

Child Care Services Parent Handbook

Eligibility Requirements & Guidelines

Child Care Services CCS
500 Chestnut, Ste. 1100
Abilene, Texas 79602

www.wfswct.org

Email: ccs@workforcesystem.org

Phone: 325-795-4200

Fax: 325-795-4369



PLEASE KEEP THIS BOOK FOR YOUR RECORDS

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities.

Relay Texas: 1-800-735-2989 (TTY) / 711 (Voice).

This service is funded in whole or in part by federal funds. More detailed information is located on the Boards website at <http://www.workforcesystem.org/107/Public-Information>

Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud

TABLE OF CONTENTS

INFORMATION ON CHILD CARE ASSISTANCE	1
CHOOSING A CHILD CARE ARRANGEMENT	1
CHOOSING A CHILD CARE PROVIDER	2
CHILD CARE SERVICES PARENT RESPONSIBILITIES	3
CHILD CARE SERVICES PARENT RIGHTS	4
REASONS CHILD CARE ASSISTANCE CAN BE	4
PARENT SHARE OF COST	5
ATTENDANCE POLICY	5
CHILD PROTECTIVE SERVICES	6
CLIENTS APPEALS	6
COMPLAINTS/GRIEVANCES	6
EQUAL OPPORTUNITY IS THE LAW	7
DISCRIMINATION	7
PHONE NUMBERS AND RESOURCES	8
CONTACT WITH CCS	9
WORKFORCE SOLUTIONS CAREER OFFICES	10
GLOSSARY (common terms used throughout the handbook)	11

Please read carefully all of the information provided in this handbook.

When you have finished reading, please keep this for your records.

Equal Opportunity Employer/Program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Relay: [1-800-735-2989](tel:1-800-735-2989) (TTY) / [711](tel:711) (Voice).

INFORMATION ON CHILD CARE ASSISTANCE

Finding the right place and the right people to care for your child while you work or go to school is an important decision. When it comes to finding child care, there are a number of options from which to choose. Care may be provided by a relative, by individual caregivers who are registered with the state licensing agency, or by licensed child care centers. The choice is yours.

Workforce Solutions Child Care Services (CCS) offers a network of child care facilities throughout the 19-county West Central Texas service area which are all licensed or registered by the State of Texas. The West Central Texas area includes the following counties: Brown, Callahan, Coleman, Comanche, Eastland, Fisher, Haskell, Jones, Knox, Kent, Mitchell, Nolan, Runnels, Scurry, Shackelford, Stephens, Stonewall, Taylor, and Throckmorton.

Child Care Services customers include parents who are currently working, participating in a job training program, or enrolled in school. **CCS** has developed this Parent Handbook to inform you about its child care assistance, to explain your rights and responsibilities, and to help you obtain affordable quality child care.

Please read this handbook carefully. Keep it handy as a reference for questions you may have later about your child care assistance. Feel free to call us at **325-795-4200** and **1-800-457-5633** if you have any questions or visit the Workforce Solutions web site at www.wfswct.org.

CHOOSING A CHILD CARE ARRANGEMENT

Child Care Services provides parents with information that will help you choose child care arrangements that meet your needs and the needs of your children. There are several child care options open to you.

Regulated Providers are licensed or registered with the state. Listed below are the different types of regulated providers.

Licensed Child Care Center – a child care facility which provides care for 13 or more children under the age of 14 that has been authorized to operate by the Texas Department of Family and Protective Services (TDFPS). A licensed facility must comply with the state Minimum Standards and rules of TDFPS, and is subject to regular monitoring.

Licensed Child Care Home – a child care facility which provides care for no more than 12 children under the age of 14 authorized to operate by the Texas Department of Family and Protective Services. A Licensed Child Care Home must comply with the Minimum Standards Rules and is subject to regular monitoring by TDFPS.

Registered Child Care Home – a home in which the caregiver lives and takes care of no more than six children under the age of 6, plus no more than six additional school-age children. The total number of children, including the caregiver's own children, may not be more than 12 at any time. It is authorized to operate by TDFPS and must comply with minimum standards and guidelines. Registered child care homes must comply with the Minimum Standards Rules and is subject to regular monitoring by TDFPS.

