



**CLAYTON
CHILD
DEVELOPMENT
CENTER**

FAMILY HANDBOOK

Clayton Child Development Center



Clayton
Youth Enrichment

CCDC Keller ISD
10310 Old Denton Road
Fort Worth, TX 76244

CCDC Near Southside
305 W Broadway Ave
Fort Worth, TX 76104

Dear Clayton Youth Enrichment Families,

We are delighted that you have chosen us to provide care for your child. We have published this handbook to serve as a resource regarding our policies and procedures covering a range of subjects. In addition to sharing information, we hope it helps you understand our programs and that it promotes a spirit of cooperation between us. We are looking forward to another exciting and enriching year for your child and we welcome your comments and suggestions.

Sincerely,

Dawn Carr
Early Childhood Senior Program Manager

Saleena Harner
Associate Director of Programs



CLAYTON CHILD DEVELOPMENT CENTER

Clayton Child Development Center offers full-day care for staff and the local community. With low teacher-to-student ratios, Clayton staff engages children ranging from infants through pre-school in age-appropriate learning provided by the highly respected Frog Street Curriculum. In addition to providing a safe, nurturing environment, our goal is to partner with parents so that every child is “kindergarten ready” when they graduate from our program.

Clayton Youth Enrichment believes that offering quality programs with caring adults can help to prepare children for a great life. All programs are expected to operate following best practices including:

- A warm and supportive environment
- Balanced program practices
- Staff use strategies that are developmentally appropriate for each child
- Staff act as positive role models
- Program staff will encourage and coach children to use positive social behavior.
- Children are offered opportunities to practice social competencies.
- Children are given a voice in programming and a variety of choices to participate in during our time with them.
- Children will experience cooperative hands-on learning with groups of their peers.
- Children will benefit from a focus on group discussions and learning how to express themselves.
- Children will be given opportunities to self-reflect and assess their behavior and choices.
- We encourage children to approach challenges with grit and persistence.

OPERATIONS

HOURS

Clayton Childcare Development Centers are open from 6:30am-6:30pm, Monday-Friday. The educational hours of our operation are 9:00-4:00pm. It is requested that parents drop off children by 9:00am each day so that the child can take part in our full educational program. Bringing your child no later than 9:00am helps with establishing a routine and being less of a disruption to daily instruction in the classroom. Please let the center know if a student will be absent or arriving after 9:00am. If your child is going to stay home due to illness or other reasons, please call or email to let the center know each day your child is out.

FEES

Clayton considers a full week of care to be when care is scheduled to be offered at least 3 days within a week. If a site is scheduled to be open for three or more days in a week, parents are charged the weekly fee. If a site is only scheduled to be open 2 or fewer days within a week, fees will be prorated.

SCHOOL CLOSINGS/DISRUPTION IN PROGRAM

If FWISD or KISD schools are closed due to inclement weather or adverse conditions, Clayton centers will also be closed. When schools delay opening, we will have a delayed opening as well. There will be no refunds or adjustments if schools are closed due to inclement weather or adverse conditions. Notification of school closings will be by local newscast and posted on our web page. In the event that facility problems occur, i.e. no electricity or running water, extreme or worsening weather conditions, parents will be notified to pick-up children immediately.

HOLIDAYS

Clayton Child Development Center will be closed in observance of the following holidays:

New Year's Day	Day before Thanksgiving
Martin Luther King Day	Thanksgiving
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

PROFESSIONAL DEVELOPMENT CLOSURES:

To ensure our staff continue to provide high-quality care and enrichment, our programs close quarterly for professional development. These closure dates are listed in the annual calendar of events provided to families prior to the start of each school year.

Families will also receive reminder notices at least 30 days in advance of each scheduled closure.



OPERATIONS

COMMUNICATION

We request that cell phones and other devices not be used while dropping off or picking up your child. All communication should be directed to the Center Director, so that center staff can supervise the children.

