

Cornerstone Christian Learning Center

A Mission of Cornerstone United Methodist Church

PARENT HANDBOOK

7502 North Garland Avenue
Garland, Texas 75044
Preschool Office 972-414-4212
Church Office 972-414-6460
Fax 972-414-4291
www.cornerstone-umc.org

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CORNERSTONE CHRISTIAN LEARNING CENTER

The Parent/Student Handbook provides parents with the basic policies and procedures of Cornerstone Christian Learning Center (CCLC). The Handbook is not all encompassing; it is prepared to provide answers to the most common questions about CCLC's policies and procedures. Parents will be notified of all policy and procedure changes in writing at least two weeks before implementation.

IMPORTANT CONTACTS AND NUMBERS

Cornerstone Christian Learning Center	972-414-4212 or 972-414-6460, Ext. 16
Director, Anna England	Ext. 16
Asst. Director, Tara Lopez	Ext. 16
Fax:	972-414-4291

SCHOOL HOURS AND ENROLLMENT OPTIONS

Mother's Day Out and Academic Preschool Program

Monday – Friday 9:00 am-2:00 pm

Extended Day Program

Monday – Friday 7:00-9:00 am and 2:00-6:00 pm

Toddler 1 classroom serves one-year olds (by 9/1 of the school year).
The class will have a maximum 5:1 student/teacher ratio.

Toddler 2 classroom serves two-year olds (by 9/1 of the school year).
The class will have a maximum of 10:1 student/teacher ratio.

PreK-3 classroom serves three-year olds (by 9/1 of the school year).
The class will have a maximum of 12:1 student teacher ratio.

PreK-4 classroom serves four- and five-year olds (by 9/1 of the school year).
The class will have an average of a 12:1 student teacher ratio.

Our Extended Care Program provides before and after-school care for children enrolled in our MDO and Academic Preschool Program. Extended Care hours are 7:00-9:00 am and/or 2:00-6:00 pm. The additional cost of the Extended Care Program provides full-day care on school holidays with the exception of major holidays. This program is staffed by a dedicated afternoon team of caregivers.

GOVERNANCE

The Learning Center is a mission of Cornerstone United Methodist Church. The center has been licensed by the State of Texas since 2006. It is a non-profit organization and is overseen by the Cornerstone Christian Learning Center Board. The Board is comprised of 5-6 members:

The Board Chair – appointed by the Pastor and Congregation

The CCLC Director

Three or four at-large members consisting of:

A CCLC parent who has completed at least one semester in the program

A teacher

A non-member parent

A community member.

At least three of the Board members shall also be members of Cornerstone UMC. The Board will supervise and act on all policy and procedures matters of the Learning Center.

ENROLLMENT PROCEDURES

In order to enroll a child in the Mother's Day Out and/or Preschool program at CCLC, the following documentation must be completed and turned in to the office:

- Admission Form
- Current Immunization Record or equivalent
- Physicians Statement of Health
- Discipline and Guidance Policy
- Photo Release Statement
- Any legal custody documents
- Registration Fee and Supply Fee

It is the parent's responsibility to update any change of address, home, work or cell phone numbers, e-mail addresses and/or those authorized to pick their children up. Updates may be provided via email or in the school office.

Children must be re-enrolled each school year.

IMMUNIZATIONS

A current immunization record along with a signed statement of good health is required before a child may participate in our program. If for any reason your child is not current on immunizations, you must file an Affidavit of Exemption From Immunization in our office. You may also present a letter from a medical professional stating the reason your child is not current on his/her immunizations.

If immunization records have not been provided to the school within the first week of classes, children will not be allowed to attend until their file is complete.

IMMUNIZATION REQUIREMENTS FOR STAFF

The Learning Center will encourage and pay for all staff/teachers to get an annual flu shot. We will also encourage and pay for toddler teachers to get a Hep A and Pertussis immunizations.

Immunizations are not required of teachers and staff. However, we will encourage teachers to voluntarily provide immunization documentation for their file.

