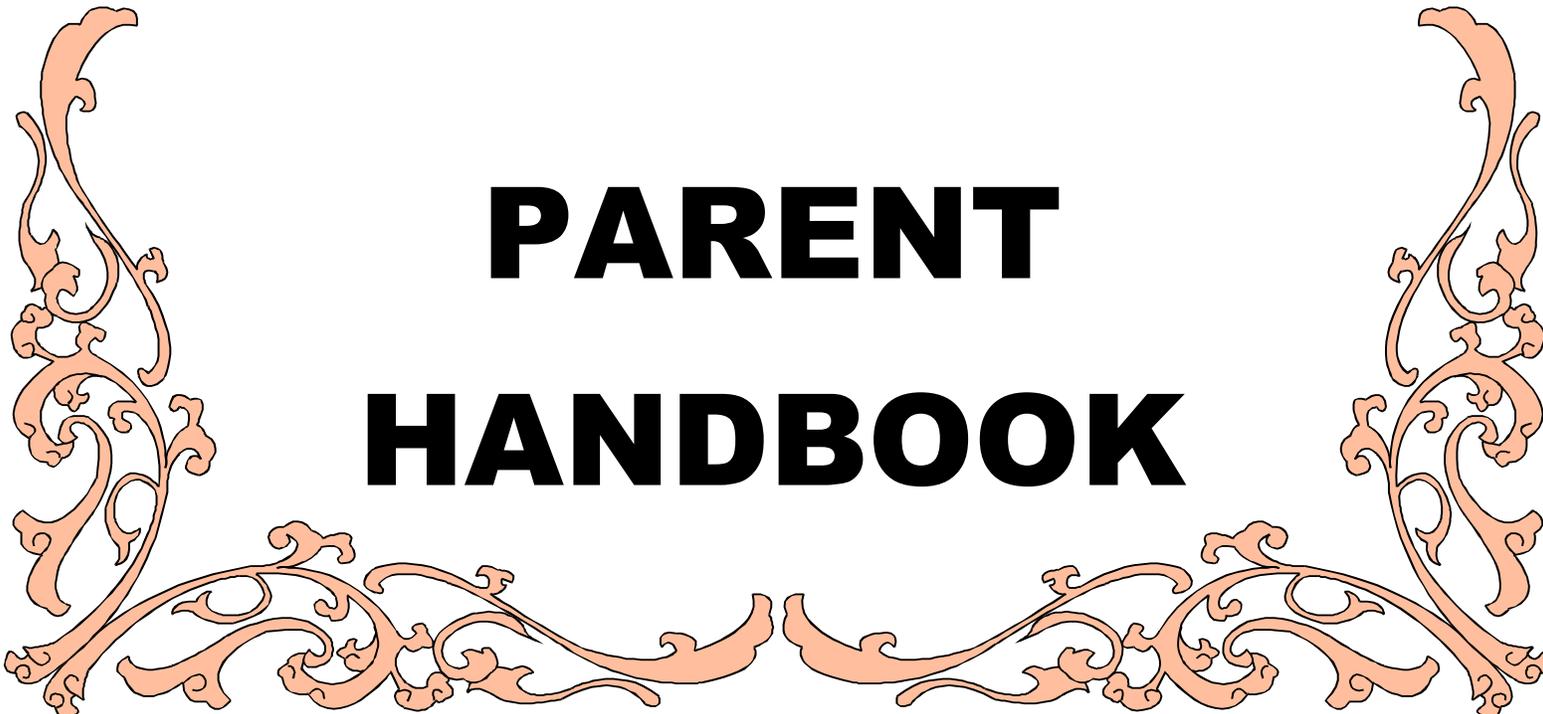




# HILLTOP

## Children's Center

Integrating, Fun, Education & Health



# PARENT HANDBOOK

# **Hilltop Children's Center**

## Director's Welcome Letter

### Welcome to Hilltop Children's Center

We are very happy to have you and your child as part of our Hilltop Children's Center family.

This handbook will help orient you to our program, policies and procedures. We also have a comprehensive, updated website with additional information.

Our school staff is here to provide your child with a positive environment for learning and growth on every level. Let us know how we can be of further help to you and your child at any time.

Thank you for choosing Hilltop Children's Center for your child's education enrichment.

