



**Lake Travis ISD  
Child Development Centers**

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**Parent Handbook  
2023-2024**

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## **Welcome!**

The Lake Travis ISD Child Development Center (CDC) is committed to the purpose of providing a program of excellence in early childhood education. Our program is designed to provide child care for the employees of LTISD and when available, limited spaces for Lake Travis ISD residential community members. The CDC is located within Lake Travis Elementary School and Lake Pointe Elementary School, both offer programs for infants through age 3.

The CDC has developed an early learning environment which stimulates a child's love of learning and curiosity in a warm, nurturing, supportive manner. Our teachers provide hands-on learning experiences which encourage children to feel safe and secure as they explore and experiment in their learning environment. CDC teachers have extensive on-going training in early childhood education and our three year old program works in conjunction with the LTISD Pre-kindergarten program to provide consistency in learning concepts in a developmentally appropriate setting.

## **The Program**

At the CDC, we believe that positive relationships provide the foundation for positive learning experiences. As early care and education professionals, we realize that we work with the entire family, not just the children within our care. Parents trust us with providing early care and education opportunities and we value their input and resources as we partner through this journey together. Parents are always welcome to participate and visit the center at any time.

We are committed to providing a learning environment which encourages children to be curious, confident and competent. Children will learn to be self-reliant, observant and inquisitive, but most importantly, he/she will learn how to learn. Activities are balanced between structured and spontaneous and are designed to stimulate children's emotional, cognitive, physical, and social development. Self-esteem and self-control are developed through the use of positive guidance, respect for individuality, and appreciation of cultural diversity.

We will be implementing *The Creative Curriculum*. Classrooms are designed with active learning centers such as Dramatic Play, Blocks, Book corner, listening station, Science, Music, Art, and Math/Manipulatives.

- The Dramatic Play/ Home Center area emphasizes using social skills, communication, cooperation, decision making and imaginative skills.
- Block play encourages children to problem solve, make predictions, practice counting and use motor skills to handle the materials.
- The Book Corner promotes language arts by emphasizing exposure (for all ages) to sequential pre-reading skills, association of print with spoken language, listening skills, and recognition of objects, letters and numbers.
- Music experiences support pre-reading and language development through sounds discrimination, rhythm, sequencing, and memory development.
- Mathematics, including counting, matching, discrimination of size and shape, weight, volume, measurement and cause & effect are taught through hands-on, kinesthetic learning experiences using manipulative materials.

- Science and Social Studies bring real world experiences to children. Discoveries involving the community, the people around the world, animal behavior, gardening, air, and water lend excitement and understanding of daily life.

### **Open Communication**

LTISD CDC has an open door policy. Parents are strongly encouraged to discuss any concerns that they may have with their child's teacher. Open lines of communication are of the utmost importance when it comes to providing the best environment for our young children. The CDC Coordinator and CDC Site Supervisor are always available to address any concerns you may have that are not resolved by a discussion with your child's teacher and we will work with you to meet the needs of your child and family. If at any time you are not satisfied, you are encouraged to bring your concerns to the Assistant Superintendent of Curriculum and Instruction. If you ever feel there is a significant safety concern that is not rectified to your satisfaction, please refer to the contact information for DFPS listed in the Licensing and Standards section below.

### **Licensing and Standards**

The Lake Travis ISD Child Development Centers are licensed by the Texas Department of Family and Protective Services (DFPS) and must abide by the standards and regulations set forth by this agency. A full copy of the Child Care Minimum Standard Rules may be obtained on the internet at:

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

All parents have the right to review all current inspections conducted by DFPS and any other inspections as may be required for the operation of the child care center. To review these documents, please contact the center director or view them on the licensing bulletin board located outside the CDC Coordinator's office at LTE and in the CDC hallway at LPE.

#### ***Contact information:***

Texas Department of Family and Protective Services (local office) ..... (512)  
834-3426  
<http://www.dfps.state.tx.us/>

Child Abuse/Neglect Hotline ..... (800)  
252-5400  
<http://www.txabusehotline.org>

### **Days and Hours of Operation**

The CDC follows the 187 day schedule as set by the District Calendar, running typically August – May. Operating hours are 6:45am-5:15pm, Monday through Friday. The program is open during all LTISD Staff In-service Days and is closed for all school holidays and/or school closings. In the event of inclement weather, the CDC will follow LTISD policy and procedures.

