



FAMILY HANDBOOK 2021-2022

14311 Park Row, Houston, TX 77084
281-254-9020

Email: admin@centralmontessorischool.org
Website: centralmontessorischool.org

Welcome and God bless you to Central Montessori School !

Our Philosophy

At CMS, we believe that each child is unique and made in the image of God. Each child comes to CMS with a different set of needs, backgrounds, and experiences. We are committed to providing a Christ-centered nurturing environment where children will know that they are created by God in His image and that they are loved by Him. We strive to show God's love through His Son, Jesus Christ, and the cross. Teachers exemplify God's love in tangible ways in the classroom. Our prayer at CMS is for our children to experience the love of Christ and His Kingdom so that they may pass it on to their families and communities.

Goals for Our Preschool

To provide children with a safe and loving Christian environment

To lead children in knowing God's love for them

To help children learn and grow confidently into the unique individual that God created them to be

To guide children in developing appropriate social skills and positive relationships with peers and teachers

To facilitate learning through discovery and play

To prepare academic readiness in language, math, science, and social studies

Our Curriculum

CMS' unique curriculum combines Christian education and the Montessori approach to teaching toddlers and infants. CMS' educational program addresses all areas of development – spiritual, intellectual, emotional, social, and physical. We use a variety of Montessori resources that were carefully compiled together to create a holistic curriculum that help teachers implement developmentally appropriate lessons to guide children's learning in literacy, math, science, social studies, art, and practical life skills.

Our unique program offers:

- Daily worship in the chapel where they have the opportunity to praise God through songs and listen to God's Word through the pastor's preaching.
- An Intensive Montessori Class (IMC) for 3 – 6-year-olds classes. Your child must be potty-trained to enroll.
- A Montessori approach to learning that allows each child to learn through hands-on activities, self-expression, and collaborative play.
- Daily activities where individual/group activities, active/quiet play, large/small muscle activities, outdoor/indoor experiences will be implemented.
- Engaging classrooms that are equipped with a variety of age-appropriate learning centers for art, writing, books, dramatic play/home center, blocks, science, and manipulative activities.
- Participation in age-appropriate circle time, story time, and music class.
- Weekly Music and French classes for 2 years and older children (suspended due to COVID)

Operational Policies

Hours of Operation

Central Montessori School is open from 8:00am – 5:00pm, Monday through Friday. Our daily Montessori education begins at 9:00am and ends at 2:30pm. There is a before-school and after-school program for early drop off and late pick up students.

CMS follows the Katy Independent School District school year calendar with the exception of beginning and ending dates and early dismissals. Please consult your CMS calendar for the first and last days of school. Any cancelled or missed school days will not be made up. The CMS office will notify parents by email regarding emergency school closures.

Arrival and Departure Procedures

The doors to CMS will open at 8:00am for children registered for early drop off. School doors will open and classes will begin at 9am. Parents must sign their child in daily for safety reasons at the classroom with their teacher. School doors will close at 9:10am. Parents and children arriving after 9:10am must sign in at the school office and a CMS staff member will walk the child to the classroom. It is important to have your child at school on time so that they may receive the full academic learning experience with their peers.

The end of the day at CMS is 2:30pm. Parents who wish to pick up their child before 2:30pm will have to inform the front office and a teacher will bring your child out to the front. Parents or other authorized persons must sign their child out at the classroom at pick-up time for the safety of the children. A ten-minute grace period will be granted for late pick-ups. A late fee of \$15 will be billed for next month's tuition if your child is picked up between 2:40-3:00pm. After 3:00pm, an additional late fee will accrue \$1 per minute. The After School program pick-up time will be 5:00pm. A five-minute grace period will be granted for late pick-ups. A late fee will accrue of \$1 per minute thereafter. Children will be released only to parents and the authorized person named on the Pick-Up list on children's registration forms. Parents must advise the school office in writing if a person who is not listed on this form will be picking up a child.

Enrollment

Children will be enrolled on a first-come, first-serve basis depending on availability. To register a child, parents must fill out a registration form and pay the non-refundable registration fee to secure their child's place. Additional enrollment forms must be completed prior to attendance. Incomplete paperwork will not be accepted. Paperwork required for enrollment includes:

- Registration Form
- Permission Form
- Family Handbook Acknowledgement Form
- Discipline and Guidance Policy Form
- Health Statement (Including a copy of your child's up to date immunization records)
- Financial Agreement Form
- Help Us Know Your Child Form

Please inform us of any changes in your home address, phone number, authorization to pick up your child and emergency contact information. All children must have current immunization records.