Clayton strives to deliver the highest quality and most appropriate services to children and their families. As part of this commitment, Clayton recognizes that children and families have an invested interest in the type and quality of services received. We welcome all feedback, and any comments or concerns related to the program can be directed to either the center staff or Clayton corporate management. We request that any serious concerns be discussed outside of program time so as not to disrupt the flow of activities. You are welcome at any time to review and discuss with the Director any questions or concerns about the policies and procedures of Clayton Child Development Center.

PARENT NOTIFICATIONS

Parents and legal custodians will be notified of any changes, events, or important occurrences at the center through various communication methods, depending on the situation.

Communication may include:

- **Email:** Newsletters, calendars, and important reminders.
- **Parent Board Postings:** Immediate updates such as menus, licensing reports, closures, or emergency notices.
- **Parent Communication App/Portal:** Daily reports and general updates.
- **In Person or by Phone:** Used for incidents, concerns, or personal follow-ups. All in person communication is associated with documentation.



ENROLLMENT/FINANCIAL TERMS AND CONDITIONS

ENROLLMENT PROCESS

- If parents are interested in enrolling in the Childcare program, they must first schedule and tour the facility.
- Parents will then register their child(ren) using the online registration system.
- Clayton requires an enrollment application for each participant for the current period.
- In addition to the enrollment application, the enrollment process may include separate forms and documentation for allergies, such as the Food Allergy Plan or an Acknowledgement of Medical Diagnosis/Special Need for the parent to complete before the first day of the program.
- Other additional forms are also required: vaccination records, health statement, discipline and guidance form and safe sleep form for infants.
- Permissions such as photo/image use, special activities, and waivers must be completed.
- Parent handbooks will be available digitally for each program type, including an addendum for our Country Club drop in care, and each parent must sign off that they have or will read the handbook.
- Once online registration is complete, parents will contact the center and approved accordingly, confirmation is sent to the parents electronically
- Additionally, enrolled participants must complete an annual re-enrollment each August to update information and pay applicable fees.

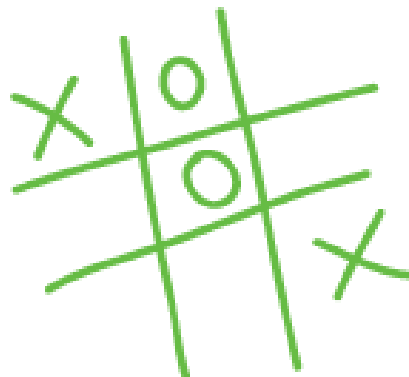
PARENT OF RECORD

Parents/Legal Custodians are considered the parents of record and are responsible for payment of tuition and authorizing who may pick up the child(ren). All changes must be submitted in writing.

CHILD ADAPTATIONS

Clayton is committed to meeting the unique needs of each child served. If a child is identified as being in need of more individualized care, a determination will be made based on the child's needs before his/her enrollment is considered complete. The purpose of this determination is to evaluate if the program design and staff can meet the needs of the child. Activities will be adapted to accommodate the different needs of a child in our care if we are able to determine that our program is appropriate for the child.

Contact the Corporate Office at (817) 923-9888 if you would like to schedule a meeting or initial screening with program staff.



ENROLLMENT/FINANCIAL TERMS AND CONDITIONS

RATES AND FEES

Enrollment Fee \$50 + \$75 Supply Fee Per Child (Fees assessed when enrollment begins, and annually during re-enrollment)

Please note:

- Rates are based on the scheduled attendance of 3 to 5 days each week. Actual attendance does not alter the weekly fee.
- Full-time fees are based on a commitment of 3 to 5 days of attendance each week.
- Part-time fees are based on specific 2-day commitments (Mon/Wed or Tue/Thu).
- Fees are assessed based on the days of operation per week, not the child's individual attendance within that week.
- Each family has one week of vacation time per child every six months. This allows Clayton to hold that child's spot free of charge.

FEES DUE

Fees are due on the Monday of each week of service. The weekly rate is due regardless of the number of days the child attends or if schools are closed one to two days due to holiday or inclement weather.

LATE PAYMENT FEES

A \$15.00 late fee will be applied to all delinquent accounts for the following charges: weekly fees, drop in fees, search fees, and late pick up fees. Late fees are incurred after end of the business day each Wednesday on all unpaid balances.