HEARING AND VISION SCREENING

The State of Texas requires that children enrolled in a childcare facility who are four (4) years of age or older as of September 1 of each year be given a hearing and vision screening prior to the end of the first semester of enrollment or within 120 calendar days of enrollment. If the screenings have not been performed by the child's physician and a written statement acknowledging the screenings provided to the office, CCLC will arrange for screenings at the expense of the parents or legal guardians.

TUBERCULINE TESTING REQUIREMENTS

The Texas Health Department does not require documentation of a TB screening at this time.

TUITION/LATE FEES/RETURNED CHECK FEES

The CCLC Board will set all fees and tuition rates each year for the summer and following school year.

A sibling discount will be applied to all families with multiple children in the program. The child with the highest tuition rate will pay full tuition. A 10% discount will be applied to the remaining students in the family.

Tuition is due on the 1st of each month and is considered late after the 10th of each month. There will be a \$25.00 late fee assessed if the payment is made after the 10th of the month. If an account is past due on the last day of the month, the family will have 10 days to make payment arrangements with the office or to withdraw from CCLC.

There will be a \$35.00 fee assessed for returned checks. If two checks are returned as NSF within a six-month period, all future payments must be made by cash, money order, cashier's check or credit/debit card (including fees).

Tuition is charged by the month regardless of the number of days in the month. Tuition will not be adjusted for absences, vacations, holidays, inclement weather or any unforeseen circumstances. There is no substituting of days if your child misses their scheduled day(s).

Parents should notify the office **in writing** of their intention to decrease/increase the number of days the student attends school at least two weeks prior to the implementation of the change.

Registration fees are non-refundable and are due at the time of enrollment each school year and/or summer session. The registration fee for the school year is \$75.00 per child.

ARRIVAL AND DEPARTURE

The State of Texas requires all children to be signed in and out each day. Please be sure to sign your child in each morning and the teachers will sign your child out in the afternoon if they are dismissed through carpool. If you pick your child up from the classroom, please sign them out.

Teachers will be ready to welcome children in the classroom at **8:55 am**. Please escort your child to their classroom and place their personal belongs in their designated cubbies.

It is very important that your child arrive on time. It is very difficult for your child and their teacher when the class is already engaged in their daily activities. The first hour of the day in the pre-k classes includes "Circle Time".

*Parents may not leave their children unattended in the building or on the playground. If the class is in another part of the building (chapel, restrooms, etc.), please walk your child to that area and hand him/her over to the teacher in charge. **All PreK-4 children must be accompanied upstairs by an adult.***

Children should be picked up promptly at 2:00 pm (or 6:00 pm for Extended Care). A \$1.00 late fee will be assessed for every minute after 2:05 pm or after 6:05 pm. This amount is due at time of pick up or you will be asked to sign a late slip and the amount will be charged to your account.

For the safety of the children, please refrain from cell phone usage during drop off and pick up. Be very mindful of children in the parking lot.

Extended Care is provided from 7:00-9:00 am and from 2:00- 6:00 pm for an additional charge. Prior arrangements must be made in order to take advantage of this service. Drop-ins will be accepted if space is available and prior arrangements have been made.

The Learning Center will not release a child to someone that is not authorized on the registration form. In the event that a parent is detained and another authorized adult cannot pick the child up, the parent may call the office to make arrangements for someone else to pick the child up. That adult must provide their identification and a copy will be placed in the child's file.

HOME/SCHOOL COMMUNICATION

CCLC will communicate with parents through face-to-face conversations, phone calls and/or written correspondence. Teachers have children in care beginning as early as 8:50 and until 2:05 pm. They are not always available to have an in-depth conversation with parents during this time. Please feel free to schedule a time with your child's teacher if you have a concern or address it with administration.

