

Good Kids Edu-Care School Policy

Revised Jan 30th 2024

Philosophy

Each child in our daycare is one-of-a-kind with their own special strengths and talents. Our caregivers are dedicated to giving them the love and care and attention that every child should have. Our aim is for our daycare to be a cozy second home where children can feel secure and cherished.

Here we see our children, parents, staff community and owners as one big family. We all work together like a tight knit circle of care to support and benefit from each other. We celebrate the potential today and eagerly explore the possibilities of tomorrow all with a warm and welcoming atmosphere.

Goal

Our goal is to help students become critical thinkers and independent learners. We believe these skills are essential for success in their future academic progress. To achieve this we're dedicated to creating a nurturing daycare environment with strong support from our local community and parents. Together we can make sure our students reach their full potential.

Curriculum Goal

Our goal is to give each child the special attention they need while teaching them the basics building blocks of learning. We believe that every child is unique and should be nurtured accordingly in our curriculum. We focus on making sure every student feels cared for and supported. At the same time we introduce them to the fundamental ideas and skills they'll need for their future learning adventures. It's about creating a safe living environment where children can grow, explore and discover their potential. We implement the curriculum with the daily lesson plan that the teacher develops.

Infants/Toddlers: Frog Street

3yrs and 4yrs old: Circle Pre-K Curriculum By the Children's Learning Institute

At our school, we make sure your child receives a top-notch education by creating fun and engaging lessons. Teachers develop lesson plans that help teachers know how to teach using different methods. All this helps your child learn and achieve their goals in an enjoyable form.

Good Kids Edu-Care School Policy

Developmentally Appropriate Curriculum. Our curriculum is like a perfect puzzle piece, fitting each age group just right. We craft activities and learning experiences that match how your child grows, learns, and explores the world.

Early Learning Guidelines. We're not just winging it; our curriculum dances right along with those official guidelines and standards for early learning. It's like a secret map that leads us to fun, engaging, and, most importantly, educational activities for each age group.

Implementing Curriculum in Every Age Group. Every classroom has its own special recipe! From the baby room to the big kid class, our curriculum is adapted to suit each group's needs and abilities. It's like a customized adventure for every age.

How It Works. We mix play and education like a cool science experiment! For the little ones, it might be about exploration and sensory activities. Big kids get into more structured learning but still with a huge dose of fun.

Evolving Curriculum. Our curriculum is like a living thing – always growing and changing. We keep tweaking and adding new awesome stuff based on what we learn about your little one and the latest and greatest in early education.

We're all about making learning a super fun journey, customized for your child's age and stage.

Good Kids Edu-Care School Policy

Revised Jan 30th 2024

- ACCOMMODATING FAMILY AND CHILDREN** 5
- ADMISSION** 5
- BREAKFAST, LUNCH, AND SNACKS** 6
- CLOTHING** 7
- DISCIPLINE** 7
- Extracurricular subjects/Physical Activity** 8
- EMERGENCY PREPAREDNESS PLAN** 8
- GANG-FREE ZONE** 8
- HEALTH ISSUES** 8
 - ILLNESS
 - MEDICAL EMERGENCIES
 - MEDICAL REQUIREMENTS
 - IMMUNIZATIONS
 - SUNSCREEN AND INSECT REPELLENT
 - VISION AND HEARING SCREENING
 - PERMISSION NOTES/ ABSENCES
- HOLIDAYS** 11
 - NON-SCHOOL DAY FUN/ FAMILY PARTICIPATION 12
 - EMERGENCY SCHOOL CLOSINGS 12
- INFANT CARE** 12
 - BREASTFEEDING 12
 - BREASTFEEDING POLICIES/EDUCATION 12
 - SAFE SLEEPING 13
- LATE FEES** 13
- NAP TIME** 13

Good Kids Edu-Care School Policy

PARENTAL NOTIFICATIONS	13
PARENT COMMUNICATION/Parent Input	14
PARTIES/FAMILY PARTICIPATION	14
PERSONAL BELONGINGS	14
PHOTOS IN THE CLASSROOM	14
PICKING UP YOUR CHILD	14
PLAYGROUND RULES	15
POTTY TRAINING	15
PROGRAM PRACTICES	15
PREVENTING ABUSE AND NEGLECT	16
STAFF TRAINING	16
WARNING SIGNS	16
ACTION ITEMS WHEN SUSPECTED ABUSE IS PRESENT	16
PARENT CONFERENCES/ CHILD ASSESSMENT	17
CURRICULUM PLANNING Support	17
POLICY CHANGES	18
RETURNED CHECKS	18
REVIEW AND DFPS CONTACT INFORMATION	18
SCREEN TIME POLICIES	18
SUMMER FIELD TRIPS	19
SUSPENSION AND EXPULSION	19
TELEPHONE NUMBERS	20
TRANSPORTATION	20
TUITION	20
WITHDRAWAL FROM PROGRAM PROCEDURE	21

