

Not Just Another Daycare

PARENT HANDBOOK AND DAYCARE POLICY

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WELCOME

Welcome to *Not Just Another Daycare*. We sincerely hope this will be the beginning of a rewarding and trusting relationship between your family and us. This handbook is meant to serve as a guide to what you should expect from us. It also details what your responsibilities are.

Of course, always feel free to visit with a *Not Just Another Daycare* staff member if you have any questions or concerns about these policies and procedures.

From all of us at *Not Just Another Daycare*, please accept our thanks for placing your trust and your child with us. Welcome to our family!



CONFIDENTIALITY POLICY AND LICENSING

All personal records of children and families are kept in the strictest confidence. Information pertaining to admission, progress, health, or discharge of a child shall be confidential, unless we have written permission for disclosure from the parent or guardian.

Reporting of Suspected Child Abuse and/or Neglect:

Parents should be aware that licensed daycare centers staff and Administration is required, under penalty of law, to report all suspected cases of child abuse and/or neglect. Such cases will be referred to the Texas Department of Family and Protective Services and/or to the authorities immediately.

Licensing:

Not Just Another Daycare is fully licensed by the Texas Department For Family And Protective Services to care for children ages 6 weeks to 15 years, and is inspected annually. Current licenses are posted at the reception of our school.



POLICY CHANGES

Not Just Another Daycare reserves the right to exclude the new enrollment of or terminate the existing enrollment of a child at any time, including, but not limited to, children whose behavioral and educational needs cannot be met at *Not Just Another Daycare* without fundamental alterations of or undue burden to our existing programs, procedures, or practices, as deemed by *Not Just Another Daycare*, and/or children whose fees and/or tuition payments are in arrears.

Not Just Another Daycare reserves the right to make any policy or financial changes at anytime when it is in the best interest of the daycare and will not compromise the quality of the children's care. All changes will be given at least a two-week notice. You will be notified as soon as possible in writing of any changes that may occur.

We also reserve the right to make changes in the daycare environment without advance notice to the parents, as long as any change remains within regulations.

Not Just Another Daycare is licensed by the Texas Department of Family and Protective Services. A copy of the state's Minimum Standards for Child Care Centers is available in the Director's office.

The DFPS website is www.dfps.state.tx.us.

The child abuse hotline number is 1-800-252-5400.



STAFF INFORMATION

All *Not Just Another Daycare* programs are staffed by individuals who meet, or exceed, the Texas State Department of Education Office of Child Care requirements.

- Director/Owner Melinda Pankhurst is in charge of the center.
- Substitutes may be used when regular staff is absent. Substitutes shall meet state requirements in regards to substitutes.
- Criminal Background Checks--All staff are subject to reference checks and criminal background checks.
- Education and work experience verification.
- Random drug-testing.
- Medical Evaluation--All staff are required to have a medical evaluation by a licensed physician prior to employment.
- Emergency Certification-- all of our teachers are certified in Community First Aid and Cardiopulmonary Resuscitation (CPR).
- Training-- *Not Just Another Daycare* is committed to ensuring that staff are competent and skillful. To that end, all daycare staff is required to attend in-service training and workshops.

We believe that a school's excellence is ultimately measured by the quality of its staff, which is why we're extremely selective when it comes to our teachers and employees.

Every employee at *Not Just Another Daycare*, from Director to Housekeeper, is held to the highest standards and must complete a rigorous pre-employment screening process.



ADMISSION

Children are admitted into *Not Just Another Daycare* regardless of sex, race, age, color, religion, political affiliation, national origin, opinions or other non-merit factors.

The following forms are required on, or before the first day of the child's attendance in the program:

- 1) Enrollment application.
- 2) Health Statement completed within the previous year and signed by both the parent/guardian and physician.
- 3) Copy of a current Immunization Record.
- 4) Emergency Information Card including the names and phone numbers of at least three (3) emergency contacts, other than the parent/guardian. This form is to be completed and signed by the parent/guardian.
- 5) All About My Child form completed and signed by the parent/guardian. This information is for confidential use only and will be utilized to best meet the needs of the child.
- 6) Acknowledgement of Receipt of Parent Guide to choosing child care entitled "Parent Handbook - Daycare Policy " for *Not Just Another Daycare*".
- 7) Individual Service Plan if applicable.
- 8) Payment of an annual registration fee.

