

Polk Street Methodist Church Child Development Center

HOURS OF OPERATION
Monday-Friday, year-round
7:15 am – 5:30 pm

www.polkstreet.org/cdc

1401 South Polk Street, Amarillo, TX 79101
806-374-2891, option 2 (CDC Office)
Church Office (option 1)

Family Handbook

For the calendar year **August 2025 – July 2026**,
We will be closed on the following days:

August 15 Staff Development	January 1 & 2 New Year's Day
September 1 Labor Day	February 13 Staff Development
October 13 Columbus Day	February 16 Presidents Day
November 26-28 Thanksgiving	April 3 Good Friday
December 22-26 Christmas Break	May 25 Memorial Day
	July 3 Fourth of July

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Article I. MISSION

The Child Development Center (CDC) is a ministry of Polk Street Methodist Church, dedicated to providing a caring, Christian environment where young children can learn and grow. We believe each child to be a unique gift of God. Our program is designed to provide developmentally appropriate learning activities that allow each child to become the person God created them to be. The child's spiritual, intellectual, emotional, physical, social, and aesthetic growth is nurtured through activities that meet the highest standards of early childhood education.

Welcome to the Polk Street Methodist Church Child Development Center

It is our pleasure to invite you and your child on a journey rich in spiritual, educational, physical, and social growth. The early years are critical to each child's future opportunities. With over 65 years of experience, our enthusiasm for serving families with young children continues to grow.

Together, the home and the center can support the safe, secure exploration and love of learning that form a wonderful foundation for young children. It is our wish at Polk Street that each child will find joy in learning in all areas of development. We use the Frog Street® curriculum in each room to help the teacher lead an appropriate daily learning schedule. In addition, children attend weekly chapel and are immersed daily in activities, books, and heartfelt love. On behalf of the membership of Polk Street Methodist Church, we look forward to beginning our journey with your family, a journey of growing, joy in learning, love, and lifelong Christian values.

Thank you for sharing your child with us!

Polk Street CDC Board
and
Trenda Scott, Interim CDC Director

Article II. PURPOSE

Our purpose at Polk Street CDC is to provide a carefully planned program for the children, appropriate to their age and within a Christian environment, that helps them grow in favor of God and man. We intend to lay a solid foundation for the social and intellectual skills that they will need in kindergarten and beyond.

We design our curriculum so that each child can build on their current abilities and be exposed to new and challenging learning opportunities. We help our children develop an awareness of God and His plan for us. Your child will learn that he/she is a child of God and therefore very special, worthy of love and respect. At Polk Street CDC, we strive to live as Jesus directed, following the Golden Rule: Treat others the way you would like to be treated. (Matthew 7:12)

Article III. BOARD OF DIRECTORS

The CDC Board of Directors will oversee Polk Street CDC by fulfilling the responsibilities detailed in its bylaws, which are available by request through the CDC office. Its members will act as ambassadors for Polk Street CDC, interpreting its mission and values to the community and acting in its best interests. The board is directly responsible for establishing and administering the CDC's policies.

Article IV. HISTORY

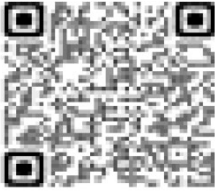
The Child Development Center (CDC) has a long and distinguished history in the Amarillo community. Both the Center's 60th anniversary and Polk Street Methodist Church's 130th anniversary were celebrated in 2018. Polk Street CDC began as a Mother's Day Out program in 1958. Over the years, a licensed preschool program was added for three- and four-year-olds. Before full-day kindergarten was offered within Amarillo ISD, the CDC offered kindergarten classes for many years. In response to community needs, the program began adding hours and days of care in 2006. Over the following decade, the program grew in enrollment as its hours of operation were expanded. In 2012, Polk Street Methodist Church underwent a major renovation of the former Fellowship Hall and church gym, focusing on creating a child-friendly environment, enhancing safety, and improving security. This new facility, now home solely to Polk Street CDC, includes 11 classrooms, a library, a special activity room, a playground, and a kitchen. This \$12 million renovation of the CDC space and the Great Hall gymnasium was fully paid for by the membership of Polk Street Methodist Church as a sign of the church's commitment to the children and youth of Amarillo. Our secure facility is isolated from the rest of the church with controlled access, allowing admittance only to our staff and the Polk Street CDC family. In 2018, the Polk Street CDC became a full-day, year-round program serving families in the Amarillo area throughout the year.

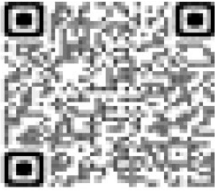
Article V. LICENSING

Section 5.01 License:

- a) Polk Street CDC is a state-licensed childcare center for children from birth through the preschool and school-age summer program. Licensing is regulated by the Texas Department of Health & Human Services (TDHHS) Child Care Licensing, (806) 354-5307.
- b) Polk Street CDC's Operation Number is 241692.

Section 5.02 License Reports:

- a) Parents can request to view our license and licensing inspection report, as well as a printed copy of the minimum standards from the Polk Street CDC office.
- b) These are also posted in the hallway outside our library, or can be viewed at the following link: <https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>
- c) For more information regarding licensing, please use the QR code:  or the following link: https://childcare.hhs.texas.gov/Child_Care/



Search Child Care

Section 5.03 Employees are required to

- a) uphold the regulations and standards issued by TDHHS at all times.
- b) immediately notify the CDC Director of any violations of licensing regulations by any person in the organization.
- c) share & disclose any observed safety concerns in the facility that may put any children at risk.

Article VI. CHILD ABUSE/NEGLECT

Section 6.01 The Child Protective Services (CPS) Act is designed to protect the welfare and best interests of all children. Texas State Law requires that employees of the Polk Street CDC report any suspected abuse or neglect of a child to the Texas Department of Family and Protective Services or a law enforcement agency. All suspicious indicators will be documented and reported. Investigations are handled by the State. Failure to report by educators is a crime, and Texas law establishes immunity for any person who reports in good faith.

Section 6.02 Mandated Reporting: Polk Street CDC staff members are not required to discuss their suspicions with parents before reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition before reporting. Under the CPS Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We take this responsibility very seriously and will make all warranted reports to the appropriate authorities.

Section 6.03 Texas Abuse Hotline: To report child abuse or neglect, call 1-800-252-5400. More information is available online at www.dfps.state.tx.us.

Section 6.04 Identifying Signs of Abuse/Neglect: Signs of child abuse and neglect are included in the packet for enrolling parents. Local organizations that can help families with issues such as neglect or abuse are also included in the packet. You may request additional information about these resources at any time.