Regulated Providers who exceed minimum state licensing standards and have smaller group sizes, more qualified staff, and program components that address sound practices for the development of children may be eligible to participate in the state's **Texas Rising Star (TRS) Certification Program**. When determining the type of child care arrangement that meets your needs, you are encouraged to ask the provider whether they are **TRS** certified or a **Texas School Ready (TSR)** provider.

You can find more information on TRS at <https://texasrisingstar.org/parents>. For more information about TSR providers visit <http://www.texaschoolready.org>.

Relative Providers* are relatives of the child who meet the state’s requirements for providing care. Eligible relatives include grandparents, great grandparents, aunts, uncles, or a sibling at least 18 years of age and not residing in the same household. If you choose to use an eligible relative to provide child care, they must be listed with the Texas Department of Family and Protective Services and maintain their listing status. If you would like a relative to provide child care for you, contact CCS staff for more information.

**Please note:* Relative providers are not employees of Workforce Solutions of West Central Texas, Child Care Associates or Child Care Services, but are independent contractors. Child Care Services will reimburse relative providers up to the maximum rate per day but will not withhold taxes from the relative’s reimbursement check. It is the relative’s responsibility to report any money they earn providing child care for you on their annual tax return, and if receiving government assistance such as TANF, Food Stamps, or SSI they must report their earnings to their case manager at the Texas Department of Health and Human Services Commission.

Your child will spend many hours a day with their caregiver so it is important that you visit every provider you are considering choosing before you decide. You should visit the Texas Department of Family and Protective Services’ website at www.dfps.state.tx.us to see if the provider has experienced any problems complying with child care rules. If you need additional assistance choosing a provider, you may call the 2-1-1 Texas Information and Referral Network or speak to your CCS case manager.

CHOOSING A CHILD CARE PROVIDER

Choosing child care is one of the most important decisions for a parent. Before choosing a provider, it is helpful to identify the basic family needs that you look for in a child care provider. These may be the location of the provider, the hours of operation, transportation services, etc.

After you have narrowed your choices down to a few providers that meet your basic needs, you should take your child to visit these providers to learn first-hand which one is right for your child and your family. There is no substitute for a “walk-through” visit. Take the time to talk to the caregiver and ask questions about the children’s activities. When choosing a child care provider, or afterward as you come and go from the center or home each day, take a minute to see if you notice the following:

- Staff members are warm and friendly;
- The children seem happy and relaxed;
- Your child is comfortable there;
- The child care program accepts your child’s age group;
- The hours of operation fit your schedule;
- Transportation is available;
- Nutritious meals and snacks are provided;
- Activities are available for children of different age groups;
- There are enough staff members to care for the children;
- There are enough toys, books, paint, games, etc. and they are in good condition;
- The classrooms are nicely arranged to allow for active and quiet play;
- The staff is trained to care for children;

- Staff members are respectful to children, coworkers, and parents;
- Fee arrangements are clear and well understood;
- The facility is clean and safe;
- The program’s mission is appropriately focused on children;
- Parents are welcome and can visit any time.

When selecting a child care provider and entering into the child care services program, you **acknowledge** that you have read and understood the above information regarding choosing a child care provider.

CHILD CARE SERVICES PARENT RESPONSIBILITIES

As a recipient of CCS child care services, I (and each adult in my household) have the following responsibilities:

1. I must be actively working, in school, or in a training program at least 25 hours per week (or 50 hours a week in a two-parent household) in order to receive child care assistance. CCS staff must call my child care provider to set up care before I can start taking my child to them, and CCS also has to approve any changes in the provider I wish to use before I make that change.
2. I must meet CCS income guidelines. I am responsible for providing CCS with all information necessary to establish eligibility to receive child care assistance. I must disclose all sources of income I have and provide documentation to CCS showing how much money I receive from each source.
3. In advance or no more than 14 calendar days after the change occurs, I am responsible for informing CCS staff about any permanent changes in:
 - The permanent loss of a job/training/education
 - Income increase which may place my family over the CCS income guidelines for my family size
 - Current address, email or phone number
 - I may report my changes online at <https://www.wfswct.org/FormCenter/Child-Care-5/Child-Care-Service-Chane-Form-88>.