RETURNED CHECKS

A \$30.00 fee will be charged to the account for each returned check or failed electronic payment. In the event of repeated incidents of insufficient payments, a credit card transaction may be required for future payments.

ADDITIONAL FEES

Additional fees will be added to the account as they are incurred and are due to be paid on the following business day. Late fees will apply if not paid when due.

LATE PICK UP FEES

Children who are not picked up prior to the center's established closing time will be charged a late pick-up fee of \$10.00 per child during the first five minutes after closing time. An additional \$1.00 per minute per child will be charged thereafter.

REFUNDS

Refunds must be requested through the client services department via phone, email, fax or mail within ten (10) days after the last day of attendance.



ENROLLMENT/FINANCIAL TERMS AND CONDITIONS

TERMINATING ACCOUNTS

Clayton reserves the right to terminate an account for:

- Delinquent payment for services after 12:00 p.m. on Friday of the week of service.
- Repeated failure to pick up your child from the center before closing time.
- Non-attendance for a full week without notice provided to the Client Service Department by the parent or guardian.
- Violations of the Clayton Code of Conduct by the child, parent, or authorized to pick up contact.



The Client Service Department will determine when the termination of services is in effect and will contact the parent or guardian on or before the effective day of termination. The site staff and school administration will also be notified.

RE-ENROLLMENT

Parents wishing to re-enroll children after termination for non-payment will be required to pay all past due balances, including late payment fees, fees for the week of return, plus a \$25.00 reinstatement fee via electronic payment then authorize weekly automatic payments in the parent portal's AutoPay system. If for any reason the automatic payments through AutoPay, are discontinued or in the event the automatic payment is declined, your child will consequently be terminated from the Clayton program effective immediately.

DISCOUNTS

Clayton provides the following discounts to full week enrollment fees to those who qualify:

- Clayton Employee
- ISD Employee (for full-time employees of ISDs partnered with Clayton)
- Military (for active-duty military personnel)
- Fort Worth Emergency Responders
- Broadway Baptist Church (for employees of BBC)

To qualify, clients must pay the full enrollment fee, contact the customer service department and provide necessary verification.

FINANCIAL ASSISTANCE

Clayton realizes that some parents need assistance with childcare expenses. Clayton is a provider for Child Care Management Services (CCMS) which provides subsidized childcare to families who qualify. Clayton also provides scholarships made possible from community resources. Clients wishing to apply for scholarship assistance may complete the online request form at:
<https://claytonyouth.org/parents/scholarships-financial-aid/>



POLICIES AND PROCEDURES



COLLECTIONS

Clients are expected to pay all charges and fees on or before the designated due date. Clayton prefers to work directly with clients in the collection of payments due.

Despite Clayton's attempts to collect past due accounts, if amounts remain overdue due to the client's financial inability or unwillingness to pay, the account may be placed into a collection agency.

TAX DOCUMENTS

As a courtesy, Clayton provides clients a Total Annual Child Care Expenses Receipt – Income Tax report of total childcare expenses online through the parent portal at the end of each year.

ACCOUNT INFORMATION

To find out about your account balances, receipts, etc., visit Clayton's website at www.claytonyouth.org, click on the link for Parent Portal Access, and log-in to your account.

If you need further assistance, contact Client Services at 817-923-9888.

SCREEN TIME

Clayton Youth Enrichment does not encourage the use of electronics in our daily routines. There will be times that we may allow 60 minutes total time per week of educational and age-appropriate screen time (television, video, and DVD). We do not provide any access to TV or other media player like tablets, phones or computers during our instructional time. We will notify parents ahead of time if we plan to show any teacher-directed age-appropriate educational programs to children on TV or screen.

*Under 2 years old screen time is not permitted

PHONES

All centers are equipped with a cell phone. Voicemail or text messages may be left at any time. The use of the telephone is for business purposes only. Use of the telephone by the children and staff is discouraged. Children are not allowed to use personal cell phones at the center.

PARENT RESPONSIBILITIES

Upon arrival, your child must be signed in at the kiosk before dropping off. Accurate sign-in records are essential, as they are used to verify attendance at the center and during emergency drills and/or actual events. At pick-up, you must sign your child out to complete the day's attendance.

