



St. Ignatius of Loyola Early Childhood Center



Parent Handbook 2024-2025

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Welcome to the St. Ignatius of Loyola Early Childhood Center for the 2024-2025 school year! Our program is an important part of the parish and is an outreach of the church to the community.

Mission Statement

Our purpose is to provide a program that uses a curriculum designed to foster strong feelings of self-confidence and self-esteem through a variety of structured and unstructured play activities and projects. The curriculum encourages creative experiences in science, art, crafts, music, cooking and other developmentally and age-appropriate activities. We strive to provide every child an opportunity to grow in all areas; mental, spiritual, emotional, social and physical.

Our program's format encourages recognition of letters, numbers, colors and shapes, through a hands on approach and a balance of teacher, group and self-directed activities. Many of our activities are open-ended, which allows the children to be creative. Our emphasis is on the process, not the product. Our goal is to provide a program in which both parents and teachers are partners in the child's care and education.

We consider children to be special gifts from God. It is a privilege to be entrusted with their care.

Licensing Information

We are a Texas State licensed child-care facility with the Health and Human Services. We are required by law to follow the "Texas Minimum Standard for Child Care Centers". Parents of children enrolled are entitled to see the following information.

- The Minimum Standards for this Licensed Child Care Center and the Harris County Health Department
- The most recent Department of Family & Protective Services Inspection/Investigation Report. (Most recent report will be on display)

Both of the above are available at <https://www.hhs.texas.gov> or from your local licensing office.

Houston licensing office is located at:

2221 West Loop South,
Houston, TX 77222
713-940-5279

If you have any questions, please contact the Center Director.

Child Abuse Reporting Law Requirements

Reporting Abuse and Neglect Texas law requires caregivers to report suspected child abuse or neglect to the Health and Human Services or law enforcement. Call **1-800-252-5400** to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

We are required by Texas State law to report immediately (within 48 hours) to the police or Child Protective Services (CPS) any instance where there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect or exploitation. The person who observes or suspects abuse is the person who reports to the proper authority. The staff is not required to notify parents when the police or CPS is called about possible child abuse, neglect or exploitation, except on the recommendation of CPS or the police when they are called.

Some examples of abuse and neglect are: Leaving a child in a vehicle unattended, not securing children in a proper car seat, seat belt or booster seat, unexplained marks or bruises on the body and child hygiene issues.

Under the Texas Penal Code, any area within 1,000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. St. Ignatius of Loyola Early Childhood Center is a Gang-Free Zone.

Safe Environment Training

All employees of St. Ignatius Loyola are required to participate in the Safe Haven (CMG Connect) program. This consists of an online class for adults, criminal background clearance and a signed agreement of ethical and personal conduct policies with the Archdiocese of Galveston-Houston. After 5 years, a refresher course is also required.

Staff Training

Staff members are trained in First Aid/CPR and are required to take a minimum of 24 hours of annual training in child care related topics such as curriculum and classroom management, as well as staying current with health, safety and risk management regulations. Staff is also required to complete the Texas Annual Training as stated in Texas Minimum Standards 746.1309.

Staff Immunization Policy

Adult immunizations and TB screening and testing are not required for employment at St. Ignatius of Loyola Early Childhood Center.

Privacy and Confidentiality

Maintaining confidentiality of our families and children is very important to our center. Parents may not post pictures of children other than their own on the Internet, including Facebook, Instagram or any social media sites. We also ask that parents take pictures of their child/children only.



Program Information

Children 8 months to Kindergarten may be enrolled in various class day options listed below.

Nursery (8-14 months)	Mon./Wed./Fri. or Tues./Thurs. program
Toddler (15-23 months)	Mon./Wed./Fri. or Tues./Thurs. program
2 Year Olds	Mon./Wed./Fri. or Tues./Thurs. program
3 Year Olds	Mon./Wed./Fri. or Tues./Thurs. program
4 Year Olds	Mon./Wed./Fri. or Tues./Thurs. program
Kindergarten	Monday-Friday 9:00 a.m.—3:00 p.m.