All forms may be obtained online at: www.notjustanotherdaycare.com or at our office located at 13229 Jones Road, Houston Texas 77070. Call the office at (281) 807-1100 for further information.

APPLICATIONS ARE ACCEPTED ON A FIRST COME-FIRST SERVED BASIS. IN THE CASE OF A CENTER REACHING FULL ENROLLMENT, A WAITING LIST WILL BE ESTABLISHED AT THAT SITE. Waiting lists are discarded at the end of the school year and do not carry over to the following year.



PAYMENT PROCEDURE AND FEES

Application and/or Registration Fees are nonrefundable and non-transferable.

Please understand that tuition is based on enrollment NOT attendance.

Registration Fee: \$60.00 per child due upon initial enrollment and annually thereafter to re-enroll for the upcoming school year.

Tuition: Tuition is due every Friday for the week ahead. If this day is a holiday, payment is expected on the previous day. If you go away on vacation, payment is expected **BEFORE** you leave. In cases of illness, your payment is still expected.

All checks should be made payable to *Not Just Another Daycare*.

All checks must include the parent/guardian's driver's license number/name of your child.

Cash payments should not be deposited in our mailbox..

Not Just Another Daycare reserves the right to increase tuition and other charges upon one month's prior written notice.

Late Payment Fee: A \$ 30.00 late payment fee will be billed to you if tuition is not paid by Friday night before school closes. Your child cannot return to *Not Just Another Daycare* if tuition has not been paid in full by Monday morning, late fee included.

Late Pick-Up Fee: All children must be picked up by 6:30 p.m. A late pick-up fee of \$2.00 per minute per child will be charged to you after that time.

Please let us know if you will be late, so we can reassure your child.

Calling *Not Just Another Daycare* to inform us that you will be unavoidably late does not waive your late fees. **Late drop off does not constitute late pick-up.**

You will be given a late fee bill that will be due on the same day as tuition is due (Friday).

The above late fees will also be charged to you if another person is suppose to arrive to pick up your child and is late. It is your responsibility to have your child picked up on time.

If you know you will be unavoidably late, it is your responsibilities to have an authorized alternate person pick up your child. Only extreme weather will be an accepted late excuse and you will not be billed a late fee.

In any case, a phone call from you will be expected to let us know you are on your way.

Continued late pick-ups will mean breach of contract and you will forfeit your child's position in the childcare.

Returned Check Fee: A [\\$30.00 fee](#) will be charged for any returned check. This fee must be paid along with the payment for the returned check in cash or with a cashier's check or money order. The total amount must be paid in full in order for your child to attend *Not Just Another Daycare*.

After two checks have been returned due to insufficient funds, cash, a cashier's check, or a money order are the only acceptable forms of payment from then on.

Absences: Tuition must be paid in full, without deduction for absences of any duration or for any cause, and without substitution of other days of attendance as "make-up" days. This is necessary due to staffing and operational costs that are incurred on the basis of fixed levels of enrollment. Please understand that tuition is based on enrollment **NOT** attendance.

If your child is absent from *Not Just Another Daycare* for two consecutive weeks without notification to the Director, your child will be considered withdrawn from our school.

If you choose to re-enroll your child, depending on space availability, you will be charged another registration fee.

Withdrawal: The obligation for full payment of tuition continues until the date indicated by the parent or guardian as the date of withdrawal. The parent or guardian agrees to furnish *Not Just Another Daycare* with at least [fifteen \(15\) days written notice](#) of such date of withdrawal. Should you leave *Not Just Another Daycare* owing a balance, legal action will be taken through Small Claim Courts. You will then be responsible for the balance as well as court costs.

Tuition as follows:

- From 6 weeks to 12 months old : \$ 150/week
- From 12 to 24 months old) : \$ 140/week
- From 2 years to 5 years old : \$ 130/week



DAILY PROCEDURES

Hours of operation:

Not Just Another Daycare is open from 6:30 a.m. to 6:30 p.m., Monday through Friday. Our core curriculum hours are 8:00 to 4:00 p.m. You will be given a copy of the typical daily schedule for your child's class. You are required to notify us by 8:00 am at the latest if your child will not be coming for the day or if you will be late in arriving, so that teachers can organize their schedules and activities.