In order to comply with Texas Minimum Standards for Child Care Centers, the Center staff will not release any child to a person whose behavior or health appears to endanger the health or safety of the child. This includes persons under the influence of alcohol or other drugs. In the event the above occurs, the Center staff will call the other parent or authorized person.

RELEASE OF CHILDREN

In order to comply with Texas Minimum Standards for Child Care Centers, the Center staff will not release any child to a person whose behavior or health appears to endanger the health or safety of the child. This includes persons under the influence of alcohol or other drugs. In the event the above occurs, the Center staff will call the other authorized person.

POLICIES AND PROCEDURES

PARENT INVOLVEMENT

Parent involvement is always welcome at the centers. Involvement may include:

1. Assist in activities, especially holiday parties.
2. Make monetary or material donations at the Center or at our website at www.claytonyouth.org.
3. Share about your occupation or cultural heritage.



Authorized parents of enrolled children are welcome to visit. A copy of the Child Care Licensing Minimum Standards and the most recent Licensing Inspection reports are available for review at the center or www.hhsc.state.tx.us. DFPS Hotline: 1-800-252-5400

OUTDOOR PLAY

Staff inspects playground equipment daily to ensure its safety. Children may not be allowed to play on equipment if staff has determined it to be unsafe.

The nature of our programs is to provide youth with an ample amount of outdoor experiences in multiple environments, including structured games, learning activities, and small group interactions. Outdoor activities provide for greater freedom and flexibility, fuller expression through loud talk and a greater range of active movement. Outdoor play also extends opportunities for large muscle development, social-emotional development and small muscle development by offering variety, challenge and complexity in ways that are not attainable in a confined indoor space. Physical growth and development is important to children whether indoors or outdoors. Children will be provided ample space indoors if weather does not allow outdoor time.



CLAYTON YOUTH ENRICHMENT OFFERS:

A minimum of two opportunities for outdoor play, weather permitting, for:

- An amount of time as tolerated by an infant birth through 12 months of age; and
- A minimum of 60 total minutes daily for an infant 13 months through 17 months of age, a toddler, or a pre-kindergarten age child;

Indoor and outdoor active and quiet play, which must include moderate to vigorous active play for:

- A minimum of 60 minutes for toddlers; and
 - A minimum of 90 minutes for pre-kindergarten age children; and
- Caregiver-initiated activities, two of which promote movement.

INSECT REPELLANT AND SUNSCREEN

As part of the enrollment process, you will be asked to indicate whether we may apply sunscreen or insect repellent to your child. Written authorization is required for any application. Please label the product with your child's name and hand it directly to your child's teacher. Sunscreen or insect repellent should not be kept in a child's backpack and must be stored out of children's reach.



POLICIES AND PROCEDURES

ANIMALS

As permitted by state standards, classroom pets or visiting animals may be included as part of the educational program. All animals will be maintained in a manner that ensures a safe and sanitary environment. Children will be permitted to handle animals only if the animal is determined to be healthy and proper hygiene and handwashing procedures are followed after any contact. Parents will be notified beforehand if an animal will be at the center and parents will need to notify the center if their child has any known animal allergies or if they do not wish for their child to handle or interact with animals. In such cases, appropriate accommodations will be made.

INCLEMENT WEATHER

Clayton Youth Enrichment agrees to:

1. Accommodate weather and air quality by adjusting the scheduled outdoor play, the length of time outdoors, and children's clothing.
2. When the need arises to shorten or cancel outdoor play to accommodate weather or air quality, CYE will increase the time of indoor physical activity, so the total amount of physical activity remains the same.

BITING

Biting is a developmentally appropriate behavior for children in the infant through preschool classrooms. Parents with children in these classrooms should expect that their children may be bit or will bite another child. While we understand that this may be upsetting, we ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify possible triggers so it can be prevented in the future. The staff will not punish or harshly discipline children for biting behavior; they will simply redirect the children and separate those children involved.

We ask that parents work with us to identify pro-active strategies to prevent this behavior. Parents will be notified by communication report that a biting incident occurred during the course of the day. We cannot discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed.

