

# LiL Mindbuilders Learning Center

## Parent Handbook



# WELCOME

## **WHO ARE WE....**

LiL Mindbuilders Learning Center is excited to open its door to KIDS ages 2 1/2 – 12 years old. Our mission is to provide quality child care and ensure all KIDS are receiving first-hand knowledge and skills to advance their levels of learning. This manual will provide guidance to parents and staff regarding the daily operations of the center concerning children that are in our care. This manual may be modified at any time without reason, by a director or owner. All parents will be notified of all policy and/or procedural changes.

## **GANG FREE ZONE**

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

## **PLEASE BE ADVISED**

Parents, it is important to play an active role in your child's learning. Please read this handbook as it sets the tone for our school. We thank you in advance for choosing LiL Mindbuilders Learning Center!

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## **PARENTAL NOTIFICATION- ILLNESS OF A CHILD**

**Parents will be notified immediately after a child:**

- ❖ Is injured and the injury requires medical attention by a health-care professional
- ❖ Displays signs and symptoms requiring exclusion from the child-care center such as:

- ✓ Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
- ✓ Rectal temperature of 101.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
- ✓ Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness; or
- ✓ Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
- ✓ A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious. (See Texas Department of Family and Protective Services:746.3601)

- ❖ Parents will be notified of all policy changes to this manual and/or any other procedures affecting the child care center. All notification will be submitted in writing along with additional notifications as needed. (E-mail, text, SMS, etc.)
- ❖ Parents will be notified of all emergencies immediately. Parents **MUST** update all contact phone numbers and e-mail addresses as they change to ensure constant communication between the parent and the child care center/s.

## **HOURS, DAYS, MONTHS OF OPERATION**

We are open Monday thru Friday from 6:00a.m. – 6:30p.m.

### **Early/Late Drop-off/Pick-up:**

If your child is dropped-off or picked-up before or after the above business hours, there will be a an additional charge of \$1.00 per minute, except under special prearranged circumstances. All late charges will be due immediately upon picking

up the child. Four (4) or more days are considered a full week and parents will be charged at a weekly rate.

### **Vacation/ Holidays**

Due to enrollment specifications, if your child is absent due to vacations and/or extended vacations you must notify the center in order to secure your child's place at the center. Extended vacations require payment of ½ of your weekly tuition fee. *(Periods longer than 7 business days)*

**LiL Mindbuilders Learning Center will notify parents in writing of scheduled closings due to holidays, vacations, in-service, or any other mandatory events requiring closing of the center/s. (Additional notifications will be sent on days preceding closure)**

**Holidays include, but are not limited to:** *Thanksgiving and Day after Thanksgiving, Christmas Eve & Christmas Day, New Year's Eve & New Year's Day, M. L. King Day, Good Friday, Memorial Day, Independence Day, Labor Day.*

### **PAYMENT AND FEES**

All fees are due weekly- every Monday afternoon for child care. Parents may make prior arrangements to pay bi-weekly to assist with on-time payment of tuition. Bi-weekly payments are due on Monday. There will be a late charge of \$10.00 if payment is not received by Monday. Payments are considered late after closing day Monday evening, at which time a \$10.00 late charged is assessed. If your tuition plan is monthly your payment is due on the 1<sup>st</sup> of each month. If it is not paid by the 1<sup>st</sup> day of the month you will be assessed a late charge of \$10.00. For months that have five weeks, all parents paying monthly should include the payment for that fifth week. If your child is absent on any of the above-mentioned days, all payments are due the day before each due date.

**ALL LATE PAYMENTS ASSESSMENT MUST BE INCLUDED IN YOUR TUITION PAYMENT.**

Tuition payments must be made on a continuous basis in order to avoid any interruptions of your childcare services.

### **ANNUAL ENROLLMENT FEES**

Upon acceptance for child care at our center, there will be a non-refundable annual enrollment fee of \$100.00 will be applied to the last week of child care upon termination of your child care contract. There is also a yearly \$75.00 Supply Fee.

**Checks are accepted. There will be a \$35.00 insufficient funds fee due immediately on all returned checks. Parents will be responsible for any additional charges related to all returned checks.** We will not accept any post-dated checks.

### **TERMINATION**

A 30 day notice must be given to the center by parents requiring termination of childcare for any reason by the parent. LiL Mindbuilders Learning Center has the right to terminate this contract for any reason deemed reasonable with or without the consent of the parent at any time, we will notify the parent in person or in writing of our decision to terminate based on decisions including, but not limited to, non-payment, behavioral issues that are able to be resolved by the center, lack of cooperation from the parties involved.