Holidays:

Not Just Another Daycare will be closed in observance of the following holidays:

- ◆ New Year's Eve
- ◆ New Year's Day
- ◆ Good Friday
- ◆ Memorial Day
- ◆ Independence Day
- ◆ Labor Day
- ◆ Thanksgiving (Thursday and Friday)
- ◆ Christmas Eve
- ◆ Christmas Day

Drop-off/Pick up check-in/check out procedure:

To access **Not Just Another Daycare**, parents will be provided with an individual pin code in order to enter our premises. All children must also be signed in when they first arrive.

There is a log book in each classroom.

Pick-up/check-out procedure:

When you pick up your child, all children must be signed out using the classroom log book. You do not need to notify us if you are picking your child up early, **unless** it will be during naptime.

No child will be allowed to leave **Not Just Another Daycare** without being accompanied by those designated as primary caregivers on his/her enrollment form as an "Authorized Person" or after that, in writing, by using our "Authorization for Release of a Child" form. Giving a note or verbal permission to your child's teacher **is unacceptable**.

In an emergency, if you need to make arrangements over the phone to give permission for someone who has not been authorized to pick up your child, please ask to speak to an administrator. That person will assist you in completing the "Authorization for Release of a Child" form by fax or by telephone.

In all cases in which you authorize the release of your child to a person who has not picked up your child before, or whom is unknown to the staff member on duty, we will ask that person to provide **appropriate picture identification** that we will scan and keep in our files.

Inclement Weather Closings- **Not Just Another Daycare** will be following Program operation/closings as decided by Cy-Fair Public Schools.

1. If weather conditions warrant that **Not Just Another Daycare** is CANCELED for the day, then all day programs will be closed.
2. If school CLOSES EARLY due to deteriorating weather conditions, procedures for emergency closing will go into effect as noted in "Emergency Closings".
3. Extended Closings Due to Inclement Weather-- Parents should contact the **Not Just Another Daycare**'s office at 281-807-1100 for updates on program closings or delays. Parents may also access this information off our website at www.notjustanotherdaycare.com

4. Emergency Closings—Program operation/closings is decision made by **Not Just Another Daycare's** director. If the emergency is a mechanical failure, natural disaster, or poses imminent danger to children and staff, we will contact parents immediately and request that children be picked up. If parents are unable to come for the child, the staff will call the emergency contact person.

5. Fire Drills and Emergency Evacuation—Each month children and staff practice procedures to be used in the event of a fire or other emergency requiring escape from the center.



TRIAL PERIOD AND TERMINATION

All new children will be cared for on a two-week (14 calendar days) trial period, beginning on your child's first actual day of care. During that time the parent or provider may terminate the childcare agreement with 24 hours notice. After the trial period, **a two-week written** notice is required to terminate the agreement. Payment is still due on Friday of each week whether your child is here or not.

We will also give a 2-week notice of termination, but we reserve the right to terminate at any time for but not limited to:

1. Failure to pay fees or on time
2. Failure to comply with policies
3. Failure to complete forms in a timely manner
4. Child not adjusting to daycare or provider
5. Lack of communication between provider and parent.
6. Child excessively biting or hurting another child or adult.
7. If you attempt to conceal an illness with medication before bringing your child to daycare.
8. Behavior from an uncontrollable child that is harmful to themselves or others will be terminated immediately.
9. Verbal or physical abuse of any person or property by child, parent, relative or friends
10. False information given by parent or guardian either verbally or in writing



OPEN DOOR POLICY

Not Just Another Daycare has an open door policy. Parents are welcome to drop in occasionally during regular business hours without securing prior approval to observe their child and/or the program, and even participate to activities (they can read a book to the class, help in crafting projects...).

However, please remember that younger children have a difficult time when parents come to visit and leave without taking the child with them.

We encourage and welcome parents to visit us and their child throughout the day; but we do ask you not to disturb the class during naptime. However, if it is necessary for you to pick-up or drop-off your child during naptime, please let us know in advance, so we can minimize interruptions to the daily routine.

If you would like to have lunch at **Not Just Another Daycare** with your child, we ask you to arrange it with his/her teacher beforehand.