### **Late Pick-up and Fees**

Children should be picked before 5:15pm. A \$10.00 late fee will be charged at 5:16pm, with an additional \$1.00 per minute until the parent arrives. Late fee payments will be due at time of pick up or will be deducted with your next payroll deduction. We ask that you please respect CDC employee's time as they are all hourly employees and are paid only through 5:15pm, unless otherwise approved in advance.

If children are still in attendance at 5:20pm, staff will begin calling parents and emergency contacts as necessary until a designated pick-up person can be reached.

**Tuition**

Tuition is based on a 187 day schedule as set by the District Calendar. Monthly fees, August through May, are 10 equal payments. (12 month deductions are possible for employees only based on your individual tuition agreement.) No refunds or credits are given for absences or vacations. Any proration of fees due to late enrollments or early withdrawals (with at least 2 weeks notice) will be based upon the following calculation:  $\text{annual tuition amount}/187 = \text{daily rate}$ ,  $\text{Monthly rate} - (\text{daily rate} \times \text{number of days not in attendance}) = \text{prorated tuition for that current month}$

For 2023-2024 school year, tuition payments cover the following dates:

Payment Month	Dates Covered	Total Days
September	8/7 – 9/1	18
October	9/2 - 9/28	18
November	9/29 – 10/25	18
December	10/26 – 11/19	19
January	11/29 – 1/6	19
February	1/7 – 2/3	19
March	2/4 – 3/2	19
April	3/3 – 4/25	19
May	4/6 – 5/3	19
June	5/4 – 5/31	19

A non-refundable registration fee of \$75 reserves enrollment. There is a \$35 fee for additional children. Tuition is paid monthly through payroll deduction for LTISD Employees. For new LTISD employees who do not receive a paycheck in August, tuition will be deducted September through June.

Community Members are required to pay tuition in full on the first day of the month. Checks can be made out to “LTISD CDC”. Payments received after the 3<sup>rd</sup> business day of the month will be assessed with a 2% late fee. Returned checks will have a \$25 NSF fee and late fees will also be added. Enrollment may be terminated if payment is not received by the 15<sup>th</sup> of the month.

**Enrollment/Withdrawal**

Enrollment at LTISD CDC is month to month for LTISD employees. In order to properly notify the payroll department of any changes in deduction amounts, written notice of withdrawal must be given no later than the 15<sup>th</sup> day of the month.

Community Members also participate in a month to month enrollment. Community Members must notify the CDC Coordinator in writing two weeks prior to the desired date of withdrawal.

If, at any time, the Center is of the opinion that the health or pattern of conduct of the child is such that the continued presence of the child in school may have an adverse effect upon others, or, if the parents should fail to meet financial obligations, the CDC may terminate enrollment by issuing a written notice to parents.

Annual enrollment/ re-enrollment priority is as follows:

1. Currently enrolled children of LTISD employees (and siblings)
2. Children of LTISD employees
3. Children of the LTISD community who are currently enrolled in the CDC
4. Children of the LTISD community

### **Health Regulations**

The CDC Coordinator/ Site Supervisor and Classroom Teachers perform daily health checks on children each day. These health checks include:

- General mood and changes in behavior
- Fever or elevated body temperature
- Skin rashes, unusual spots, swelling or bruises
- Complaints of pain and not feeling well
- Signs/symptoms of diseases (severe coughing, sneezing, breathing difficulties, discharge from nose, ears or eyes, diarrhea, vomiting, etc.)
- Reported illness in children or family members.
- Talking with parents/guardians at drop-off to discuss prior evening and morning behavior/routines

Children in attendance should be able to comfortably participate in all normal routine activities, including outdoor play when weather permits. All age groups, including infants, are required by Child Care Licensing to have daily opportunities for outdoor play.

If your child becomes ill while in care, we request that you make arrangements to pick him/her up within one hour for the child's comfort as well as prevention in spreading the illness. In the event that you cannot arrive within an hour, please notify the CDC Coordinator immediately to make other arrangements for an emergency contact to pick up the child. When possible, children who become ill will rest in the CDC Coordinator's or Site Supervisor's office until the parent arrives to pick up.

A child will need to be excluded from the program when:

- He/she cannot comfortably participate in all normal routine activities
- Illness results in greater need than caregivers can provide without compromising health/safety/supervision of other children in attendance
- Symptoms of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, 2 or more vomiting episodes within 24 hours, rash with fever, mouth sores with drooling, behavior changes or other signs that the child may be severely ill; Children should be symptom free for 24 hours without the aid of medication before returning to school.
- A health-care professional has diagnosed the child with a communicable disease and the child does not have medical documentation to indicate that the child is no longer contagious.