Article VII. CENTER OPERATIONS

Section 7.01 Building Security

- a) Entry/Exit
 - The facility doors are to remain locked during business hours. To gain access to the building, you will need to press the button and wait to be buzzed in.
 - Please make sure that you do not let anyone that you do not know personally into the building. They will need to ring the bell and request access.
 - **Please be mindful of our entrance procedures.** We all like to be polite; however, we need to be careful not to allow unauthorized individuals into the center. Holding the door open for the person following you may be polite; however, that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain.
 - If you do not recognize a visitor, alert Polk Street CDC staff, who will follow up appropriately.
- b) Video Surveillance: Cameras are located in each classroom, reception area, hallways, and playground.
- c) If you happen to be present during a safety drill, please follow your child and the class.
- d) Parents are required to always follow all safety procedures. These procedures are designed not as mere inconveniences, but to protect the welfare and the best interests of the employees, children, and associates of our center.

Section 7.02 Cleaning & Disinfecting

Polk Street CDC is committed to regular cleaning, sanitizing, and disinfecting our facilities as mandated by the state. We follow a recommended schedule created by the National Association for the Education of Young Children (NAEYC) in conjunction with the American Academy of Pediatrics. This schedule may be viewed at our office, along with a list of our approved cleaning products.

Section 7.03 Dress Code

- a) As we strive to foster independence and self-help skills, we ask that preschoolers wear clothing they can manage independently (or work toward managing). Clothing should be comfortable, washable, suitable for classroom activities (sometimes messy & creative), outdoor play, and appropriate for the day's weather.
- b) Tennis shoes or shoes with rubber soles are recommended. Flip-flops, open-toe shoes, and ill-fitting shoes hinder gross motor development and can lead to trips, injuries, and accidents; therefore, they are not recommended.
- c) Children **must have an extra set of clothes, socks, and shoes** stored in the classroom in a zip-lock bag marked with their name. Infants & toddlers and children working on potty training will need additional changes of clothes available.

Section 7.04 Meals and Snacks

- a) We provide delicious, healthy, child-friendly meals and snacks.
- b) Juices and milk are provided with the meals.
- c) Breakfast is served at 8:30am. We know mornings are busy, but please arrive early enough to allow your child time to eat.
- d) We protect all children with allergies and offer foods free of egg, dairy, gluten, and other allergens.

Section 7.05 Teachers & Staff

- a) A current staff roster is always available on our information board in the main hallway.
- b) Each classroom has one LEAD teacher and one or more ASSISTANT teachers.
- c) We encourage you to build a positive relationship with your child's teacher. The lead teacher in your child's classroom is responsible for communicating with you about your child's progress and needs. Likewise, your child's teacher is your first stop if you need to share specific information about your child's needs. You are encouraged to have regular conversations with your child's teacher and to participate in conferences and activities as requested throughout the year.

Section 7.06 Teacher-Child Ratios

- a) Polk Street CDC maintains lower staff-to-child ratios than those established by the Texas Department of Health & Human Services (TDHHS) Child Care Licensing.
- b) Our center may follow TDHHS ratios and group sizes at the beginning and end of our day during unexpected staffing shortages (illness, etc.). We will never operate at higher ratios than TDHHS unless a significant event or emergency arises.
- c) Information regarding ratios can be accessed from the CDC director or on page 114 of the following link: <https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>

Article VIII. ENROLLMENT, WAITLIST, & WITHDRAWAL

Our Christ-centered program is supported by the congregation of Polk Street Methodist Church and does not discriminate on the basis of race, gender, national origin, ethnicity, political belief, religion, or disability. We encourage and invite you to schedule a facility tour with Polk Street CDC's Director before enrollment. We want to ensure that you see our entire facility, meet our staff, and have all your questions and concerns addressed.

Section 8.01 Registration Requirements:

The registration packet must include all the following before registration is complete:

- a) Enrollment form
- b) Fee for [1] enrollment, [2] summer school, and/or [3] RE-enrollment. *Please see Article IX. Financial. Section 9.05 Enrollment Fees for more detailed information.*
- c) A physician's health statement is required from your child's health care provider, who has examined the child within the past year. This statement must indicate that the child is eligible to participate in a childcare program.
- d) Child's current immunization records. *Please see Article XI. Medical. Section 11.05 Immunization Policy for more detailed information.*
- e) If your child has any diagnosed allergies, we will also need a copy of the allergy action plan from your doctor so that we may be prepared to offer the best possible care and safety to your child.
- f) Please notify our Business Administrator about any financial needs or concerns.

Section 8.02 Waitlist

Please note that being added to the waitlist and paying the waitlist fee does not guarantee enrollment for the preferred start date, though we always work to accommodate schedules as best we can. The availability of space for new enrollees is sometimes known only two weeks in advance.

- a) Requirements are the same items as the Registration Packet above, plus those below
- b) Waitlist fee. *Please see Article IX. Financial. Section 9.05 Enrollment & Waitlist Fees for more detailed information.*
- c) Incomplete applications will not be accepted.

Section 8.03 Waitlist Placement is based on the following, in order of priority:

- a) **FIRST PRIORITY:** Siblings of children presently enrolled at Polk Street CDC. If multiple children meet these criteria, spaces will be offered based on the date on which the application was received by the Polk Street CDC office.
- b) **SECOND PRIORITY:** Children of active Polk Street Methodist Church members.
- c) **THIRD PRIORITY:** All other families.
- d) In addition to this priority system, children currently enrolled in the program receive priority over new enrollees for openings in classrooms other than the infant room.

Section 8.04 Waitlist Policy

- a) Monthly emails and/or texts will be sent regarding waitlist status.
- b) If a spot becomes available, you will have two business days to decide whether to accept. After the 2nd business day ends, the next family on the list will be contacted.
- c) If a child is offered space and you decline, the child retains their place on the waitlist for the 2nd and 3rd offers. Should you decline the 3rd enrollment offer, the child will be removed from the waitlist.
- d) If placement becomes available earlier than you requested and enrollment is offered, and you accept,
 - o Tuition must be paid beginning on the date the offer was accepted to “hold” the spot. These payments are non-refundable and non-transferable.
 - o Tuition for the month when enrollment is accepted will be prorated to reflect the number of remaining full weeks of care.
- e) A child will remain on the waitlist in the order received, subject to the priority categories outlined above, until they reach the top of the list. At that time, they will be offered the next available space in the room for which they are eligible by age.