MEALS AND SNACKS

At **Not Just Another Daycare** we serve healthy, nutritious meals and snacks.

Our weekly menus are posted in the classrooms as well as on our website.

Breakfast is available from 7:15 to 7:45 a.m., mid-morning and mid-afternoon snacks are provided, and lunch is served family-style between at 10:50 a.m.

Children are encouraged to try new foods, but may refuse what they do not want to eat.

Withholding food is never used as a form of discipline.

We reserve the right to substitute any menu item if the listed item is unavailable.

Infants will always be fed according to their own schedule. Parents are required to write, date and sign monthly feeding instructions regarding children not eating table food yet. Parents are to provide Breast milk, Formula, Baby Food. All formula will be mixed according to manufactures directions, labeled with child's name, dated and refrigerated as needed. Any leftover formula will be discarded.

Parents may provide a labeled sack lunch or snack for their child if there is a particular food he/she does not prefer or to substitute for food he/she may be allergic to. We cannot refrigerate or heat children's sack lunches, so for safety's sake, please plan accordingly. We ask you not to send soft drinks, candy, or gum.

When parents choose to provide a child's meals and/or snacks from home, it is with the understanding that **Not Just Another Daycare** is not responsible for its nutritional value or for meeting the child's daily food needs.

If your child is allergic to any foods, please let us know. We strongly urge you to monitor our menus for possible reactive foods. In particular, if your child has an allergy that can cause a life-threatening reaction such as anaphylactic shock, we urge you to work with our Director to make sure we have an agreed-upon plan for emergency situations.

Our menus do not include nut or peanut products.

Parents may not bring any food items to **Not Just Another Daycare** that have these ingredients.



PROPER DRESS and ADDITIONAL CHANGE OF CLOTHES

Children should be dressed in comfortable clothing that would permit them to participate freely in a variety of activities. Parents may want to send an old shirt that can be worn during messy play to help protect clothing. Footwear is required at all times and closed-toe footwear is recommended. Children are not permitted to go barefoot. Children should be provided with appropriate outerwear for outside activities. All clothing, including hats, mittens, scarves, sweaters, and boots should be clearly labeled with the child's name.

We encourage self-help skills. Younger children should be sent in clothing that he/she can fasten and unfasten by him/herself. Body suits or trousers that button/buckle at the shoulders are undesirable, as they are difficult to fasten/unfasten by the young child.

In the event of spills or toileting accidents, each child is required to have a complete change of clothes, including pants/shorts, shirt, underclothes, and socks, at the center. Each article of clothing should be labeled with the child's name and placed in a Ziploc bag. Parents will need to replenish used clothing.



OUTDOOR PLAY

This is a special time of the day to release energy and simply enjoy the physical rewards of active play. We actively monitor the air quality and temperatures for the day, and keep children indoors when the air quality is hazardous or when it's too hot or too cold. In the hot summer months, we schedule our outdoor playtimes early in the day to take advantage of the cooler morning temperatures. Please make sure your child brings a coat or jacket to wear when he/she will use the playground on cold days.

In addition, sunscreen is a very effective protection against the sun's rays. If you would like us to apply sunscreen to your child prior to outdoor playtime, we will gladly do so, provided you supply us with your preferred sunscreen brand. Please make sure to write your child's name on the container with a permanent marker and give it to your child's teacher for safe storage. You also need to add the sunscreen's name on your list of authorized medication to we can give your child.

Under no circumstances may sunscreen be left in a child's backpack.



QUIET TIME AND NAPS

DFPS Office of Child Care regulations require that all children be provided a quiet time to rest or sleep.

Mats or cots are provided, however it is **the parent's responsibility to provide linens** (except for infants- 0 to 12 months old)) and a small blanket in cool weather.

Parents are asked to please refrain from sending in large sheets, blankets, and pillows, or sleeping bags, as space for storage is limited. Linens should be labeled with the child's name and placed in a storage bag (example: duffel bag, back-pack, pillowcase, etc.). Linens are sent home on Fridays to be laundered and **SHOULD be returned on Monday.**

The children have a 1 ½ to 2 hour naptime daily. While all children are encouraged to take a nap, they are never forced to sleep and may have a quiet, peaceful rest time instead. Your child may bring a blanket, pillow, and/or stuffed animal for naptime, but they must be small enough to be stored in his/her backpack when not in use.