I understand that if I fail to report these changes I may be receiving services I may not be entitled to and could be placed under investigation for suspicion of fraud.

4. I must contact the CCS office 14 days in advance or sooner to request child care for School Breaks. My caseworker will determine the amount of my parent share of cost.
5. I am responsible for complying with requirements of the federal government, the State of Texas, CCS and my child care provider or my child care assistance could be denied or terminated.
6. If I do not report changes to CCS when I am supposed to, I may be responsible for paying back CCS for all the child care payments made while I was not eligible.
7. I am responsible for meeting the enrollment requirements and all other policies specified by the childcare provider with which my child is enrolled.
8. I am responsible for giving my child care provider all the information they are required to have to enroll my child in their child care facility, including health and immunization records, authorization to secure medical assistance, and parent contact information to be used in case of an emergency.

9. I am responsible for reporting any complaints about possible violations of child care regulation standards by my provider that may affect the care of my children to Texas Department of Family and Protective Services.

I am responsible for providing all information requested by CCS in order to determine my eligibility for child care services. I am aware that I could be prosecuted for obtaining, or attempting to obtain, by fraudulent means, services to which I/we are not entitled. If I fail to provide the information requested, or I provide any false information to make myself appear eligible for child care services, my care may be denied or terminated and criminal charges may be filed against me. I may also have to repay any amount owed.

I understand that the information I provide to determine eligibility is subject to validation through crosschecks against state and federal databases and that I may be asked to participate in face-to-face interviews and provide original documents to verify my identity and eligibility for child care services.

CHILD CARE SERVICES PARENT RIGHTS

As a recipient of CCS, Child Care Services, I (and each adult in my household) have the following rights:

- Be informed of all child care options available to me and choose the type of child care provider (licensed center, licensed home, registered home, relative care) that best suits my needs
- Visit available child care providers before making a choice
- Receive assistance in choosing child care including information about the Board's policies regarding transferring children from one provider to another
- Be represented when applying for child care services
- Be notified of my eligibility to receive child care services within 20 calendar days from the day the Board's child care contractor receives *all* necessary documentation required to initially determine or re-determine eligibility for child care
- Have the Board and the Board's child care contractor treat information used to determine eligibility for child care services as confidential
- Receive written notification at least 15 calendar days before termination of child care services
- Reject an offer of child care services or voluntarily withdraw my child from child care, unless the child is in protective services, and be informed of the possible consequences of rejecting or ending the child care that is offered.
- Be informed of the eligibility documentation and reporting requirements (see Parent Reporting Requirements)
- Be informed of my right to appeal, including the right to continue care during appeal and the potential for repayment if the appeal is rendered against me.

REASONS CHILD CARE ASSISTANCE CAN BE TERMINATED

My child care assistance with Child Care Services is based on my family meeting eligibility criteria and complying with my rights and responsibilities listed above. My child care assistance will end if one of the following occurs:

- My family is over the income limit for my family size;
- Three months of continuing child care has been provided to your family in which you have experienced a non- temporary cessation in work, education, or training and have not resumed work, education, or training within the three months;
- Eligibility was determined based on fraudulent information;

- Did not provide eligibility documents within three months of initial care;
- My child/children have reached or exceeded more than 40 unexplained absences.
- I failed to pay my parent share of cost.

CCS will provide me with at least 15 days' notice that my child care assistance is ending, unless you have indicated you no longer are needing child care assistance.

Parent Share of Cost

The Child Care Services program will assist me in paying the cost of my child care services. Child Care Services will determine the portion of the cost of care I am responsible for paying. I agree to pay my share of the cost for my child care services (as determined by CCS) directly to my provider before I receive any child care services.