Sincerely,

Pooneh (P) Jahadi-Yazdi, PhD  
Hilltop Children's Center Director

This handbook is provided to answer many questions you may have about our programs. If there is any questions left unanswered or unclear, please do not hesitate to contact the director at 512-966-1106.

### *Philosophy and Mission*

The purpose of Hilltop Children's Center is to offer a high quality, positive, and fun place for children while accommodating the needs of working parents by being both convenient and affordable. We are dedicated to providing a safe, nurturing, and academically enriched environment for our Mother's Day Out and our After-School Program. Our programs focus on balancing student learning, physical activity, and emotional growth for children in a stimulating and enjoyable atmosphere. The Center maintains clear policies and procedures and actively encourages both open communication and parent involvement.

### *Registration Process*

The registration packet for each section within the Hilltop Children's Center program (Mother's Day Out, After-School Care and Non-School Day Camp) includes:

- Completed Registration form
- Child Assessment Form
- Enrollment Contract/Receipt of Handbook
- Emergency Released Form
- Signed DFPS Admission Information form & Physician Statement
- Updated Record of Immunization
- Discipline and Guidance Policy

A few things to remember when registering:

- The registration packet must be completed and signed in its entirety before it will be accepted.
- The emergency contact must be someone other than the parent/legal guardian of the child and must be a local person and contact number.
- The registration form must be signed by the child's parent/legal guardian and notarized.
- Both the registration form and 1st month payment must be turned in to the Hilltop Children's Center office at least twenty-four (24) hours before the child begins any service at the center.

We will maintain confidentiality of this information. Please give us updated information whenever there is a change. We will ask you to complete new admission form every August to make sure we have the most-up-to-date information possible.

We will also ask you to sign a statement acknowledging receipt of a copy of this parent handbook, which obtains our operation policies. If we need to change any of these policies you will be notified of the changes in writing before the change takes effect.

### Operation Hours

Hilltop Children’s Center is open Monday through Friday from 8:00 AM to 7:30 PM. The Preschool Program is open from 9:00 AM to 2:30 PM. The After-school program is open from 3:30 (or Liberty Hill bus drop off time) until 6:00 PM for Regular program or 7:30 PM for Extended program. **Early drop off is available, and must be prearranged.** During the Non-School Days Camp for Kindergarten thru 6<sup>th</sup> grade Hilltop Children’s Center is open from 7 AM to 7:30 PM.

At Hilltop Children’s Center we follow all Liberty Hill ISD calendar and weather related closings. Care maybe available on days LHISD is closed. Please let the front office or the director know at least 2 days earlier if you need to bring your child to the Camp. See attached calendar for available childcare dates.

### Tuition and Fees

|   |        |   |
|---|--------|---|
| Supply Fee  | \$50   | Annually  |
| Preschool Program (9:00 AM to 2:30 PM)            |        |   |
| 2 days (Tue & Thu)                                | \$200  | Monthly (includes lunch & snack)  |
| 3 days (Mon, Wed, & Fri)                          | \$300  | Monthly (includes lunch & snack)  |
| 5 days (Mon – Fri)                                | \$475  | Monthly (includes lunch & snack)  |
| Extended Care (7:30 PM)<br>4 & 5 years old only   | \$35   | Daily, based on availability with reservation (includes snack & dinner)   |
| After-school Program (August – May)               |        |   |
| Regular (Until 6 PM)                              | \$200  | Monthly (includes snack)  |
| Extended (Until 7:30 PM)                          | \$395  | Monthly (includes snack & dinner)   |
| Full-Day Program (September – August)             |        |   |
| 2 days (Tue & Thu)                                | \$299  | Monthly (includes lunch & 2 snack)  |
| 3 days (Mon, Wed, & Fri)                          | \$435  | Monthly (includes lunch & 2 snack)  |
| 5 days (Mon – Fri)                                | \$695  | Monthly (includes lunch & 2 snack)  |
| Extended care (7:30 PM)                           | \$10   | Daily, based on the child’s program (includes snack & dinner)             |
| Non-School Days Camp (Kinder – 6 <sup>th</sup> )  |        |   |
| 8 AM to 3 PM                                      | \$45   | Daily (includes lunch & snacks)   |
| Early drop off (7 AM)                             | \$10   | Hour (includes breakfast)   |
| After 3 Pickup (until 7:30 PM)                    | \$5    | Hour (includes snack & dinner)  |
| Early Drop off – 6:30 AM                          | + \$85 | Monthly, MUST be prearranged  |
| Early Drop off – 7:00 AM                          | + \$60 | Monthly, MUST be prearranged  |
| Early Drop off – 8:00 AM                          | + 40   | Monthly, MUST be prearranged  |
| Late Pick up (6:00 PM to 6:20 PM)                 | + \$29 | Monthly, MUST be prearranged  |
| Summer Camp (June – August)<br>8:30 AM to 4:00 PM | \$179  | Weekly (includes lunch and snack)<br>Before and after camp care available |
| Sibling discount for second or more children      | 10%    | Monthly tuition (given on sibling with lower fee)                         |