Section 8.05 Withdrawal

If you wish to withdraw your child, a two (2) week notice prior to the expected last day is required. A Notice of Withdrawal form may be obtained from Polk Street CDC’s office. If at least two weeks’ notice is given, the final month’s tuition will be prorated if applicable. Please confirm the withdrawal date you provided, as we will be working to fill the vacated spot.

Article IX. FINANCIAL POLICIES & PROCEDURES

Items in bold red have been changed/added and are effective immediately, EXCEPT where indicated.

All revisions apply to new enrollees immediately. Current payment agreements are valid until September 1st, 2026.

Polk Street CDC is a non-profit organization. We rely on tuition for Polk Street CDC staff salaries and other operating expenses. No deduction in tuition, enrichment, or after care is allowed for absence, illness, holidays, snow days, or severe weather days. Timely payments are essential for continued enrollment at Polk Street CDC.

Section 9.01 Tuition Policy

- a) Tuition amounts are listed on the registration form and website. Rates are subject to change annually on September 1st and will be based on the annual CPI (Consumer Price Index) unless otherwise noted. **If there is a rate change, notice will be provided by June 1st.**
- b) A 10% discount is available to families with multiple children enrolled at Polk Street CDC. This discount is offered for older children who live in the same household. Tuition for the youngest child will be at full price.
- c) The signed registration form and receipt of the Family Handbook will be filed as your agreement of financial responsibility. ACH payments are handled through “Tuition Express” in the ProCare® app. This must be set up prior to the first tuition payment.
- d) Autopayments (ACH and credit cards) are run on the selected payment date(s) per the signed payment agreement.
- e) The following payments are accepted: ACH bank draft, check, or credit card. **Cash is no longer accepted for tuition.** Credit cards are kept on file with the Business Administrator and run on the selected payment date(s) per the signed payment agreement.
- f) **Beginning May 16, 2026, the current \$20 fee for credit card payments will be changed to a 3.08% administrative fee.**
- g) Receipts are provided as soon as payments are processed.
- h) Tax statements are provided mid- to late- January.
- i) Please notify our Business Administrator about any financial needs or changes that may arise.

Section 9.02 Billing

- a) Payment Deadlines
 - o Billing statements are sent out on the 1st of the month

- Currently, tuition payments are late after the 16th of the month. **Beginning May 1, 2026, payment is due on or before the 7th of the month.**
- **Current payment agreements are valid until September 1st, 2026.**
- b) **Payments that are returned for insufficient funds will be charged a \$25 returned check fee.**
- c) If an alternative payment schedule is necessary, a signed payment agreement between Polk Street CDC and the family will be created reflecting the agreed-upon payment schedule. This document will be kept in both the CDC and the Church offices, and a copy will be provided to the family.

Section 9.03 Late Payment Policy

- a) In the event you cannot meet your payment deadline, please contact our Business Administrator or Director.
- b) **As of May 1, 2026, the current 5% of tuition late fee is changed to a flat fee of \$50 per family, for tuition payments that are received on day 7 and due immediately. A child may not return until their account has been paid in full.**
- c) **Multi-child discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees, will be charged when tuition payments are late.**
- d) Polk Street CDC reserves the right to terminate childcare based on delinquent accounts and offer the open spot to a child on the waitlist or open it for public registration.

Section 9.04 Late Pickup Charges

- a) *Please see Article X. Arrival & Departure. Section 10.04 Late Pickup Policy for additional details.*
- b) Families who pick up late may be assessed additional fees as listed below:
 - 5:36pm, a \$20 late pickup fee per child will be charged.
 - Each minute thereafter will be charged an additional \$1 per child.
 - 6:00pm, a \$100 fine per family will be imposed, and the Department of Family & Protective Services may be notified.
 - Currently, charges are added to the following month's tuition bill. **This is no longer in effect.**
 - **Payment of late pickup fees is due no later than the following business day. A child may not return until the late pickup fee has been paid in full.**

Section 9.05 Enrollment & Waitlist Fees

- a) Currently, the following enrollment fees are charged. Please note that these fees are not changing.
 - \$100 for one child who **did not attend** during the past school year.
 - \$150 per family with 2 or more children who **did not attend** during the past school year.
 - This enrollment fee does not apply to tuition and is non-refundable and non-transferable.
 - If the child is withdrawn from Polk Street CDC and returns later, a new enrollment fee will be required.
- b) Currently, the following Waitlist Fee is charged. Please note that this fee is not changing.
 - \$100 (non-refundable, non-transferable)
 - For each additional child, this fee is \$50.
 - Waitlist fees are not applied toward registration or tuition fees.
- c) Currently, the following Summer school enrollment fee is charged. Please note that this fee is not changing.
 - \$50 fee for one child attending our summer school-age program.
 - This enrollment fee does not apply to tuition and is non-refundable and non-transferable.
- d) **RE-enrollment fee**
 - **Beginning with the 2026-2027 school year, a \$75 RE-enrollment fee will be required for returning children.**
 - **This fee will be applied to the 1st month's tuition and will be forfeited if the child is withdrawn before the end of the 1st month.**

Article X. ARRIVAL AND DEPARTURE PROCEDURES AND POLICIES

Section 10.01 Arrival and Check-In

- a) Children should be in classrooms at 7:15 AM.

- b) Breakfast is served at 8:30 AM. Children who eat breakfast at home can go straight to morning activities.
- c) To facilitate a smooth transition for all children, please walk with your child to the classroom. Allow them to walk and help carry their belongings, which will build independence and confidence.
- d) Personal toys are not allowed at the center and should be kept at home.
- e) Children must be checked in using ProCare® upon arrival.
- f) It is normal for children to protest when a parent leaves, and we'll work with your family to make this time easier for both the child and the adults.
- g) A visual health check is performed by the staff upon arrival each morning. If anything unusual is apparent, it will be pointed out to the parent at that time.
- h) Please keep our teachers informed about your child's health, mood, major events, or anything else that might affect your child's behavior at school. Communication between the center and home is the key to a successful experience and will help us to better meet your child's needs.

Section 10.02 Late Arrival and Absences

- a) Please report on a child's absence by 9:00 AM. This will enable the center to maintain appropriate ratios more effectively and help the classroom teacher and the center plan for the day.
- b) Consistently failing to arrive by 9 AM may result in termination of care.