I understand the following:

- My share of the cost for child care is based on my gross monthly income, the number of household members, and the number of children I have enrolled in care.
- My share of the cost for child care is *not* based on attendance, so my fee must be paid in full each month, even if my child is absent or has not been in attendance for the full month.
- If I do not pay or arrange to pay my share of the cost for child care, my child care provider may deny my services and this could affect other child care options available to me.
- If I am having difficulty paying my share of the cost of child care, I will contact the CCS office.
- I must pay my share of cost for child care in advance (by the 3rd day of the month), before receiving child care.
- If I choose child care only on School Breaks, I must contact the CCS office and request care 14 days in advance or sooner, in order to determine my share of cost.
- I must pay my child care provider any subsidies I receive from other agencies in addition to my CCS share of cost.

Note: CCS does not pay fees for returned checks or fees accrued for picking up your child late. You are responsible for paying these types of fees.

Child care providers get nine paid holidays each year. If I need child care on a day that is a paid holiday for my provider, I have to make other child care arrangements on that day and pay for it myself.

Any optional activities such as field trips or optional classes I am responsible in paying those fees if I choose for my child to participate.

ATTENDANCE POLICY

Child Care Services promotes regular attendance which is important to the growth and development of your child.

I understand the following:

- It is my responsibility to notify my child's Child Care Provider if my child is going to be absent on a day they are scheduled to be in attendance.
- Absences due to chronic illnesses, disabilities, or court ordered visits will need to be documented in order to be exempt from the absence total.
- If my child has reached more than 40 unexplained absences at any time during my 12-month eligibility period, my child care services will be discontinued and I will not be able to reapply for child care services for 60 days.

- Each provider report of five consecutive absences will count as one provider notice for the child that will count toward the child's 40 absence limit.
- I am aware child care termination will occur if my child has eight provider reports.
 - *five consecutive day absences = one provider report*
 - *eight provider reports = 40 absence limit and termination*

CHILD PROTECTIVE SERVICES CLIENTS

The Texas Department of Family and Protective Services (TDFPS) is the state agency that oversees Child Protective Services (CPS). Parents who are referred to Child Care Services by TDFPS to receive child care assistance have the following rights and responsibilities:

I understand the following:

- My CPS caseworker determines eligibility for children in protective or foster care;
- I may choose a provider who meets my needs in coordination with my CPS caseworker;
- I will not pay a fee for my child care services unless it is authorized by my caseworker;
- I have the right to appeal the reduction, denial or termination of my child care services and will be informed by my CPS caseworker of the procedure for requesting a fair hearing;
- I will be responsible for any charges I incur if I enroll my child in care before a Child Care Services (CCS) caseworker has contacted me with an authorization start date
- I may receive 12 consecutive months of child care from the date of initial General Protective services.
- I understand DFPS will be notified of any absences. I understand I must follow the reporting attendance policy.(See Attendance Policy)
- If I need information on developmental screenings, I may visit – <https://www.wfswct.org/413/Resources-for-Parents>.

APPEALS

I am eligible to appeal termination of child care assistance if the request for the appeal is made within 14 days of notification of termination. I may be eligible to continue receiving child care during the appeal process. Child Care Services will mail me a letter to notify me when child care assistance is being reduced or ended.

To request an appeal, I must complete the Child Care Assistance Appeals form and return it to CCS by mail or in person within 14 days from the date shown on the letter sent by CCS.

Notification and appeal procedures for foster care families, CPS families, and families required to cooperate with the Workforce Center to receive TANF cash assistance work differently for these programs. Questions should be directed to your caseworker for those programs.

If I lose my appeal and have chosen to continue child care assistance during the appeal process, then I am responsible for the total cost of the care (parent fee plus the fee paid by CCS to your provider) provided during the appeal process.

Complaints/Grievances

I have the right to have complaints or grievances heard without the threat of losing my child care services. I should begin by explaining the problem or complaint to my Client Service Specialist. If this is unsuccessful, I will ask to speak with the Client Service Specialist's supervisor or the CCS Director and explain the problem.