Health Alerts will be posted at the center and emailed to parents when any child in the center is diagnosed with any of the illnesses deemed notifiable by the Texas Department of State Health Services

as specified in 25 TAC 97, Subchapter A. The exact classroom and child that is ill will not be released in order to maintain confidentiality.

**The CDC follows the LTISD Policy regarding FEVER:**

*Students with a temperature of 100° F. or above must not be sent to school. Students who register a temperature of 100.4°F or above will be sent home. Parents will be contacted to pick up their child. Students should be fever free for 24 hours without the aid of an antipyretic medication (acetaminophen, including the brand name Tylenol; ibuprofen, including the brand names Advil, Motrin; naproxen, including the brand name Aleve, etc.) before returning to school.*

Immunizations must be kept current according to TX DFPS vaccine schedule and a copy of each child's immunization record must be kept in the child's file in the CDC office in accordance with Texas Child Care Licensing Minimum Standards Regulations.

**Medication**

In order to administer medicine to a child in the CDC, parents must fill out the designated form in a medication log located in each classroom. This form provides the name of the medication, the dosage, and the time and date it is to be administered. The parental instructions must be consistent with the labeling on the medication or doctor's note. For example, the patient name on the medication container must match the name of the child the CDC is asked to administer it to.

All CDC staff complete medication training. After the training, staff members are authorized to dispense prescribed and over-the-counter medications to children enrolled in the CDC once the first dose has been given by the parent. Each medicine must be given according to the labeled instructions on the original container (including over-the-counter items such as vitamins, gas drops, teething gels, etc.)

**Medication Training** focuses on the Five Right Practices of Medication Administration. Each staff member is given a written performance evaluation on the Five Right Practices annually. The five rights are:

1. Verifying that the **Right Child** receives the
2. **Right medication**
3. In the **Right dose**
4. At the **Right time**
5. By the **Right method**

Each time medication is administered the staff member documents the five rights in the medication log located in the classroom. Staff members required to administer special medical procedures such as nebulizers have been trained by the parent on how to use the equipment appropriately.

**Prescribed medication** will be kept in a locked cabinet. These medications must be in its original container labeled with the following: child's first and last name, dosage to be given, the date prescribed, expiration date, the name of the licensed health provider prescribing the medication, and the manufacturer's instructions on how to administer and store the medication.

**Over-the-Counter medications** will be kept in a locked cabinet. These medications will be signed in on a long-term medication form by the parent. These medications may be kept in the CDC facility to be used on an "as needed basis," but it may not be authorized for more than six months at a time. These medications must be in its original container. The container label must have the following: the dosage,

expiration date and the manufacturer's instructions on how to administer and store the medication. Also, the child's name and date it is brought in the CDC must be written on the bottle. Each time this type of medication is administered to a child, the parent will be notified immediately.

**Expired medications** will not be administered. Once a medicine has come to its expiration date parents will be notified to remove it from the facility or authorize disposal. The locked medicine cabinet is checked monthly to ensure expired medications do not remain in the facility.

**Allergies:** Please inform your child's teacher and the CDC Coordinator/Site Supervisor if your child has any allergies. The CDC Coordinator/ Site Supervisor will have paperwork that will need to be completed by your child's physician in order for us to properly care for your child.

### **Sunscreen/ Insect Repellent**

Parents must fill out an authorization form for CDC teachers to apply sunscreen or Insect Repellent to children. Your child's sunscreen/ repellent must be labeled with the child's name and date which it was brought to school. We encourage parents to apply sunscreen/ repellent to children prior to arriving at school as this can be a lengthy process. Teachers will reapply sunscreen/ repellent before the outside afternoon playtime.

### **Appropriate Dress**

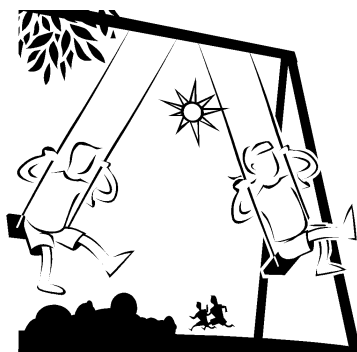
Play is a child's work. It is important that children come to school dressed appropriately for his/her work. A child's 'work' experiences include gluing, painting, building, climbing, jumping, running, and other active messy play/learning activities as children are free to explore and experiment. There are occasions where clothing can become stained. Please dress children in clothing that is appropriate and is acceptable to get dirty. For children who are toilet learning, please consider clothing that is easy for children to manipulate, which encourages self-help skills and provides opportunities for success.

