**Parent Handbook**

**Welcome**

Welcome to Future Generations Christian Childcare family. Thank you for entrusting your child(ren) to us. Future Generations is a ministry of Waxahachie Life Church and our goal is to provide a secure environment for your child(ren) while you work to provide for them.

**Mission Statement**

 Future Generations provides a safe Christian-based environment for children and their parents. We care for your kids in many ways! Through weekday childcare and after school programs. We look forward to providing and promoting healthy and safe growth for your child while instilling Christian principles and other necessary principles to be successful in this present world. Parents rest assure that your child is in good hands because here at Future Generations we place every child in the hands of God.

*Train up a child in the way he should go; and when he is old, he will not depart from it.*

 *Proverbs 22:6*

**Hours of Operation/Schedule**

 FGC3 is open year around Monday through Friday 6:00 am to 6:30 pm (except the holidays listed below). Each classroom has a daily schedule posted by the door that reflects a typical day for that class.

**Holidays & Closings**

 FGC3 will be closed for the following holidays and special days:

New Year’s Day

Martin Luther King Day

Good Friday

Memorial Day

July 3rd (in Observance of Independence Day)

Labor Day

Thanksgiving

Day after Thanksgiving

Christmas Eve

Christmas Day

**Arrivals & Departures**

 Children will only be released to a parent or the person designated by the parent. In order to pick up a child, the parent must present a valid identification card to the caregiver. Any biological parent can pick up the child, as long as the parent can prove they are the parent.

 In the event a parent of his/her designated person is unable to pick up their child, and the individual is not listed in the child’s records the following procedures will be implemented:

 Parent notifies the director that he/she is unable to pick up the child.

 Director writes down the name of the individual designated to pick up the child along with the individual’s license number.

 Director then gives the parent a “code word” for the designated person to give to the director upon arriving at the center.

 Director will verify and make a copy of the diver’s license, document the make and model of the automobile/license plate and document that the individual knew the accurate “code word” to pick up the child.

 Once the individual has been verified as the person designated to pick up the child, then and only then will the child be released.

 Upon arrival, please be sure a staff member is fully aware (per verbal communication) that your child is arriving or leaving. These times can get chaotic when there are several families arriving all at once, so for the safety of all please verbally communicate with the staff member on duty to ensure that your child is being signed-in and or signed-out. The Center is required to maintain daily attendance records. These 'Sign-In & Sign-Out Attendance Sheets' are extremely important to ensure that all children are present and safe throughout the day and during evacuation drills as well.

 We ask that if you have more than one child in the center that you pick-up the youngest first or drop off the youngest last.

**Arrival Time**

For the convenience of our parents, the Center opens daily at 6:00 am. Depending on their age, children may need to be dropped off in rooms other than their assigned class, since teachers have different starting times.

 We ask parents to bring children to the Center no later than 9:00 am each day they attend. There are several important reasons for this, all of which involve the welfare and happiness of all the children.

 Many of the most important activities of each day take place during the morning hours starting at 9:00 am. Children who skip some of these activities because of their late arrival often "miss out" on a favorite play period, circle time, story time, or projects. When children arrive late it is disruption for the other kids that are focused on a project or in the middle of circle time.

 These morning hours usually include planned group activities, which are important in helping children develop social skills and abilities involving interaction with their peers as well as self-discipline.

 If you expect to bring your child to class late, please plan with the teacher prior or contact the Center ahead of time. It is difficult for our teachers to properly plan and conduct their classes if children are allowed to "drop-in" at any time.

**Saying "Goodbye" (Separation)**

 To help achieve the goal of allowing your child to become independent, emotionally healthy, and well adjusted, we recommend the following practices with children age two and older:

 \*If possible, children should be walked in, not carried

 \*Present your child to the teacher on arrival. The greeting between teacher and child is invaluable. Many things about the child's health and state of mind can be determined in that brief time and nothing should interfere with it. The teacher will then help the child join into classroom activities.

 \*Goodbyes at school should be part of a normal, everyday routine every child goes through. Separation should be sweet and brief, with reassurance about the planned pick-up time.

 \*Parents should encourage children to make friends with the teachers and look forward to being at school without feeling guilt or disloyalty to a parent.

**Cell Phone Policy**

 \*\*\*\*\*Parents may not use cell phones during drop-off or pick-up!\*\*\*\*\*

If you need to use the phone do so outside the Center before entering FGC3 or after leaving.