Daily schedules and lesson plans are posted in or just outside of each classroom. Teachers in the Toddler 1 and Toddler 2 classes will send home a daily report that includes the following:

- Snack provided
- Amount of lunch consumed
- Number/type of diaper changes
- Child's general mood for the day
- A brief summary of the activities that the child participated in

Parents must be notified of minor injuries including cuts, scrapes or bites from other children requiring first-aid treatment. This communication may be through face-to-face conversations,

phone calls or written communication the same day it occurs. You may be asked to sign an incident/injury report for the file.

VISTING THE CENTER AND OBSERVING THE DAILY ROUTINE

We have an open-door policy and welcome parents to visit the center at any time. Our doors are locked for security purposes; however, you may ring the bell and we will be happy to let you in. Prior approval is not necessary.

PARTICIPATING IN CENTER ACTIVITIES

Parents are always welcome to participate in activities at Cornerstone. Feel free to speak with the director or the classroom teacher to make the arrangements.

HEALTH CONCERNS

In consideration of all students and their families, please keep your child home if there is any sign of illness. **A child may not attend school when any of the following conditions exist or have existed in the last 24 hours:**

- Fever (over 100.4)
- Vomiting
- Diarrhea
- Symptoms of common childhood illness: Chicken Pox, etc.
- Sore Throat
- Rash or skin infections (Impetigo, etc.)
- Pink eye or other eye infections

If any symptoms of illness develop during the school day, the parent will be notified and asked to make arrangements for the child to be picked up. The Director or a supervisor will make this determination.

Staff will also follow these guidelines and be required to stay home from work when ill.

ADMINISTRATION OF MEDICATION

In order to administer medication during the school day, the following procedures must be followed:

- Medication must be labeled with the child's first and last name
- Medication must be left in the office – ***PLEASE DO NOT LEAVE IN A BACKPACK.***
- Parents must fill out a medication form in the office
- Prescription medication must be in the original container with the pharmacy label intact. Medication will only be administered according to the directions on the label.
- Over-the-counter medication must be in the original packaging. It will be administered according to the parent instructions provided on the medication form. However, if the age and weight dosage on the original packaging do not match the instructions provided, we will not administer the medication without a doctor's note. The original packaging must have the child's name on it.
- Children may not self-administer any medication.
- All Epi-Pens must be in their original packaging with the pharmacy label intact. Medication will only be administered according to the directions on the label. **AN EMERGENCY PLAN** must be on file in the office for any child requiring an Epi Pen.

These guidelines must be followed and written instructions provided or medication will not be accepted or administered.

HANDLING MEDICAL/DENTAL EMERGENCIES

If a child is injured at school, an accident report/incident report will be completed. This report will be signed by the parent, teacher, and administrator. A copy will be placed in the child's file. Severe injuries will be treated by Emergency Medical Technicians through the Garland Fire Department. If an injury requiring medical treatment occurs at school, CCLC will report the injury to the Texas Department of Family and Protective Services.

CCLC is not responsible for costs incurred as a result of medical and/or dental emergencies.

HAND WASHING

Hand washing is required by all staff, volunteers, parents and children to reduce the risk of spreading infectious diseases to themselves and others. Staff will assist children in hand washing as needed.

Children and adults will wash their hands:

- Upon arrival for the day;
- After diapering or using the restroom;
- After handling bodily fluids (blowing or wiping noses, coughing into a hand, or touching any mucus, blood or vomit);
- Before meals and snacks, before preparing or serving food, and after cooking;
- Before and after playing in water and other sensory materials;
- After handling pets or animals;
- After outdoor activities.

Adults will also wash their hands:

- Before and after feeding a child;
- Before and after administering medication;
- After assisting a child with toileting;
- After handling garbage or cleaning.

Proper handwashing procedures followed by all adults and children include:

- Using liquid soap and running water;
- Rubbing hands vigorously for at least 10 seconds, including back of hands, wrists and between fingers, under and around jewelry, and under fingernails;
- Rinsing well;
- Drying hands with a paper towel or a dryer;
- The faucet should be turned off by using a paper towel instead of a clean hand.

