

Tiger LEARNING CENTER

Parent Handbook

2018-2019

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Texarkana
Independent School District

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Tiger Learning Center Directory of Information 903.792.7991

**Morriss Elementary
Tiger Learning Center**

**Nash Elementary
Tiger Learning Center**

**Spring Lake Park Elementary
Tiger Learning Center**

**Waggoner Creek Elementary
Tiger Learning Center**

**Wake Village Elementary
Tiger Learning Center**

Jennifer Treadway, Coordinator of Tiger Learning Center Child Development Programs
903.792.7991 ext. 7



MISSION AND GOALS

MISSION STATEMENT

The mission of Texarkana ISD Tiger Learning Center is to provide a safe and nurturing environment where parents and staff work together to help each child move to the next stage of their life with success.

GOALS OF THE SCHOOL

FOR THE CHILDREN: To nurture the social, emotional, cognitive and physical development of each child at their individual level so they may develop self worth, respect of others and a love of learning.

FOR THE PARENTS: To be a resource and support for parents in the areas of child development and successful parenting techniques. To encourage parents to interact with the staff and their child in the developmental process both at home and at the center.

FOR THE COMMUNITY: To support community-wide efforts to improve the conditions for the care and education of children through teacher training workshops and advocacy efforts.

SPECIAL NEEDS

The program is committed to include children with special needs and to be responsive to individual differences among children. Staff will work closely with parents and specialists to develop a plan to meet the special needs of an individual child. The program will collaborate with families, teachers, and specialists to be accessible to all children.

The centers are open for all children, regardless of race, nationality, sex, disability, religion or political belief. If you think you have been discriminated against, you must write immediately to: Director of Civil Rights, Texas Department of Human Services, M.C., E-609, 701 W. 51st Street, Austin, Texas or the Secretary of Agriculture, Washington, D.C. 20250.

PROGRAM POLICIES

Parents wishing to review or discuss any questions or concerns about the policies and procedures of the Tiger Learning Center may contact the center supervisor for a conference. Parents may also contact the TISD Coordinator of Tiger Learning Center Child Development Programs, Jennifer Treadway, at 903.792.7991 ext. 7.

NOTIFICATION OF POLICY CHANGES

Parents will be notified by memo if any policies will be changed. A signed copy of memo will be placed in students file.

VISITATION

Parents are invited to visit the program at any time during the Tiger Learning Center's hours of operation to observe your child, the childcare center's operation, and program activities, without having to secure prior approval. TLC offers a minimum of three program activities per year which may include, but are not limited to, Fall Festivals, Christmas Parties, Valentine's or End-of-the-Year Celebrations. We do ask you check in with the office staff as well as sign in/out in the visitor log.

PARENTAL NOTIFICATIONS AND COMMUNICATION

Several methods of communication are available.

- The first line of communication is on the child sign in/out sheet under "Comments". The comment section helps to notify the parent that the office staff needs to communicate something to the parent.
- The office staff may choose to call the parent during the workday to communicate needed information concerning the student.
- The parent may choose to call the center during the workday to communicate needed information concerning the student.
- Parent conferences are offered twice a year with child evaluations or when requested by center staff or parents.
- A parent bulletin board contains current information on center programs and projects as well as public school information.
- Parent memos available as needed. They may be located at the sign in/out station.
- In the event of a serious incident/illness of child at the center a written report will be given to the parent within 48 hours.

PARENT ORIENTATION

Parent Orientation to the center will be conducted at the time of enrollment. During the orientation process, parents will have the opportunity to:

- Tour the Facility;
- Meet the Teaching Staff;
- Visit with Classroom Teachers;
- Be given opportunity for an extended visit in the classroom by both parents and child for a period of time to allow both to be comfortable;
- Have a Parent Resource Area available with an overview of family support resources and activities in the community.

ELECTRONIC DEVICES AND CELL PHONE USE

Parents are encouraged to share talents with the staff and/or students. Volunteers must receive orientation and complete required paperwork. Please check with your centers supervisor for more information.

VOLUNTEERS

Parents are encouraged to share talents with the staff and/or students. Volunteers must receive orientation and complete required paperwork. Please check with your centers supervisor for more information.