A complete change of clothing should be kept in your child's classroom. For those children in the toilet learning stage, it will be necessary to provide multiple changes of clothing and an extra pair of shoes.

CDC classes go outside on most days. Exceptions are rainy days, extreme cold or hot weather or when air quality is unhealthy. Please make sure your child is dressed accordingly and that outer garments (sweaters, jackets, etc.) are appropriate to the weather.

Flip flops and other opened toed shoes are dangerous for outside play activities when children are running and climbing. Please provide sneakers and/or closed toed shoes for outdoor activities. Closed-toed Crocs worn with socks are acceptable.

Outside shoes are prohibited in the infant room. Children in this room spend large amounts of time on the floor exploring and crawling. Shoe covers are provided for parents/adults to use or shoes may be slipped off and sock feet can be worn. Bare feet are discouraged for adults.





### **Materials Your Child Will Need at CDC**

Each age group has a *Required Supplies* list to help us best meet your child's needs.

Along with those items, some children may need a personal item(s) from home such as:

- A soft snuggle toy for nap time, if desired.
- Special comfort item(s) (i.e. pacifier, family picture, special toy) to help child transition with morning separation if needed.

Please make sure to label all of your child's belongings and clothing items (including shoes) with permanent markers so that they can be returned appropriately if misplaced.

The CDC is not responsible for lost or broken items.

Naptime items (sheets, blankets, pillows, etc.) will be sent home on Fridays to be laundered.

### **Infant and Young Toddler Required Items**

#### **Curriculum Supplies**

- 2 packages of assorted construction paper
- 1 package of glue sticks
- 1 package of assorted tissue paper
- 2 glue bottles
- 2 cans of shaving cream
- Prepared bottles of breast milk or formula;
  - **Please bring bottles in, pre-measure and pre-made for your child. Breast milk MAY be brought in, in frozen or thawed bags. We will use crock pots and/or warmers to warm the bottles.**
- Two sippy cups for Ones. Daily, bring one with water and one with milk. Cups will be sent home daily to be sanitized
- Sleep sack for infants
  - Sleep sacks must zip and have sleeves or be sleeveless;
  - Swaddling blankets or any sleep sack or that binds infants arms are prohibited per DFPS Child Care Licensing Regulations.
  - Mattress wedges and any other sleep positioning devices must have a written doctor recommendation on file in the CDC office to be submitted to DFPS Child Care Licensing for their approval.
- 2 Small crib sheets for non-walkers, 1 Large crib sheet for walkers who are on nap mats. All children will be transitioned to sleeping on nap mats as a part of their transition plan between the infant room to the Young Toddler room.
- Diapers, diaper ointment (if needed) and must be labeled with child's name
- Wipes (for diapering) in a plastic box that can be refilled
- Extra change of clothes appropriate to season
- 2 boxes of tissues in August, 2 boxes in January
- 1 container of disinfecting wipes (Lysol or store brand, etc)
- 1 package of doggie waste pick-up bags (helps control offensive smells in the classrooms)
- Pacifier if needed

### **Older Toddler and Preschool Classes Required Items**

#### **Curriculum Supplies**

- 2 packages of assorted construction paper

- 1 package of glue sticks
- 1 package of assorted tissue paper
- 2 glue bottles
- 2 cans of shaving cream

#### **Other Supplies**

- Large crib sheet
- Blanket
- Pillow – if needed
- Soft toy for nap – if needed
- 2 changes of clothes – appropriate to the season, including underwear
- Water Bottle(will be sent home daily to be sanitized)
- Diapers/pull ups – if needed
  - 1 plastic wipe container for diaper changing that can be refilled
- 2 boxes of tissues in August, 2 boxes of tissues in January
- 1 box of plastic spoons
- 1 box of gallon freezer bags
- 2 containers of disinfecting wipes (i.e. Lysol, Clorox, store brand, etc.)
- If your child is toilet learning, please send several changes of clothes, underwear, socks and an extra pair of shoes
- Meals: morning snack, lunch and afternoon snack; any needed utensils – which will be sent home daily to be sanitized.
  - Each child should bring his/her morning snack, lunch and a light afternoon snack each day. We request that you send items that can be served cold or at room temperature. Our goal is for teachers to be sitting and eating with the children during all meals, assisting as necessary and providing a positive, warm experience with conversation and social skills being practiced and developed.
  - Microwaves are available in each classroom, however, warming items for several children, even for just a few seconds each, can take several minutes and take significant time away from the children.