Equal Opportunity Is the Law

It is against the law for a recipient of federal financial assistance to be discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I– financially assisted program or activity. The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I–financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity. Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

Discrimination

If I think I have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, I may file a complaint within 180 days from the date of the alleged violation with either: the Workforce Board's Equal Opportunity Officer (see contact information below); or the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210, (202) 693-6500 (Voice), (202) 693-6515 (TTY) or electronically as directed on the CRC website at www.do.gov/crc.

If I file my complaint with the recipient, I must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give me a written Notice of Final Action within 90 days of the day on which I filed my complaint, I do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, I must file my CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give me a written Notice of Final Action on my complaint, but I am dissatisfied with the decision or resolution, I may file a complaint with CRC. I must file my CRC complaint within 30 days of the date on which I received the Notice of Final Action.

If you wish to file a complaint, please ask for a Workforce Solution Complaint Taker or contact:

Kathy Turner, Board EO Officer
500 Chestnut, Suite 1200
Abilene, TX 79602
(325) 795-4200 / 1-800-457-5633/ Fax: (325) 795-4300

Tommy Higgins, VR EO Liaison
500 Chestnut, Suite 1000
Abilene, TX 79602
(325) 795-4200 / Fax: (325)795-4339

Bonnie Fields, TWC EO Officer
101 E. 15th Street, Room 504
Austin, TX 78778
(512) 463-2400 / Fax: (512) 463-7804

Relay Texas: 711
1-800-735-2989 (TDD)
1-800-735-2988 (Voice)

PHONE NUMBERS AND RESOURCES

Telephone Numbers

Child Care Services 325-795-4200 or 800-457-5633

Relay Texas Information 1-800-735-2988

Internet

www.wfswct.org

Resources Available to Parents

Attorney General's Office - Child Support Enforcement

325-672-4480 <https://childsupport.oag.state.tx.us/>

CHIP/Medicaid – Children's Medicaid & health insurance program

325-795-5876/877-543-7669 www.chipmedicaid.org

Health and Human Services Commission (HHSC) - Food Stamps, TANF, Medicaid

325-795-5999 www.hhsc.state.tx.us

Food Bank of Abilene - Assistance with food

325-695-6311 www.fbwtct.org

Noah Project - Shelter and outreach for family violence victims

325-672-6626/800-444-3551 www.noahproject.org

Pregnancy Resources of Abilene - Maternity, baby clothes, diapers, formula, pregnancy verification

325-672-6415 www.prabilene.com

Social Security Office - Assistance with Social Security benefits

877-607-9525/800-772-1213 www.ssa.gov

TX Department of Family and Protective Services

Adult protective services; child care licensing; child protective services.

325-691-8100/800-252-5400 www.dfps.state.tx.us

Texas Workforce Commission Fraud and Abuse Hotline

To report fraud or abuse of any government program, including the CCS program 1-800-252-3642

W.I.C - Women, Infants & Children. Nutrition and food assistance program for children.

325-692-1680 www.fns.usda.gov/wic

Workforce Solutions of West Central Texas:

Employment and training resources, workshops, job search, State employment service.

325-795-4200/800-457-5633 www.wfswct.org

Child Care Services is one of many programs offered by Workforce Solutions of West Central Texas. Workforce Solutions provides excellent resources to help West Central Texas residents get a job, keep a job, or get a better job. Each office provides information about open jobs, resources to help research careers and employers, and free computer, fax and telephone usage to customers. Workforce Solutions is an equal opportunity employer program.

To locate the center nearest you, call 325-795-4200 or 800-457-5633, or visit the web site at www.wfswct.org.

Career Office Locations

More details available at <http://www.workforcesystem.org/index.aspx?nid=86>

Abilene Workforce Center, 500 Chestnut St. Ste 1100, Abilene, Texas 79602
Ph: (325) 795-4200 or (800) 457-5633, TDD: (325) 795-4213

Brownwood Workforce Center, 2202 Highway 377 South, Brownwood, Texas 76801
Ph: (325) 646-1591

Sweetwater Workforce Center, 1105 Bell St., Sweetwater, Texas 79556
Ph: (325) 235-4324

Snyder Workforce Center, 1912 37th St., Snyder, Texas 79549
Ph: (325) 574-1739

GLOSSARY (common terms used throughout the handbook)

Caregiver - an individual who directly cares for children while they are in a child care facility.