Good Kids Edu-Care School Policy

WATER ACTIVITIES

24

Good Kids Edu-Care welcomes all children from the ages of 6 weeks to 12 years old. Enrollment at our center is considered regardless of race, color, creed, or religion. We take pride in offering your children a high quality facility with an experienced and caring staff. Good Kids Edu-Care encourages learning, cooperation, and play without prejudice. Please feel free to visit our daycare anytime during our business hours (no appointment necessary). Business hours are from 6:00 a.m. to 6:30 p.m., Monday through Friday. Please note that "Drop-In" services are not available.

Accommodating Families and Children

This program is here to help families and kids who might need a little extra support. We understand that every family is unique and that's why we're ready to accommodate various needs whether it's language barriers, special education requirements, different abilities or coming from diverse cultural backgrounds we've got you covered. We're here to make sure every child and family feels comfortable included so don't hesitate to reach out if you need any assistance for any questions.

Admission

Please complete the following forms required by both state ordinance and our center. All forms must be signed and dated, unless otherwise noted. There are a total of five forms to be completed for admission.

- 1. School Policy**
- 2. Enrollment Form**
- 3. Medical Form – to be completed by a family physician**
- 4. Photo Permission and Emergency Slips**
- 5. The "Parent's Guide to Day Care" Booklet**
- 6. Food Program form**
- 7. Tuition ACH form**

All forms must be updated on a yearly basis to ensure the safety of your child and the accuracy of our files.

Good Kids Edu-Care School Policy

Breakfast, Lunch, and Snacks

Breakfast will be served from 7:00 a.m. to 8:30 a.m. only. Please note that in order for our center to provide breakfast, a child must arrive early enough to eat and be ready for daily activities by 8:30 a.m. Lunch is served at no extra charge; Snacks are served in the afternoon. A new weekly menu is posted in the office and in the kitchen area at the beginning of each week. Feel free to bring a child's breakfast, lunch, and/ or snacks from home but please be aware that we will not be responsible for its nutritional value or for meeting your child's daily food needs. We are a nut Free School due to some students that may be sensitive/ allergic to this product. When it comes to keeping the little ones happy and healthy, we've got some awesome ways to offer up healthy options at daycare without making it feel like a boring lecture.

Yummy Snack Choices:

We enrich snack time with colorful, tasty, and, most importantly, healthy options. Think fresh fruit slices, veggie sticks with dips.

Food Adventures:

We're all about introducing kids to new and exciting foods. We've got this cool way of turning mealtime into an adventure. Ever had a "tasting day"? It's like a mini food festival where the kids get to try new, healthy foods and vote for their favorites.

Hands-On Food Fun:

We don't just plonk food down and hope for the best. Nope, we make it fun and involving. Kids might help prepare simple dishes, like making their own sandwiches or decorating healthy snacks. Getting their hands messy with food makes them excited to eat!

Happy Smiles, Happy Kids: Oral Health Policies We're big on those pearly whites! We encourage regular brushing and help our little ones learn these habits early.

Fueling Superheroes: Health and Nutrition Practices Food is fuel for our little superheroes! We serve up a balanced diet that's not just healthy but also delicious. We're talking about colorful fruits, veggie adventures, and homemade goodness that powers up our students

Nature's Classroom: Farm to Early Care and Education Ever seen kids get excited about growing their own veggies? We're all about hands-on learning. From our garden to the plate, we love teaching our little ones where food comes from. It's about growing, harvesting, and enjoying fresh produce!

Empowering Healthy Students: Professional Development We believe knowledge is power! We offer workshops and resources to parents and teachers to stay updated on the latest in nutrition and health practices. It's all about becoming healthy together!

Good Kids Edu-Care School Policy

Nourishing Bodies, Nourishing Minds: CACFP Participation We're part of a cool program that ensures we're offering the best in nutrition. It's not just about following rules; it's about making sure our kids get the good stuff they need to thrive.

Clothing

Children ages 6 weeks to preschool age must have a complete set of extra clothing at our center in case of emergencies. All clothing must be labeled with the child's name. When clothes are taken home after being dirty or soiled, please bring a replacement set of clothing the following day.

We encourage children to dress comfortably and appropriately for the weather. We go outside in the morning and afternoon as the weather permits. To encourage development of independent bathroom skills, children's clothing should be easy for them to manipulate with minimal assistance.