A non-refundable registration fee is due at the time of registration. This ensures your child a place in the class and also covers the cost of supplies for your child.

The tuition is for a full school year and is based upon the number of days your child is enrolled. For your convenience, we offer nine monthly payments due on or before the 1<sup>st</sup> day of each month or two payments on the first and the fifteenth with a \$10 processing fee. Please note that tuition remains the same regardless of holidays, vacations, sickness, bad weather closing, and closings beyond our control.

If payment is not received by the end of 3<sup>rd</sup> day of each month, a late fee of \$10 will be charged for each school day payment is late. If the account is delinquent for more than one week, you may be asked to withdraw your child until the account is made current. The school cannot guarantee a child's spot will be held when a child is withdrawn due to non-payment of tuition. Any unpaid tuition fees may be sent to a third party collection agency.

Check or automatic deposits from your bank are acceptable methods of payment. If Hilltop Children's Center receives a check back due to insufficient funds a \$25 fee will be assessed, in addition to any late fee payments. Any non-sufficient funds check will be automatically resubmitted electronically up to three times. Fees will apply each time. Once a check has been processed electronically, the check is no longer negotiable and will not be returned. You will be responsible for the principal amount, all returned-check fees, and any late payment fees. You will be required to pay by money order for the next three months. If more than 1 check is returned, then all future payments must be made by cash or money order.

Tuition payments should be placed in the tuition box provided at the front desk on or before the first school day of each month. All checks should be made payable to Hilltop Children's Center.

We realize that an unexpected event may delay your arrival to pick up your child. If you are more than 5 minutes late picking up your child, fee of \$5 will automatically be added to your account plus \$1 per minute past your child's scheduled pick-up time. The late pick-up charge must be paid within five working days of the late pick-up.

### *Holidays*

The Center **will be closed** for a week during the Christmas Holiday.

We will also be closed on the following Holidays:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the following Friday

If any of these days fall on a weekend day, the Director will determine which day of the week will be observed. Please review Hilltop Children's Center Closed Schedule or the Parent Board.

### *Snow Days and Delayed Openings*

The Hilltop Children's Center will be closed whenever Liberty Hill Schools are closed due to inclement weather. Credits will not be issued for days when school is closed due to snow, and no additional charges will be incurred for the bad weather make-up days.

### *Attendance Procedures*

The safety of each child is paramount to the staff of the Hilltop Children's Center. If a child will not be attending the program as scheduled, it is essential that the child's parent calls the Center at 512-966-1106 to report the child's absence from the program.

Unfortunately we cannot credit your account for missed days due to illness, vacation, or a weather related closing. You may reserve your child's space for any full week absence by paying 25% of regular week's tuition with 2-week advance notice to the Director, if possible, for up to 2 weeks. If you require more than 2 weeks, contact the director for possible availability.

As a service and thank you for your loyalty, after one year of enrollment you will earn a week vacation tuition credit per child. Please notify the director in writing 2-weeks prior to have your tuition credit applies to your account.

### *Withdrawal & Termination Policy*

Registration for each child is a commitment of enrollment for the entire school year. Should you choose to withdraw from the program before the end of the school year, parent must give Hilltop Children's Center a 30 day WRITTEN (or email) notice on the first day of the month. Without this notice, parents will be responsible for the payment of one month's tuition.

If you withdraw your child from the program and decide to re-enroll at a later date, you must pay the full registration fee.