LICENSING INFORMATION

Parents may review a copy of the minimum standards and the center's most recent licensing inspection report by asking the center's supervisor the location of both. The local Licensing office telephone number is 903.791.3406 and is located at 3103 Summerhill Road, Texarkana, Texas 75503. Parents may also locate the information by going to www.txchildcaresearch.org.

DAILY ACTIVITIES

Daily activities reflect the children's interests and are in line with the center mission and philosophy. Staff will regularly involve children in planning daily activities, special events and snacks. Activities that reflect the cultures of children are included. Activity plans are posted in classroom and kept on file.

FOOD

Snacks are provided for students in the afternoon all year. If your child has special nutrition needs please bring it to the attention of the office staff. Menus are posted monthly in the Parent Information area.

A morning snack and lunch will be provided during the summer through the TISD Summer Food Program. The days the TISD Summer Food Program is not serving students are asked to bring a sack lunch. The Tiger Learning Center will provide a morning and afternoon snack that meet the nutritional guidelines for childcare centers.

PROGRAM NUTRITION PRACTICES

- Liquids and food **hotter than 110 degrees F** are kept out of reach.
- Staff are educated on food allergies and take precautions to ensure children are protected.
- On days that providers serve meals, prepared food that is brought into the program to be shared among children is commercially prepared OR prepared in a kitchen that is inspected by local health officials.
- Healthy Snacks (as listed by the Texas Department of Agriculture) are available for school age children as students arrive.
- Staff do not reward good behavior or clean plates with foods of any kind.
- On days providers serve meals, milk, fresh fruit and vegetables are available for children who bring lunches from home. Children who bring lunches from home are offered a USDA prepared meal.
- Meals served by the Tiger Learning Center are provided by the USDA Child and Adult Care Food Program.

MEALS AND/OR SNACKS PROVIDED BY PARENTS

- Parents may provide meals and/or snacks for their children instead of the childcare center. Parents are encouraged to provide meals with adequate nutritional value. Children are NOT allowed to share their meal and/or snack with other children.
- Parents have access to TISD nutrition newsletter and the USDA Choose My Plate website through www.txkisd.net, *Parent Resources*.
- Tiger Learning Center has limited space for storage of items needing refrigeration. Carbonated beverages and previously opened food are not allowed.

HOMEWORK

Homework time is set aside daily. Staff will offer help if needed on homework. Parents are responsible to check homework. Parents may request that homework be done at the center or not.

FIELD TRIPS

Field trips off campus are planned for students 4 years old and older. Field trips on campus are arranged for all children. Field trips reflect the goals, cultures, and interests of the students.

- Children attending field trips must pay any Field Trip fees must be paid with tuition.
- Badges are provided to wear for safety. Badges must stay on the student for the duration of the field trip.
- Children having problems behaving on the day of the field trip may be retained at the center.
- Children misbehaving on the field trip may be returned from the field trip.

PICTURES AND VIDEOS

Our classrooms take pictures and videos of activities to share with parents. Pictures may be placed in newspapers, on TV or used in trainings.

WATER ACTIVITIES

Activities using water at the center are water tools, tables, water play sprinklers and spray bottles.

TRANSPORTATION

Transportation of students is provided by the Texarkana ISD Transportation Department.

PLAYGROUNDS

The outdoor play equipment used at this public school facility may not meet Licensing standards specified by 746.4601 and 746.4907.

TOYS

The centers are not responsible for toys brought from home. We reserve the right to not allow toys brought from home. Toys of violence will not be allowed. Only "G" or "E" rated games or videos will be allowed.

Please put child's name on each item.

DRESS & GROOMING

- Students are expected to follow the dress and grooming code as provided in the TISD Student Handbook located at www.txkisd.net under the [student](#) link.
- Students under the age of five or with special needs should have a change of clothes in the labeled bag at the center.

ANIMALS

Classroom pets will meet the PRS minimum standard regulations. Parents will be notified of animals in the center by a sign posted on the parent information board. Parents may not bring animals to the center.