### **PROCEDURES FOR RELEASE OF CHILDREN**

No child will be released to any persons other than the parents of the child unless special arrangements have been made with the center. Parents must notify the center in person and provide a written letter authorizing such persons to pick-up their child. Persons other than the parent of the child must provide a valid Photo ID.

### **ILLNESS AND EXCLUSION CRITERIA**

**LiL Mindbuilders Learning Center** has adopted a strict policy on keeping all kids safe and healthy. Each child enrolled or admitted to child-care centers must meet applicable immunization requirements specified by the Texas Department of [State Health Services] Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education. This requirement applies to all children in care from birth through 17 years of age.

#### **The immunization record must include:**

- The child's name and birth date;
- The number of doses and vaccine type;
- The month, day, and year the child received each vaccination; and
- The signature or stamp of the physician or other health care professional who administered the vaccine.

#### **Exceptions:**

- A written statement, from a health-care professional who has examined the child within the past year, indicating the child is able to take part in the child-care program;

- A signed affidavit from the parent stating that medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization of which the parent is an adherent or a member; or
- A signed statement from the parent giving the name and address of a health-care professional who has examined the child within the past year stating that the child is able to participate in the program. This must be followed by a signed statement from a health-care professional as specified in paragraph (1) of this subsection within 12 months of the date of admission. (Texas Department of Family and Protective Services 746.3603)

**A CHILD WILL NOT BE PERMITTED WITH ANY OF THE FOLLOWING:**

- The illness prevents the child from participating comfortably in child-care center 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 in care;
- Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
- Rectal temperature of 101.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
- Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness; or
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
- (A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious. (Texas Department of Family and Protective Services 746.3603)

**IMMUNIZATION REQUIREMENTS**

Each child enrolled must meet the immunization requirements as set forth by the Texas Department of Health. Children must have all immunizations needed for their age by the date of admission. If this is not possible, **LiL Mindbuilders Learning Center** will grant a one week grace period for immunizations to be completed. If they are not completed by the end of the grace period, the child will not be able to return until this requirement has been met.

**TUBERCULIN TESTING**

Parents will be notified if and when Tuberculin testing becomes a requirement.

### **VACCINE / PREVENTABLE DISEASES – STAFF**

We do not require employees of the LMLC to obtain immunizations. We leave this decision to the staff member, as determined between doctor and patient.

### **HEARING AND VISION SCREENING REQUIREMENTS**

Hearing and vision screenings must be on file at the center.

### **INJURIES, MEDICATION, AND EMERGENCIES**

Bumps and bruises are inevitable when children play. These minor incidents will be treated by a caregiver as soon as possible. Parents will be notified immediately of more serious incidents.

### **PROCEDURES FOR DISPENSING MEDICATION**

Parents are required to fill out an administration of medical release and dosage form for each medication. ALL MEDICATIONS NEED TO BE IN THEIR ORIGINAL CONTAINER. MEDICATIONS MAY NOT HAVE EXPIRED.

### **PROCEDURES FOR HANDLING EMERGENCIES**

Fire DRILLS and 911DRILLS will be conducted periodically to ensure safe evacuation in case of an emergency. For all emergencies requiring early release of children and or staff, parents will be immediately notified.

### **SAFETY**

In the case of an emergency, caregivers will administer proper trainings by administering emergency First Aid or CPR. The local appropriate authorities will be notified by 911 Emergency and the parent/s will be contacted. Parents are required to check with the local Hospital Emergency Room for required forms in parental absence. Parents assume all financial responsibility for medical treatment.

### **DISCIPLINE AND GUIDANCE**

**LiL Mindbuilders Learning Center** strongly believes that children are precious and unique! And they will be KIDS. At no time shall a caregiver be rough, hit, or shake a child. Our goal is to redirect an unruly child and get him/her interested in an alternative activity. All discipline is handled in a positive manner with encouragement and consistency. Our goal is to help the child develop appropriate levels of control, with an occasional time-out. We are always gentle, but firm.

Aggressive behaviors such as, hitting, kicking, pushing, biting, and pinching are not appropriate. We will use every suitable method to help children control their behaviors as well as consulting with the parents to assist with inappropriate behaviors. Such steps include:



- 1.) Teacher, Director coaching with the child and parent
- 2.) Conference between teacher, director, and parent
- 3.) Final conference which may result in parent being asked to find alternative childcare.

### **CHILD ABUSE**

**LiL Mindbuilders Learning Center** is required by law to report any apparent incidence of child abuse or neglect defined as “non-accidental infliction or threat of infliction of physical, emotional, or mental harm to a child.” **Texas Child Abuse Hotline 1-800-252-5400**

### **MEALS AND FOOD SERVICE**

**LiL Mindbuilders Learning Center** will provide nutritious and enjoyable food meals for child care center kids. Lunch and snacks are served on a daily basis. Parents may provide their child with additional snacks. Meals are scheduled as followed:

Breakfast..... 6:30a.m. – 7:30a.m.