**Hilltop Children's Center reserves the right to withdraw any child from the program at any time if behavioral and/or emotional problems with a child disrupt the day to day operations, if other person's safety is jeopardized, or if Hilltop Children's Center staff determine the child makes it unreasonably difficult to meet the needs of the other children in the program. A child may also be suspended if the required health and emergency documentations are not up-to-date/complete or payment is not received within one-week of due date.**

Behaviors that are not tolerated at Hilltop Children's Center include arrogant, abusive, aggressive, or rude behavior towards other students or the staff.

Parents or legal guardians are notified after each incident and the incident is logged. After the first written warning a telephone conversation is required. After two written warnings, a meeting is required to discuss alternate options. After a third written warning, a suspension or termination will be put into effect. There will be no refund of tuition for the month of termination.

### *Drop-Off and Pick-up Policy*

In order to assure the safety of your child, we ask that you sign your child in and out each day. The sign-in sheet/computer is available at the desk in the lobby as you enter Hilltop Children's Center. After signing-in, please take your child to his/her designated classroom or area.

Hilltop Children's Center utilizes a checkout system to ensure that each child is dismissed to the proper person at the end of the program. Children will not be allowed to leave the After-school Program unattended. **Parents must walk into the school building and sign out your child on the sheet (or computer) in the lobby.** Please speak directly to the teacher in charge when dismissing a child from the Center. The children can help with this responsibility by getting in the habit of saying goodbye to their teacher. The children may not go into the classrooms; they must be accompanied by a parent or teacher at all times while on campus.

Anyone that will be picking up your child needs to be on your authorized pick-up list and will need to bring their photo ID. If a staff member is unfamiliar with any person picking up a child, the staff member will ask to see a picture identification before the child is released. Please make us aware if an authorized person, besides yourself, will be dropping off or picking up your child. We will not release a child to someone who is not listed on the authorization form.

In the event that a parent or other authorized person arrives to pick up a child and he or she appears to be under the influence of drugs or alcohol, Liberty Hill Police Department will be called. A ride home, or other appropriate assistance, will be offered in order to ensure the safety of the child.

### *Illness & Exclusion Criteria*

We cannot care for a child who:

- Cannot participate comfortably in the Center's activities
- Has an illness that requires more care than staff can provide without compromising the health, safety and supervision of other children
- Has a fever with an oral temperature of 101 F.
- Has had two or more episodes of vomiting or diarrhea
- Has rash, with fever or behavioral change, until a physician has determined the illness not be a communicable disease
- Has communicable disease
  - including head lice or scabies

If your child has a communicable, or contagious, disease, the parents are required to notify Hilltop Children's Center within 24 hours so that the parents of other children may be notified

The child can be returned to care if the child has been **free of symptoms for 24 hours without the use of fever-reducing medication**, or if the child's doctor provides a statement verifying the child is no longer contagious.

Please do NOT administer a fever-suppressant and bring your child to the Center. This is unfair not only to your child but also to the other children and teachers.

We do understand that parents often find it difficult to miss work, but if we call you and ask you to pick up your sick child we expect you to do so as quickly as possible. Please make arrangements for your child to be picked up within one hour for the sake of their well-being as well as other children at the Center.

### *Procedures for Dispensing Medication*

We will administer only prescription medication once a day. All medications will be administered by the director, or the designated person in charge. If your schedule allows, you may wish to come during the day and give the medication yourself. Bring the medication to the office and fill out the appropriate form. For the safety of the children, medication cannot be stored in the cubby or backpack.

Prescription medications must be in the original container labeled with the child's full name. You must sign a form that authorizes center staff to administer the medication.

### *Medical and Dental Emergencies*

A signed consent form for emergency medical/dental treatment is required for all children upon enrollment. In the event of a medical/dental emergency, depending on the severity of the illness or injury, 911 may be called. The staff, who are all CPR and First Aid trained, will apply First Aid and the parent will be called right away. In the event of a serious illness or injury if the parents or authorized emergency contact cannot be reached right away the school will obtain emergency medical/dental care without specific instructions from the child's parents or authorized emergency contact as agreed upon in the consent form.

### *Clothing*

Children should wear clothes and shoes that will allow them to participate in all activities in the Hilltop Children's Center. Children go outside every day in our programs, as we consider outdoor play an essential element of the curriculum that supports children's growth. Schedules may be modified to accommodate inclement weather, which will include temperatures falling below 32°F and above 100°F. Please always dress your child in warm layers in cold weather and apply sunscreen and bug spray on hot days.