Parent will be notified within 30 days of any policy changes in writing. Signature from parents may be required.

Registration Fee and Tuition

There is an annual non-refundable registration fee for each child that covers the cost of art materials, music, and basic classroom supplies. Tuition is charged for a place in the class rather than attendance. Tuition should be paid before the new month begins. Refunds are not made for days missed. Credits or refunds are not given for days when CMS is closed for holidays, professional learning days, or other reasons when such dates are set out in the CMS Important Dates Calendar. Credits or refunds are not given for days when CMS is closed as a result of inclement weather or other disasters.

A payment received after the new month begins will be considered late and a 1% late fee will be added to the account for each school day. Account balances not paid in full by the first week of each month will result in an automatic withdrawal from CMS. If you have any problems making your payment on time, please contact us and we will be willing to work with you. A \$15 fee will be added for all returned checks.

Leave of Absence or Withdrawal Policy

To take a leave of absence or withdraw from CMS, please provide a written notice 30 days in advance. The \$100 registration fee is non-refundable. We will charge a \$20 re-registration fee for students who return to CMS after more than a month's leave of absence. Tuition is not prorated for returning students during a month or for missed school days regardless of personal reasons. CMS prorates the tuition only for new students who register in the middle of a month.

Non –Discrimination Policy

CMS does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs and activities generally made available to students at this school.

Communication with Parents

CMS has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Listed below are ways that CMS communicates with parents:

1. Sometimes, your child may bring home a note in his/her backpack. Please check your child's backpack each day. If you would like to have a conference with your child's teacher, please call the school office to make an appointment. Your child's teacher will also generate a class calendar each month with activities.
2. Front desk flyer. This will have important up-to-date information regarding the school's activities.
3. Daily Report. Children in the 2-year-old and younger classes will receive a daily report about their day. This note will include the day's activities, your child's temperament and appetite at lunch as well as information on your child's nap.
4. Progress Report. Children in the 3-year-old and older classes will receive two progress reports in a school year. This report is a way to inform parents on their child's progress in class.
5. CMS website. On this website, we frequently post the school's latest events so parents stay informed regarding details of our school's recent activities.
6. Regarding the communication with your child's homeroom teacher, please send an email at admin@centralmontessorischool.org. your message will be delivered to your child's teacher during our morning devotion time. If you want to send a direct email to your child's teacher, please make sure to send the carbon copy to the CMS office as well.

We will also notify parents on a variety of issues, such as changes in policies, illnesses, injuries, and cases of communicable diseases and/or outbreaks of insect infestations through written notices and/or post them at our front desk. If you have further questions/concerns about CMS' policies and procedures, you may make an appointment with the Director to discuss them.

Parent Visitation

Parents will no longer be allowed into the school due to the ongoing COVID-19 pandemic.

CCTV

Disclaimer: CMS uses a CCTV to visually record activities in the school for safety purposes only. The recordings will not be used for public view. Please know that when you are in the school building, you are being visually recorded. No audible recordings are made.

Behavior Management / Discipline / Inclusion Policy

At CMS, teachers understand that young children at this stage in their development are still learning to express their feelings and behaviors appropriately. Therefore, our teachers use positive techniques of guidance and behavior management to teach children self-control. Listed are some methods of positive discipline:

- Redirecting behavior using positive statements
- Explanations of consequences to inappropriate behavior vs. appropriate behavior
- Using positive reinforcements for appropriate behavior
- Giving opportunities to correct inappropriate behaviors
- Reminders of classroom rules
- Whole class lessons on appropriate behaviors

Teachers will also be mindful of implementing discipline that is

- Individualized and consistent for each child
- Appropriate to the child's level of understanding

When none of the above techniques impact a child, teachers will use a short “time-out” method in the classroom, 1-minute per year per child’s age. This method will not be used as punishment, but instead as a way to help the child refocus and gain self-control. For persistent and excessive inappropriate behavior, parents will receive a *Behavior Report*. If further action is required, the Director will contact the parents for a conference to strategize and develop a positive behavioral plan. As the Director deems appropriate, further corrective action may take place, including, but not limited to, suspension or removal from the school.