Section 10.03 Departure

- a) Children should be picked up no later than 5:30 PM.
- b) All children must be checked out using ProCare®. This may be done as a parent/guardian enters the building or on their way out. Our staff uses ProCare® during headcounts and safety checks. Once a child is signed out, the parent/guardian is solely responsible for supervising their child while on Polk Street CDC/church property.
- c) We ask that parents and guardians handle all business issues (such as paying tuition or discussions with administrators) before signing out their child.
- d) If a parent or authorized pickup person appears to be under the influence of drugs and/or alcohol at the time of pickup, the staff will delay the impaired person as long as possible while contacting the child's parents, local police, and Child Protective Services to notify them of the situation.
- e) Please do not allow a child to wander through the hallways, bathrooms, or other classrooms. Unsupervised children may be at risk of an accident.

Section 10.04 Late Pickup Policy

- a) It is the parents' responsibility to ensure that someone (either a parent or an authorized pickup person) is available to pick up the child on time. **If you are delayed in picking up your child, please contact us as soon as you learn this may occur.**
- b) Children are to be picked up no later than 5:30pm.
- c) Families who pick up late may be assessed additional fees as listed in *Article IX. Financial Policies. Section 9.04 Late Pickup Charges*. **A child may not return until the late pickup fee has been paid in full.**
- d) Multiple violations of this policy in one calendar month may result in termination of care.

Section 10.05 Authorized Pickup Person

- a) Anyone who will pick up a child must be listed as an authorized person on the child's enrollment form. That person must show their driver's license to the staff member who will release the child, and a copy will be made. Children will only be released to persons at least 18 years of age.
- b) Parents and guardians may add or remove people from their list of "authorized pickup persons" at any time. Please speak with the Polk Street CDC office staff to make changes.

Article XI. MEDICAL POLICIES & PROCEDURES

Section 11.01 Accidents & Emergencies

- a) All CDC staff members have received CPR and First Aid training; however, no licensed medical staff are on campus.

- b) First-aid kits are in every classroom and the CDC office. Each classroom also has a first-aid backpack that is taken with the class whenever the class leaves the room.
- c) In the event of injury or illness, staff will render necessary treatment until a parent or an emergency contact person can be reached.
- d) In the event of a serious emergency, staff will contact 911. Consent for necessary treatment is included on the registration form filled out at the time of your child's enrollment.
- e) Incident reports are sent digitally through ProCare® whenever an accident or injury occurs. Our classroom staff will attempt to notify parents by phone, email, or text whenever an event occurs that requires a report.
- f) Minor incident reports will be sent home through ProCare®, and a paper copy will be kept in the child's file. In the event of a serious injury requiring a doctor's attention, an incident report is also filed with licensing.
- g) Polk Street Methodist Church and/or Polk Street CDC are not liable for treatment due to accidents on site.

Section 11.02 Allergies

- a) Children with a physician-diagnosed allergy must have an allergy action plan on file signed by the physician. This will be posted as needed, depending on the child's schedule.
- b) EpiPens will be stored in the Polk Street CDC office or as directed by the allergy action plan.
- c) Requests regarding family-specified, non-diagnosed intolerances will be honored and followed, but do not require an action plan if medication is not required.

Section 11.03 Health Statement

- a) A physician's health statement is required from your child's health care provider, who has examined the child within the past year.
- b) This statement must indicate that the child is eligible to participate in a childcare program. *(This information is also noted in Article VIII. Enrollment, Waitlist & Withdrawal. Section 8.01 Registration Requirements.)*

Section 11.04 Illness Policy

- a) If a child becomes ill during the day, we will contact an authorized pickup person to pick up the child. The child will be isolated until pickup can be made. Children may return once free of any fever, vomiting, and/or diarrhea for 24 hours without medication or when they have obtained a health care professional's statement that the child no longer has an excludable disease or condition. If your child has been diagnosed with a communicable disease, please let the office staff know immediately.
- b) To maintain a healthy school environment, children **must** be kept at home if they exhibit any of the following:
 - o Fever of 100°F or higher measured with an infrared or tympanic thermometer, which may be accompanied by behavior changes or other signs of illness.
 - o Diarrhea or Vomiting, 2 or more episodes within 24 hours
 - o Persistent coughing, wheezing, or difficulty breathing
 - o Sore throat with fever and swollen glands
 - o Eye discharge that is thick and draining from the eye
 - o Head Lice
 - o Yellowish skin or eyes
 - o Pain, continuous crying, or irritability that requires more attention than can be provided
 - o Rash with fever, or skin lesions with drainage
 - o Any child who tests positive for **FLU, COVID, or RSV** will be excluded from care for a minimum of five (5) days. This policy supersedes any doctor's notes.
 - o **Hand, Foot, and Mouth Disease (HFMD)** is highly contagious, and children with any blisters may not be present. Children will be excluded from care for 7-10 days, when all blisters are dried and scabbed over. Doctor's notes are not accepted regarding HFMD.

Section 11.05 Immunization Policy

- a) All children who attend Polk Street CDC must be immunized. Immunization requirements can be found through the following link: <https://www.dshs.texas.gov/immunizations/school/requirements> (select PreK and Childcare Requirements). These requirements are also posted on the information board in the main hallway.

- b) Immunization records must be signed or stamped by the child’s health care provider and submitted before attending school. This includes any documentation of alternative schedules or medical exemptions.
- c) If an exemption is requested, the required form can be found using the following link: <https://www.dshs.texas.gov/immunizations/school/exemptions>. You will need to download and complete the “Affidavit Request for Exemption from Immunizations for Reasons of Conscience”. This affidavit must be submitted to Polk Street CDC after it has been notarized.
- d) Records must be updated with our office after each well-child visit.
- e) Polk Street CDC reserves the right to decline admission to any child who is not up to date on current immunizations. In such cases, there will be no refund or tuition adjustment.

Section 11.06 Medication Policy

- a) Medication will be stored and administered in the Polk Street CDC office.
- b) Medications will only be administered by an administrator, NOT classroom staff.
- c) Breathing treatments for children under 18 months old must be administered by parents.
- d) Parents must fill out a licensing-approved form for any medications.
- e) All prescription medication must be in the original prescription container, labeled with the child’s name, date prescription was filled, the name of the physician, expiration date of the medication, or the period of use, with the original prescription label that details the name, strength, and instructions on administering and storing the medication.

Article XII. INFANT ROOM POLICIES

Section 12.01 Label Everything: All items (such as clothing, bottles, etc.) must be labeled with the child’s first name and the initial of their last name. NOTE: Our staff will label an item if it isn’t already labeled or if the label is no longer legible.

Section 12.02 Feeding Schedule form must be completed by the parent for each infant. Staff will review with parents every 30 days and update as needed until the infant can eat table food or reaches 18 months of age.

