



# Family Handbook

## Clayton Child Development Center at One Safe Place



600 Griggs Ave Fort Worth, TX 76103 PH (817) 923-9888 [www.claytonyouth.org](http://www.claytonyouth.org)

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.

*(Revised December 2024)*



















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.

#### 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.

#### 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.
- 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 initials.

#### 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 child care for children who are or have been enrolled in our program.

#### Emergency Preparedness

For the following emergencies, the Clayton child care 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 child care 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 club 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.

## 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.

## 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](http://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](http://www.hhsc.state.tx.us)

## The Child Abuse Hotline

(800) 252-5400



Corporate Office

8:30 a.m. – 5:30 p.m.

600 Griggs Ave, Fort Worth, TX 76103

(817) 923-9888 (817) 288-0506 (fax) [ccc@claytonyouth.org](mailto:ccc@claytonyouth.org)

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