You may choose to sign up for both MWF and TTH program

All ages listed above are the child's age as of Sept. 1 of the current school year. Those wishing to attend more days have the option to register in multiple programs. Please note that registration fee and tuition will be assessed for each program.

Each program day begins at 9 am and ends at 2 pm. We will offer an extended day until 3 p.m. or 4:30 p.m. for an additional fee. Please see tuition chart for rates. A Meet the Teacher/Open House will be scheduled before the beginning of the school year. Classes will begin the latter part of August and will conclude around the last Thursday or Friday before Memorial Day in May. The calendar is designed to closely follow the Klein Independent School District. We also are closed for Holy Days of Obligation. A calendar will be sent home and is available on our website with details.

Registration

Admission is open to all children.

Registration is on a first-come, first-served basis. Currently enrolled families will have priority registration during the middle of January. Registration opens to the parish community approximately 2 weeks later. When classes are full, a waiting list will be established for those interested in enrollment. There is no fee to be on the waiting list. The waiting lists are compiled yearly. The child must be the proper chronological age for each class by September 1st of the upcoming school year.

*****All children 3 years and older must be toilet trained prior to the first day of the classes in August. Toilet training includes the ability to communicate their needs, be independent in the bathroom, and be able to clean themselves and wash their hands.**

*****Bottles are only allowed for children in the Nursery class.**

Registration/Tuition Fees Table

A child is considered enrolled in the program once the Director has accepted the registration forms and fees. Upon enrollment, it is required that all forms be completed and turned in to our office before the child can begin the program.

This Includes:

- ◇ Child Registration Form
- ◇ Child Medical Statement of Health signed by a physician. Four year olds/Kindergarteners must have a hearing and vision screening.
- ◇ Immunization form signed by a physician or a copy of immunization records
- ◇ If you the child's immunization is not update, an affidavit of exemption and a medical statement from a medical doctor stating the reason why the child cannot have vaccines are required.
- ◇ Tuition agreement
- ◇ Authorization for Emergency Medical Attention

****These forms must be on file before the first day of the program****

Children will be placed in classes based on their age as of September 1.

Registration/Tuition Fees

A **non-refundable** registration fee is due at the time the child is registered. See chart on pg. 7. Registration will not be prorated if you do not start in August.

Tuition is based on the number of days the child/children attend. Please see chart on pg. 7. Tuition is due on the first day of the month and is considered late after the 15th of the month. A late fee of \$20 will be added to your tuition after the 15th.

A 3% **paid in full** discount will be given if the annual tuition is paid by **September 15th**.

A 5% **sibling** family discount will be given to families with 2 or more children enrolled. The discount will be deducted from the smaller tuition amount.

Families can use **either** the paid in full discount OR sibling discount. Only one discount can be used.

Payments

Monthly payments (August through April) may be paid by credit card, check (include child's name on memo line), Faith Direct (online payment), or cash. Checks should be made out to St. Ignatius of Loyola ECC and dropped off at the front desk. Receipts are available upon request. **After the 15th of the month, a \$20.00 late fee will be added.** Failure to make payments or to make arrangements with school office will result in child/children being dismissed from the program.

Registration, Tuition and Extended Care Fees

No of Days	One Time Registration Non Refundable/ Will not be prorated if you don't start August	Monthly Tuition 9 equal payments from August to April	After Care until 3:00pm Monthly Fee	After Care until 4:30pm Monthly Fee
2 days	\$225	\$ 260	\$75	\$155
3 days	\$325	\$ 325	\$110	\$230
5 days	\$425	\$ 550	\$ 330	\$330
Kindergarten	\$450	\$650		