**Bad Weather**

 In bad weather situations such as: snow, icy roads, flooding, etc. listen to the local news; if the Waxahachie ISD closes for bad weather or delays opening, then FGC3 will also be closed or delay opening. Should WISD deem it necessary to close school early due to inclement weather, we will also close early and notify parents via phone call, email and or post to social media as to when the Center will be closing.

**Emergency Preparedness Plan**

In the event of an emergency that DOES NOT require evacuation of the facility, (tornado warning, lockdown) all children and caregivers will be directed to the Small Group Activity Room located near the center of the facility. An emergency preparedness box which will contain Emergency Preparedness Plan, contact information for all enrolled children and caregivers, non-perishable snacks/bottled water, flashlights and quiet activities for children.

In the event of an emergency that DOES require evacuation of the facility, (fire, major structural damage) all children and caregivers will exit the facility in a calm, orderly fashion following the fire evacuation routes and meet in front of the facility. The director or director-designee will carry the Emergency Preparedness Backpack which will contain emergency contact information for all enrolled children and caregivers. Once all children and caregivers are accounted for, we will relocate to the Community Funeral Home office located at 1412 M.L.K. Jr. Blvd, Waxahachie, TX, 75165, phone: 972-937-5380. Upon arrival at the Community Funeral Home, the director or director-designee will notify parents of the emergency and arrange for parents to pick up their children.

If the center has to evacuate our side of town we will relocate to Connect 4 Life Church 1971 John Arden Dr Waxahachie, TX 75165

**Tuition**

 Full tuition is due on Monday of each week for that week. Payment is considered late after Tuesday at 6:30 p.m. Late payments will incur a $10.00 late fee each day thereafter.

No checks or cash will be accepted.

**Acceptable Payment Policy**

 FGC3 will not accept checks or cash. Payments must be in the form of debit cards or money orders and must be paid at FGC3’s facility.

There are no refunds or credits for any reason(s) under any circumstance(s).\*\*\*

**Late Pick-Up Charge**

 If a child leaves the Center after 6:30 p.m. for any reason, there will be a late pick-up fee of $1.00 per minute due upon arriving the next day and if not paid your child(ren) will be suspended.

Also at 6:45 p.m. we will contact your emergency contact(s) to pick up your child.

**Absences**

 If your child will be absent from the Center for any reason you must call and notify us for as soon as you are aware of it. Will need a clearance note if a medical reason.

**Health & Medical Policies**

 The Center is required to have on file a physician’s report verifying overall good health and required immunizations. Current information on immunization status must be maintained while the child is enrolled. If your child is behind on immunizations, the Center has the right to refuse care until they are current. The parent is still responsible for tuition during this time.

 Children are to be checked upon arrival each day for any visible indications of illness. If a child appears ill while at the Center, parents will be contacted and asked to pick up the child immediately. If the child remains at the Center after one hour has lapsed, a sick child care rate of $15.00 per hour will be due upon arrival the following day. The main reasons for excluding children from the Center are:

 An illness prevents the child from participating in routine activities.

 An illness requires more care than the staff can provide without compromising the needs of the other children in the group.

 A child's presence poses an increased risk to others with whom the child may come in contact.

 The Center cannot admit any child appearing to be sick without a written statement from a doctor or registered nurse certifying no contagious disease is present.

**Children should be kept at home when they meet the following exclusion criteria:**

 Rectal temperature of 100.4 or higher or underarm temperature of 99.4 or higher, in the past 24 hours.

 Conjunctivitis ('pink eye'), redness of the eye and/or lids, usually with yellow discharge and crusting.

 Bronchitis, which begins with hoarseness, cough, and a slight elevation in temperature. The cough may be dry and painful, but gradually becomes productive.

 A rash you cannot identify which has not been diagnosed.

 Impetigo: red pimples, which become small vesicles surrounded by a reddened area. When blisters break, the surface is raw and weeping. Look for signs in neck, creases, groin, underarms, face, hands, or edge of diaper.

 Diarrhea three or more times within 24 hours (watery or greenish BM's that look different and are more frequent than usual).

 Vomiting within 24 hours (more than usual 'spitting up').

 A severe cold with fever, sneezing, and nose drainage.

 An unknown illness without obvious symptoms other than unusual paleness, irritability, tiredness, or lack of interest.

 A contagious disease, including measles, chickenpox, mumps, roseola, strep throat, etc.

 The Child must be clear of all symptoms for 24 hours before returning.