Our teachers are experienced, competent, and committed to working with young children. However, our school setting is not designed nor are our teachers and staff trained to manage children with extreme special needs, including developmental delays, severe physical handicaps or very difficult behavior problems. We will do our best to accommodate special needs. In certain situations, the Director may highly recommend an extra aide to shadow a child throughout the day so that the school can meet the needs of the child. This aide will be brought into the school at the parent’s expense. Furthermore, for children whose needs aren’t adequately being met, CMS has an on-staff certified Occupational Therapist who may be of assistance. CMS staff and teachers hope that there will be open communication between the school and parents so that we may meet the needs of the child.

At CMS, there will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, playground time or toilet training
- Pinching, shaking, or biting a child
- Hitting a child with a hand or instrument
- Putting anything in or on a child’s mouth
- Humiliation, ridiculing, rejection, or yelling at a child
- Subjecting a child to harsh abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed; Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age

Biting Policy

Biting and hitting are common, but serious issues among young children. Biting is a form of communication and is usually a response to the child’s needs not being met or coping with a challenge or stressor. For many toddlers, the biting stage is a passing problem. In order to alleviate some of the triggers for biting, CMS has many practices in place to help prevent incidences of biting in small children.

- Quality relationships: Staff develops nurturing relationships with children and get to know each child. This will help build quality relationships with the children.
- Environmental influences: Children are given opportunities to work in both small and large groups. In these ways, children learn how to share “work” with one another.
- Targeted social-emotional supports: Children have a daily routine that they follow to provide structure and stability in the classroom. These set routines will help students build confidence and alleviate stress in the classroom.

However, even with preventative practices, CMS has placed an action plan in response to biting.

When a child is bitten:

- For the biter:
 1. The biter is immediately removed with no emotion, using words such as “biting is not okay – it hurts.” Caring attention will be focused on the child who was bitten.
 2. The biter will not be allowed to return to work/play and will be talked to on a level which he/she can understand.
 3. The child will be redirected to other work/play.
 4. Staff will complete a CMS Incident Report and notify the family of the biter when the child is picked up for the day.
- For the victim:
 1. Staff will separate the child who was bitten from the biter.
 2. Special attention will be given to comfort the child.

3. Staff will administer appropriate first aid.
4. Staff will complete a CMS Incident Report to notify family of the victim that the child has been bitten.
5. Classroom teachers will discuss with the Director to review the incident and where changes are warranted, then those changes will be implemented.

When biting continues:

- After the second incident, the child will be removed from the classroom until the parents are notified. The parent will receive a *Behavior Report* from the teacher.
- After the third incident, the parent will be asked to pick up their child. Parents, teachers, and the Director will hold a conference to develop a written plan of action.
- If it is deemed in the best interest of the child, CMS, and other children, the child will have to be temporarily moved from the school for the duration of the biting stage. Written warning will be given to the families before this action will be taken.

Potty-Training Policy

It is not necessary for students enrolled in the two-year-old and younger classes to be potty-trained. The three-year-old classrooms and older are not equipped with a changing table; therefore, all students enrolled in our three-year-old classes and older must be potty-trained by **October 1**.

Students who have potty accidents will be assisted in changing their clothes, but there may be occasions where the parent will be called, and the student will be sent home for the rest of the day. This will be on a case by case basis. Regardless of age, all parents will have to provide wet wipes for their children to help them in their bathroom duties.

Naptime

All student will have naptime or rest time each day after lunch. The length of naptime will vary according to the age of your child. All children will need to bring a nap (rest) mat and blanket provided by the parent. Mats and blankets must be washed and sanitized regularly and must be easy for the children to carry, fold, and roll up. Please do not send sleeping bags. Please make sure to write your child's name on these items. CMS teachers will not force a child to sleep. If a child does not take a nap, we will provide an alternate, quiet activity.

Clothing and Personal Belongings

CMS students should wear closed-toed shoes at all times for safety purposes (no flip flops, sandals or Crocs). Clothing should be modest and appropriate for playground and gym play. Girls should wear shorts under skirts and dresses for modesty. As seasons change, please send your child with appropriate jackets or coats. We will have outside playground (or gym) time every day (except for rainy and some extremely hot or extremely cold days).