- Tuition is set for the year and divided into 9 equal monthly payments, starting in August and ends in April. There is no prorated tuition on any month.
- One time or automatic monthly payments can be setup through **Faith Direct**. You can also pay by credit card, check or cash. The brightwheel app cannot accept payments. Faith Direct sign up information is included in this packet.
- A 3% discount will be given, if the annual tuition is paid in full **BY SEPTEMBER 15TH. (Pay in Full Discount)**. **Extended care tuition not eligible for discounts.**
- A 5% family discount is given for 2 or more children. The discount is taken off of one child's tuition. This is deducted from the lower tuition amount. (**Sibling Discount**)
- There is **no discount** on the registration fee and extended care.
- Family can use **either** the Pay in Full Discount **OR** Sibling Discount. Only one discount can be applied.
- If your child/children increase the number of days they attend, the additional registration fee will be charged.

Health and Safety

Toilet Training

It is important that teachers partner with the parents in helping children be successful in toilet training. Potty training starts at home. The teachers will not initiate potty training but will reinforce any training you have done at home. Teachers will inform parents if they think that their child is interested in potty training. We require that parents provide a minimum of 4 disposable diapers or Pull-Ups with their child while toilet training is in process.

Toileting Policy for 3's and 4's

Children enrolled in 3's and 4's class must be toilet trained before attending preschool. Children must be wearing underwear. Please note that wearing pull ups is NOT considered toilet trained. All parents with children in the 3 year old class will be asked to sign the **Toileting Policy** during Open House. The Toileting Policy will be posted online if you want to review prior to Open House.

Safe Sleep Policy for 12 months and younger

A parent is required to sign Operational Policy on Infant Safe Sleep Form 2550 from Texas Health and Human Services if your child is less than a year when school starts. All staff and substitute staff will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS). The form will be available only for review.

Illness and Injury

We strictly follow the guidelines from Minimum Standards for Child Care Center by the Texas Health and Human Service on what the types of illness would prohibit a child from attending the child-care center. For further review of the guidelines, please refer to 746.3601 of the Minimum Standards. **A child is not allowed to attend the school if one or more of the following exists:**

- (1) The illness prevents the child from participating comfortably in child-care center activities including outdoor play
- (2) The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care,
- (3) The child has one of the following (unless a medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities):

- A) An oral temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness [Medium];
- (B) A tympanic (ear) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness. Tympanic thermometers are not recommended for children under six months old
- (C) An axillary (armpit) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness [Medium]; rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill [Medium];
- (D) An infrared temporal (forehead) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness [Medium]; or
- (E) Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting or diarrhea episodes in 24 hours,

(4) A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

If your child should become ill during a school day, you will be contacted immediately. **PLEASE MAKE SURE THE TEACHER HAS A CONTACT NUMBER WHERE YOU OR ANOTHER AUTHORIZED PARTY MAY BE REACHED AT ALL TIMES!** Please make every attempt to pick up your child when contacted in a timely manner. When a child is ill, they just want Mom or Dad.

Please inform the school immediately if your child becomes ill with a communicable disease. These include: Chicken Pox, Measles, Whooping Cough,

Hand, foot, and mouth, COVID-19

Communicable illnesses require a doctor's release to return to school. You will receive a notice from the school if your child has been exposed to any communicable

Medication

We will dispense medications to a child only if absolutely necessary or a if a child has a recurring medical condition. A written authorization from a doctor and permission from a parent are required to dispense medicine . Medication must be in its original container with the child's name, prescribed dosage, expiration date and dispensing instructions. Please send age appropriate dispensing item. Parents must bring the medication to the office. SILECC will not assume any responsibility for adverse reactions which are caused by the administering medication at the parent's request. Parents need to give information of symptoms to watch for. **It is the parent's responsibility to pick up the medication at the end of the day.** We are required to document the administration medications and parent's are required to sign at the end of the day.