Section 12.03 Breastfeeding is welcome at any time in the infant rooms or the library.

- a) Parents may provide breast milk for their children.
- b) Space for nursing is available in the nursery or the nursing mother’s room; other locations are available if needed. It is the policy of Polk Street CDC to allow only one parent with nursing babies due to space constraints and privacy.
- c) Infant rooms have refrigerators for storing breast milk. Mothers must provide their own containers, clearly labeled with name and date.

Section 12.04 Safe Sleep Policy

- a) We follow the safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS). Nothing is allowed in the crib but the infant, including blankets and stuffed animals.
- b) Infants may not sleep in any restrictive device or be swaddled due to the risk of strangulation, injury, and asphyxiation. Sleep sacks are allowed if they are (1) sleeveless and (2) zip up the front.
- c) Sleep positioning devices are prohibited unless instructed by the infant’s health care provider. In which case, an Infant Sleep Exception Form 2710 must be on file and signed by the infant’s health care provider.
- d) Pacifiers may be allowed in the crib – please see below “baby bottles and pacifiers” for details

Section 12.05 Daily reports are provided and include information such as times the infant slept, times and amounts of food consumed, times of diaper changes/checks (with relevant notes), the infant’s general mood, and a brief narrative of the day’s activities. Please feel free to request additional information or to ask any questions about your child’s day.

Section 12.06 Diapers and Pull-ups

- a) Only disposable diapers are allowed for sanitary and health reasons.
- b) It is the parents’ responsibility to maintain at least a full day’s supply of diapers, pull-ups (must have Velcro sides), and wipes.

Section 12.07 Baby Bottles and Pacifiers

- a) Pacifiers are permitted EXCEPT those with stuffed animals attached, such as a “Wubba-Nub” pacifier or a pacifier clip.
- b) Baby bottles and pacifiers are not permitted once a child leaves the Infant 3 classroom.

Article XIII. POTTY TRAINING

Section 13.01 Understanding Potty Training

- a) Please speak with your child’s teachers as you begin potty training at home. The most important factors in successful potty training are consistency and communication between the home and the classroom.
- b) Generally, potty training occurs between 24 and 36 months of age. We help with potty training at the center when the child indicates readiness. It is always done in consultation with the child’s family.
- c) In the 2-year-old room, children should become comfortable with classroom routines before beginning potty training. Peer pressure is very effective in the 2-year-old room! Staying on schedule and maintaining a routine are good tools to help both the center and the home see success with the child.
- d) Potty training is about your child developing control of their body, so it’s important to empower your child in the process. Families can support their child in potty training with positive reinforcement such as giving praise and reassurances, letting your child pick out “big-kid” underwear at the store, and talking to your child about the independence and privileges that come with “becoming a big kid”. Focus on success, not accidents!

Section 13.02 Change of Clothes

- a) Accidents are an expected part of potty training; therefore, children must have at least 2 sets of clothes in the classroom.
- b) Dress for success during potty training. Avoid clothing with difficult buttons or clasps. If you choose to use pull-ups, they must have Velcro sides so teachers do not have to undress and redress the child each time a pull-up needs to be changed.

Section 13.03 Children must be fully potty-trained before entering a three-year-old class. Continued placement in the 2-year-old room is not guaranteed, and failure to meet potty-training requirements may result in the termination of care.

Article XIV. DISCIPLINE POLICY

Section 14.01 Philosophy. Our discipline policy is based on the philosophy that each child is a special gift from God. Children will have days when they need direction and guidance in assessing and selecting appropriate choices and behaviors. We will support each child’s social and emotional development and level of understanding together with the family.

Section 14.02 Conscious Discipline®. Our curriculum uses Conscious Discipline®, an evidence-based social-emotional learning approach integrated daily into the Frog Street® curriculum to foster self-regulation, emotional intelligence, and a supportive classroom community.

Section 14.03 Positive Guidance. Children develop confidence and self-control as they learn to believe in themselves. The team at Polk Street CDC uses praise and encouragement for good behavior rather than focusing solely on unacceptable behavior. Your child will be cared for and cherished without any physical, emotional, or verbal harshness. We teach and model good behavior, encourage children to use their words, and help them make safe and kind choices throughout the day. Each new day offers a fresh start for positive, engaging play with friends and teachers.

Section 14.04 Individualized Discipline. Discipline will be appropriate [1] for the child’s age and development, [2] the child’s level of understanding, and [3] directed toward teaching the child acceptable behavior and self-control. We will use brief supervised separation, or time out from the group, limited to no more than 1 minute per year of the child’s age. If a child’s behavior remains unmanageable despite staff efforts, a conference with the parent, teacher, and CDC Director will be scheduled to discuss possible reasons and solutions. Parents may also request a visit at any time to discuss classroom expectations. With good communication, the child can receive the support needed to develop positive social and emotional skills and have successful days at the center and at home.

Section 14.05 Dismissal for Behavior. The CDC Director or Board may immediately terminate childcare for children who become physically harmful or verbally abusive to the provider, workers, or other children.

Article XV. BITING POLICY

Biting is a normal part of child development. Babies bite for a variety of reasons, such as teething or exploring a new object. Toddlers bite to get attention or express feelings. Biting that persists beyond the ages of 2 ½ - 3 years is not age- or developmentally appropriate. Our goal is to help the family identify the cause of the biting and resolve the issue. Termination of care is the last resort and may be implemented at the discretion of the CDC Director and staff, if necessary, to ensure the safety of the other children at Polk Street CDC.

Section 15.01 For the child who was bitten:

- a) First aid is given to the bite. If the skin is broken, the bite is covered with a bandage.
- b) Parents of the bitten child are notified (the biter is not named) through ProCare® with an Incident Report.
- c) The “Incident Occurring at School” form is filled out, documenting the incident.

Section 15.02 For the child who bit:

- a) The teacher will firmly tell the child, “Biting hurts; we only use gentle touches.”
- b) The child will be placed in time-out for no longer than the child’s age (e.g., one year old for one minute).
- c) The parents are notified (the bitten child is not named) through ProCare® with an Incident Report.

Section 15.03 When Biting Continues:

- a) The child will be shadowed and observed to help prevent any biting incidents.
- b) The child will be observed by classroom staff to determine the cause of the biting (teething, communication, frustration, etc.). The administrative staff may also observe the child if the classroom staff is unable to determine the cause. The teachers will work to ensure engaging activities at the child’s level are available for redirection and to prevent any anger over toys to share.
- c) The child will be given positive attention and approval for positive behavior.