\*\*\*If we are running low on any of the above listed supplies throughout the year, teachers may request more items by sending out an email requesting which items they need.

#### **Meals**

LTISD CDC does not provide any meals and/or snacks for children. The CDC is not responsible for its nutritional value or for meeting the child's daily food needs.

Each child should bring his/her morning snack, lunch and a light afternoon snack each day. We request that you send items that can be served cold or at room temperature. Our goal is for teachers to be sitting and eating with the children during all meals, assisting as necessary and providing a positive, warm experience with conversation and social skills being practiced and developed.

Refrigerators are available in each classroom and should only be used to store milk cups. Lunch boxes should be stored in the teacher designated classroom location and use an ice pack to keep contents cool. Microwaves are available in each classroom however warming items for several children, even for just a few seconds each, can take several minutes and take significant time away from the children.

When packing lunches, please remember these considerations:

- LTISD is a peanut/nut free facility
- Safety (choking hazard) / Age appropriateness of food item

- Amount of food
- Color of food (color makes the meal attractive and provides a great learning experience)
- How is the food packed; containers need to be appropriate for the child to experience success in taking of lids, opening baggies, etc.
- Does it need to be warmed and for how long?
- High sugar content foods such as donuts, donut holes, and sweet pastry items should be avoided.
- \*\*See *Lunch Ideas* at the back of this booklet.

### **Breastfeeding**

Nursing mothers are welcome to come to our center to breastfeed their child at any time and are encouraged to provide breast milk daily for the child while in our care.

### **Birthday Celebrations**

We welcome birthday celebrations. Parents may bring in a LOW-SUGAR special treat to share during afternoon snack time. Homemade items are allowed, however, parents need to stay within the peanut/nut free guideline and check with the classroom teacher to see if there are any other allergies or dietary restrictions that need to be followed. As per the TDFPS Child Care Licensing Minimum Standard Regulations: Children with food allergies are at risk when they eat foods which have not been prepared or served by their own parent or a child care center employee who has knowledge of the food ingredients and individual children's needs. For safety reasons, candles and latex balloons are not permitted.

### **Arrival and Departure**

You will need to sign your child in on the classroom daily attendance sheet. Include the time and your legible signature for tracking purposes. Personal belongings will need to be placed in the child's assigned cubby space. Breakfast items need to be placed in the designated basket located on the classroom countertop. Upon arriving each morning, be sure you have spoken with a CDC staff person. A distinct "turning over of responsibility" is necessary.

At departure, your child will need to remain in the classroom or playground until you come to get him/her. Once again, a distinct "turning over of responsibility" is necessary. Please be sure that your child does not leave the classroom or playground ahead of you. Unsupervised children in the hallway can lead to running or dashing out the frequently opening door and into the parking area. You will need to sign your child out on the classroom daily attendance sheet.

If someone other than a parent (or designated emergency contact) will be picking up your child, the CDC must be notified, preferably in writing, although a phone call is acceptable in unforeseen circumstances. Email is sufficient; be sure to include all contact information and the dates in which the individual has permission to pick up. All permanent pick up authorizations need to be added to the child's file.

We request that parents refrain from using cell phones during drop off and pick up times. These specific times are necessary for sharing important information regarding your child's day. CDC staff are prohibited from using their cell phones while on duty and supervising children as per Texas Child Care Licensing regulations and LTISD policy.

### **Safety Rules**

We are committed to provide learning which encourages children to be curious, confident and competent in a safe environment. The CDC has 3 basic rules of safety and respect. We call them our "YOT" Rules.

You may not hurt:     Yourself  
                              Others (friends, teachers, parents, siblings, etc.)  
                              Things (toys, equipment, the building, etc.)

- **Doors**

During the school day, we have a very strict policy that only teachers or moms or dads open doors. In order to help reinforce and have consistent expectations and boundaries, we request that you help us by following this rule when you arrive and depart from school, as well. Having 2 sets of rules can often be confusing for children. We thank you for helping us keep all CDC and LTE children safe.

- **Drop Off and Pick Up Rules**

Upon arriving each morning, be sure you have spoken with a CDC staff person. A distinct “turning over of responsibility” is necessary.

At departure, your child will need to remain in the classroom or playground until you come to get him/her. Once again, a distinct “turning over of responsibility” is necessary. Please be sure that your child does not leave the classroom or playground ahead of you. Unsupervised children in the hallway can lead to running or dashing out the frequently opening door and into the parking area.