EMERGENCY-CLOSING/EVACUATION

- The centers will close for bad weather days the same as regular TISD public schools.
- If bad weather occurs during holiday break please listen to local radio, TV stations or call the center to verify if the center is able to open.
- In the event the above lines of communication are unavailable a note will be posted on the front door of each center if possible.
- If the center has to evacuate the area students will be relocated to the Texas High School Gym located at 4001 Summerhill Road, Texarkana, Texas, 903.794.3891. The center will attempt to notify parents by telephone of the relocation. A notice will be placed on the front door of center.
- The Emergency Preparedness Plan is available for review by parents upon request. The Emergency Preparedness Plan addresses natural, health and human caused events.

SAFETY

- Toxic materials are stored in locked areas.
- Staff is certified in CPR and First Aid before being alone with a group of children.
- Staff is trained to respond to natural disasters and other emergency as stated in the “TISD Crisis Management Procedure Manual.”
- Parents are to make physical contact with their own child only.
- Playground safety checks are done daily before students enter the playground and at end of the day before center closes.
- Classroom safety checks are done daily before students enter the classroom.
- Some activities require increased supervision (cooking, etc). Extra staff will be provided for these activities.
- **Students must be accompanied by an adult when exiting the building into the parking lot. An adult must escort students to their ride.**
- Center is checked at closing for children.

DROP-OFF AND PICK-UP PROCEDURES

- Adults are required to sign students in and/or out on non-school days and holidays.
- Adults are required to sign students out on school days.
- Parents are responsible for student before student is signed in and after student is signed out.
- Siblings under age 18 may sign student in or out only with documented permission on student application.
- Only persons listed on the student’s application may pick the student up unless permission is given in person by the parent or person on the application.
- A pictured ID is required if staff is not familiar with person picking up the student.
- When arriving or departing, an adult must make contact with a center staff member.
- **The center has no legal authority to refuse either parent the right to pick up their child unless a court has granted temporary or permanent custody to one parent or to a third party and the center has been furnished with a copy of the order bearing the court’s signature.**
- Persons attempting to pick a child up that do not have permission will be declined. TISD security will be called for assistance. Parents of the student will be notified immediately.

ABSENCE

- If your child is absent for any reason you must notify the **Tiger Learning Center office** as soon as possible. Notifying the public school office or the child’s public school teacher is not notifying the center.
- If tuition is paid by Texas WorkForce Solutions, you must notify Texas WorkForce Solutions of any absences.

INFORMATION POLICY

- Update information sheets will be available at all times for parents to complete and return to the center supervisor in the event information in your child’s file needs to be updated. These will be located on the parent sign in/out table.
- Center Surveys will be available at all times in the parent resource area.

PHYSICAL ACTIVITIES AND SCREEN TIME POLICIES

- Children will go outside to play if weather permits.
- Indoor gross motor activities will be available indoors when unable to go outside.
- TV/Video, computer or video games may be used at the center. Screen time will not exceed two hours per day.
- DVD’s or video games brought from home must be rated “G” or “E”.

GRIEVANCE PROCEDURE

- Every effort is made to minimize misunderstandings and disagreements.
- If you have any concerns about classroom activities, please discuss these with the center supervisor.
- Any concerns about center policies and/or procedures for general operations should be discussed with the center supervisor.
- If she/he is unable to resolve your concerns, Jennifer Treadway, Coordinator of Tiger Learning Center Child Development Programs, is available to assist you. Jennifer Treadway can be reached at 903.792.7991 ext. 7.
- We firmly believe that by communicating with each other directly, we can resolve any difficulties that may arise in order to provide the best care for your children.

MANDATED REPORTER

- Tiger Learning Center staff are by law mandated to report suspected child abuse or neglect.
- Parents that arrive to transport a child that appear to be under the influence of drugs or alcohol will be asked to call someone else to drive. If compliance is not given TISD security will be called to assist in the matter.
- Child Abuse Hotline telephone number is 1.800.252.5400.

GANG-FREE ZONE

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code will be amended to include Section 42.064 requiring that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers.

- **What is a gang-free zone?**

A gang-free zone is a designated area around a specific location where certain gang related activity is prohibited and is subject to increased penalty under Texas law. Specific locations where certain gang related criminal activity is now prohibited include, but are not limited to public schools, playgrounds, video arcade facilities and day care centers.

The area that falls within a gang-free zone can vary depending on the type of location. For example, certain gang-related criminal activity that occurs within 300 feet of a video arcade facility is a violation of the new law, whereas certain gang-related criminal activity that occurs within 1000 feet of a school or day care center is a violation of the law.