Each child should have a complete change of clothes (including shirt, pants or shorts, underwear and socks) sent daily in their backpack. Please label your child's backpack, lunch bag, nap mat, blanket, and other personal belongings such as jackets and coats with their name. CMS is not responsible for any lost and damaged personal items. Please do not allow your child to come to school with toys from home. Students should leave personal items at home except at the request of the teacher. A soft sleep toy is OK for naptime only.

Water Play Days

CMS children will have designated water play days. The extent to which water play days will be held are wading/splashing pools (under two feet of water) as well as discovery tables, slides, and buckets. Extra supervision will be used during water play days. Please make sure you sign the **Permission Form** in your registration packet for your child to participate in water play days

Field Trips

Field trips may be scheduled for our four-year olds. To participate in a class field trip, a child must be accompanied by a parent who provides transportation to and from the activity and remains on site to supervise the child. Please do not bring siblings so that your child will have your undivided attention.

Birthdays

Parents wishing to celebrate their child's birthday in the classroom with a treat should consult with the teacher in advance. Birthday parties are not to be held at school. Unless the entire class is being invited, birthday party invitations need to be mailed to individuals and not handed out at school.

Nutrition

Snack

Children will need to bring an **individual snack** from home **EACH** day he/she attends school. Please be sure to **label** the snack container with your child's name. **Healthy snacks are always encouraged.** Your child's teacher will provide information about any allergies within the classroom and provide you with a list of healthy snack ideas and allergen-free alternatives. Please do not send juice with your child to avoid unnecessary sugar intake. All students will be encouraged to drink water with their snacks.

CMS is a peanut free school. No nut and nut-including products. Please read all labels before you send food products to school. Please consult the teacher to see if there are any additional allergies to avoid when bringing in snacks for the class. CMS is not responsible for the nutritional value or for meeting the child's daily food needs.

Lunch

Children will need to bring a packed lunch from home. Please do not send any kind of soda or foods high in sugar. Glass containers are forbidden-if broken they are a serious hazard to small children. Try to choose from the basic food groups to create a well-balanced, healthy meal when selecting food for your child's lunch. Also, please pack lunches that your child can eat successfully and independently. Teachers are not responsible for feeding lunch to your child, unless they are in the infant classes who need assistance. Teachers are not allowed to microwave your child's food.

Before and After School Program Food Services

Before School Drop Off students must pack a breakfast-type food item if your child has not eaten anything in the morning. After School Program students must pack a light snack. Please advise CMS regarding your child's allergies.

Health and Safety

Medical Requirements

Parents must sign the *Health Record* and have it signed by a licensed physician. All immunization records must be current and on file prior to the beginning of each school year. Failure to keep children current on immunizations may lead to disenrollment.

For more information and to see a recommended childhood and adolescent immunization schedule, please visit www.tdh.state.tx.us/immunize. A notarized state issued waiver is required for any delayed vaccinations. If immunization conflicts with the beliefs and practices of a recognized church or religious organization of which the parent is adherent, the parent must also provide a signed affidavit to CMS.

Policy on Vaccine- Preventable Diseases

CMS does not require inoculation of any vaccine- preventable diseases for its staff members. However, they are required to submit a physician's health statement each year.

Illness

Our intent is to provide a healthy environment for each child at CMS. CMS observes the standards set by the Texas Department of Family and Protective Services for ill children. Children who are ill should not attend CMS. The most common standards for exclusion are:

- Illness that prevents the child from participating in child care activities, including outdoor play.
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children.
- Temperature of 100 Fahrenheit. 37.7 Celsius.
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, vomiting within 24-hours.

If a child becomes ill while in our care, we will contact the parent immediately. We will care for the child apart from the other children with proper supervision and give extra attention to hand washing and sanitation practices. Parents will need to pick up their child within an hour of notification. If parents or another authorized person fail to pick up the child within a reasonable amount of time, CMS may call for an ambulance at the parent's expense.

Please notify the school when your child has a contagious disease or condition, including chickenpox, measles, mumps, pinkeye, scarlet fever, strep throat, hepatitis, ringworm of the scalp, impetigo, or head lice. In order to return to school, children must have been fever free from 24 hours without fever-reducing medication and must not have vomited in the previous 24 hours. A doctor's release may be requested in order for your child to return to school.

Covid Policy

Parents must notify CMS if their child will be absent from school, specifically with COVID-19 symptoms/exposures. Students with a CONFIRMED case of Covid-19 will have to test NEGATIVE before returning to school. Refer to the CMS Epidemic/ Pandemic Policies.