Items such as overalls and clothing with a lot of snaps make it difficult for children to independently use the restroom. All children should always have a clean change of clothes available in their cubbies. Please make sure that your child wears closed toe shoes every day.

Discipline

At Good Kids Edu-Care, we believe in fostering each child's individual self-worth in a positive learning environment. Respect, cooperation, and safety are all key aspects of the environment we strive for at our center.

Discipline will be:

- 1) Individual and consistent for each child;
- 2) Appropriate to the child's level of understanding;
- 3) Directed toward teaching the child acceptable behavior and self-regulation.

Caregivers will only use positive methods of discipline and guidance that encourages self-esteem, self-regulation, and self-direction. There will be no harsh, cruel, or degrading treatment of any child.

We do not believe in harsh or physical punishment. If a child continually exhibits inappropriate behavior after several warnings, then they may be temporarily set apart under supervised watch. In the rare case that a child does not improve his or her behavior after several assisted efforts with the school and parents, we do reserve the right to withdraw the child from the center.

Good Kids Edu-Care School Policy

Extracurricular Subjects/Physical activity

Extracurricular activities reflect the principles and standards of excellence, as do the academic programs. A broad range of such activities will be provided. Computer Lab, P.E, Art, Music and field trips are just some of the extracurricular subjects your child will be exposed to at our school. The children have plenty of chances to get active and have fun. We've got a spacious playroom called Playland, and we make sure to take the kids outdoors twice a day between the hours of 10:00am -11am and 4:00pm-5:00pm. Plus, we offer soccer sessions with Soccer Shots and dance classes with Tippiie Toes for them to enjoy.

Emergency Preparedness Plan

Our Emergency Preparedness Plan is posted on the bulletin board. You may also ask for a copy at our front desk. This policy covers what our day care procedures are during the event of emergency situations including intruder, tornadoes, hurricanes, and fire.

Gang-Free Zone

As a result of a recently passed law (House Bill 2086), parents and guardians of children at daycares must be informed about Gang-Free Zones.

With this new law in place, under the Texas Penal Code, any area within 1,000 feet of our day care is considered a Gang-Free Zone. Any gang-related criminal activity within this zone is subject to increased penalties

Health Issues

Illness

For the welfare of all students and staff, we will not admit any child who:

- is vomiting or who has diarrhea (If your child has 3 bowel movements with loose stools within a day, he/she will be sent home.)
- has a temperature of 100 F or higher
- has an undiagnosed rash
- has undiagnosed discharge from the eye

Good Kids Edu-Care School Policy

- has lice or lice eggs in their hair
- clearly communicable disease such as Chicken Pox, Hand Foot & Mouth

Our staff greets children upon their arrival, we check temperatures, and check for bruises, scratches, and other signs and symptoms of illness or injury. As necessary, we inform the parents of what we have found and may ask parents for further information as to the possible causes of the signs or symptoms. For children who develop any of the conditions listed above while they are in our care, their parents will be asked to pick them up immediately. Parents will be charged \$25 per hour if their ill child has not been picked up within one hour of notification. This policy is strictly and equally applied to all children for the safety of all students and staff so that everyone is protected from the spread of contagions.

Children may return to the school after having been symptom free for 24 hours WITHOUT the aid of medication. Should a child come into contact with either someone who is showing signs or symptoms of a contagious condition or has come into contact with someone who has been exposed to a contagious condition, the child's parent is required to notify the center immediately so that other parents can be alerted to the possibility of their children's exposure.

The Health and Human Services Commission regulations are very strict regarding the use of medicine. We will only give prescription medication, and only if it is labeled with the child's name, dosage, time, and the date prescribed by a state licensed medical practitioner. If it is a prescription that is to be taken 3 times a day, we will only administer the mid-day dose. The parent should administer morning and evening doses at home. If it is a prescription that is given twice a day, the parent should give both doses at home. We will not administer medication that is left over from previous illnesses. Parents will have to complete and sign a medication log. We will not give any over-the-counter medications. Parents may administer these before their child arrives in the morning. We must have a doctor's note in order to administer medication to children.

Medical Emergencies

In the case of a medical emergency, first aid will be rendered where feasible. If the medical emergency requires more than local first aid, 911 will be called and Emergency Medical Service professionals will be briefed on the situation. After EMS professionals are contacted, a call to the parent or guardian will be made.

Medical Requirements

Children that require medication must have an authorized statement from the child's physician or parent. All medication must remain in its original prescribed container. Medication is administered at 11:00 a.m. and 3:00 p.m. unless otherwise instructed by a signed and authorized statement. Do not leave a child's medication along with personal belongings. Please hand the medication to your child's teacher. A signed medication permission form must accompany the child's medication.