Section 15.04 When Biting Becomes Habitual:

- a) If a child inflicts 3 bites in one week (5 weekdays) in which the skin of another child or staff member is broken or bruised, or the bite leaves a significant mark,
 - 1st OFFENSE: A conference will be held with the parents
 - 2nd OFFENSE: The child will be suspended for 2 business days
- b) When the child returns, the staff, together with the parents, will make a concerted effort to help the child have positive interactions with friends.
- c) If another bite occurs within the 1st or 2nd day after suspension, the CDC Director will consider any other options that might make the day more successful for children, such as trying a different classroom or staffing plan, or half-day attendance.
- d) If a child once again inflicts 3 bites in one week (5 weekdays) in which the skin of another child or staff member is broken or bruised, or the bite leaves a significant mark, the parents will be asked to make other childcare arrangements.
- e) If a child who has completed steps 1 and/or 2 goes three (3) weeks (15 business days) without biting, we will return to step one (1) if the child bites again.

- f) If a child bites twice in 4 hours, the child must be picked up from daycare for the remainder of the day. This will not count towards the 2-day suspension.

Article XVI. DAILY SCHEDULE & ACTIVITIES

Section 16.01 Daily Schedule

- a) Each classroom has a regular daily schedule of activities, which are posted in the classroom.
- b) Monthly activity calendars are posted in the room and sent home to the families.

Section 16.02 Indoor/Outdoor Play

- a) Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk of chronic disease, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also positively influence academic performance. Outdoor play provides greater freedom and flexibility, fuller expression through loud talking, and a wider range of physical activity. It also offers opportunities for large-muscle, social-emotional, and small-muscle development by providing variety, challenge, and complexity that are not attainable in confined indoor spaces.
- b) Please make sure your child is dressed appropriately for the weather and active play. *Please see Article VII. Center Operations. Section 7.04 Dress Code for more detailed information.*
- c) A balance of active and quiet play (moderate to vigorous active play), incorporating group and individual activities indoors and outdoors, is required.
 - o A minimum of 60 minutes total daily for toddlers.
 - o A minimum of 90 minutes total daily for preschoolers.
- d) State licensing requires the following for outdoor play:
 - o We go outside at least twice a day, weather permitting.
 - o Infants (age 0-12 months) may engage in outdoor play for an amount of time as tolerated by the infant.
 - o Infants (age 13-17 months), toddlers, and preschoolers must engage in outdoor play for a minimum of 60 minutes total daily.
- e) Equipment, materials, and supplies are within reach of the children who choose the activity on their own initiative.
- f) At least 2 caregiver-initiated activities are offered that promote movement during the day.
- g) In the event of inclement weather, Polk Street CDC staff will increase the time spent on indoor physical activity, so the total amount of physical activity remains the same. The following guidelines are used to determine whether children and staff will go outside.
 - o If there is severe weather or lightning within 10 miles, outdoor play will not be permitted.
 - o If the wind chill falls below 40° F, we generally stay indoors. During colder months, we may wait until later in the day to take children outside and spend less time outdoors.
 - o During warmer months, we generally stay inside when the temperature or heat index approaches 100° F.
- h) We may use the church's gym and indoor playroom when not able to go outside.

Section 16.03 Nap/Rest Time

- a) Nap time is an important part of the day for growing active children.
- b) All rooms will have a scheduled nap/rest time in the afternoon. Children are encouraged to rest but not required to sleep.
- c) Children who are awake after resting or sleeping for one hour may participate in an alternative, quiet activity until nap/rest time is over.
- d) Families will need to provide a **NAP MAT**, which is required for those who are no longer sleeping in a crib.
 - o Please clearly label all nap mats with your child's first and last name.
 - o All nap mats and pads will be sent home every Friday for cleaning. They must be brought back to the center on the following Monday, fresh and clean.
 - o If a nap mat becomes torn and the inner padding is exposed, it must be replaced immediately.

Section 16.04 Activities, special and extracurricular:

- a) Weekly Chapel Time:

- Our three- and four-year-olds participate in a kid-friendly worship time every Wednesday in the Ware Chapel. Polk Street Methodist Church's Director of Children's Ministries and clergy frequently join us to tell the weekly Bible story.
 - Each Chapel service includes gathering/focusing activities, singing, stories, prayer, and birthday celebrations.
 - Family members are always welcome to attend.
 - Library Story Time may be offered.
- b) Below is a list of extracurricular activities that have been available in the past. When these and others are available, details will be provided via a flyer and ProCare®.
- Stretch & Grow
 - Tippi Toes Dance
 - TOT Basketball

Section 16.05 Celebrations: The following are some events we have enjoyed celebrating with the children and families:

- a) Birthdays
- Birthdays are celebrated in each classroom and chapel time.
 - If you wish, your child may share a special snack with the class on their special day. If so, please keep children's allergies-in mind. The classroom teacher can tell you about any allergies in the class.
 - Our program values building children's self-esteem. If you are distributing private invitations at the center, please include all class members. If your child's party will not accommodate the entire class, please mail invitations to those chosen to attend your child's party.
- b) Valentine's Day: Parties & special projects
- c) Easter: During Holy Week, we celebrate with special projects, storytelling, and a palm parade. We end the Easter season with age-level egg hunts. Families are also invited to the Church's annual egg hunt and Holy Week activities.
- d) Week of the Young Child
- e) 4th of July: We break out all of the red, white, and blue craft projects in July!
- f) Halloween: Children dress up on Halloween and have a parade in the church gym. Families are also invited to the Church's annual Trunk-or-Treat.
- g) Thanksgiving: Classrooms have a Thanksgiving "feast" during lunch. Families are encouraged to attend.
- h) Christmas: We celebrate the season with reindeer, trees, and Santa. Classes host Christmas parties, and the Church hosts an Advent workshop and other special events to celebrate the birth of Jesus.
- i) Donuts with Grownups
- j) ...and more!

Section 16.06 Animals in the Classroom

- a) Animals are not allowed on the property unless approved by the CDC Director.
- b) If an animal visits the center, parents will be notified in writing before the event.
- c) Classrooms may have a class pet (limited to fish or axolotl). These pets are not handled by children. Our staff ensures that the animals do not create unsafe or unsanitary conditions and that children do not handle any animal that shows signs of illness.
- d) Good hygiene is practiced when handling or encountering an animal or its items. Children are not allowed to handle chickens, ducks, reptiles, or amphibians.

