made. Research and clinical experience demonstrate that the earliest relationships and experiences a child has with parents and other caregivers, dramatically influences brain development, social-emotional and cognitive skills, and future health and success in school and life.

Since 1977, ZERO TO THREE has advanced the proven power of nurturing relationships by transforming the science of early childhood into helpful resources, practical tools and responsive policies for millions of parents, professionals and policymakers.

ZERO TO THREE plays a key role in ensuring that babies and toddlers get a strong start in life by supporting:

- parents with practical resources that help them connect more positively, deeply and continuously with their babies
- professionals with knowledge and tools that help them support healthy early development
- policymakers in advancing comprehensive and coherent policies which support and strengthen families, caregivers and infant toddler professionals

## Educational Resources at Zero to Three

### Early Development & Well-Being

Ages and Stages

Brain Development

Challenging Behaviors

Developmental Screening and Assessment

Early Intervention

Health and Nutrition

### Infant and Early Childhood

Mental Health

Sleep

Social and Emotional Development

Temperament

Trauma and Stress

### Early Learning

Child Care

Early Literacy

Early Math and Science

Language and Communication

Play

School Readiness

Screen Time

### Social Skills

Parenting

Discipline and Limit Setting

Grandparents & Extended Family

Military and Veteran Families Support

National Parent Survey

Positive Parenting Approaches

## Domestic Abuse & Domestic Abuse Prevention Resources

The National Domestic Violence

# HOTLINE

**Phone:** 1-800-799-SAFE (7233)

**Deaf callers on Video Phone** 1-855-812-1001 (Monday to Friday, 9 a.m.—5 p.m. PST) or

TTY 1-800-787-3224

<http://www.thehotline.org> or [www.ndvh.org](http://www.ndvh.org)

### Get Help Now

Our highly trained expert advocates are available 24/7 to talk confidentially with anyone experiencing domestic violence, seeking resources or information, or questioning unhealthy aspects of their relationship.

The Hotline provides lifesaving tools and immediate support to enable victims to find safety and live lives free of abuse. Resources and help can be found by calling.

or accessing the Resources provided on the web-site.

If it's not safe for you to call, or if you don't feel comfortable doing so, another option for getting direct help is to use the **live chat service** on the site. You'll receive the same one-on-one, real-time, confidential information from a trained advocate as you would on the phone. You can chat on their website every day from 7 a.m.—2 a.m. CST.

## **Texas Council on Family Violence**

[www.tcfv.org](http://www.tcfv.org)

**Phone:** TCFV Policy Team at 1.800.525.1978 for assistance in any area.

**The Texas Council on Family Violence (TCFV)** is one of the largest domestic violence coalitions in the nation. Founded in 1978, TCFV has been a leader in the efforts to end family violence through partnerships, advocacy and direct services for women, children and men. TCFV's mission is to promote safe and healthy relationships by supporting service providers, facilitating strategic prevention efforts, and creating opportunities for freedom from domestic violence. TCFV's membership is comprised of family violence service providers, supportive organizations, survivors of domestic violence, businesses and professionals, communities of faith and other concerned citizens. As a membership-focused organization, TCFV is firmly committed to serving its members, communities in Texas and thousands of victims of domestic violence and their families.

## **Texas Health and Human Services Commission Domestic Violence Prevention**

<http://www.hhsc.state.tx.us/help/family-violence.shtml>

**The Family Violence Program** promotes self-sufficiency, safety, and separation from family violence for adult victims and their children. The program provides shelter and supportive services to victims, such as legal advocacy, counseling, assistance obtaining medical care, transportation, and job search assistance.

## **Texas Advocacy Project Victim Assistance**

<https://www.texasadvocacy>

**The Texas Advocacy Project** provides free legal services to victims of domestic and dating violence, sexual assault, and stalking. Victims who cannot obtain help from traditional legal service providers (either due to income requirement qualifications, or cultural, language or geographic barriers) are eligible. The Project receives state funding.