The use of hand sanitizers in lieu of handwashing is not recommended and is only acceptable if the hands are kept wet with sanitizer for at least 15 seconds.

DISCIPLINE AND GUIDANCE POLICY

- ◆ Discipline is individualized and consistent for each child.
- ◆ Discipline is appropriate to the child's level of understanding.
- ◆ Discipline is directed toward teaching the child acceptable behavior and self-control.
- ◆ We will only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction. These methods include:
 - Praising and encouraging good behavior;
 - Reminding all children of behavior expectations using positive statements;
 - Redirecting behavior using positive statements;

- Using a supervised time out from the group when appropriate for the child's age and development.
- ◆ We do not use harsh, cruel or unusual punishment. The following types of discipline and guidance are prohibited:
 - Corporal punishment or threat of corporal punishment;
 - Punishment associated with food, naps or potty training;
 - Pinching, shaking or biting a child;
 - Hitting a child in any manner;
 - Putting anything in or on a child's mouth;
 - Humiliating, ridiculing, rejecting 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.

Adapted from the Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance.

BITING

Biting occurs occasionally in Mother's Day Out and Preschool settings and can be very upsetting for the child, teacher and parents. Each incident will be dealt with on an individual basis in accordance with the procedures outlined by the Texas Department of Family and Protective Services.

BEHAVIOR CONCERNS

The preschool years are a time for testing the world around them. Some children sail through these years without difficulty, while others struggle through them. In some cases, a child's behavior may be aggressive and could include biting, hitting or pushing other children. We know that temper tantrums and aggression might happen also. When it occurs, we will deal with each child in an appropriate manner for their age and development.

In the event that we cannot meet the individual needs of a child in their academic, physical, social and emotional development we will partner with the parents to seek a more suitable environment.

CONFIDENTIALITY

All information about a child will be kept in a closed cabinet when not being used by the child's teacher. All information will be kept confidential and only shared with staff on a need-to-know basis.

We will not share personal information such as phone numbers or email addresses with other families without your consent. We are happy to place birthday invitations, etc. in backpacks.

MEALS AND SNACKS

CCLC will provide a morning snack for the children and an afternoon snack for those attending the Extended Care Program. Lunch is provided by parents. Parents are encouraged to send food that meets current food guidelines. All food should be labeled with the child's name and kept cold using an "ice pack" or insulated lunchbox. An insulated thermos will keep most food warm until lunch. We do not have the ability to heat lunches and snacks.

In an effort to prevent a choking hazard for all children, please do not send whole or round sliced hot dogs, whole grapes, or vegetables/meat larger than can be swallowed whole.

Sodas and candy are prohibited in lunches. They will not be served, but sent home unopened.

Snacks that are provided by CCLC are posted on the parent bulletin board.

Teachers will encourage children to sample different foods, but will not force a child to eat their lunch. A blessing will be said before each meal. Teachers will model appropriate behaviors and encourage an enjoyable meal time.

FOOD ALLERGIES

All children with a food allergy diagnosed by a health-care professional must have a food allergy emergency plan on file in the office. The emergency plan must include the following:

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

The emergency plan must be signed and dated by the parent and health-care professional.

Food allergies for every child in the building will be noted and posted in each classroom and on the snack cart. All staff and teachers will be informed and trained to handle allergies and preferences by offering alternatives.

HOLIDAY CELEBRATIONS

Class celebrations will be planned by the teachers and staff. The celebrations might include:

- Wear special clothing (pj day, wear blue, wear funny hats, etc.)
- Bringing a favorite book
- Serving lunch or snack on themed plates
- Playing holiday music and games
- Sharing cards, letters or art work with friends.

Parents will be notified in advance of holiday celebrations.

PROCEDURES FOR BREASTFEEDING MOTHERS

CCLC supports breastfeeding by:

- Storing and serving expressed breast milk for feedings
- Providing a comfortable place for breastfeeding and coordinating feedings with the child's mother.