 While we regret the inconvenience caused by strict adherence to these guidelines, our concern for all the children dictates a very conservative approach when dealing with health matters. Because of conflicting medical opinions about the advisability of re-admitting children receiving treatment who still appear ill, the Center will err on the side of safety when making such decisions and ask for your tolerance and understanding.

Should your child contact a contagious illness, please notify the Center immediately so other parents can be alerted to the possibility of exposure. Guidelines issued by the Texas Department of Health dictate re-admission criteria. Contact the office for details.

 Parents are encouraged to administer medication outside the Center. At the discretion of the Director, a Center staff member may administer medication, on a 'best efforts' basis.

 The Center and its staff accept no responsibility or liability for any error or omission regarding administration of medication.

 All medication must be furnished in the original prescription container, with an appropriate dispense, marked with the child's name, date, and directions for use; placed in a labeled plastic (zip-locked) bag, and handed to a staff member with a fully completed and signed MEDICATION AUTHORIZATION FORM.

All medication will be kept in the center office in a lock box. Only the person in charge at the time of dosage will administer the medicine to the child.

**Medical Emergency**

 In the event of an injury or medical emergency, trained staff will immediately administer first aid and notify a Director if further assistance is needed. If we believe the situation may call for parent involvement or professional medical attention, the Center will attempt to contact a parent or other authorized emergency contact. If the condition is serious, the Center will call 911 for an EMT.

 An Emergency Medical Consent Form must be completed and signed before any child is accepted for enrollment.

 All injury incident reports will be reported to the TDFPS and an internal investigation will be conducted to determine the cause of the injury to make necessary corrections/repairs to prevent future injuries.

**Immunization Requirements**

 Each child enrolled or admitted to the center must meet and continue to meet applicable immunization requirements specified by the Texas Department of State Health Services (DSHS). This requirement applies to all children in care from birth through 14 years of age.

 Each must maintain current immunization records, including any immunization exemptions or exceptions.

 All immunizations required for the child’s age must be completed by the date of admission, unless:

 (1)  The child is exempt or excepted from an immunization, and the exemption or exception is verified by the date of admission; or

 (2)  The child is homeless or a child in foster care and is provisionally admitted for up to 30 days if evidence of immunization is not available. A referral will be giving to get required immunizations done.

**Acceptable documentation includes:**

(1) An official immunization record generated from a state or local health authority, including a record from another state. For example, the record may be from the Texas Immunization Registry, a copy of the current immunization record that is on file at the pre- kindergarten or school that the child attends, or the health passport for a child in the conservatorship of DFPS. The record must include:

 (A) The child's name and date of birth;

 (B) The type of vaccine and number of doses; and

 (C) The month, day, and year the child received each vaccination; or

(2) An official immunization record or photocopy. For example, the record may be from a doctor's office or a pharmacy. The record must include:

 (A)  The child's name and date of birth;

 (B)  The type of vaccine and number of doses;

 (C)  The month, day, and year the child received each vaccination;

 (D)  The signature (including a rubber stamp or electronic signature) of the health-care professional who administered the vaccine, or another health-care professional's documentation of the immunization as long as the name of the health-care professional that administered the vaccine is documented; and

 (E)  Clinic contact information, if the immunization record is generated from an electronic health record system.

**Hearing & Vision Screening**

 All children enrolled in a licensed facility who are 4 years old must have hearing and vision screenings on file at the Center. If your child is currently 4 years of age we must have this at the time of admission. (if applicable)

**Parental Notification**

 The Center, at its discretion, may change any policy contained in the Parent Handbook in accordance with the Minimum Standards guidelines. Parents will be notified of any changes by email or written notice. All files will contain a phone number if the center needs to contact a parent or guardian immediately.

**Discipline & Guidance**

 FGC3 takes a proactive, positive approach to discipline as a first step. The goal of discipline is to teach. Teachers provide clear expectations and consistent routines and procedures. Children will be gently redirected as necessary and will never be shamed in front of other children or parents. Positive reinforcement and praise will be used frequently. Teachers will use redirection and reminders as a form of guidance. As appropriate by age, teachers may also use:

 Redirection and reminders

 Reflective time-out not to exceed the child’s age in minutes

 Loss of privilege {never in the form of exclusion from snack, lunch, specials, or any other activities}

 Individualized behavior plan

 Teachers will notify parents as appropriate and will involve the Center Director as necessary to intervene with more serious or ongoing misbehaviors. Children will never be handled roughly, yelled at or have any form of corporal punishment. Minor misbehaviors will be handled in the classroom unless they become chronic and interfere with the safety of others. At that time, the child may be referred to the Center Director.