Emergency Medical Attention Form and Medical Statement of Health Form

These forms must be signed by the parent and physician and returned **no later than the first day of class**. If your child has a food allergy, an **allergy action plan** and medication listed in the plan are required for your child to start school. Without these forms in place, we are unable to allow admittance to the program. This is for your child's health and safety.

Immunization Policy

It is the policy of the Archdiocese of Galveston-Houston to require all children five and underenrolled in mother's day out and early childhood programs at parishes of the Archdiocese to be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. Current immunization requirements can be found <https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization>. A child who fails to produce the required evidence shall not be accepted for enrollment. The ONLY exception to the foregoing requirement is an affidavit signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas, and which is on the physician's letterhead. The affidavit must state that in the physician's opinion, the immunization required would be injurious to the child's health and well-being or to any of the child's family or household members. Unless a lifelong condition is specified, that affidavit is valid for one year from the date signed by the physician and must be renewed every year for the exclusion to remain in effect. Immunizations are not in conflict with the Catholic faith. **AFFIDAVITS OR WAIVERS FOR CONSCIENTIOUS OBJECTIONS WHICH MAY BE PERMISSIBLE FOR ATTENDANCE IN PUBLIC SCHOOLS, DO NOT QUALIFY AS AN EXEMPTION FOR ENROLLMENT IN PROGRAMS OCCURRING AT CATHOLIC PARISHES.**

TB Screening Test and Results are not required to be admitted to the program.

Hearing and Vision

All enrolled children ages four and older by September 1, of the current school year must have a copy of hearing and vision acuity results on file with SILECC. We are required to submit hearing and vision results to Texas Health and Human Services.

Food Allergies

You are required to provide a **Food Allergy Action Plan**, as required by State Licensing before your child is able to attend school. This plan will be posted for teachers to use as needed.

All children with a diagnosed food allergy must have a doctor's Plan of Action and any medication (ex. Epi-pen, Benadryl) needed for the plan on file with the school prior to the first day.

Outdoor Play

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside some part of everyday. It is required by State Licensing that children are given outdoor playtime. **Please dress children appropriately for the weather. (coats, hats, gloves, etc.)**

Emergencies

It is important that we can contact you each day should an emergency occur. **Please be sure to leave a phone number where you or another authorized emergency contact can be reached.** If we cannot reach either parent, we will go to the first person on the emergency list until we are able to reach someone.

An **Emergency Response Plan** is put in place each year to respond to a number of scenarios including fire, tornado, gas leak and intruder on campus. It is available for your review in the school office during program hours. We do monthly fire drills, and alternate every month shelter in place, severe weather and lockdown drills throughout the year. A yearly fire inspection is Completed by the Harris County Fire Marshall.

Discipline

Discipline shall be consistent and based on an understanding of the child's needs and development. Methods of discipline will be administered in a loving manner. We will promote self-discipline and acceptable behavior.

Appropriate behavior will be recognized and encouraged. Short, supervised separation from the group may be used if redirecting is not successful (reset time). Parents will be notified in writing and verbally if a child is continually disruptive. If there is an incident such as hitting, pushing, biting, etc., both sets of parents will be informed of the incident. The name of the other child will not be given. We will work with the parents on the best way to reinforce acceptable behavior. Giving children understandable guidelines and redirecting their behavior helps them develop internal control of their actions and encourages acceptable behavior.

Parents will be notified in writing and verbally if your child continues to exhibit aggressive or unsafe behavior. Your child may visit the director in her office if he/she needs time alone to settle down. The director will contact the parents by phone if deemed necessary. We want to work with parents to help children learn appropriate behaviors. After all options have been exhausted, dismissal from the program will be at the director's discretion based on the safety of all the children.

Communication

Parents will receive monthly calendars. The themes and other information will be on this calendar. Daily updates will be posted on **Brightwheel** app for children 23 months and younger. All parents and approved pick up person must download the **Brightwheel** app to receive daily reminders and other communication from directors and teachers. Also, please check your child's backpack or take home folder **daily** for information.