- **Cell Phones**

We request that parents refrain from using cell phones during drop off and pick up times. These specific times are necessary for sharing important information regarding your child’s day. CDC staff are prohibited from using their cell phones while on duty and supervising children as per Texas Child Care Licensing regulations and LTISD policy.

## **Discipline**

LTISD CDC teachers facilitate the development of responsibility and self-regulation in children. By setting clear, consistent and fair limits, teachers engage children in developing rules and procedures for behavior of class members. Teachers redirect children to more acceptable behavior or activity or use children’s mistakes as learning opportunities, patiently reminding children of rules and their rationale as needed. Teachers listen and acknowledge children’s feelings and frustrations, respond with respect, guide children to resolve conflicts, and model skills that help children to solve their own problems.

*(Based on NAEYC Position Statement, Developmentally Appropriate Practice in Early Childhood Programs.)*

## **Parent-Teacher Conferences**

Fall and Spring conferences are scheduled with parents to discuss their child’s development and to discuss age appropriate goals. *Teaching Strategies GOLD* will be the ongoing formative assessment tool used to measure your child’s development at LTE and Texas Early Learning Guidelines at LPE. Domains measured and discussed at conferences include physical, social-emotional, cognitive, and language development.

Parents can, at any time, informally discuss with their child’s teacher or the CDC Coordinator/ Site Supervisor, any matter they deem necessary.

## **Information to Parents**

Families with children enrolled in the Infant and Young Toddler programs receive a daily communication note informing parents of feedings, diapering, sleeping times, etc. The Older Toddler and Preschool program families receive regular communication via email and phone calls with teachers.

Information is always shared at arrival and departure times, however, please be aware that these times are not conducive for sharing confidential matters. Teachers can be contacted by phone and send/respond to emails during naptime hours of 12:30pm – 2:30pm.

The CDC Coordinator/ Site Supervisor will communicate regularly through emails and phone calls with parents. Each classroom has a parent information board with lesson plans and other classroom information. The CDC general information board is located outside the CDC Coordinator office at LTE and in the CDC hallway at LPE. Parents are responsible for reading bulletin boards, notices and emails and taking appropriate action as necessary.

### **CPSC Recalls**

Recalls of unsafe consumer products, including children's products, are available at the United States Consumer Product Safety Commission website at [www.cpsc.gov](http://www.cpsc.gov). The bulletins and notices issued by CPSC regarding unsafe children's products have been reviewed by staff and teachers of the center. A diligent effort has been made to ensure that there are no unsafe children's products at the center.

### **Inclusion with Special Programs**

**Indoor Activities** – Throughout the school year, the CDC Preschool class will have opportunity to collaborate with the PPCD teachers and students, and other age graded classes (PreK through first grade).

**Age Graded Collaborations (PreK through Fifth Grade)** – Age graded classes may be invited by CDC staff members to visit the CDC classrooms (Infants through three year olds) to read story books and model early literacy skills and activities. Age graded visitors will be accompanied by their teacher and will be limited to no more than 5 students at a time. These students will never be left alone with CDC staff and students. CDC staff members will remain in the classroom with their assigned class, the LTE students and their teacher. CDC students will never be left alone with LTE staff or students. Visits are scheduled and approved with the CDC Coordinator prior to the date of the visit.

- Parents of CDC students must give written permission for their child to visit and/or participate in the collaborative activities.
- Ages of CDC children range from infants through age 3-4 years old.
- These collaborative activities will be held in the CDC classrooms.
- Classroom activities include small group games, songs and story time, use of manipulative materials and equipment, arts and crafts.
- Activities will last approximately 15- 30 minutes.
- The CDC conducts regular name to face attendance checks to maintain supervision.
- CDC teachers are responsible for overseeing behavior, redirection, guidance and discipline issues with CDC students. Grade level teachers are responsible for overseeing behavior, redirection, guidance and discipline matters with their assigned students only.

**Outdoor Activities** – The CDC and LTE Pre-K program share playground space located adjacent to the LTE building. The CDC Older Toddler and Preschool classes share the space from 10:00am – 11:00am. The LTE Pre-K classes do not regularly join the CDC classes on the playground

- Parents of CDC students will be notified through the CDC Parent Handbook Addendum that their child's classroom will be sharing playground time and space with LTE Pre-K students and teachers and will sign an acknowledgment form.
- Ages of CDC students on the playground during this time range from 2 years to 4 years of age. Ages of Pre-K children range from 4 years to 5 years.
- Restrooms are located within the classrooms of the Older Toddler and Preschool CDC classes. CDC students are escorted by CDC staff members only if/when they need to use the restroom.
- CDC staff members use two way radios to communicate with one another and the CDC Coordinator to ensure and maintain safety rules and regulations at all times.
- Emergency Exits are located adjacent to the playground for safe and proper evacuations if required.