We do not allow children to wear short shorts, overly revealing shirts, and/or slogans that will encourage inappropriate behavior or comments.

All children, regardless of age, need at least one complete change of the clothing at the Center in case they have a spill or accident. Please pack the extra set of clothing in a zip-lock bag with their name on everything. As the seasons change please check and change the outfits left at the Center. Young children may need several changes of clothing each day.

### *Potty Training*

Your child needs to be potty trained before starting at Hilltop Children's Center. We understand that potty training is a long-term process, so children who have not fully learned to control themselves can be in pull-ups. Our staff can take care of "accidents", however we will not tolerate continuous "diaper changing". We are willing to work with your child for the first month after enrolling. If potty training is not mastered during this time we will have to a meeting regarding your child's continuance with the Center.

Please make sure they have enough changes of clothing during this time. Also please make sure they are wearing clothes that are easily pulled up and down. No overalls, belts, onesies, zippers. An elastic waist is the best for kids and gives them a feeling of self-accomplishment when they can pull them up or down by themselves.

### *Parent Communication*

Good communication is important in building a relationship between Hilltop Children's Center staff and parents. Please keep your child's teacher informed about any significant events happening in your child's life. We will keep you informed of any significant happenings at our Center through our monthly newspaper or on our Parent Board in the lobby.

One parent-teacher conference will be scheduled during the year (usually in February or March) to share your child's progress. Please remember that staff usually cannot converse with you at length during arrival and departure time, since they must give their full attention to the children in care. If there is a need for a long discussion outside of the conference times, please call the office at 512-966-1106, and we will arrange a convenient time for a meeting or phone call.

Children often receive minor injuries (small cuts, scrapes, and bruises) during the course of their active play. Staff member complete an "Ouchie" report for each minor injury and put a copy in your child's cubby to inform you about the injury.

We will contact you immediately in the unlikely event that your child sustains a more serious injury or is put at risk in any way. Licensing rules requires us to complete a written report on serious injuries and incidents. You will receive a copy of the report and will be asked to sign the report.

### *Open Door Policy*

In you have a question or concern that cannot be addressed by your child's teacher, please contact the director to arrange a meeting or call to discuss your concerns.

### *Discipline & Guidance*

We emphasis the teaching of appropriate behavior, not the punishment of bad behavior.

Discipline at Hilltop Children's Center is:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

Our staff only uses positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There is no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

### *Bullying*

Children have the opportunity to observe, learn, and practice the many social skills they need to get along and build friendships with their peers. Yet, child care settings are also where many children first observe or experience early forms of bullying behavior.

We believe all students and staff have a right to a safe and healthy environment. Bullying is not acceptable and will not be tolerated at Hilltop Children's Center. This will include verbal (yelling, teasing, insulting, threatening to cause harm), physical (hitting, kicking, spitting,

biting), relational (excluding, turning friends against one, spreading rumors), cyberbullying (sending hurtful messages or images through internet) and sexual harassment.

Hilltop Children's Center staff are trained in recognizing and preventing bullying as part of their annual training. We will discuss how to treat each other with kindness and respect, as well as the difference between mean or thoughtless behaviors and bullying.

If bullying is observed at Hilltop Children's Center, we will warn the child(ren) with explanation of why bullying is not tolerated and notify the parents of children involved in writing. The second time it happens, child will be removed from classroom and parent conference will be scheduled. Parents of all children involved will be notified in writing. Third incident will call for immediate action. Parents are notified and must pick up the child and take them home. An administrative meeting will be required to discuss the continuation of the child with the Center. We reserve the right to deny return of a child who is a risk to the safety and health of the staff and other children. Tuition will not be refunded.

### *Parent Conduct*

It is a proven fact that children learn from what they see. All Hilltop Children's Center staff are expected to be courteous to every person that enters this center. In return, we expect the same treatment from anyone that enters our Center.

Cursing, rude, obnoxious, degrading or sexual explicit language will not be tolerated in the Center or anywhere on the property of Hilltop Children's Center. Any person not adhering to this rule will be asked to leave the premises immediately. If the person(s) refuse to do so immediately, the Liberty Hill Police Department will be notified and charges may be filed. If the person(s) in violation of this rule have children that currently attend our Center, the child's care may be terminated. If anyone is heard to be speaking in the above matter to any child, including their own, he or she will be referred to Texas Department of Family Protective Services.