DISCIPLINE AND GUIDANCE

Clayton is committed to providing children and families with quality childcare in a safe and loving environment. A major part of that obligation is focused on the importance of discipline and its effect on children in our care. Claytons policy is to only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. Giving children understandable guidelines and re-directing their behavior helps them to develop internal control of their actions and encourages acceptable behavior. There must be no harsh, cruel, or unusual treatment of any child.



POLICIES AND PROCEDURES

CHALLENGING BEHAVIOR

Children at the Center whose behavior endangers others will be supervised away from other children. Children will be given the opportunity to regulate themselves within the “safe area” in their classrooms. The child then will process the problem with a staff member and any other concerned parties.

We will also follow a process for children with challenging behaviors:

- Verbal and written communication will be given to the parents, informing them of the concern. All written communication will require a parent's signature.
- Center staff will establish a plan of action to address behavioral concerns, parents will be notified.
- A Parent/ Teacher conference may need to be scheduled to plan a Behavioral intervention.

Communication Form

The report is to be completed by the center teacher, Director, or designated staff in charge. A Communication Form is used to describe minor injuries, progress of positive behavior, challenging behavior or other important announcements specific to the child.

Behavior Communication Form

The report is to be completed by the center teacher, Director, or designated staff in charge. A Behavior Communication Form is written when there is a discipline issue.

Guidance and discipline will always be positive, productive, and immediate when behavior is inappropriate. All guidance and discipline will be consistent with the purpose of developing self-confidence as well as self-control. All efforts will be made to ensure a healthy and safe environment for each child and staff member. Unfortunately, it may be determined that Clayton Childcare Development Center is not the best placement for the child. If the center has not seen the desired progress with the current behavior plan in supporting the child's needs, the parent will be given sufficient notice of discontinued enrollment. Clayton Childcare Development Center is willing to provide the parent with a list of resources; however, it is the parent's responsibility to contact the appropriate agency.

INFANT SLEEP SAFETY

Clayton follows the Infant Sleep Safety Guidelines as listed in the Texas Child Care Minimum Standards §746.501(9) and §747.501(6) and as outlined by the Consumer Product Safety Commission. All infants will be placed on their backs to sleep. To avoid suffocation, nothing is allowed in the crib but the infant, including blankets and stuffed animals. Sleep positioning devices are prohibited unless instructed by the child's health care professional, in writing. An “Infant Sleep Exception” form must be completed by the health care professional. Pacifiers are allowed; however, straps that attach to the child's clothing and pacifiers with stuffed animals attached are prohibited.





POLICIES AND PROCEDURES

FORMULA AND FOOD

Parents/Guardians are required to provide a nutritional diet for their infant. All foods, including formula, breastmilk, jar foods, and infant cereals, must be supplied and labeled by the parent, with the child's first and last name, and date. Bottles must be clear enough that the contents of the bottle are visible. Food will be stored in the refrigerator in the child's room. Unused portions of bottles will be discarded within one hour from the beginning of the feeding. Bottles must be prepared prior to being brought to the school. Frozen breast milk may not be stored at the school. Please fill bottles only with the amount of formula/breast milk your child will drink at each feeding. All leftover open food items not taken home will be discarded at the end of the day. Parents are welcome to breastfeed at any time. A private, designated space is available at the center for comfort and privacy. Access can be requested through the front office, and a parent's right to breastfeed is always supported.

Clayton strives to provide food that meets USDA nutritional guidelines for both physical and mental development. Clayton Childcare programs will provide breakfast, lunch and afternoon snack. Breakfast will be served at 8:30am, lunch at 11:30am and afternoon snack will be served at 2:30pm.