## **Alliance for North Texas Healthy and Effective Marriages (ANTHEM)**

### **Healthy Relationships ANTHEM**

<http://twogethernorthtexas.com>

**Phone: 214-426-0900**

**ANTHEM** provides workshops for individuals, couples, families, and youth to improve communication and conflict resolution skills. Workshops also address specific needs and populations, including single parents, expecting and unmarried parents, incarcerated parents, individuals struggling with addictions, and military families. This program is federally funded and services are available in the Dallas area.

## **Texas Youth Hotline**

**1-800-989-6884**

**The Hotline** provides peer counseling to youth and family members for family conflicts, delinquency, truancy, abuse and neglect, and run-aways 24 hours a day, seven days a week.

## **Mental Health Resources**

*The National Mental Health Consumers' Self-Help Clearinghouse*

*Directory of Consumer-Driven Services*



<http://www.cdsdirectory.org/programs.html>

**Available Services**

**Advocacy | Clubhouse | Community Education | Crisis Prevention/Respite |  
Drop-in Center | Employment | Homeless Outreach | Housing | Peer Case Management |  
Peer Companion | Peer Support & Peer Counseling | Recovery Education | Recreation/Arts |  
Support Group | Technical Assistance |  
Other Programs**

**Go to the Directory and Access the Services you are interested in.**

# Parenting Resources

## **Attorney General of Texas, Child Support Division, Parenting**

<https://www.texasattorneygeneral.gov/cs/ofc/index.shtml#papa>

Phone: 512-460-6400

The Attorney General's Family Initiatives section provides services for custodial and non-custodial parents and offers parenting curricula and training for school and community based programs throughout the state. Parenting and Paternity Awareness (p.a.p.a) is a 10-session curriculum designed to teach high school students and young adults about the rights, responsibilities, and realities of parenting.

## **Office of the Attorney General of Texas- Family Initiatives**

<https://www.texasattorneygeneral.gov/cs/family-initiatives> -

The Family Initiatives (FI) section of the Child Support Division acts as a catalyst for family-centered child support. FI leads special projects and ongoing programs that enhance the Child Support Division's ability to respond compassionately and effectively to the changing needs of families and children in Texas. Family Initiatives program works in collaboration with community and faith-based organizations, courts, schools, legal aid providers, and other public agencies to assist families need or crisis.

These programs lead the nation in efforts to promote responsible fatherhood, conduct parenting and paternity education, increase noncustodial parent access to children, and provide services that encourage stable family formation.

## **Fathers for Equal Rights**

### **A National Fathers' Resource Center**

<https://fathers4kids.com>

Phone: 214-953-2233

**Fathers for Equal Rights, Inc. (FER)**, with its headquarters in Dallas, Texas, is one of the largest and most active fathers' rights organizations in the United States. FER is a non-profit, educational, civil rights organization that is recognized as a 501(c)(3) organization by the U.S. Internal Revenue Service, incorporated in 1974.

Father's For Equal Rights was designed to provide "hands on" help for members with family law issues. The tools provide in the offices are:

- Free access to attorneys, 6 days a week
- Low cost document preparation
- Discounted process service
- Discounted DNA testing
- Social study preparation
- Trial preparation

And many more Educational Resources and Assistance Programs.

# SINGLE & PARENTING

P.O. Box 1739

Wake Forest, NC 27588-1739

Phone: 800-395-Fax: 919-562-2114

Email: [info@singleandparenting.org](mailto:info@singleandparenting.org)

Website: [www.singleandparenting.org](http://www.singleandparenting.org)

## Single & Parenting - Help & Hope for Single Parents

If you're a single parent, you're probably tired, overwhelmed and feeling a bit underappreciated. That's why we created Single & Parenting groups—to share tips and parenting wisdom that will help you find rest, hope and encouragement.

Other people don't truly understand how tough it is to be a single parent—day after day after day. Sometimes you want to give up. And that's a normal reaction—you're doing the job of two people. You should be tired.

The thing is, you deeply desire to do what's best for your kids, but you worry that you can't. Sometimes it's all you can do to survive from one day to the next.

So what can you do?

Single & Parenting groups address these concerns. You'll discover how to deal with your deep-down worries and your day-to-day struggles.