Hilltop Children's Center will not tolerate any type of physical abuse in our Center or anywhere on the property. Fighting of any type will not be tolerated. If the physical altercation involves a child, whether enrolled at our Center or not, the proper authorities will be immediately notified.

The only information teachers should share with parents, is information concerning his or her child. Conversations about other children, other parents, co-workers, supervisors, etc., are unprofessional and illegal.

### *Child Abuse/Neglect Reporting*

At Hilltop Children's Center we feel that child abuse and neglect is a very serious situation and we take all evidence of such behaviors very seriously. We strive to make our Center a place where all children feel safe and secure. All staff members of Hilltop Children's Center are mandated court reporters. We are required by law to report all incidents of child abuse, neglect, and/or deprivation to the Texas Department of Family Protective Services. Each staff member has been specifically trained to identify these particular behaviors in young children. It is neither our intent nor desire to judge anyone, but the safety and well-being of our students is our first

priority. If any type of child abuse and/or neglect is suspected, the incidence will be immediately documented and reported to the proper authorities.

### *Meals & Food Service*

We serve a healthy lunch daily at 11:30 AM to 12:00 PM. Snack is served after naptime (1:45 PM) for Mother's Day Out; and at 3:45 for our After-School Program when they arrive to the Center. Children in the Extended After-School Program, or those not picked up by 6:15, will be served dinner at 6:45 PM. Monthly menu will be posted on the Parent Board.

If your child has any food allergies or dietary restrictions please let us know. We will try to accommodate his or her dietary needs to our best ability.

### *After-school Homework Policy*

Hilltop Children's Center stresses the importance of homework and sets time aside every day for the children to complete their school assignment. They will have access to computer for school work, as well as reference materials. Staff members are available to supervise the homework area and to assist the children with their work, however, a child who needs individual help with his or her homework must ask. Private tutoring may be purchased separately.

Children who do not wish to use homework time to complete their homework may use the time to read a book.

### *Personal Belongings*

Often children may want to bring in items related to the unit being studied or share items from a vacation. You should check with your child's teacher to see if there is a day designated for sharing such items. Please label all items brought to school.

We ask that children DO NOT bring the following items to Hilltop Children's Center:

- Toys and other items that may cause a distraction to the program in any way.
- Items such as toy guns, swords, knives and any other toy of this nature.
- Items of significant importance and value to your child or family due to possibility of loss or damage.
- Gum and candy
- Money
- Cosmetics and jewelry

### *Immunization Requirement*

For the protection of your child as well as the other children in care, your child must have all vaccinations required by the Texas Department of Health. You must provide an immunization record upon enrollment and provide updates to the record whenever your child receives more immunization.

For more information about immunizations, please visit the health department's website at [www.tdh.state.tx.us/immunize](http://www.tdh.state.tx.us/immunize).

### *Tuberculin Testing Requirements*

TB tests are not required at this time.

### *Vision and Hearing Screenings*

State law requires vision and hearing screenings for four-year-old children. As a convenience to our parents, we offer these screenings every November. There is a small charge for this service. Please provide copies of your child's screening results within four months of the child's fourth birthday if you choose not to have your child screened at the Center.

### *Transportation*

Currently we have very limited transportation capabilities. After-School Program children at Liberty Hill ISD will be dropped off at Hilltop Children's Center by the school bus. We will be able to transport limited number of school-age children from Jim-Plain Elementary School.

Staff and children must wear seatbelts when they are in the van. The van is equipped with fire extinguishers and first aid kits. The staff carries a cell phone for safety reasons. The staff person can carry a notebook with emergency numbers and other important information for each child.

Please call Hilltop Children's Center at 512-966-1106 as early as possible if your child will be absent. Please call the Center before 1:30 PM if your child will not be riding the van from the school to the Center.

### *Water Activities*

Your child cannot participate in any water activities without your approval and written permission. During the summer months we will have "Sprinkle Day" for our Mother's Day Out program. We will have a sprinkler set up on the playground and other fun things to do. Please send a swimsuit, towel, spray sun-screen, swim shoes, swim diapers if in pull-ups, plastic bag for wet items, and change of clothing to the Center with your child on these days.