ILLNESSES

Clayton Youth Enrichment operates for well children, families, and staff. Your child's health is a matter of major importance to us. The Childcare center will not provide care for children with:

- A fever of 100 F or above
- A skin rash that has not been identified by a phone call or in writing from a physician who has seen the rash
- Diarrhea and/or vomiting
- Evidence of head lice or other parasites
- Conjunctivitis
- Severe coughing
- Rapid or difficult breathing
- Yellowish skin or eyes
- Unusually dark urine and/or gray or white stool
- Sore throat or difficulty swallowing
- Stiff neck
- Infected skin patches
- Pain of which the child complains and interferes with normal activities
- Evidence of infection
- Excessive fatigue



At Clayton Youth Enrichment children with symptoms of communicable disease or illness are isolated from other children until the parent or other designated person arrives for the child. The family is notified and the person responsible for picking up the child will need to do so as soon as possible. When any child from the Center has a communicable disease, all parents are informed in writing within 24 hours and the notice is posted at the center. Children may not return until they are symptom free, without medication for 24 hours.

In addition to the health statements, immunization records, and communicable diseases, we will observe each child's health daily. We will document the following:

- Changes in behavior or physical appearance.
- Any skin rashes and itchy skin or scalp.
- Complaints of pain or not feeling well.

POLICIES AND PROCEDURES

IMMUNIZATIONS

All children must be current on immunizations before enrollment. Records must be validated by a healthcare professional and include the child's name, birth date, vaccine type, doses, and dates received. Updated proof should be submitted as new vaccines or boosters are given. The center will follow state regulations that exceed these requirements. Noncompliance can affect enrollment. In some cases, immunizations can be waived for medical, religious, or cultural reasons with a written statement or state-required form, check with your director for specifics. Tuberculosis screening is not required at this time for children or employees.

HEARING AND VISION

Texas law requires children who are four years old by September 1 and enrolled in childcare to have a vision and hearing screening. This must be done before the end of the first semester or within 120 days of enrollment, whichever is later. Alternatively, parents can provide proof of screening from the previous year.

CHILD ABUSE PREVENTION

Clayton realizes the crucial role that “mandated reporters” play in keeping children safe. Clayton provides all staff with child abuse prevention training and ensures awareness of their responsibility to report when there is reason to suspect that a child may be abused, neglected, abandoned, or exploited. It is the policy of Clayton that any suspicion or allegation of abuse, neglect, abandonment or exploitation perpetrated against a child is reported in adherence to the mandated reporter policy.

GANG FREE ZONE

Gang-related criminal activity or engaging in organized criminal activity within 1000 ft. of the school building is a violation of the law and is subject to increased penalty under state law.

Personal Belongings and Dress

- Clayton is not responsible for personal belongings or clothing that are lost or damaged. Toys should not be brought from home.
- Children participate in active play and should dress accordingly. Children will need to wear athletic type shoes that are comfortable and fit appropriately. Flip flops and sandals are not permitted in our programs. Children will be doing projects that may involve getting messy while having fun.
- Children should have 2 extra sets of seasonal clothing in case of an accident. Please dress children appropriately for the season.
- All items (clothing, school supplies, lunch boxes, etc.) should be marked with the child's name. Diapers and pull ups need to be individually labeled with child's name.

STAFF

Clayton assumes no responsibility for staff's conduct or activities outside Clayton programs. Staff members are not permitted to fraternize, transport or provide private childcare for children who are or have been enrolled in our program.



POLICIES AND PROCEDURES

EMERGENCY PREPAREDNESS

For the following emergencies, the Clayton childcare program will relocate to an area inside the school until the emergency is no longer a threat: earthquake, lightning storm, severe weather including tornadoes, or a situation outside with an unsafe person. Once relocated, all children will be accounted for, and the appropriate Clayton staff and licensing officials will be notified.

For the following emergencies, the Clayton childcare program will relocate to an area outside of the school until the emergency is no longer a threat: gas leak, bomb threat, hostage situation when able, fire, or internal flood. Once relocated, all children will be accounted for, and the appropriate Clayton staff and licensing officials will be notified.

If we are unable to return to the school, Clayton will work with officials, and emergency management personnel to determine where care can be provided. Clayton will be responsible to communicate with parents and licensing should we need to relocate our program for an extended period of time.

Each program has available on-site an Emergency Preparedness plan specific to their school and program. This plan is available for review by staff, licensing representatives and parents.

LIABILITY

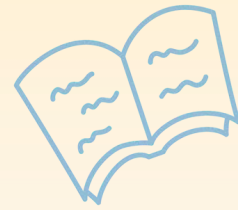
Clayton is not responsible for medical expenses resulting from an illness or accident at the center.