Lunch..... 11:00a.m. -12:00p.m.

Afternoon Snack ..... 3:30p.m. – 4:30p.m.

*(This schedule is a sample- child's age and classroom determines lunch and snack times)*

### **PARENTS AND BREASTFEEDING**

**Parents have the right to breastfeed or provide breast milk for their child while in care ask your center director for comfortable locations within the center**

### **ENROLLMENT PROCEDURES**

All parents must complete all required admissions documents and child medication certifications before a child can be admitted into the child care center, unless a grace period has been extended to the parent. The documents needed for submission are as followed:

- ❖ Enrollment Agreement
- ❖ Parent Picture Permission
- ❖ Informed Consent-Transportation *(if applicable)*
- ❖ Policy and Procedure Consent Form

- ❖ Emergency Contact Form
- ❖ Health Information Sheet
- ❖ Discipline Guidance Policy
- ❖ Medical Permission Form
- ❖ Checklist

***Parents will be notified immediately if/when any policy changes have been made.***

## **TRANSPORTATION**

### **Field Trips**

All parents with children going on the field trip will be notified of when the child is expected to return to the child-care center. The notice must be posted at least 48 hours in advance of a field trip. The notice will be placed in a prominent place (notification center) where parents and others may view it. The notice must remain posted until all children on the field trip have returned to the child-care center.

**LiL Mindbuidlers Learning Center** must have a signed permission from the parent to take a child on a field trip, including permission to transport the child.

- One or more caregivers must carry emergency medical consent forms and emergency contact information for each child on the field trip;
- Caregivers must have a written list of all children on the field trip and must check the list frequently to account for the presence of all children;
- Caregivers must have a first-aid kit immediately available on field trips;
- Each child must wear a shirt, nametag, or other identification listing the name of the child-care center and the child-care center's telephone number;
- Each caregiver must be easily identifiable by all children on the field trip by wearing a hat, child-care center tee-shirt, brightly-colored clothes, or other easily spotted identification;
- Each caregiver supervising a field trip must have transportation available, or a communication device such as a cellular phone, message pager, or two-way radio available or an alternate plan for transportation at the field-trip location in case of emergency; and
- Caregivers with training in CPR and first aid with rescue breathing and choking must be present on the field trip.

**All children will be counted when getting on and off the vehicle at all times.**

## **TO AND FROM THE CENTER**

Children requiring transportation to-and-from the childcare center must have a signed enrollment agreement on file from the parent/guardian. Parents are not required to provide safety seats for their child. Parents are encouraged to provide

specific safety seats with their child's name on the safety seat.(This is not mandatory) Please specify you intentions with the center director.

### **VIDEO SURVEILLANCE**

Lil Mindbuilders does provide a video camera security system. All classrooms, playgrounds, as well as other areas in the facility do contain video camera's, which are constantly running year round. All video surveillance is only available to Lil Mindbuilders Management, and is not shared with parents or families within the centre.

### **CLOTHING AND BELONGINGS**

All items brought into the center by your child should be labeled. All items left in the center 30 days after termination will be discarded. Please keep a complete change of clothing at the center at all times for your child, unless instructed otherwise. All toys and personal belongings should be kept at home to avoid confusion between children.

### **WATER ACTIVITIES**

**LiL Mindbuilders Learning Center** will offer water activities such as wading/splashing and sprinkler system play. All children will be monitored and compliance with the minimum standards will be required at all times. Parents will be notified immediately of any emergency situations. All water activities will be scheduled and parents will be notified in advance.

### **NAP TIME**

To avoid from disrupting the class, please refrain from bringing your child into the center during naptime. Parents may visit anytime, including during naptime. Please be respectful of other sleeping children when picking-up/dropping-off your child.

### **EMERGENCY PREPARDNESS**

The ***Emergency Response Plan*** shall be reviewed periodically for modifications to the procedures, changes of key personnel or other resources, and additions of new emergency management information.