 The Center Director will implement consequences based on each unique situation. Multiple referrals to the office may result in the child being sent home for the remainder of the day, being asked to stay home for a period of time, moving a child to another class and/or removal from the program.

**Aggressive Behavior**

 All children need to be able to participate in FGC3 planned activities and be able to follow simple directions. As with all aggressive behaviors parents are notified with each incident. Aggressive and hurtful behavior includes, but is not limited to: biting, hitting, kicking, pushing and or pinching. Such behavior is not appropriate. We will use every appropriate method to help children control their behavior:

 Step One: Teacher/Director Coaching the child and contact with the parent.

 Step Two: Director, Teacher and Parent Conference

 Step Three: Second Conference at which the parent maybe asked to find alternate childcare.

 Any or all of the steps may be skipped or omitted as deemed appropriate, based on the extent of the aggressive behavior and circumstances.

**Biting Policy**

 Biting is a common and normal part of child development. The goal of FGC3 child care teachers is to recognize triggers that cause biting and redirect a child before the incident occurs. In the event we are unable to intervene, the following steps take place:

The provider will first attend to the bitten child by comforting and then cleaning the bitten area.

The child who did the biting will be removed from the setting and in an age-appropriate manner it will be explained that this behavior is unacceptable.

The incident will be documented and parents of both children will be notified. The parent of the biting child will be asked to work with their child in discouraging the behavior. We will not identify the child who did the biting or who was bitten.

 Additional measures will be taken according to the specific situation as needed.

**Termination Of Enrollment**

 Enrollment will be considered terminated if:

 The Center receives one full month advance written notice of withdrawal, effective the last day of the month.

 Payment is two weeks delinquent.

 The Parents fails to comply with this Agreement, the Parent Handbook, or any other rules of the Center.

 The Center, in its sole discretion, determines it is unable to meet the needs of the Child, or that it is not in the best interest of the Center or other children enrolled to have the Child continue in attendance.

 There is serious illness or death of the Child.

 The Center and its staff retain the sole right and responsibility to determine any disputed factual matters regarding termination of enrollment.

**Safe Sleep for infants 12 months old or younger**

 Infants not yet able to turn over on their own must be placed in a face-up sleeping position in the infant's own crib, unless you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that a different sleeping position for the child is medically necessary. You may not lay a swaddled infant down to sleep or rest on any surface at any time unless you have a completed Sleep Exception Form that includes a signed statement from a health- care professional stating that swaddling the child for sleeping purposes is medically necessary.

**Meals & Snack**

 Parents of infants (17 months or younger) are required to supply formula and all baby meals and snacks. Please do not bring foods not tried at home to the Center for meals as there may be an allergic reaction to a new food being introduced.

 Nursing mothers may nurse at the center and/or provide breastmilk for their child while they are in care at the center. The Center's office may be used to breastfeed.

 All containers and lids must be labeled with the child's name.

 FGC3 will provide healthy snacks and meals to all children who have transitioned from formula and baby food to milk and “big kid” food. The exception to this policy is if your child has special dietary needs, then the parent will be required to provide snacks and meals. Parents can send food to the daycare with their child(ren) if desired. Food will not be shared among the students. Notify the Director of any special dietary restrictions. The Center must receive the written statement of a physician or a licensed dietician for special therapeutic diets. Our staff is educated on food allergies, children in care that have allergies, and the precautions used to protect those children.

 Breakfast will be provided for early arrivals. Breakfast will be served until 8:30 a.m., therefore please ensure your child is fed if you arrive after 8:30 a.m.

 Food and drinks are not allowed on the playgrounds.

 Nutritious morning and afternoon snacks, milk, and juice are provided by the Center and have been reviewed by a Licensed Dietician. Posted weekly, menus are varied, with fresh fruits and vegetables included whenever possible.

 Our staff will not use food to reward or punish children.

 A child must will not go more than three hours without a meal or snack being offered, unless the child is sleeping.

**Enrollment for existing openings consist of the following:**

Completing all enrollment forms, providing updated shot records and submitting the required

non-refundable fee. All of this must be completed and turned in 24 hours prior to beginning. Parents may make changes to any of the enrollment forms at any time if your personal information changes, such as: address, phone numbers, place of employment, emergency contact(s), authorized person(s) pick-up list, etc... Please stop by the office and or email us the changes to fgccc@outlook.com

**Parent Conference**

 Should you have questions regarding your child’s care or other concerns at any other time of

the year, please feel free to contact the Center Director and schedule an appointment.