Medication

Teachers at CMS will only dispense medication for the following reasons:

- Children with severe allergies who require medication for emergencies only.
- Children who receive prescription medication on a long-term basis that is required during school hours.

All medication to be administered to a child at CMS must be authorized by the parent by signing the *Medication Authorization Form*. All medication must be stored in the original container, indicating the child's name, type, date of prescribed medication and dosage. Over-the-counter medications will be given according to the labeled directions only. Please do not put any medication in your child's backpack or lunch bag. Please give the medication to the office staff directly.

Allergies

If your child has an allergy, please note the allergy on your child's *CMS Request for Food Allergy Information* form. If your child requires medication for the allergy, a *Medical Authorization Form* (on the same page as the *Registration Form*) and the *Food Allergy Emergency Action Plan* must be signed by the parent and kept on file in the CMS office.

Sunscreen and Insect Repellent

Parents must apply sunscreen or insect repellent on their child before the child comes to school for the day or parents may apply it at the time of drop off in the morning. Teachers may not apply either sunscreen or insect repellent on your child.

Injuries and Medical Emergencies

All student injuries are directed to the school office. Should a child sustain a minor injury, scrape or cut, basic first aid and lots of tender-loving-care will be given. An *Incident Report* will be filled out and parents will be notified. In case of a bump to the head, a parent or emergency contact will be asked to come to the school and personally check the child's condition before the child can return to class.

In the event of a more serious injury, appropriate first aid measures will be taken immediately to care for the child and the parents or the authorized emergency contacts will be called immediately. If parents or the authorized emergency contacts cannot be reached, the child's physician will be consulted for medical advice. Major medical problems will be handled by calling 9-1-1 and the child's doctor. The child will be transported to the hospital designated on the child's health form. Any expenses incurred will be the responsibility of the child's family. Please make sure the school office has all current information. Please make sure the school office receives all medical updates promptly. Accurate information is crucial during any emergency situation.

If a child ingests or comes in contact with a poisonous substance, the staff will contact the Poison Control Center at 1.800.222.1222 and contact you immediately via phone.

Emergency Procedures

CMS has an *Emergency Preparedness Plan* in place in the event of an emergency. If you would like to review the plan, please ask our office to provide you with a copy.

Drills: Fire Drills are held monthly and Severe Weather Drills are held 4 times a year in accordance with Texas licensing requirements. A record of these drills is available for your review on the bulletin board outside of the school office.

Evacuation: Evacuation plans are posted in each classroom. If there should be an emergency or disaster that would make it necessary for us to leave our campus, evacuation and relocation site for CMS is the soccer field on the south side of the CMS campus.

During each drill, our staff will continue to care for the children until each child has been released to the authorized person through story-telling, singing songs, playing verbal games and using tender-loving-care. Parents will be notified by e-mail or if available, by CMS staff members using their personal cell phones. In the event of a national or local disaster or an emergency other than fire, all children will be kept on the school premises and will remain on school grounds until the Director decides they can be safely released to the authorized person.

Inclement Weather

CMS will follow Katy ISD weather practices. If bad weather requires Katy ISD schools to be closed, CMS will also be closed. Please check local radio and TV stations for official word concerning Katy ISD closure. In the event of a natural or emergency occurrence, the CMS office will notify parents by e-mail regarding school closure. Any canceled or missed school days will not be made up.

Hearing and Vision Screening

The Texas Department of Health requires screening of all children 4- and 5-years olds for hearing and vision. It is not mandatory for 2- and 3-year-olds. If your child is 4-years old or older, please have your child's hearing and vision checked by his or her physician and provide CMS with a copy of the results. The State of Texas requires this testing be done to ensure any vision or hearing impairment is found early. Please attach results with your Health Statement.

Animals

CMS has a bird, fish, and chameleons for educational purposes. These animals will be kept in secure cages with proper care and maintenance.

Texas Licensing Rules and Regulations

CMS' license is issued by the Texas Department of Family and Protective Services. If you would like to review a copy of the *DFPS Minimum Standards*, you may either borrow a copy from our office or view it online at www.dfps.state.tx.us. You may also contact the licensing office at 713-940-3009 or write to the Texas Department of Family and Protective Services at 2221 W. Loop South 610 S, Houston, TX, 77027. CMS' most recent inspection report is available for your review in the preschool office.