- **How do parents know where the gang-free zone ends?**

The gang-free zone is within 1000 feet of the Tiger Learning Center. Maps may be produced for the purposes of prosecution and may be updated by the local municipal or county engineer. Parents may contact their local municipality to attempt to obtain a copy of the map if they choose to do so.

- **Why are gang-free zones needed?**

Similar to the motivation behind establishing drug-free zones, the goal of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

VIDEO RECORDINGS

In order to facilitate better communication between parent(s) and staff, and the parent and child, it is best if parents are not distracted by use of electronic devices while at the center. Please refrain from cell phone use.

MEDICAL POLICIES

ACCIDENTS/ILLNESSES

- In the event of an accident or illness of a student first aid will be administered.
- Parents or designated release contacts will be notified by telephone or in person as soon as possible if professional medical treatment is necessary for an injured or ill child.
- In the event an accident or illness is of a serious nature an ambulance will be called and the parent will be notified as soon as possible.
- In the event of a minor accident or illness first aid will be administered and the parent will be notified in writing when the student is picked up from care.
- Parents or designated release contacts will be notified if a student becomes or arrives at the center ill. Notification will be made to parent by telephone or in person. If a parent can not be reached, the center will contact a person listed on the application as a contact person. Ill students will need to be picked up immediately.
- Ill students will be isolated in the supervisor's office until parent or designated release contact arrives.
- If a student attending the center develops a communicable disease parents will be notified by posting a sign in the parent area and/or a written notice will be given to the parent.
- Children with elevated temperatures are considered contagious and will be excluded from the center.
- Children must be free of fever, without the use of aspirin or aspirin substitutes for 24 hours in order to return to the center.
- Children must be free of symptoms of illness for 24 hours before returning to center.
- The center reserves the right to require a doctor's statement before the child can be re-admitted to the center.
- The handling of children with chronic health conditions will be arranged with the help of the parent, center staff and the child's physician.

According to the Texas Department of Protective and Regulatory Services, students cannot attend the center if one of more of the following conditions exists:

- The illness prevents the child from participating comfortably in facility activities.
- The illness results in a greater need for care, than the staff can provide without compromising the health, safety, and supervision of the other children.
- The child has any one of the following:
 1. Armpit temperature above 100.00 degrees or greater, oral temperature above 101.00 degrees or greater, or rectal temperature of 101.4 degrees or greater, accompanied by behavior or other signs or symptoms of illness.
 2. Symptoms and signs of possible severe illness such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness (two or more episodes in 24 hours), rash, mouth sores with drooling, wheezing, behavior change, or other unusual signs.
 3. The child has been diagnosed with a contagious disease, until medical evaluation determines that the child is no longer communicable and is able to participate in the facility's activities.

FOOD ALLERGY EMERGENCY PLAN

A food allergy emergency plan must be kept on file for each child with a known food allergy that has been diagnosed by a health-care professional.

The food allergy plan is an individual plan prepared by the child's health care professional that includes:

1. a list of each food the child is allergic to;
2. possible symptoms if exposed to a food on the list; and
3. the steps to take if the child has an allergic reaction.

The allergy emergency plan must be signed and dated by BOTH the child's health care professional and the parent. For more information about food allergies visit www.foodallergy.org

ACCIDENTS INSURANCE

Through their school, parents have the opportunity to purchase accident insurance that will help meet medical expenses in the event of injury to their child. By declining the insurance offer or failing to respond to it, the parents are accepting full responsibility for costs associated with a student's injury or injuries. The District is not responsible for cost of treating injuries and cannot assume liability for any other cost associated with an injury.

HEALTH CHECKS

Health checks are done daily on students when they arrive at the center or shortly afterward.