**Visitation**

 The Center has an Open Door policy on parent visits. We recognize and support parent’s

desire to see and spend time with their children whenever they can. Please feel free to interact

with your child, assist him/her with activity as this can be a wonderful bonding experience. We

do ask that you be consciences of the prepared lesson and allow the teacher and children to

continue with the lesson should your visit coincide with learning activities. When choosing to

visit please be mindful of nap time. Entering and exiting the building can be disruptive to the

children that are napping.

**Child Abuse**

 The Center is required by law to report any apparent incidence of child abuse or neglect defined as "non-accidental infliction or threat of infliction of physical, emotional, or mental harm to a child."

 All such reports must contain the name and address of the child, the name and address of the person responsible for the care of the child, and any other pertinent information.

**Child Care Regulations**

 The office has posted copies of the Center's License, most recent licensing inspection report, and other required notices. A copy of the Texas "Minimum Standard Rules for Licensed Child Care Centers" is available in the office and on the web at: www.tdprs.state.tx.us/child-care/child-care-standards=and-regulations/pdf/final1746.pdf

Parents should also be aware of the following important contact information:

Local Child Care Licensing Office:

Dallas Office

8700 North Stemmons Freeway, Suite 104

Dallas, Texas 75247

(214) 583-4253

(800) 582-6036

Texas Child Abuse Hotline: 1-800-252-5400

Child Care Licensing Web Site: <http://www.dfps.state.tx.us/child_care/>

**Child Abuse and Neglect**

 Employees will be required to take annual abuse training

 All employees will have proper background checks performed

 Employees aware of factors indicating a child is at risk of abuse or neglect

 1. age

 2. health

 3. disabilities

 Employees will be taught of warning signs indicating a child may be a victim of abuse or

 neglect

 1. has unexplained burns, bruises, bites, broken bones, or black eyes

 2. frequently absent

 3. consistently dirty or bad body odor

 Methods for increasing employee awareness of prevention techniques for child abuse

 1. make sure all accident reports are properly documented; legal obligation to

 report suspected abuse of neglect

 2. employees will be aware of any unauthorized access to the center and

 children

 3. provide a daily environment that supports positive social and emotional

 development for children

 4. if parent has a concern about their child respond promptly

 5. maintain proper adult-child ratios to ensure children are receiving quality care

 from caregivers

 6. tell parent about the good things that happen each day

 Methods for increasing parent awareness of prevention techniques for child abuse

 1. family participation at the child care center

 2. maintain positive relationship between parent and childcare center

 3. continuous communication

 4. making sure release of child only by those trusted

 5. help parents access and spread the word of community resources

 For reporting child abuse and neglect

 1. notify child abuse hotline 800-252-5400

 2. notify director

 3. notify childcare licensing

 Community organizations that have training programs available

 1. Dallas Children’s Advocacy Center

 5351 Samuell Blvd

 Dallas, TX 75228

 214-818-2600

**Gang Related/Criminal Activity**

 Gang-related criminal activity or engaging in organized criminal activity within 1000 feet of a

child care center is in violation of the law and is therefore subject to increased penalties under

 sections 71.028 and 71.029 of the Texas Penal Code.

**Safety**

 The following safety precautions have been established to help ensure the safety of children and staff:

 Emergency evacuation drills, shelter in place, fire and tornado drills are held regularly without notice. Parents present are expected to participate in the drill.

 Emergency exit plans are posted in every classroom.

 The daily record of children's arrivals and departures is used as an attendance checklist during safety drill.

 There will be a certified First Aid and CPR staff at the center at all times

**Vaccine-Preventable Diseases**

City of Waxahachie Health Department does not require employees to obtain vaccines before working in a daycare facility. However, safety measures will be taken to ensure the safety of the children when needed.

Caregivers must follow universal precautions outlined by the Centers for Disease Control (CDC) when handling blood, vomit, or other bodily fluids that may contain blood including:

 1. Using disposable, nonporous gloves;

 2. Placing gloves contaminated with blood in a tied, sealed, or otherwise closed plastic bag and discarding them immediately;

 3. Discarding all other gloves immediately after one use; and

 4. Washing hands after using and disposing of the gloves.

**Clothing and Personal Belongings**

 Children's clothing should be comfortable, allowing complete freedom of movement, washable, and suitable for daily indoor and outdoor activities. Since children spend time outdoors almost every day, parents should consider weather conditions when planning daily dress. To encourage development of independent bathroom skills, children's clothing should be easy for them to manipulate with minimum assistance.