Open Door Policy

Parents are welcome to visit the classrooms anytime. Please stop by the office first, so we can sign you into the classroom. If you need a conference with the teachers, please arrange a time other than school hours so that the teachers may provide their full attention to the students. The Director is also available to address questions and concerns about the policies and procedures of the school.

Safety and Security Procedures for Drop Off/Pick Up of Children

Parking

We have plenty of parking spaces in our facility. Parking is not allowed in the fire lane areas. Please do not drop off at the front doors and block the entryway to the building. If you are dropping off someone to pick up a child, do not wait in the entryway of the building.

School hours are 9:00 a.m. until 2:00 p.m. The front doors will open at 8:50 am and close at 9:10 a.m. for drop off. It will open at 1:50 p.m. and close at 2:10p.m .for pick up. Please do not arrive before these times unless there is a need for you to pick up your child early. The doors to the classroom hallways will be locked approximately 15 minutes after the scheduled start time of class until 15 minutes before pick up. If you need to enter the building during the day, you will need to use the Ring doorbell.

The purpose of these guidelines is to provide for the security and safety of all children. We want only authorized persons in the buildings when the children are present. If you need to speak to the teacher please call to set up an appointment.

Name Badges

Staff members are required to wear and visibly display badges at all times.

Drop Off

Small children sometimes have a hard time separating from their parents when they first start attending. We find that it helps to keep goodbyes short, matter of fact, and cheerful. Then leave without looking back-get well out of sight. Do not go back for one last look or one more goodbye. If you are concerned, ask the Director or another staff member to check on your child for you.

Parents may begin dropping children off at 8:50 a.m. The teachers need the time before that to prepare the classroom for the children. Please do not open the door, unless it is after 8:50 a.m. If you arrive after 9:15 a.m., you will need to ring the doorbell so that someone may escort you to the classrooms.

A quick health check (a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury) will be done by one of the teachers after drop off. We will call or send a message if we have any concerns.

Pick Up

The doors will open for pick-up beginning at 1:50 p.m. If you need to pick up your child before that you will need to use the Ring doorbell beside the entrance doors.

Children not picked up by 2:10 p.m. will be taken to the program office and will incur a \$1.00 per minute penalty, will be added to the next month's statement. If your child/children are in aftercare, the fee will begin at 3:05 p.m. or 4:35 p.m.

Authorization to Pick Up

No child will be released to another person without parental consent. A written notification is required to release a child to someone other than the parent. You can send a message through Brightwheel before the day of pick up. Please include the name and phone number of the person who will be picking up your child. **Please advise anyone picking up your child that they will be required to show the proper photo identification.** Each person that has permission to pick up needs to have their own Brightwheel account and sign in code.

Please adhere to the following guideline to insure everyone's safety.

- Children must be checked in and out daily on Brightwheel.
- **DO NOT PARK** in Handicap parking unless your vehicle is authorized.
- **NEVER LEAVE CHILDREN UNATTENDED IN CAR WHEN COMING INTO THE SCHOOL.**
- **NO PARKING in the Fire Lanes**
- **DO NOT LEAVE YOUR ENGINE RUNNING DURING DROP OFF AND PICK UP**

Cellphone Usage in the Building

Anyone picking up / dropping off children up is prohibited from using their cellphone while in the building. Cellphone is needed to check in and out and your full attention is needed during these time.

Closings

We follow the Klein Independent School District calendar with the exception of the Fall Break and Winter Break which we will remain open for those days. The school will be closed for Holy Days of Obligation. School closings for inclement weather will correspond to KISD closings, We will send a **Brightwheel** message for any updates as soon as possible.

If we are required to close due to weather, natural disaster, illness (pandemic) for 2 weeks or less, we will NOT be issuing credits or refunds.