MEDICINE

- Parents must sign an authorization and include times for Tiger Learning Center employees to administer each medication according to label directions;
- The medication must be in the original container labeled with the child's full name and the date brought to the childcare center;
- Employee of the center must administer the medication in amounts according to the label directions or as amended by a physician (must have physician statement);
- Employee of the center must administer the medication only to the child for whom it is intended;
- Employee of the center must not administer the medication after its expiration date;
- If a child has a periodic and recurring medical problem, such as headaches, asthma attacks, or allergic reactions, the parent or the child's health-care professional may sign a medication authorization allowing the center employee to administer the medication when symptoms occur for up to a six-month period;
 1. The authorization must include information on symptoms to watch for;
 2. The center employee must notify the parent immediately after administering the medication and document this in the child's record.
- Medication not given will be documented on medicine chart with reason for not giving.

VISION/HEARING SCREENING, IMMUNIZATION, TB REQUIREMENTS

- Students that are 4 years of age, or in the first, third, fifth or seventh-grade must have a vision and hearing screening or supply a signed statement that the screening is current and on file at the public school the student attends. The name, address, and telephone number of the public school is required;
- Students must supply a copy of current immunizations or a signed statement that the immunization record is current and on file at the public school the student attends. The name, address, and telephone number of the public school is required;
- All students must have a TB questionnaire or a copy of TB test.

CHILD GUIDANCE AND DISCIPLINE POLICIES

Our basic philosophies are the use of guidance to teach discipline rather than punishment.

- Discipline must be:
 1. Individualized and consistent for each child;
 2. Appropriate to the child's level of understanding;
 3. Directed toward teaching the child acceptable behavior and self-control.
- A caregiver may only use 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. Redirection of behavior using positive statements; and
 4. Using brief supervised separation from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of child's age.
- There must be 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.
- Normal childhood incidences will be handled in the above manner. If behavior is not corrected by the above means the following actions may include the following.
 1. If a problem is a recurring situation parents will be notified either orally or by written notification.
 2. Students may be removed from a classroom and placed in the office or another classroom if the above techniques have failed to produce behavior that allows a peaceful classroom. Parents will be notified orally or by written notification when this occurs.
 3. Staff may call parents during the day to discuss the problem immediately.
 4. If further problems occur the parent may be asked to come to the center to visit with the child or remove the child from the center for the day.
- Children are expected to treat teachers, other students, and equipment with respect. Students are required to follow the center rules as well as the TISD district policies. Students that do not abide by the district or center policies may be expelled from the center. Depending on the seriousness of the behavior one or more of the following procedures may occur:
 1. Parent conference with Supervisor by phone or in person;
 2. Parent conference with Supervisor and Coordinator of Tiger Learning Center Child Development Programs in person or by phone;
 3. Student will be expelled from the center for a number of days;
 4. Student will be expelled from the center.

EXPELLING

- TISD centers reserve the right to expel any child for reasons of behavior of the child, parent, guardian or family member.
- TISD centers reserve the right to expel any child for reasons of non-payment of tuition or fees.
- TISD centers reserve the right to expel any child for failure to provide required enrollment information.

ENROLLMENT INFORMATION

ADMISSION POLICY

- A student must be between three years and thirteen years of age at the school age programs.
- Enrollment forms and all required information must be complete and on file at the center before student attends center.
- Students that are enrolled in DAEP due to removal from attendance from their home campus may NOT attend TISD Tiger Learning Center.
- Students must be completely potty trained to attend the Tiger Learning Center pre-school or after-school programs.

HOURS AND DAYS OF OPERATION (Subject to change)

Monday-Friday School Calendar Days

- Waggoner Creek Elementary Tiger Learning Center Pre-School 6:45 a.m. – 6:00 p.m.
- School Age Program
Morriss, Nash, Spring Lake Park, Wake Village & Waggoner Creek 3:00 p.m. – 6:00 p.m.

Summer, In-service and Holidays

- School Age Program (Spring Lake Park & Wake Village) 7:00 a.m. – 6:00 p.m.
- School Age Program (Morriss, Nash & Waggoner Creek) CLOSED

All TISD centers will be closed for the following holidays:

July 4, September 3, November 24 & 25, December 24, 25 & 31, 2018. January 1 & 21, April 19 and May 27, 2019.