 Children must wear shoes which are practical as well as comfortable. Sandals and flip-flops are not allowed. Girls should wear shorts under dresses and skirts.

FGC3 asks that each child have his/her own backpack that will be used to carry daily communications, a complete change of extra clothing and other items your child may require during the day.

  **If your child requires diapers or wipes please make sure to send more than enough.** Accidents can happen and we want to make sure the child has enough diapers to get them through the day. If the child runs out of diapers or wipes we will use what we have at the center. We do highly recommend that you leave extra diapers or wipes at the center.

 Children at the Center are required to go outside twice a day. Therefore we recommend you send sunscreen or bug spray if you want your child to wear this to go outside.

 Except for special items needed to smooth the transition from home, toys and personal belongings should remain at home. This will avoid lost possessions and hurt feelings. The Center will make reasonable efforts to safeguard children's personal belongings and clothing, but will not be responsible for lost or damaged items. Everything that your child brings or wears to school should be permanently labeled. Anything left at the center more than 30 days after termination of services will be discarded due to room space.

**Candy, gum, and money should never be brought.**

 Candy, gum, and money should never be brought to the Center by the children. Such items will be confiscated and returned to the parent.

**Parties**

 Birthdays are an especially exciting time for young children and the Center will be pleased to help your child celebrate with classmates and staff. Please discuss this with your child's teacher prior to the date. We must post any snack schedule changes 48 hours in advance. Also, all parties need to be scheduled a minimum of 30 minutes after nap-time.

 Licensing regulations prohibit any type of open flame in the Center, birthday candles are not permitted.

 Throughout the year we will honor different holidays with small celebrations. We may request that parents assist in supplying special “goodies” for these celebrations. Please remember that all food items must be store bought with labels attached. No homemade items are permitted.

**Screen Time**

 Television is very limited. It will be listed on the classrooms Lesson Plans.

**Physical Activities**

 If weather permits, all children will go outside daily, including infants. During inclement weather, we will have large motor skill activities indoors.

**Toilet Training**

 With cooperation from the parents, our program will help toilet train children. When the parents and staff agree that the child is ready for toilet training, they will discuss training methods that should be consistent between home and child care center times.

**Grievance Procedure**

 If a problem exists, the Center wants it corrected as quickly as possible. This can only be achieved if it is identified immediately. Parents with concerns should schedule a conference with the Director and or Teacher. If the Director is still unable to arrive at a solution satisfactory to the parent then the matter should be brought to the attention of the owner.

**Non-Discrimination**

 Children all races, nationalities, and religions are welcomed.

**Future Generations Transportation Policy**

All vehicles will be used to transport children to and from school and will meet Texas motor vehicle standards and be properly insured as required by the state of Texas. All transporting vehicles will have a first aid kit and fire extinguisher on board and current insurance identification card. When children are being transported, at least one person accompanying the children in the vehicle will have current CPR and First Aid course completion. All transporting vehicles will always be maintained in safe operating condition. The center contact information will be in the vehicle.

The driver of the transporting vehicle will always carry with him/her during transportation a check off list of children being transported, emergency contact information and authorization for emergency medical treatment for each child.

**Loading and Unloading**

Children will be loaded and unloaded in front of the center, curbside.  All children entering the transporting vehicle will be documented on the transportation roster. Children will be safely secured in the age appropriate safety restraint device before the vehicle is put in motion. Upon reaching destination, children will be documented leaving the vehicle and being turned over to the appropriate supervising adult. When completing the transportation of the children and upon leaving the vehicle, the driver will use the electronic child safety alarm to ensure that no child is not left unattended in the vehicle.

**Field Trips**

Once a field trip is planned, permission slips with permission to transport children will be secured for each child participating. Emergency contact information will be attached to the master list of all children attending as well as all employees/volunteer\* caregivers attending the field trip will be carried by the designated leader of the field trip.  Each employee/volunteer caregivers will have a list of all children attending the field trip. Each child attending will wear a badge with the center name, address, phone number, field trip leader’s name and cell phone number. All employees/volunteers will wear center t-shirts and carry either center or personal cell phones while on field trip. Employees/Volunteers will do periodic head counts to assure that all children are present and accounted for while on the field trip.  Minimum standard transportation requirements will be implemented in transporting children to and from the field trip.