Section 16.07 Screentime

- a) Screen Time at Polk Street includes computers, tablets, and Smart Boards.
- b) There is a 30-minute-per-day maximum in classrooms for children over the age of two. Children under the age of 2 will have zero screen time.

Section 16.08 Water Play

- a) No water activities, other than water tables in the classroom, are conducted without prior notice.
- b) Occasionally, special water days are planned for the warmer parts of the year. Permission for water days is obtained through the registration form. Days with outdoor water play will be announced in advance.

Article XVII. PARENT INVOLVEMENT & COMMUNICATION

Section 17.01 Communication

- a) Please notify Polk Street CDC of any changes to your phone number or other contact information immediately.
- b) **ProCare®** Parent Engagement app
 - Families will be introduced to ProCare® upon registration. This cloud-based system provides accurate attendance and contact information in the event of an emergency (though hard-copy backups are also maintained). This app is a dedicated messaging tool for topics such as billing, registration, and other important matters.
 - ProCare® will be used to send newsletters and keep families aware of calendars and upcoming events. This platform helps foster consistent, easy communication between teachers and parents, ensuring you stay informed and connected.
 - We want to be available to you as much as possible. Emails are answered promptly. **Messaging in ProCare® is the fastest way to reach us.**
- c) In addition to using ProCare® for messaging, we may send out information through email. When this occurs, a notice will be sent through ProCare® to check your email.
- d) Though the front desk is usually staffed during our hours of operation, the office staff may be assisting other staff members at times. In such an event, please leave a message, and your call will be returned promptly. If you are unable to reach the Polk Street CDC office and the matter is urgent, please contact the Church's main office.
- e) **Parent/Teacher Conferences** are held each spring. While our staff may have brief discussions with parents at pick-up time, in-depth discussions are better handled through a scheduled parent-teacher conference.
- f) We work closely with our families and are eager to serve with excellence each day. Any questions or concerns regarding our policies & procedures, our staff, and/or Polk Street CDC in general should be addressed with the CDC Director or the CDC Board of Directors. An appointment may be scheduled by calling the CDC office at 806-374-2891 (option 2).

Section 17.02 Family Handbook & Policy Changes

- a) The Family Handbook is provided to families upon registration and is available on our website and through Polk Street CDC's office. A link to the family handbook is also embedded in every email from the CDC Director.
- b) When necessary, a policy may be revised, and families will be notified-through ProCare®, email, newsletters, door postings, or letters.
- c) The CDC Board of Directors approves the handbook and any changes once a year, unless otherwise necessary. If changes are made during the year, parents will be notified of policy revisions via email and ProCare®.

Section 17.03 Parent/Guardian Visits and Access

- a) Parents and guardians are always welcome to visit the center to observe their children, program activities, the building, the premises, and the equipment without prior approval. Observing allows you to note age and individual-related behavior patterns and to watch your child as they interact in a social environment.
- b) Parents listed on the enrollment paperwork will have access to their child's file, documents, and other items pertaining to their child.
- c) All visitors are required to check in and out at the front desk before entering the classrooms. Visitors and guests will be escorted to the classroom or other location to join the class and the child.
- d) Family members are often invited to participate in activities. Please remember to stop at the front desk to check in before going to the classroom. Encourage your child to continue participating in their regular activities while you are present. Don't forget to check out when you leave, please!

Article XVIII. PARENT & FAMILY CODE OF CONDUCT

Section 18.01 Code of Conduct Expectations

- a) Polk Street CDC strives to provide the most appropriate environment for a child to be safe, grow, learn, and develop. Achieving this ideal environment is not only the responsibility of our employees but also of every parent and adult who enters the center. Self-control with young children increases the safety and security of the child and the entire organization. All adults are expected to behave in ways that foster this ideal environment.
- b) Adults who violate the Code of Conduct will be prohibited from entering Polk Street CDC property thereafter. In such a case, Polk Street CDC will not be able to maintain a child's enrollment in our program.

Section 18.02 Confidentiality Policy

- a) Polk Street CDC takes very seriously its responsibility to maintain the confidentiality of all persons associated with the center. Parents must understand the implications of this responsibility. Please recognize that this policy applies not only to their child and family, but also to all children, families, and employees of Polk Street CDC. Polk Street CDC intends to be a safe place for children, families, and its staff each day.
- b) We ask you not to share any confidential information or pressure employees for information that is not necessary to know, or that might violate the privacy of an individual at the center.

Section 18.03 Confrontational Interactions

- a) While it is understood that parents will not always agree with Polk Street CDC employees or the parents of other children, it is expected that all disagreements be handled calmly and respectfully.
- b) Please ask the CDC Director to help resolve any issues needing attention. If the director is unavailable, please reach out to the assistant director.

Section 18.04 Expulsion Policy

- a) Polk Street CDC will consider behavioral issues on a case-by-case basis.
- b) Parents & teachers will meet to discuss any issues that could lead to removal decisions. We will work together to prevent any child from being removed from Polk Street CDC.
- c) If behavior issues continue to require one-on-one care, we will terminate care.
- d) Ultimately, these decisions are at the discretion of the CDC Director and the CDC Board of Directors.

Section 18.05 Grievance Procedure: In the event of a grievance, the following guidelines will apply:

- a) Most misunderstandings can be corrected successfully at the lowest level where they exist. If you are not happy with a staff member, please try to resolve your grievance with them first.
- b) If a satisfactory solution is not reached at that level, the grievance may be taken to the CDC Director. If the director is unavailable, please reach out to the assistant director.
- c) If the grievance remains unresolved, it may be brought to the attention of the CDC Board of Directors.

Section 18.06 Language: No parent or adult is permitted to use inappropriate language on our property at any time, whether in the presence of a child or not. Such language is considered offensive and will not be tolerated.

Section 18.07 Physical/Verbal Punishment

- a) While Polk Street CDC does not necessarily support or condone corporal punishment of children, such acts are not permitted in our facility.
- b) While verbal reprimands may be appropriate, parents should not verbally abuse their children. If you need any support during your visit to the center, please let us know. Parents are also prohibited from addressing a child for correction or discipline if the child is not their own.
- c) Of course, no parent or any other adult may physically punish another parent's child. If a parent witnesses another parent's child behaving inappropriately or is concerned about behavior reported by their child, it is most appropriate for the parent to direct the concern to the classroom teacher and/or the CDC Director.

Section 18.08 Threatening Behavior

- a) Threats of any kind will not be tolerated. All threats will be reported to the appropriate authorities.