Consumer Product Safety Commission:

All product that CPSC has recalled are posted in the CMS office for your review. CMS makes a conscious effort to review the recall notices and remove any unsafe products.

Gang Free Zone

CMS is gang free zone. This means parents and guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of our school is a violation of law and is therefore subject to increased penalty.

Preventing and Responding to Child Abuse and Neglect

Texas law requires caregivers and any person who believes that a child is being abused, neglected, or exploited to report suspected child abuse or neglect to the DFPS. A caregiver must make the report within 48 hours of the time the caregiver suspects a child has been or may be abused or neglected. All CMS staff members are required to complete one hour of annual training which addresses prevention and response to abuse and neglect of children. New CMS staff receive this training within seven days of their hire date. Information from DFPS regarding child abuse, child neglect, reporting abuse and neglect, protecting children, prevention techniques, and public awareness as well as Form 2958, "Keeping Children Safe," published by the Texas Department of Family and Protective Services, are provided to all staff. Form 2958, "Keeping Children Safe," is also posted in the bulletin board by our office. The Child Abuse Hotline number is 1-800-252-5400 available 24 hours a day.

Or you can report online at http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp.

In addition, here is the contact information for the Texas Department of Family and Protective Services Houston office: Telephone Number: 713-940-3009, 713-692-3236; Address: 1330 E. 40th St. Houston, Texas 77022

What is Abuse? Abuse is physical, mental, emotional, or sexual injury to a child or failure to prevent such injury to a child.

What is Neglect? Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

What are General Signs of Abuse? Children who are abused might show physical signs or sudden changes in their behavior or school performance. These signs don't prove that a child is being abused, but they could be a signal that the child or the family needs help.

Children Might Seem:

- Nervous around adults or afraid of certain adults
- Reluctant to go home (coming to school early or staying late, for example)
- Very passive and withdrawn or aggressive and disruptive
- Tired a lot or they might complain of nightmares or not sleeping well
- Fearful and anxious

Signs of Physical Abuse:

- Unexplained burns, bruised, black eyes, or other injuries
- Apparent fear of a parent or caretaker
- Faded bruises or healing injuries after missing school

Signs of Mental or Emotional Abuse:

- Acting overly mature or immature for the child's age
- Extreme changes in behavior
- Delays in physical or emotional development
- Lack of emotional attachment to the parent
- Attempted suicide

Signs of Sexual Abuse:

- Difficulty walking or sitting, or other indications of injury in the genital area
- Sexual knowledge or behavior beyond what is normal for the child's age

- Running away from home

What are Signs of Neglect:

- Missing school frequently
- Begging for food, stealing food, or stealing money for food.
- Lacking needed medical or dental care.
- Being frequently dirty.
- Saying there is no one at home to take care of them

If You Suspect Abuse or Neglect: You may want to talk with the child to see if there is a simple explanation. Two or more signs may indicate potential abuse. Consider signs in context of other behavior.

How to Report Abuse or Neglect: By Phone: Child Abuse Hotline 1-800-252-5400, available 24 hours a day
Online: www.txabusehotline.org

When Reporting Suspected Cases of Abuse or Neglect, Provide the Following Information:

- Name of child
- Age of child
- Child's present location
- Parents' names and names of siblings in the home
- Type and extent of abuse
- Name of individual making the report
- Individual's title

Why phone in a report to the Hotline rather than use the web site? Reports made through the web site take up to 24 hours to process.

Call the Texas Abuse Hotline at 1-800-252-5400 if:

- You believe your situation requires action in less than 24 hours.
- You prefer to remain anonymous.
- You have insufficient data to complete the required information on the report.
- You do not want an e-mail to confirm your report.

What If a Report is an Emergency? An emergency is a situation where a child faces an immediate risk of abuse or neglect that could result in death or serious harm. Call 911 or the local law enforcement agency.

Parent/Staff information: Parents and staff may find additional information on the awareness and prevention of child abuse and neglect at <http://www.helpandhope.org>. Parenting classes, tips, and support can also be found at www.learntoparent.org. Parents of a child who is a victim of abuse or neglect may find support and information at www.preventchildabuse.org.

****When children talk about being abused or neglected, take them seriously!****

Thank you for entrusting your precious children to CMS. We will do our very best to love, cherish, teach, and care for your children. Thank you for taking the time to read through our Family Handbook. Have a blessed school year!