TAXES AND RECEIPTS

A year-end total of the amount paid for your childcare services at **Not Just Another Daycare** will be given to you at your request after January 15th.

A monthly receipt of childcare services can be provided to you at your request only.



PARENTS' RESPONSIBILITIES

Parents have the responsibility to:

- _ Let the staff know if their child will not be attending the program for the day.
 - _ Observe the rules of the program as set forth by **Not Just Another Daycare**.
 - _ To share their concerns with staff members if the program is not meeting their child's needs.
 - _ Listen to concerns that staff members have about their child's behavior, and to work through an agreeable solution to any problems that might occur.
 - _ Know about any change in program policy or procedure.
 - _ Know the discipline procedure of the program.
 - _ Replace any equipment that their child is responsible for misusing.
 - _ Provide linens for quiet time (if applicable).
 - _ To sign their child "in" and "out" of the program **EACH day.**
 - _ To notify a staff member when another authorized person is picking up a child.
 - _ Inform staff if their child has been exposed to a contagious illness.
 - _ Notify staff of planned vacation and other absences in advance.
 - _ Notify Administration **in writing** of withdrawal from the program at least two weeks in advance.
 - _ Pay fees on time.
 - _ To keep the child's records up-to-date with changes in phone numbers and addresses.
 - _ Pick up children on time; contact the center if they are to be late.
 - _ Be available to be reached by telephone in case of an emergency; be able to pick the child up or have someone pick the child up within **½-1 hour of the call.**
 - _ To insure that all information reported on the health inventory is accurate and up-to-date.
 - _ Inform staff of any and **ALL** relevant issues pertaining to their child's physical, mental, and emotional health; behavior; and/or special needs, so that staff can plan appropriately.
 - _ Be available for parent-staff conferences in a reasonable amount of time, especially in regards to behavioral problems.
 - _ Inform staff and provide appropriate documentation pertaining to child custody issues.
- DFPS regulations require that daycares and schools have on file copies of any legal documents pertaining to custodial care, joint custody arrangements, etc. that may assist staff working with your child.



ARRIVALS AND DEPARTURE

Children are to arrive clean and bathed. It is normal for some children to have difficulty separating from parents, or cry when being dropped off. Please be very brief during drop off times because the longer you stay the harder it gets. A smile, a good-bye kiss, and reassuring words that you will be back are all that is needed. In our experience, children are always quick to get involved in play activities as soon as their parents are gone.

No drop-offs during the designated daily nap time will be accepted. If you must pick up your child during nap time it must be made brief and providers must be told beforehand so they can prepare the child for pick up without interrupting the other children's nap.



PERSONAL BELONGINGS

It is your responsibility to make sure everything your child brings or wears to school has his/her name clearly written on it in permanent marker.

All children love to bring personal items to school with them, but please understand we have plenty of toys and materials at our school already. If your child brings an item to school, it may be lost or damaged. The risk is yours and **Not Just Another Daycare** cannot be responsible for personal belongings.

Your child must not bring to school any weapon or replica of a weapon or any other item that may encourage overly aggressive play. Small or delicate items, such as coins and china, which could be easily swallowed or broken, should never be brought to school. All items brought to school should fit in your child's backpack.

Please do not bring larger items unless it's something needed for a special assignment/project that has been previously arranged with your child's teacher. Please do not send any toys, food, candy, gum, or pocket change with your child. If your child needs a special toy or item for sleeping that's okay, but it will remain put away until rest time.



SUPPLIES

The following are not provided by **Not Just Another Daycare** and must be supplied by the parents:

- one complete change of clothing including underwear and socks, to be left at the center.

Please Label all clothing, blankets and pillows, cups, etc.... Soiled clothing will be sent home and a clean change of clothes needs to be brought back the next day of care.

- Infants: formula, diapers, wipes, baby food, ointments, bottles, etc.

- Car seat or booster seat, if needed and requested by provider.

- Summer months: A swim suit, towel and sunscreen for swimming activities. Infants and toddlers who are not completely potty trained must wear little swimmers.