- b) Adults must always be responsible for and in control of their behavior.
- c) A child or family may be terminated immediately if the parent is verbally abusive to any staff member.

Article XIX. EMERGENCY AND EVACUATION PROCEDURES

Section 19.01 Emergency Closings

- a) In the event of an emergency closing and/or inclement weather, parents will be notified of the closing in the following ways:
 - o ProCare® messaging
 - o text reminders
 - o emails
 - o posted notice on the center’s social media
 - o a sign posted at the entrance to the facility
- b) In the event of a necessary **Midday Closure**, the staff will first attempt to reach the child’s parents to arrange for a pick-up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick-up arrangements can be made.
- c) **Inclement Weather**
 - o During the school year, if Amarillo ISD closes for inclement weather, Polk Street CDC will ALWAYS follow its lead.
 - o In the summer months, we will follow Amarillo College's inclement-weather closure.
- d) **Quarantine or Deep Cleaning**
 - o In the event of a serious infection, the Health Department will advise Polk Street CDC as necessary.
 - o Polk Street CDC will follow the agency’s guidance to protect the children to the best of our ability.
- e) Tuition will not be refunded or reduced in the event of an emergency closure. Our center recognizes the importance of reliable, dependable childcare; therefore, we do not make decisions of this magnitude lightly and will close only when required by licensing or needed to ensure the safety and security of our children and staff.

Section 19.02 Emergency Drills

- a) Emergency procedures are posted in each room. We routinely conduct fire, lockdown, severe weather, and evacuation drills.
- b) Documentation of these drills can be found in the main hallway with our required postings.

Section 19.03 Evacuation Types & Procedures

Depending on the nature of the emergency, there are three (3) types of evacuation procedures.

- a) During **Shelter in Place and Lockdown**: Children and staff remain in place inside the building, and the facility is secured for the immediate emergency. Examples of situations that require sheltering in place include a tornado emergency or an active shooter inside the building.
 - o Lockdown procedures will be used in situations that may result in harm to people inside the Polk Street CDC facility, such as an active shooter, a hostage incident, an intruder, trespassing, or disturbance, or at the discretion of the CDC Director, designee, or public safety personnel.
 - o During a lockdown, all children are kept in designated areas to keep them safe. Staff members are responsible for accounting for children and ensuring that no one leaves the classroom or safe area. Facility maintenance personnel secure building entrances, ensuring that no unauthorized individuals leave or enter the building. Staff and children remain in the designated areas. Locking the classroom door, if possible, turning off the lights, covering the windows, and (if possible) engaging in quiet story time activities with the children until “All Clear” is announced.
- b) **Evacuation of Facility**: Children and staff are removed from affected buildings and relocated to the playground or the grassy area north of the Christian Life Center (CLC) gym, depending on the compromised area.
- c) **Off-Site Evacuation**: Children and staff are removed from the entire facility to a designated shelter. The “safe haven” facility will be alerted to our arrival. Amarillo College (Downtown Campus) is our designated Off-Site Evacuation location, located across Polk Street from the church’s north parking lot.
- d) Evacuation map and procedures are posted in each classroom.

Article XX. GENERAL INFORMATION

Section 20.01 Accommodating Families and Children

Polk Street CDC supports families and children who may need additional accommodations, including: (1) home language, special needs, differing abilities, and/or cultural backgrounds, (2) various language translations for literature and parent resources, and (3) accommodations for children to receive therapy services at the center. Teachers have the option to accommodate the lesson plan to assist children with disabilities, language barriers, and/or cultural backgrounds.

Section 20.02 Drinking Cups

- a) Parents must provide a labeled cup for water only.
- b) You may also bring juice or milk for your child to drink, but this must be separate from the water cup.
- c) The teachers will refill the water cups so your child can have a drink whenever they wish throughout the day.

Section 20.03 Gang-Free Zone: Any area within 1000 feet of Polk Street CDC and any childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties under Texas Law.

Section 20.04 Healthy Habits

Our staff takes every precaution for the health and safety of our children. We regularly model and teach basic wellness skills such as hand-washing procedures and frequency. Playground safety is stressed to all children, as well as how to maintain safety in the halls and classrooms. Your support of these rules will help reinforce them in your child.

Section 20.05 Hearing & Vision Screenings

All children who are 4 years old or older by September 1st are screened once a year for hearing and vision deficiencies by a trained, certified screener.

Section 20.06 Jewelry

Polk Street CDC is not responsible for lost jewelry. The only jewelry permitted is screw-back earrings.

Section 20.07 Online & Print Media

- a) On occasion, Polk Street CDC may use pictures or videos of groups of children online or in print. At no time will Polk Street CDC use the children's names or include the children's identities in the picture or video.
- b) A media release, found on the registration form, must be completed for each child and on file.
- c) Please speak with the office if you have any special concerns or extenuating circumstances.

Section 20.08 Parking Lot

- a) Our parking lot is at the Polk Street CDC entrance, which is located at the corner of 15th Street and Taylor Street. Traffic flows in one direction only; please enter from Taylor Street and exit onto 15th Street.
- b) Please be mindful of children while in the parking lot, especially when backing up. Children should always be accompanied by their parents/guardians while in this area.
- c) Please park only in designated parking spots. Pulling up to the curb or stopping at the alley entrance will cause congestion and block the way for others.
- d) For safety and theft deterrence, please do not leave cars running while you are in the building. We recommend keeping all valuables out of sight.
- e) If you observe an unusual situation in the parking lot or the park, please notify the office.

Section 20.09 Scratching

- a) Please be aware that little hands can have sharp nails.
- b) To prevent injury to all children, please keep fingernails short & safe.

Section 20.10 Smoking

- a) Smoking is not allowed in Texas childcare operations. This includes e-cigarettes and all types of vaporizers.
- b) Polk Street Methodist Church and Polk Street CDC are a smoke-free environment. This includes all buildings, grounds, play areas, and parking lots.

Section 20.11 Sunscreen and Insect Repellent

- a) During certain times of the year, we may apply sunscreen and insect repellent that has been provided by the family. Permission will be obtained on our registration form.
- b) These must be in their original containers and marked with the child's name and the date it was supplied. After one year, any remaining sunscreen or repellent will be considered expired and must be replaced.

Article XXI. A NOTE FROM LEADERSHIP

We work closely with our families and are eager to serve with excellence each day. Any questions or concerns regarding our policies & procedures, our staff, and/or Polk Street CDC in general should be addressed with the CDC Director or the CDC Board of Directors. An appointment may be scheduled by calling the CDC office at 806-374-2891 (option 2).