The ***Emergency Response Plan*** shall be controlled by the Center Director to ensure appropriate updates, changes, and reviews are incorporated in all distributed copies of this plan. A copy of the plan shall be maintained by the following:

- Center Director's Office
- Center's Assistant Director
- Center's Staff Room
- Sponsor Liaison or Landlord

Additional Sponsor Representative

The following situations will be covered by this policy:

Evacuation Procedures and Process

- Sheltering/Sheltering in Place
- Medical Emergencies
- Natural disaster; hurricane, tornado, severe storms\*
- Utility disruption
- Fire/smoke emergencies
- Hazardous materials
- Bomb threat
- Suspicious Articles
- Potentially Violent Situations
- Random Acts of Violence
- Disgruntled Impaired Parents/Guardians, or Parent's/Guardian's Authorized Representatives
- Hostage Situations
- Missing Child

### **Signs and Postings**

- A floor plan/diagram should be posted in all classroom and common areas indicating the primary and secondary routes for egress from each area. The diagram will also identify the building's shelter locations and evacuation assembly areas.
- Emergency phone numbers shall be prominently displayed by all telephones in the Center.
- The Center approved shelter areas are identified by a placard containing a tornado symbol over the door to the shelter (for those centers in tornado prone areas only).  
The emergency shut off for the HVAC system, water supply, and electric service supply shall have a sign placed by the control identifying it as the primary disconnecting/shutoff means. This information will be available in the Director's office.

### **Evacuation Relocation Site:**

**All parties should Exit center according to Evacuation maps located inside the center.**

### **PARENTS REQUEST TO VISIT THE CHILD CARE CENTER**

**LiL Mindbuilders Learning Center** will allow any parent, at any time to visit the child care center to review their child's daily activities. All visitations must be made by the parents ONLY. Approval is not needed but, to avoid an excess of parents in the learning center at any given time parents must sign-in to be directed into the center. Visitations will be granted during normal business hours. We are very

concerned about the children in our care and their well-being. All parents are required to wash their hands before entering the center where children are located.

### **PARENTS RIGHT TO REQUEST CONFERENCE**

Parents may request a conference with the center's director/s at any given time. All parents must call to schedule an appointment to conference with the director due to demanding schedules. Conferences will be granted for all parents.

### **PARENTS REQUEST TO PARTICIPATE AT THE CENTER**

All requests made by parents to participate in the center's activities must be submitted to the center director in writing. All requests must be made a minimum of 7 business days in advance. All requests must be approved by the Director and/or Assistant Director to ensure all rules and guidelines are adhered to by the Minimum Standards (Texas Department of Family and Protective Services).

### **REQUESTING MINIMUM STANDARDS**

Parents may at any time request current reports of all licensing requirements, children's activities schedule, minimum standards, and inspection reports. Please contact the centers administrative secretary for these reports.

### **PREVENTING AND RESPONDING TO ABUSE AND NEGLECT**

At **LiL Mindbuilders Learning Center**, we take child abuse and neglect very seriously. All employees are required to attend annual Child Abuse and Neglect trainings to recognize the signs of child abuse and how to report such incidents.

### **INCREASING EMPLOYEE AND PARENTAL AWARENESS**

**LiL Mindbuilders Learning Center** is working in collaboration with [helpguide.org](http://helpguide.org) to offer trainings, seminars, and teleconferences for employees and parents to increase public awareness.

#### **Warning signs of emotional abuse in children**

- Excessively withdrawn, fearful, or anxious about doing something wrong.
- Shows extremes in behavior (extremely compliant or extremely demanding; extremely passive or extremely aggressive).
- Doesn't seem to be attached to the parent or caregiver.
- Acts either inappropriately adult (taking care of other children) or inappropriately infantile (rocking, thumb-sucking, tantruming).

#### **Warning signs of physical abuse in children**

- Frequent injuries or unexplained bruises, welts, or cuts.
- Is always watchful and "on alert," as if waiting for something bad to happen.

- Injuries appear to have a pattern such as marks from a hand or belt.
- Shies away from touch, flinches at sudden movements, or seems afraid to go home.
- Wears inappropriate clothing to cover up injuries, such as long-sleeved shirts on hot days.

### **Warning signs of neglect in children**

- Clothes are ill-fitting, filthy, or inappropriate for the weather.
- Hygiene is consistently bad (unbathed, matted and unwashed hair, noticeable body odor).
- Untreated illnesses and physical injuries.
- Is frequently unsupervised or left alone or allowed to play in unsafe situations and environments.
- Is frequently late or missing from school.

### **OBTAIN ASSISTANCE AND INTERVENTION**

[WWW.HELPGUIDE.ORG](http://WWW.HELPGUIDE.ORG)

Texas Child Abuse Hotline 1-800-252-5400

### **CHILD CARE REGULATIONS AND DFPS**

Local Child Care Licensing Office 1330 E 40<sup>th</sup> St Houston, TX 77222-6017

(713) 287-3238 <https://hhs.texas.gov>

Texas Child Abuse Hotline 1-800-252-5400

Texas Department of Family and Protective Services <http://www.dfps.state.tx.us/>

**Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.**