REFUSAL OF SERVICE

1. Failure of parent or child to follow Clayton and Club policies, procedures and guidelines.
2. Falsifying or omission of information on Enrollment Application.
3. Parent or child's behavior is disruptive to program, including the use of physical or verbal abuse to staff or children.
4. Failure to pay fees as scheduled.
5. Failure to provide updated information and records.
6. Failure to sign child in and/or out.
7. Failure to pick up child by closing time.
8. When the Director of Programs believes that continued services are not in the best interest of the child and/or agency.



POLICIES AND PROCEDURES



NON-DISCRIMINATION CLAUSE

Clayton Youth Enrichment, a non-profit organization, does not discriminate in employment, enrollment or nutrition programs on the basis of race, color, religion, national origin, sex, marital status, disability or handicap, age, veteran status or any other status protected under local, state or federal laws.

SPECIAL NEEDS ACCOMMODATIONS

We will:

- Provide a child with special care needs the accommodations recommended by a health-care professional or a qualified professional affiliated with the local school district or early intervention program.
- Utilize as recommended any adaptive equipment provided to the childcare center for a child's use.
- Ensure a child who receives early intervention services or special education services can receive those services from a qualified service provider at the operation, with parental request and approval.
- Ensure that activities integrate children with and without special care needs
- Ensure that caregivers adapt equipment and procedures and vary methods as necessary to care for a child with special needs in a natural environment.

Upon enrollment, parents of children with diagnosed special needs must provide Clayton Youth Enrichment with documented recommendations from ISD or health care professional.

INCLUSIVE CARE

Clayton Youth Enrichment agrees to provide care that is consistent with each child's habits, interests, strengths and special needs. CYE agrees to set appropriate expectations based on age-appropriate behaviors.

MEDICATION

1. ALL medications must be in their original containers and labeled with:

- Child's first and last name
- Date prescription was filled OR for OTC medication, the date approved by the physician
- Name of physician
- Expiration date and the period of use for the medication (out of date medication will not be given)
- Instructions on how to administer and store the medication
- Correct dosage and time medication is to be administered

2. NO over-the-counter medications can be administered without written instructions from each child's physician.

- Physician's instructions must include the recommended dosage for the child.

3. A medication form (ask director for form) must be completed along with the physician's written instructions.

4. Medication is administered by trained staff.

POLICIES AND PROCEDURES

MEDICAL EMERGENCIES

In a medical emergency, staff will follow the Authorization for Medical Treatment form and take necessary actions to protect your child's health, including contacting 911. Continuous efforts will be made to reach you or your listed emergency contacts. Please ensure that all contact and medical information remains up to date.

Emergency Procedure Overview:

- Call 911 if needed.
- Notify family members immediately.
- The child will be transported to the nearest hospital.

EPINEPHRINE INJECTORS

Clayton Youth Enrichment does not keep unassigned epinephrine injectors onsite. In the event of an emergency, Clayton staff will administer an assigned epinephrine injector to a child if they are not able to do so themselves. We cannot administer or inject medications that need to be inserted in the body unless it is an emergency.

LICENSING

Clayton Child Care centers are licensed by the Texas Department of Health and Human Services Child Care Licensing. A copy of the state department's Minimum Standards, as well as a copy of the most recent licensing inspection, can be found at the parent sign-in area at each center. A copy can also be found at www.hhsc.state.tx.us. DFPS Hotline: 1-800-252-5400.

Texas Health and Human Services
(817) 321-8604 or www.hhsc.state.tx.us

The Child Abuse Hotline
(800) 252-5400

**Our mission is to serve communities of North Texas by providing
quality programs that foster the emotional, social, and
educational development of children, youth, and families.**

Corporate Office

8:30 a.m. – 5:30 p.m.
600 Griggs Ave, Fort Worth, TX 76103
Phone: 817-923-9888
Fax: 817-288-0506
ccc@claytonyouth.org



*Please see any handbook provisions/additions as required by THHS Minimum Standards on the attached pages.