Caretaker - an adult who performs all parental functions for a minor including the provision of food, clothing, shelter, and supervision. In this handbook the word “parent” is used to mean either a parent or a caretaker.

Child care - substitute parental care provided for children during part of a 24-hour period, either in a child care center, a family day home, in the child’s own home, or the home of a relative caregiver. Services may include recreational and developmental activities and snacks/meals as appropriate.

Child care Providers - people or facilities that provide child care; can be individuals caring for children in their own homes, in child care centers, or in group day homes.

Child Protective Services (CPS) - a division of the Department of Family and Protective Services (DFPS) that provides services to protect abused, neglected, or exploited children.

Children With Disabilities - children with functional needs requiring assistance to perform tasks that are within the typical chronological range of development, including but not limited to:

- ◆ movement of large and small muscles
- ◆ talking/communicating
- ◆ social/emotional
- ◆ hearing
- ◆ learning
- ◆ self-help
- ◆ seeing
- ◆ breathing

Confidentiality - refers to safeguarding any medical, counseling, educational, service, income and/or personal information about a child or family unless the parent gives written permission to release it.

Eligibility Determination - a process for deciding which families are eligible to receive assistance; eligibility may have been determined by an agency such as the Texas Health and Human Services Commission.

Incapacitated Parent - a parent who cannot engage in work, education or training activities and who cannot care for a child because of a medically determined physical or mental impairment.

Income Eligible - persons who are eligible to receive assistance based on family income.

Infant - a child aged from birth through 17 months.

Parent - the biological mother or father of a child; also used to include adoptive parents, legal guardians, and caretakers.

Parent Choice - by federal mandate, parental freedom of choice of where to place their children for child care assistance.

Parent Share of Cost - the amount that a parent or caretaker pays as a share of the cost of child care. Also referred to as co-pay.

Part-day Care - child care that lasts less than six hours in a 24-hour period.

Part-time Care - child care less than five days a week.

Permanent Change – a permanent loss of employment or attendance of job training or education program.

Preschool - children age 36 months through the age at which a child begins full day kindergarten or first grade.

Protective Child care - services provided by DFPS to prevent or remedy child abuse or neglect, by ensuring adequate care and supervision of children.

Registered Child Care Home (RCCH) - a home in which the caregiver takes care of no more than six children under the age of 6, plus no more than six additional school-age children. The total number of children, counting the caregiver's own children, may not be more than 12 at any time. Caregivers caring for three or fewer children are not required to be registered.

Relative Care - care that is provided by eligible family members that are Listed with the Texas Department of Family and Protective Services. Eligible relatives include grandparents, great grandparents, aunts, uncles, or a sibling at least 18 years of age and not residing in the same household.

School-age - the age at which a child begins full day kindergarten or first grade through age 12, or older for a child who has a mental or physical disability.

School-Age Child care - child care provided only before and after the usual school day for children ages 5 through 12 years, and for older children who have disabilities that necessitate child care. Full day child care may be provided for the same children on school holidays, teacher work or conference days, and during school breaks, including summer vacation.

Temporarily Incapacitated Parent - a parent with an incapacity that occurs after the parent is receiving assistance for child care from Workforce Solutions, and an incapacity expected to last no longer than 8 weeks, based on a doctor's statement.

Texas Rising Star Certification Program (TRS) - a child care provider who volunteers to meet a set of program standards that exceed the minimum standards set by Texas Department of Family and Protective Services Child Care Licensing. The standards require smaller group sizes, more qualified staff, and program components that address sound practices for the development of children.

Texas School Ready (TSR) – A comprehensive preschool teacher training program combining a research-based, state-adopted curriculum with ongoing professional development and progress monitoring tools.

Toddler - a child aged from 18 through 35 months.

Waiting List - list of families waiting for child care assistance.