TUITION POLICY

Tuition may be paid by check, money order or online at www.myschoolbucks.com

- Tuition Rate:

Pre-School	\$100.00 per week	6:45 a.m. – 3:00 p.m.
Pre-School extended care	\$25.00 per week	3:00 p.m. – 6:00 p.m.
School age	\$60.00 per week	3:00 p.m. – 6:00 p.m.
Summer Camp (Full day)	\$85.00 per week	
Summer Camp (Half day)	\$60.00 per week	7:00 a.m. – 12:30 p.m. or 12:30 p.m. – 6:00 p.m.
Drop-in/Daily rate (Full day)	\$22.00 per day	
Drop-in/Daily rate (Half day)	\$15.00 per day	7:00 a.m. – 12:30 p.m. or 12:30 p.m. – 6:00 p.m.

- Reserved tuition is due in advance. Your child's space will be guaranteed.
- Drop-In tuition is due on the day of service. Parents must notify center before the child can attend to insure a space is available.
- A late fee of \$1 per minute, per child will be charged for every minute your child is at the center after 6 p.m. This fee is due at the time you pick your child up from the center.
- If you are a Texas WorkForce Solution parent and have a parent fee it is due in advance. No partial payment may be accepted.
- Past due tuition will be charged a \$5 late fee for each week past due. The student will be dropped from care if an account is over one week past due.
- Tuition may be paid by check, money order or online at www.myschoolbucks.com. **No cash will be taken for tuition.**
- Returned checks will be sent to TISD Central Office where a second attempt will be made to deposit check. A fee will be associated with each transaction. In the event the check does not clear, Central Office will call the parent directly. If unable to reach parent by phone a letter will be mailed to the child's address. Parents will have 10 days to respond before the returned check is filed with the County District Attorney's office.

The Tiger Learning Center cannot collect funds to cover return checks. The parent must contact Louisa Strutton at TISD Central Office (903)794-3651 extension 1022 to make payments on return checks.

- In the event the center owes the parent a refund one of the following will occur:
 1. The overpayment will be credited to future charges.
 2. A payment voucher will be sent to the accounting department and a check will be issued within two weeks and mailed to the parent's address.

SUBSIDIES

WorkForce Solutions North East Texas provides tuition assistance for parents that qualify. Parents may contact WorkForce Solutions North East Texas at 903.794.8999 and ask for childcare services.

TEXAS RISING STAR PROVIDER

Tiger Learning Centers strive to produce a high quality childcare operation that exceeds the States Minimum Child Care Licensing Standards for directors and staff qualifications, caregiver-child interactions, age appropriate curriculum and activities, nutrition and indoor/outdoor activities and parent involvement.

PREVENTING AND RESPONDING TO ABUSE AND NEGLECT OF CHILDREN

- A. Employees are required annually to obtain a minimum of one hour training on preventing and responding to abuse and neglect of children.
- B. Methods used for increasing employee and parent awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect are as follows:
 - 1. Printed materials are available for parents and staff relating to increasing employee and parent awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect.
 - 2. Poster “Keeping Children Safe” located on parent information board.
 - 3. Refer parent to Child Abuse Hotline at 800 252-5400 or www.dfps.state.tx.us .
- C. Methods used for increasing employee and parent awareness of prevention techniques for child abuse and neglect are as follows:
 - 1. Printed materials available relating to increasing employee and parent awareness of prevention techniques for child abuse and neglect.
 - 2. Poster “Keeping Children Safe” located on parent information board.
 - 3. Refer parent to Child Abuse Hotline at 800 252-5400 or www.dfps.state.tx.us .
- D. Strategies for coordination between the center and appropriate community organizations include:
 - 1. Open communication between community organizations by mail, email or telephone.
 - 2. Attending meetings and/or trainings with community organizations.
 - 3. Refer parent to Child Abuse Hotline at 800 252-5400 or www.dfps.state.tx.us .
- E. Actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention are as follows:
 - 1. Refer parent to information on poster “Keeping Children Safe” located on parent information board.
 - 2. Refer parent to Child Abuse Hotline at 800 252-5400 or www.dfps.state.tx.us .
 - 3. Refer parent to TISD Police at 903 793-1965 or local Police at 911.
- F. Parent Education and Resources
 - 1. www.parenttoolkit.com
 - 2. www.discoveryeducation.com/parents/
 - 3. www.pbs.org/parents/
 - 4. www.choosemyplate.gov

TISD’s Tiger Learning Centers will update Parent Handbooks annually to provide our parents with the most up-to-date information available.