HEALTH AND SAFETY ISSUES

Emergency Information:

Parents must complete an **Emergency Information Card** including the names and phone numbers of at least three (3) emergency contacts, other than the parent/guardian, completed and signed by the parent/guardian. These persons should be available to pick up the child in the event that the parent/guardian is unavailable to pick up the child. Emergency persons should be available during the center operating hours. Parents should inform these persons that they have been designated as an emergency "backup" person for the child and inform them of the above mentioned responsibilities.

Parents should keep the center informed of any and all changes to information provided on the Emergency Information Card. These cards will be updated annually at the beginning of each school year.

PROCEDURE FOR ADMINISTRATION OF MEDICATIONS

Medication Policies

We recognize the administration of medications is an important part of helping to maintain your child's overall state of welfare and health. We will administer all prescription and non-prescription (over-the-counter) medications according to the following requirements:

- ◆ All medications must be in their original containers.
 - For prescription medications, the pharmacy label with the child's and physician's names, the prescription number, dosage, and frequency must be current and legible.
 - For non-prescription medications, the child's name needs to be clearly labeled, must be in its original packaging and must specify the dosage, and its frequency.
- ◆ The child must have received the first dosage of the medication prior to coming to the center. This is to ensure that the child does not experience any negative or allergic reaction to the medication.

◆ With the exception of prescription allergy and asthma medications, medicine will not be administered on an as-needed basis. A specific time must be indicated on the authorization form.

◆ An “Authorization to Administer Medication” form must be completed in full by the parent and given, along with the medication, to an administrator.

Forms are available in the lobby or on our website. Do not give medication or forms to your child’s teacher. For on-going medication, a new form must be submitted every week.

◆ Clearly indicate it if the medication needs to be refrigerated.

◆ We recommend you have your pharmacist prepare your child’s prescription in two containers, one for home and one for school, in case you forget to take the prescription medication home at the end of the day.

◆ Medication can be very dangerous in the hands of children and must never be left in a child’s backpack where it might be accidentally available to any child.

◆ We understand that sometimes children dislike taking medication and parents have become very creative in finding ways to administer medications.

However, we ask that parents do not put any medications in their child’s food or beverage.

◆ Medications left at the center beyond administration dates, expiration date, or the end of the school year will be destroyed.

Ointments and Creams:

If you have ointments, creams, lotions or sprays that you would like us to apply to the child’s skin (including but not limited to: sunscreen, insect repellent and diaper rash ointment), the ointment, cream, lotion or spray must be in the original container and the child’s full name must be on the container. The ointment, cream or spray must be labeled to indicate that it is appropriate for the child. You must fill out a written permission form for dispensing medication, but not necessarily for each individual application. We will not apply any ointment, cream, lotion or spray that is past the expiration date.

First Aid:

Scratches and scrapes will be treated with soap and water, antiseptic cream and a band-aid if needed. For major emergencies that require the services of an Emergency Medical Team, the child will be transported by ambulance to the nearest hospital. For minor emergencies, you will be notified and you will transport the child if medical treatment is needed. If circumstances warrant, and you cannot be reached, we will get in touch with your emergency contact.

ILLNESS:

For children who become ill while at the center: parents will be contacted and the child could be sent home for the following reasons:

- Oral temperature of 100 degrees or greater
- Vomiting
- Liquid stools
- Uncontrollable and persistent cough
- Appearance of acute illness or complaint of severe pain
- Onset of any suspicious rash

PARENTS MAY NOT BRING A CHILD TO THE CENTER IF:

- The child has an oral temperature of 100 degrees or greater within the previous 24 hours. (The child must be fever free without the aid of any fever reducing substance. Administering Tylenol to reduce your child's fever so that you can bring him/her to childcare is ground for termination.
- Persistent vomiting and/or diarrhea in the 24 hours before the child come to the center.
- The child has any rash or acute onset associated with fever or symptoms of illness.

NOTE: If a child has been ill with a contagious disease, **Not Just Another Daycare** requires a doctor's statement indicating the disease is no longer communicable and the child is allowed to go back to school. Your child will be accepted back into daycare **when a doctor's note states he/she is no longer contagious.**

- Infectious or Communicable Disease—Parents should report to **Not Just Another Daycare** if their child has contracted an infectious or communicable disease.