- Playground activities include large motor activities, games, use of climbing and other equipment, swings, playhouses, balls, and sandbox.
- The CDC conducts regular name to face attendance checks to maintain supervision. Name to face counts will be conducted prior to leaving the CDC classroom, arrival at the playground, random checks during playground activities, prior to leaving the playground and upon return to the CDC classroom.
- CDC teachers are responsible for overseeing behavior, redirection, guidance and discipline issues with CDC students. Pre-K teachers are responsible for overseeing behavior, redirection, guidance and discipline matters with PPCD students.

### **Visitors and Volunteers**

- **Parents / Legal Guardians** - At the CDC, we believe that positive relationships provide the foundation for positive learning experiences. As child care professionals, we realize that we work with the entire family, not just the children within our care. Parents trust us with providing early care and education opportunities and we value their input and resources as we partner through this journey together. Parents are always welcome to participate and visit the center at any time.
- **Extended Family Members**  
Grandparents and Extended Family Members – Extended family members are an integral part of the family. We welcome family members to visit and participate in activities. Any family member who is not a regular, authorized drop-off/pick-up person, please use the following guidelines:
  - Please check in at the school office to obtain a visitor's badge. The first time you check in, your driver's license must be scanned through the computer system to generate an approved LTE visitor sticker. The sticker must be worn at all times during your visit.
  - Please check in with the CDC Coordinator and sign the CDC Visitor's Log before proceeding to the classroom. Texas Child Care Licensing requires that we keep record of all visitors that do not regularly drop-off / pick-up children.
  - Authorized pick-up individuals must be over the age of 18 years old.
  - Visitors / Family Members under the age of 18 years old must be accompanied by a parent or legal guardian when visiting in the classroom.

### **General Guidelines**

- For special activities – please schedule a visit / activity with the classroom teacher to ensure that the activity doesn't conflict with supervision responsibilities or other scheduled activities.
- All Visitors shall limit their interactions with other students in dealing with negative and/or behavioral interactions. All parents and visitors are directed to report concerns to the CDC staff member, CDC Coordinator and/or the LTE Principal in lieu of personal intervention.
- All Visitors shall limit physical interactions (included but not limited to picking up children, changing diapers, wiping noses, washing hands, etc.). You are directed to report concerns and/or needs to the CDC staff member, CDC Coordinator, and/or the LTE Principal in lieu of personal intervention.

### **GANG-FREE ZONE**

This statement is to inform parents that under the Texas Penal Code, any area within 1,000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

### **Emergency Preparedness**

The CDC program practices emergency evacuations regularly. As required by Child Care Licensing Minimum Standards, fire drills are practiced monthly. Severe Weather drills are practiced quarterly.

Evacuation routes are posted in each CDC classroom and office. Infant and Young Toddler children are placed in emergency evacuation cribs. Older Toddler and Preschool classrooms are escorted outside by walking on a hand-held rope or with partners. Teachers carry attendance clipboards and emergency contact information with them at all times.

In the event that the LTE building is evacuated, the primary relocation site is the EDC which is located across the LTE parking lot at 607 RR 620 North, Austin, 78734. The emergency phone number at that location is (512) 533-6023.

In the event the LPE building is evacuated, the primary relocation site is the Lake Pointe Community Center located at 11700 Sonoma Drive Austin, TX 78738. The emergency phone contact will be (512) 533-6319.

According to the LTISD Emergency and Crisis Management Plan, in the event that a school or facility needs to be evacuated, the Superintendent will contact the Transportation Department to make arrangements to transport students to an alternate school location as determined by central administration at the time of the emergency. Please check your email regularly for any notifications.

Lockdown procedures require teachers to move children into secure locations within their campus. All classroom doors must be locked, lights out and window blinds drawn closed. Teachers carry attendance clipboards and emergency contact information with them at all times.

LTISD employees can check the LTISD email notification system for information and Community Members may check the LTISD website for updates.

### **Family and Community Resources**

Lake Travis Elementary offers a Parent Liaison that can provide assistance to parents who may need a Spanish speaking interpreter.

LTISD partners with Austin Family Institute to provide family counseling services to LTISD families at discounted rates if needed.