At a weekly Single & Parenting group, you'll meet with other single parents to learn and discuss some amazing parenting strategies and hope-filled insights.

## On- Line Single-Parent Help Center

<http://www.singleandparenting.org/helpcenter>

Welcome to the **Single-Parent Help Center**—a resource hub for all single parents.

Click the Topics in the left-hand navigation to find:

- Video clips on issues like parenting, co-parenting, dealing with your emotions, and much, much more
- The parenting stories and insights of Angela Thomas, the author of *My Single Mom Life*
- Downloadable articles and worksheets that will help you make wise decisions for yourself and your kids

If you're NOT part of a Single & Parenting group, enjoy everything that's here. But remember, while the Help Center resources are helpful, they're only a taste of the life-changing strategies and tools you'll gain from being part of a Single & Parenting group. So find a group, today!



<http://twogetherintexas.com>

Twogether in Texas is dedicated to increasing the well-being of children by providing voluntary marriage and relationship education skills to their parents. Through this website you can find information on how couples can access marital, pre-marital, and relationship enhancement classes. All Texans are able to utilize these services. There are no eligibility requirements. Couples that complete 8 hours of pre-marital education through one of the service providers listed on this website are able to receive \$60 off their marriage license fee.

Out of the 240,000 Texans who have taken these classes, 95% of couples say they have learned skills to:

- Improve their relationship
- Increase their ability to communicate and share feelings
- Understand and feel understood by their spouse
- Disagree without fighting
- Enhance relationships with children

Because our 2,600 state wide service providers come from different backgrounds and specialties, services may vary. Contact service providers directly for specific details by using the search box on the left to find services near you.

Benefits of taking a premarital education include:

- Enhancing your communication and conflict resolution skills to enrich your relationship,
- Learning the key components of a successful marriage,
- Receiving a \$60 discount on marriage license fees, and
- Waiver of the 3-day waiting period.

The eight-hour premarital class offered by instructors in your community may be available in a variety of formats including:

- One-day 8 hour class,
- Weekend events, or
- Multi-week educational series.
- Clergy or their designees,
- Licensed mental health professionals, or
- Marriage educators.

Classes may be led by:

To learn more about the qualifying marriage education opportunities in your area, simply enter the ZIP code, city, or county in the "Search for Marriage Education Services" field on the left and click search.

Once you successfully complete the premarital education class, the provider will issue you a certificate to present to your County Clerk to receive a \$60 discount when you purchase your marriage license.

# Relative/Kinship Placement Resources

## Relative/Kinship Caregivers

[www.childwelfare.gov](http://www.childwelfare.gov)

For generations, extended families have played significant roles in rearing children when parents are having a difficult time. This is called Kinship Care by Child Protective Services (CPS). Relatives and other people who the child or family have a significant relationship with can often provide children with stability when they can't live with their birth parents.



<http://texaslawhelp.org/issues/family-law-and-domestic-violence/kinship-care-kinicare>

## Kincare: Caring for Extended Family Legal Resources

### Families and Kids

You can find information about family law issues here.

This section has forms, articles, FAQs, and more.

<http://texaslawhelp.org/issues/family-law-and-domestic-violence>

- Free Family Law Forms
- Divorce & Annulment
- Custody & Visitation
- Child Support
- Adoption & Foster Care
- Child Labor & Education Rights
- CPS Investigations
- Domestic Violence & Abuse
- Grandparents' Rights
- Health & The Family
- Juvenile Justice
- Kincare: Caring for Extended Family
- Marriage
- Military Families
- Name Change
- Paternity
- Read About Family Law

## **The Texas Department of Aging & Disability Services, Access & Assistance - Area Agencies on Aging (DADSAIAAA)**

**Contact:** DADS AAA hotline at (800) 252-9240 - connects you to the Area Agency on Aging within your area if your call is in-state.

The Texas Department of Aging & Disability Services, Access & Assistance - Area Agencies on Aging (DADSAIAAA) offers information and referrals for all Texas seniors, including grandparents raising grandchildren. Referrals are available for support groups, respite care, and other support services. Older individuals, family members and other caregivers should contact the Area Agency on Agency (AAA) in their region to check for the availability of kinship care services for families. See the list below for agency which may be able to assist you with any need you may have.