DIAPERING

The following procedures are followed:

- Disposable diapers or pull-ups are preferred; however, if cloth diapers are necessary they must have an absorbent inner lining completely contained within an outer covering or waterproof material that will prevent leaks. The diaper and cover will be changed as a unit.
- Clothing that is soiled will be placed in a plastic bag (without rinsing or handling) and sent home for laundering.
- Staff will check diapers and pull-ups at least every two hours that children are awake and upon awakening.

POTTY TRAINING

Children must be fully potty trained before being placed in the Pre-K3 classroom. Toilet training should be a positive experience and based on each individual child. Until a child is completely potty trained, we ask that they come to school in diapers or training pants. Teachers will offer as many opportunities to use the potty throughout the day as possible. Children who are potty training, or have recently potty trained, should bring a couple of changes of clothing including shoes and socks.

NAPS AND REST TIME

Toddlers and two-year olds will have a supervised nap time each day. Pre-K3 and Pre-K4 students will have a short quiet time each day after lunch.

Toddlers and two-year olds should bring a nap mat (with or without a pillow or blanket) each day to sleep on. The nap mats, blankets and pillows will be sent home at the end of each week for laundering. Please label all personal belongings.

Children that do not sleep will be allowed to look at books or participate in another quiet activity during nap time.

When children are sleeping, teachers and other staff will be positioned so they can hear and see all children that are asleep.

Extended care children in the Pre-K3 classes will nap after their academic class time. The Pre-K4 class does not nap; however, if a parent feels they need a nap or rest time, we are happy to accommodate. Each child napping/resting will need a nap mat, blanket, etc. These items should be labeled with the child's name. We will send these items home at the end of each week for laundering.

FIELD TRIPS

CCLC preschoolers do not participate in off-campus field trips. However, we will schedule community helpers and educational programs throughout the year to provide enrichment opportunities for our children.

DRESS CODE

We encourage parents to dress their children in clothing that can get dirty. We use smocks to cover clothing during messy activities; however, we cannot guarantee that spills and stains will not occur. Parents should dress their children as if we are painting every day.

Children should wear comfortable shoes that will allow them to run, jump and climb. Dress shoes and sandals/flip-flops are not allowed for safety reasons. Each child should bring a seasonally appropriate change of clothing in their backpack each day. All clothing items should be labeled.

OUTDOOR PLAY

Unless inclement weather is present, children **MUST** go outside each day. The following items should be considered when sending your child to school:

- Wear clothing that is dry and layered in cold weather months
- Although we have a shaded play area, parents should apply sunscreen with UVA and UVB protection of SPF 15 or higher. CCLC will **not** apply sunscreen.
- Based on current recommendations parents are encouraged to apply insect repellent containing DEET on their children before arriving at preschool. The CCLC will **not** apply insect repellent.

INCLEMENT WEATHER FOR OUTDOOR PLAY

Inclement weather includes heat index or actual temperatures that exceed 100 degrees or ozone alerts of orange/red. The Director will make the decision to close the playground during these times. Teachers will provide alternative activities for the children inside.

TECHNOLOGY IN THE CLASSROOM

Classroom technology may include the use of iPads, computers, or videos for instructional purposes. Children under the age of two may not have any "screen time" while in our care. Screen time for children over the age of two will be used to supplement curriculum. Screen-time activities will not exceed two hours per day. iPads will only be used with approved, age-appropriate learning applications.

EMERGENCY PROCEDURES

In the event of an emergency that requires evacuation of the building, CCLC children and staff will be relocated to a safe location. Signs will be posted indicating that the children have been relocated. As soon as everyone is safely relocated, parents will be called (if possible). CCLC's safe location is:

North Garland Baptist Fellowship
5840 North Garland Avenue
Garland, TX 75044
972-414-1494

- Fire Drill Procedures – The State of Texas requires a monthly fire drill. Labeled fire exit routes are located in each classroom next to the door. Drop-Off and Pick-Up cannot be handled during a fire drill. We will accept or dismiss your child as soon as we have completed the fire drill and accounted for all of the children in our care at the beginning of the drill.
- Severe Weather Drill Procedures – The State of Texas requires a Severe Weather Drill once every three months. In severe weather, the children will be directed to a safe location in the building as indicated on the evacuation map in each classroom. Drop-Off and Pick-Up cannot be handled during a fire drill. We will accept or dismiss your child as soon as we have completed the fire drill and accounted for all of the children in our care at the beginning of the drill.
- Security Procedures – in the event of a security threat, CCLC staff and teachers will make every effort to ensure that the children are secure in the building or safely off-site if necessary.