#### **Other Community Resources for Families:**

Child Find	LTISD Referral
Easter Seals Central Texas	(512) 478-2581
Workforce Solutions Child Care Services CCMS	(512) 597-7191
Any Baby Can / ECI (Early Childhood Intervention)	(512) 454-3743
United Way Success by 6	(512) 472-6267

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The Lake Travis Independent School District is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, national origin, sex, or handicap in hiring or providing educational services. Susan Bohn, J.D, Deputy Superintendent and General Counsel, and Holly Morris-Kuentz, Executive Director for Administrative and Human Resource Services, 3322 Ranch Road 620 South, Austin, TX, 78738 have been designated to coordinate compliance with the nondiscrimination requirements of Title IX. Becky Burnett, Assistant Superintendent of Student Support Services, and Laura Abbott, Director of Special Services, 3322 Ranch Road 620 South, Austin, TX, 78738 have been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act.



## LTISD Child Development Center Lunch Ideas

When selecting items for your child's meals, consider the following criteria:

- Age – certain foods are not appropriate for some ages
- Color of food (it makes the meal attractive and provides a great learning experience)
- Amount of food
- How it needs to be packed; are containers appropriate for the child to experience success in taking of lids, opening ziplocs, etc. These are great learning skills to practice.
- Does it need to be warmed and for how long? Teachers have very limited time to warm foods to avoid children from waiting.
- LTISD CDC is a **peanut/nut free facility**.



### Vegetables

Salad w/ a light dressing  
Celery sticks (3+) served w/ cream cheese  
Bell pepper slices (red and yellow)  
Carrot sticks (children 3+)  
Cooked carrots (children will eat these cold!)  
Broccoli (raw and cooked)  
Cucumbers  
Pickles  
Cauliflower  
Squash  
Peas  
Baby corn

Provide a dipping sauce –  
such as a salad dressing!  
Yummy!

Sandwich Ideas, consider:

- Breads:
  - Whole wheat, multi-grain
  - Potato bread
  - Pumpnickel, etc.
- Pita bread
- Bagels
- English muffin
- Tortillas

Ketchup, mustard,  
mayo....all make  
sandwiches more tasty!

### Fruit

Apples slices (no peel under 2 yrs)  
Pear slices (no peel under 2 yrs)  
Sliced plums  
Sliced grapes (2+ only)  
Avacado  
Bananas  
Seedless melon (assorted)  
Pineapple  
Orange slices  
Applesauce  
Dried fruits  
Fruit cups

Avoid those with added sugar  
and/or high fructose corn syrup

Sliced mango  
Sliced papaya  
Sliced kiwi  
Sliced strawberries



### Alternatives to Peanut Butter/Nut spreads

Assorted flavors of soy butter 15  
Flavored cream cheese  
Pita Spreads  
Hummus  
Butter



- Flour, wheat, whole grain, corn
- Multi-grain crackers
- Rice cakes

Grilled Cheese

Quesadillas

Assorted meats

Children will eat these cold

#### Other Ideas:

Bean and cheese taco

Assorted cooked beans

Hard boiled eggs

Tuna fish

Chicken salad

Tofu

Corn dogs

Sliced hotdogs

Sliced pizza

Taquito

Assorted cheeses

#### Pasta / Rice

Most children will eat cold pasta.

Can be served with or without sauce, olive oil, sprinkled with parmesan cheese.....

Spaghetti

Cheese tortellini

Macaroni and cheese

Ravioli

Bowtie pasta

Vegetable pasta (red, green and yellow)

Whole wheat pasta

Rice and beans

Couscous

Tabouli

Potatoes



#### Helpful Hints:

Yogurt:

- Consider freezing yogurt tubes and inserting them into your child's lunch bag. The frozen tube will serve as an ice pack and keep food cold! ☺
- Avoid sending yogurt with fruit at the bottom, as it typically has more added sugar.

Juice:

- When sending juice boxes, please use only 100% juice.

#### Breakfast Items:

Please avoid sending high sugar foods such as donuts, donut holes, and sweet pastry with fillings.

Fruit, muffins, waffles, toast (w/ various spreads – see above), fruit, eggs, yogurt, dry cereal, etc. are great ideas.

**These are just a sample of ideas. If you have another suggestion that has worked great for you and that your children enjoy to eat, please feel free to share with your child's teacher and she can pass it on in her email communication to the entire class.**

Pack a special  
note into your  
child's lunch.



**Bon Appetit!**