## **Children's Connections**

**Contact:** Deborah Phillips at (806)745-7995 or [childrensconnect@aol.com](mailto:childrensconnect@aol.com).

**Children's Connections** offers free information, resources and referral on grandparent adoption to grandparents across the state. Homes studies and post placement services are also available on a fee basis.

## **The City of Dallas Office of Senior Affairs**

**Contact:** Belinda Glenn at (214) 670-7882 or or [bglenn@mail.ci.dallas.tx.us](mailto:bglenn@mail.ci.dallas.tx.us)

The City of Dallas Office of Senior Affairs has partnerships with representatives from the school system, community organizations, governmental entities, faith-based organizations, and non-profit agencies to provide materials and resources to relative caregivers in the Dallas Metropolitan area. They help to connect relative caregivers to local services and provide general information on public benefits, legal issues, support groups, and coalition-building efforts in the area.

## **The Urban League of Greater Dallas**

**Contact:** Jill Payne at (214) 915-4609 or [jpayne@ulgdncctx.com](mailto:jpayne@ulgdncctx.com)

The Urban League of Greater Dallas has formed the Grandparents Resource Group to provide a support network of services to grandparents and other relatives raising children. They offer quarterly support group meetings, benefits check-up, information and referral services, computer training, and GED preparation

## **The Dallas County Kin-Care Network**

The Dallas County Kin-Care Network offers support groups through libraries in the Dallas area. The Pleasant Grove Library has a support group on the 2nd Wednesday of the month at 11:00 a.m. Sign up is at the library.

**Contact:** Lynne

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## **Emergency Preparedness Plan of Action**

KOTHA has an approved Emergency Preparedness plan of action should the need arise. All staff members have been oriented to, read and fully understand our emergency plan. The emergency plan of action is available for all staff members to review at any time during the year and will be reviewed every six (6) months.

Since parents/guardians may not be able to get to KOTHA until after a disaster, we are prepared to care for your child as long as needed in order to ensure his/her safety as well as yours.

KOTHA holds monthly fire drills; disaster drills as required by licensing and documents all the drills that are held. KOTHA is inspected by the local fire department.

Due to the earthquakes in surrounding areas, monthly earthquake drills will also be held. We also have fire extinguishers, smoke detectors and carbon monoxide monitors which are inspected on a regular basis.

**If there is an emergency and we are required to evacuate KOTHA, we will evacuate to Cross of Christ Lutheran Church. The address is 512 North Cockrell Hill Rd, DeSoto, Texas. Phone Number 972-223-9586. You will be notified by phone or e-mail if possible, to pick your child up at this location. A sign will also be posted on the door of the Academy.**

### **OFF-SITE EVACUATION INFORMATION**

#### **CROSS OF CHRIST LUTHERAN ACADEMY**

Address - 512 North Cockrell Hill Road, DeSoto, Texas 75115

Phone Number - 972-223-9586

Director - Lila Fusell

In the event that phone lines are down and you are unable to reach anyone at the Academy or at our Off-Site Evacuation you may contact the Out-Of-Area Contact and they will be able to give you updated information.

### **OUT-OF-AREA CONTACT**

#### **GRACIES KIDS WORLD**

Address - 2607 E. Pine Street, Tulsa, Ok 74110

Phone Number - 918-295-5823

Owner/Director - Grace Hall Broom

All emergencies will be overseen by the following individuals who will have decision making authority and are trained and qualified in dealing with emergencies; KOTHA Director and Assistant Director.

In the event of loss of electricity, water or a problem in the building during business hours this will call for closure of KOTHA. Parents/guardians will be notified and asked to come and pick up his/her child. If an incident occurs which does not call for evacuation of the building or the child to be picked up the parent will be notified of the incident when picking his/her child up at the end of the day.

If the problems noted above occur during non-business hours and KOTHA is unable to open the next day parents will be notified as soon as possible so alternate care may be arranged.