CLOSINGS

When CCLC must close unexpectedly an e-mail will be sent to all parents. Follow-up phone calls will be made as necessary.

- In the event of inclement weather, CCLC will close if Plano ISD is closed or releases students early. If PISD opens late, CCLC will be closed for the entire day.
- In the event that building conditions, natural disasters or other events make it unsafe for children to attend school, CCLC will be closed. E-mail notifications will be sent to update families on closing and re-opening schedules.
- We are unable to offer refunds or make-up days for school closings.

PROCEDURES FOR CONCERNS

If parents are concerned about the policies and procedures of the preschool, they are encouraged to speak with the director or CCLC's Board Chairperson. The chairperson's contact information may be obtained by calling the church office at 972-414-6460 and requesting the information from the administrator.

WITHDRAWAL POLICY

In the event a parent decides to withdraw a child from CCLC, **two weeks' written notice is required.**

PROCEDURES FOR REVIEWING MINIMUM STANDARDS AND LICENSING REPORTS

Many of the policies in this handbook are based on the Minimum Standards established by The State of Texas. You may download a copy of the Texas Department of Family and Protective Service's Minimum Standards For Child-Care Centers at www.dfps.state.tx.us. A copy of the Minimum Standards may also be reviewed in the Learning Center office.

The Learning Center is required to keep current copies of licensing reports in the school office. Parents are free to view these at any time. The reports are also available online at: www.dfps.state.tx.us.

REACHING THE LOCAL LICENSING OFFICE AND WEBSITE

If you have questions or concerns about CCLC or child care policies established by The State of Texas you may contact the licensing office at 214-583-4253 or go to the website: www.dfps.state.tx.us.

REPORTING ABUSE AND NEGLECT

Texas law requires caregivers to report suspected child abuse and/or neglect to the Texas Department of Family and Protective Services or law enforcement. Call 1-800-252-5400 or go to www.txabusehotline.org to make confidential reports. Failure to report suspected abuse or neglect is a crime.

Parents are encouraged to call 1-800-252-5400 or go to www.txabusehotline.org to make confidential reports if they suspect abuse or neglect of any child.

As a childcare center, we will make every effort to assist any victim of abuse or neglect obtain assistance and/or intervention.

As a staff, we participate in an annual Child Abuse and Neglect training. We are also required to participate in Ministry Safe training as required by the local Conference of the United Methodist Church every two years.

CCLC will continue to increase awareness of preventing and reporting abuse and neglect by staff and parents through:

- special promotions
- publications
- risk assessments
- continued training

REQUIREMENTS REGARDING GANG-FREE ZONES FOR CHILD CARE CENTERS

A gang-free zone is a designated area around a specific location where gang-related activity is prohibited. Gang-related activity in the designated area is subject to an increased penalty under Texas law. The purpose of the gang-free zone is to deter certain types of criminal activity where children are gathered by imposing stiffer penalties.

CCLC's gang-free zone is 1000 feet surrounding the child care facility.

Child care centers are required to inform parents or guardians of children attending their center about the gang-free zone. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of our center is a violation of this law and is therefore subject to increased penalty under state law.

NOTICE OF NON-DISCRIMINATION POLICY

CCLC admits students of any race, color, national and ethnic origin to all programs and activities made available to the students at school. We do not discriminate on the basis of race, color, nationality or ethnic origin in the administration of our policies and procedures.