### *Field Trips*

Your child cannot participate in any field trip without your approval and written permission. You will be notified in advance of any field trip.

### *Birthdays*

If you wish to celebrate your child's birthday at Hilltop Children's Center, please discuss your plans with the classroom teacher in advance. He or she can advise you of any food allergies or scheduling conflicts.

If you celebrate your child's birthday away from the Center, we cannot distribute invitations in the classrooms unless the entire class is invited.

Hilltop Children's Center allows only Mylar helium balloons. Rubber and latex balloons are NOT acceptable due to the potential choking hazard.

### *Animals*

Currently we do not have any pets at school. We may occasionally have visiting pets, but we will notify you of those events as they are planned.

Please note that kids will try to pet the dogs next door. If your child has any allergies please notify the Director and/or his or her teachers.

### *Parent Visits and Participation*

Parents are welcome to visit his or her child at any time without an appointment. We suggest visits not be made between 12 PM and 2 PM as this is naptime.

You may have a hobby or special interest that you would want to share with the children. Please talk to the director about volunteer opportunities. We have several parties to celebrate holidays such as Christmas and Valentine's Day. We welcome your assistance and attendance to our parties.

If you volunteer we will ask you to provide information for a criminal background check, complete a notarized affidavit about your background, and attend a short orientation session.

We are always looking for ways to improve our programs and we welcome your suggestions.

### *Electronic Communication Policy*

Children and staff members are not permitted to use cell phones on campus. Staff is not allowed to text children or take pictures with cell phones or "friend" them on any social media site. Children are not able to carry personal cell phones, iPads, or iPods and if they have one it will be turned off and placed in their back pack.

Parents are welcome to call Hilltop Children's Center to leave a message for their child when necessary but it is not possible for children to make or receive telephone calls at the After-School program.

### *Photos and Videos*

The Director is able to take pictures and videos of children for the program brochure, email newsletter, member newsletter and web page. All parents need to sign a consent form which is in the parent registration form.

You are allowed to photograph, videotape or audio record your child, but not other children, while she or he is at Hilltop Children's Center. However, this recording may only be used for lawful and private home use. You may not publish, publicly display or sell such recordings.

### *Gang Free Zone*

Any area within 1000 feet of Hilltop Children's Center is considered a gang-free zone, where criminal offenses related to organized activity are subject to harsh penalty. Please the Parent Board for posting related to "Gang Free Zone".

### *Emergency Preparedness*

When the decision is made to evacuate Hilltop Children's Center facility, the Director – or person in charge – will make the announcement in the most expeditious way possible that all persons are to evacuate to their assigned assembly area and await further instruction. The building is to be evacuated completely. The Director, or person in charge, will notify appropriate personnel and communicate what type of emergency is present. A binder containing parent and emergency contact telephone numbers for each child in care, authorization for emergency care for each child and attendance record information for children in care at the time of emergency will be taken to the designated safe area. The children will be relocated to the designated safe area by the staff. 911 will be called from a cell phone outside the building once the evacuation is complete and all parents will be notified. The designated safe area is Margarita's Restaurant located at 10280 Highway 29, Liberty Hill 78642, phone number 512-515-0808. We will be conducting lock-down, fire, and storm drills on regular basis. An in-depth emergency preparedness plan is available upon request.

### *Breast Feeding*

Parents have the right to breast feed or provide breast milk for their children while in care. If your child is still being breast fed please let us know. The Center will provide a room with a seat for parents who would like to come in and breast feed their child.

### *Reviewing Standards and Reports*

A copy of minimum standards is available for review in the office. Our most recent licensing inspector report is always posted on the Parent Board. You may also review the standards and our compliance history at [www.txchildcaresearch.org](http://www.txchildcaresearch.org).

### *Contacting Child Care Licensing*

We are regulated by the Department of Family and Protective Services. You can find out more about the regulation of child care facilities by visiting their website at [www.txchildcaresearch.org](http://www.txchildcaresearch.org). You may contact the local licensing office by calling 512-939-3561.

You may report the suspected abuse or neglect of children by calling the Child Abuse Hotline at 1-800- 252-5400 open 24 hours/7 days a week.