A detailed Emergency Plan of Action is housed in the Academy Office and parents are welcome to come and read it at any time.

### **Inclement Weather**

KOTHA follows the Cedar Hill ISD closures for inclement weather; if they are closed the Academy will be closed.

### **Staff Criminal Background Checks**

All staff employed by KOTHA is required to have a criminal background check done through the Department of Protective and Regulatory Services and the FBI (finger printing).

### **Staff Training and Education**

In order to assure quality care for your child the following measures will be instituted. All staff members:

- ✍ Will be 18 years of age (graduated from High School) or older and have appropriate educational backgrounds and/or child care experience. There is a three (3) month introductory period for all new employees
- ✍ Will be CPR and First Aid Certified and have TB testing
- ✍ Must undergo an extensive orientation period when they are hired. The orientation training will be provided by an experienced individual
- ✍ Will undergo regular performance evaluations and be provided positive feedback on how to improve his/her child care responsibilities
- ✍ Are required to have a minimum of twenty-four (24) hours of In-Service Education each year in order to stay informed of any new developments and methods in Early Childhood Education.
  - ✂ This training may be obtained independently by reading materials, videos, personal workshops, courses; twelve hours must be with a qualified instructor.
  - ✂ We also provide in-house training through the use of reading materials, videos and guest speakers

### **Tobacco - Alcohol - Illegal Substances - Sexually Explicit Materials - Firearms**

#### **KOTHA is a Drug and Alcohol and Tobacco Free Campus**

The following will be prohibited anywhere on the premises of KOTHA or in the vehicles use by KOTHA:

- ✍ Use of tobacco or related products
- ✍ Use or possession of illegal substances
- ✍ Use or possession of sexually explicit materials
- ✍ Use or possession of firearms

## CELL PHONES

We ask parents, guardians or those persons bringing or picking up their children up from the Academy **NOT BE ON THE CELL PHONE**. If you must be on the phone for any reason, please remain in the **Foyer of the Church and DO NOT enter the double door leading to the Academy until that call is completed**.

- If you are on the cell phone, you are not able to give the full attention needed by your child. This will prevent any type of accident which may occur because your attention was elsewhere.
- The Director or the child's teacher is not able to speak to you if they have a question or your child has a need.

Your child needs to know that you are totally committed to them during this time, that they have your undivided attention and the TLC they need before you leave them for the day. **This will only interrupt your phone service for a minimum of ten minutes and will make a big difference to your child.**

## Gang Free Zone

The 81<sup>st</sup> Legislature, Regular Session, Chapter 42 of the Human Resources Code/Section 42.064 - House Bill 2086, requires that all parents be notified of the bill which was passed effective September 1, 2009.

The Bill states that a Gang-Free Zone is an established area which is within 1,000 feet of a child care center. This Gang-Free Zone is designed to prohibit gang related activity and imposes increased penalty under Texas Law to those involved in such activity.

**These areas that fall within a Gang-Free Zone will vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Providers and Parents may contact their local municipality or court house for information about obtaining a copy of said map if they choose to do so.**

The purpose of establishing Gang-Free Zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties. If you have concerns about Gang activity in this area be sure and contact local law enforcement and/ the Director of the Academy.

## State Minimum Standards/Licensing Information and Protective and Regulatory Service Contact Information

A copy of State Minimum Standards as well as the most recent Licensing Report will be located in the office for your perusal.

The following numbers are listed as resources for you as parents/guardians:

Child Care Licensing ..... 1-800-582-6036  
Local Licensing Office - Dallas.....214-583-4253  
PRS (Protective & Regulatory Services - Child Abuse Hotline ..... 1-800-252-5400  
PRS Website

[http://www.dfps.state.tx.us/Child\\_Protection/About\\_Child\\_Protective\\_Services/reportChildAbuse.asp](http://www.dfps.state.tx.us/Child_Protection/About_Child_Protective_Services/reportChildAbuse.asp)

[http://www.dfps.state.tx.us/Child\\_Care/About\\_Child\\_Care\\_Licensing](http://www.dfps.state.tx.us/Child_Care/About_Child_Care_Licensing)