According to the seriousness of this matter, once this information is reported to the center, staff will post a Health Alert notifying parents of possible exposure of all children to the disease. Please be aware that the child's identity will be held in strictest confidence.

Information fact sheets regarding the specific illness will also be made available to parents.

A child who has had these infectious or communicable diseases may return to the center under the following conditions:

- Strep Throat--After twenty-four (24) hours of antibiotic treatment.
- Impetigo (pink eye)--After twenty-four (24) hours of antibiotic treatment
- Chicken Pox--When the last blister has scabbed.
- Pinworm--Anytime after being on medication for 36 hours.
- Ringworm--With the onset of medication and is properly covered.
- Other illnesses noted on the DHMH Communicable Disease Summary will be evaluated on an individual basis.

Under **NO CIRCUMSTANCES** will parents be allowed to bring a sick child to our school. Sick children expose other children, as well as teachers.

Do not bring your children if they are sick!!

Please review:

Communicable diseases that exclude a child from care are defined by the Texas Department of State Health Services in 25 TAC 97.9 (relating to Diseases Requiring Exclusion from Child-Care Facilities and Schools). You can access this information from the Texas Department of Health (<http://www.dshs.state.tx.us/>) or Licensing staff.

A current immunization record is also required. Immunizations must be kept up to date in order for the child to attend **Not Just Another Daycare**.

ACCIDENTS: Parents will be asked to complete emergency information at the time of enrollment. If an accident should occur, prompt medical attention will be sought and parents/guardians will be notified immediately. Parents/guardians will be asked to review and sign an **Incident Report**. A copy will be made available upon request.



PROCEDURES FOR HANDLING MEDICAL EMERGENCIES

If your child becomes critically ill or has an injury that requires immediate attention of a physician, **Not Just Another Daycare** will:

1. Contact emergency medical services to take the child to the nearest emergency room;
2. Give the child first-aid treatment or CPR if needed;
3. Contact the physician identified in the child's record;
4. Contact the child's parent; and
5. Ensure supervision of other children in the group.



BEHAVIOUR RULES AND DISCIPLINE

We believe the best way to prepare children to live successfully and productively is to help them develop self control, resolve conflicts, and become increasingly responsible for their actions and behaviors. Discipline is used to teach a child, not as a punishment. We achieve this through the use of positive guidance techniques that offer developmentally appropriate choices and set clear and consistent rules and consequences.

The children are explained the rules of our school frequently, so they are all familiar with the guidelines:

- No running, jumping or screaming permitted inside the school.
- No hitting, pushing, grabbing, kicking, spitting, or pinching others, including your parents.
- No standing or climbing on toys, chairs, tables, or furniture.
- No mistreatment of toys, i.e. standing on, throwing, bashing, hitting with.
- No mistreatment of the school belongings.
- No name calling, teasing, swearing, bad language.
- No gun or violent play allowed.
- No going out the door or gate at pick up time without an adult.

The following methods of discipline will be uses:

- Encourage children to solve problems themselves.
- Intervention and discussion.
- Re-direction to another play area.
- Loss of privileges.
- Time out.

If we have concerns about a child's behavior, we will inform his/her parents as soon as possible and collaborate on a plan of action for positive change.

If there is a chronic behavioral issue that needs attention (might include such things as biting, use of bad words, chronic hitting, etc...) together, parents, teachers and administration, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well being of all.

No children in **Not Just Another Daycare** will be hit, slapped or spanked.



TOILET TRAINING

We recognize that toilet training is an important step in the early development of all children. When you believe your child is ready to begin the process, discuss what you plan to do with his/her teacher. The teacher will have suggestions to assist you. Your child will have the greatest success when parents and teachers work together in a consistent team effort. If the timing's right, it should be a natural progression, not an ordeal to worry about.

Children who are in the toilet training process must have several changes of clothing on hand every day.



PARENT INVOLVEMENT

Parent involvement and participation are key factors of the success of our school.

Not Just Another Daycare seeks to have on-going and regular communication with parents.

Parents are encouraged to ask questions and express concerns at all times. Parents are invited to offer feedback about our programs anytime.

Your suggestions and recommendations for how our programs can be enhanced will be appreciated. Sharing your concerns about the programs will be welcomed and addressed in a timely manner.