Clothes to Wear

It is very important that the clothes your child is wearing be easy to manage at bathroom or changing time. Elastic pull on pants are ideal for this purpose. Please dress the child in play clothing that will be comfortable inside and outside. It's a good idea to pack a light jacket or sweater during fall and spring. Sometimes a child may get paint, etc. on their clothing and we wouldn't want to ruin something that is expensive or very special. Tennis shoes are the most practical shoes for the playground. **Sandals and flip flops** get filled with mulch and can be a hazard when climbing.

Lunches

Please pack a finger food lunch that your child can eat without assistance. We are unable to refrigerate or heat any items. A healthy lunch includes a variety of dairy products, proteins, grains and fruits/vegetables. Please include a sippy cup/water bottle each day for your child. Remember to keep lunches and desserts small and simple. Texas State Licensing requires that those children in care for more than four hours be provided with a third of their daily nutritional needs. The sweets should be kept to a minimum. Please no glass bottles or containers of any kind. No Go-Gurt or squeeze items are allowed. In order to assist parents in knowing what or how much of your child's lunch was eaten, teachers (when possible) will send the uneaten portion home in their lunch kit. Please do not send foods that require heating or refrigeration, other than bottles for those children in the Nursery. **No bottles are to be brought for children other than those in the nursery.** If you need suggestions for lunch items, please ask your child's teachers. An area for breastfeeding children will be provided upon request.

Snacks

Each child will provide their own snack daily. We ask that you provide a nutritious snack. Some examples are goldfish, cheese cubes, animal crackers, fruit, etc. Birthdays are SPECIAL days! Acceptable items for birthdays include muffins, cupcakes with very little or no icing, or cookies. All children should also bring a small refillable water bottle to be used for snack and playground time. If your child stays for aftercare until 4:30 p.m., they should bring an additional snack for the afternoon.

PLEASE LABEL ALL YOUR CHILD'S BELONGINGS!

What to Bring

Each child will need to bring a bag or backpack with a complete change of clothes and socks. A nap mat is the best item to use for naptime. Children in the toddler classes and above are welcome to bring a favorite blanket, teddy bear, or sleep toy to use at naptime.

PLEASE LABEL ALL YOUR CHILD'S BELONGINGS! (Including lunch kits, sippy cups, water bottles, nap mats, backpacks, clothes, jackets, pacifiers, blankets, extra clothes, etc.)

Assessment and Conferences

We will administer an informal assessment to all Pre-K 4 children and Kindergarten children in the Spring. A parent conference will be scheduled to discuss the results.

Special Events

Please refer to the Important dates calendar for special activities such as Blessing of the Pets, Costume Parade, Christmas program, Mardi Gras parade, Crowning of Mary, and Graduation.

Pictures

Individual photos will be taken in the Fall. Class pictures will taken in Spring. You can purchase photos online once they are available. Only children enrolled in the program can have their pictures taken.

Service Projects

For those who wish to participate, we will have at two opportunities throughout the year to help others in need.

Volunteer Opportunities

We will send messages through **Brightwheel** for opportunities for parents or guardians to help with special events.

Curriculum

Teachers will meet monthly to plan a center-based curriculum relating to a particular theme. The planned activities will foster the development of the child's spiritual, cognitive, social, emotional, and physical development. Activities are provided in both structured and unstructured settings, with frequent opportunities for individualized instruction and assessment. Classes will have the opportunity to participate in Music and Movement and Bible Story activities weekly to enhance the spiritual and physical growth.

Center Activities include:

- Reading/Literacy
- Math/Manipulative
- Fine Motor/Writing
- Block Construction
- Dramatic Play
- Science/Sensory
- Outdoor/Gross Motor
- Reading Center
- Art Center

Curriculum guides are available for your review at the Preschool office during program hours.



Provider's Guide to Parent's Rights Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
 - Video recordings of the alleged incident are available;
 - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
 - The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum;
- Exercise these rights without receiving retaliatory action by the facility.

Required Notifications

- The child care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.
- The child care facility must provide a parent or guardian with a written copy of the rights no later than the child's first day at the facility.