Means by which staff communicates with parents include, but are not limited to, the following:

- 1) Parent Handbook: This handbook contains information and policies pertaining to **Not Just Another Daycare**.

- 2) Parent Communication Center:
Our school has a Parent Communication Center, located near the entrance to the center. Announcements are posted on parent bulletin boards or walls. Parents are encouraged to review this information **DAILY** to be kept abreast of the happenings in the center.

- 3) Letters, Notes, Handouts, Bulletins, Newsletters: Periodically written information is sent home regarding our school programs and activities. These may be placed on the table in the Parent Communication Center or placed with the child's personal belongings. Parents are strongly encouraged to read and respond to this information. On occasions parents will be asked to "sign for" information that they receive. This is to ensure that each parent receives critical information.

- 4) Telephone: Parents, on occasion, may be telephoned.

5) E-mail: Parents may request information via e-mail (if available).

6) In addition, opportunities are provided for parents to participate in special events that are scheduled throughout the year.

7) Each class has been provided with an **interactive webpage**. This is our main source of information for parents: pictures of the children taken during activities will be displayed, curriculum will be posted, information relative to your child's class like field trips, special events will be provided on this webpage. There are also forums where parents can interact with each others and topics related to childhood and education will also be posted on it.



FIELD TRIPS

Field trips are not only fun, but also educational for your child. At **Not Just Another Daycare** field trips are a planned, regular occurrence for children 3 years old and older.

Please be assured that safety while on a field trip is our main concern. We only take groups of manageable size at one time in order to maintain a high level of supervision during the trip and while at the destination. Parents are always welcome and encouraged to accompany and chaperone our groups. Children enjoy having mommy or daddy or grandma coming with us! Field trip information will be given to you at least two weeks in advance.

Please note that any fees related to the field trip will be billed to you on a separate invoice and need to be paid prior to the field trip.

Children must be at school and be ready to leave at the designated time. Parents will be required to sign the Field Trip Transportation and Authorization form. If you do not wish for your child to go on the field trip, then your child will be left at the center.



HEALTH AND IMMUNIZATION RECORDS

State licensing standards require specific medical and immunization information to be on file for each child within one week of enrollment.

Your child will be excluded from attendance at **Not Just Another Daycare** if this information has not been submitted, is not current, or is incomplete.

State regulations also require children who are four and five years-old to have had vision and hearing screenings. Please arrange to have these screenings performed at your child's pediatrician's office and provide us with the results so we can report them to the proper state agency.

Whenever your child receives an immunization, **it is very important** for you to give us a copy of its documentation from your child's health care provider in order to keep your child's records up-to-date.



WEBSITE INFORMATION

Please check **Not Just Another Daycare's** website at www.notjustanotherdaycare.com for updates and important information about the current calendar of events.

Our monthly interactive webpage will explain some of the activities we are doing, the current curriculum topics, events that will be happening that month, days off, or any other pertinent, fun information that may be of interest to you.

You are more than welcome to participate and add to our webpage as well.



CHANGE OF INFORMATION

Parents must inform **Not Just Another Daycare** of any change in address, place of work or telephone numbers. This is **IMPERATIVE** in the event that we must contact you because your child is sick or injured.



LIABILITIES

Children will never be left unsupervised nor will they be abused or neglected while in our care at **Not Just Another Daycare**.

However, accidents do happen. Parents will be responsible for any medical expenses incurred should an accident requiring emergency medical treatment occur. Parents will also be responsible for any damage, beyond the normal everyday occurrence, to property or equipment. Parents also waive, release and forever discharge **Not Just Another Daycare** from any and all claims against us.



BIRTHDAYS

At **Not Just Another Daycare** we love to celebrate your child's birthday (unless notified otherwise). Please, bring some refreshments or cupcakes or a cake for a class party. Food items must be store packaged (home baked items are no longer allowed). Please let us know at least 2 days in advance of your plan.



PHOTOS

Each class is set up with a digital camera to catch every moment of your child's life at **Not Just Another Daycare.**

Teachers will upload regularly those pictures to the class' webpage so that our parents can enjoy their children's pictures. Parents will also be able to print pictures if they wish. In order for us to do so, we need parents written authorization to take pictures of their children, to upload them on our website and/or WebPages.

Please fill out the "Authorization to post pictures" form.