Good Kids Edu-Care School Policy

Immunizations

We must have an updated record of your child's immunizations on file by the date of admission. Staff members are encouraged to consult with their health care provider

regarding their susceptibility to vaccine-preventable diseases; however, our center does not require immunizations for vaccine-preventable diseases for employees, but recommended.

Documentation of a tuberculin skin test (for Tuberculosis/TB) for your child is currently not required to be on file; however, please note that this may change in the future based on updates from the Texas Department of State Health Services.

Staff members are not required to get annual vaccinations such as flu or whooping cough but are encouraged.

Sunscreen and Insect Repellent

Guardians must sign a permission slip for Sunscreen and/or Insect Repellent. The sunscreen and insect repellent must be the guardian. It must be safe for the age of the particular child, in the original container, and within the expiration date noted on the product. Aerosols are prohibited. Prior to use at a center/school, sunscreen and repellent should be applied to the child at least once at home to test for any allergic reaction. This permission slip must be updated annually.

Sunscreen will not be used on infants under 6 months of age unless accompanied by a doctor's note. School-age children may apply sunscreen to themselves with adult supervision for proper application. Sunscreen should be applied only to exposed areas of skin, and 20 to 30 minutes before going outdoors to be absorbed into the skin and to increase its effectiveness. Sunscreen should be reapplied every two hours while outdoors, or more often if the child is involved in water play or perspiring.

Insect Repellent Insect repellent will not be used on an infant under 2 months of age. Insect repellent should be used only if it is safe for the age of the particular child and when recommended by public health authorities or requested by a parent/guardian. The repellent should contain a concentration of 30% DEET or less. Oil of lemon and eucalyptus products may not be used on children under the age of 3. Insect repellent should be applied to a child's skin only once a day, but may be sprayed on clothes for later trips outside. School-age children may apply insect repellent to themselves with adult supervision for proper application. Sprayed clothing is returned home at day's end to be laundered. Exposed skin should be washed off with soap and water after a child returns indoors.

Vision and Hearing Screening

By September 1st, all children by the age of 4 are required to have a vision and hearing screening each year. If you would like to have a screening done at Good Kids Edu-Care, we will gladly schedule an on-site screening in April. At that time, a health care professional will come to Good Kids Edu-Care to administer the Vision and Hearing Screening for all children 4

Good Kids Edu-Care School Policy

years old and up whose parents have requested the exam. We will negotiate the fees to keep the screening costs low.

Permission Notes/Absences

Any time a child has a temporary physical ailment, a doctor's permission note should be presented to let us know what the child can do. Examples of such temporary physical ailments may include, but are not limited to: broken arms or legs, surgical recovery, or anything that requires crutches.

We will use our best judgment, but in the instance where there is no permission note provided, we may not allow the child to participate in any physical activities—including recess. This is for the safety and health of the child.

We want to stay informed about your child's attendance, so please give us a heads-up if they'll be absent. You can simply call us or use the Remind app to let us know.

If your child is feeling unwell and misses more than three days of school, we'll need a doctor's note to excuse their absences. And to make things a bit easier for you, we offer a 50% discount on the weekly tuition for those days. Your child's health is important to us, so don't hesitate to reach out if they're not feeling well

Holidays

Good Kids Edu-Care will be closed on the following holidays:

1. New Year's Eve (Half Day only)
2. New Year's Day
3. Good Friday (Half Day only)
4. Memorial Day
5. July 4th, Independence Day
6. Labor Day
7. Thanksgiving – Thursday and Friday
8. Christmas Eve (Half Day only)
9. Christmas Day

Please note that there will not be reductions made in tuition for these holidays. Exceptions are not made on this policy.

Non-School Day Fun/Family Participation

Good Kids Edu Care offers some chances for fun outside of school hours including Family Field Trips, Fall Festival, International Day, Parent's Day, End of Year Show and other celebrations.

Good Kids Edu-Care School Policy

These are family events and school is not responsible for children during family events if parents are present. It is the sole responsibility of parents to keep up with, and ensure the safety of their own children during such activities.

We value the involvement of families in their child's education. Your participation and engagement in your child's learning journey are highly encouraged and welcomed. Together, we can create a supportive and enriching environment for your child's growth and development.

Emergency School Closings

If schools are closed for the Klein or Spring Independent School Districts due to emergency conditions (e.g. dangerous weather), then Good Kids Edu-Care will also be closed. Exceptions may be made at the discretion of the Director based on the local road conditions and the safety updates from local city officials. Updates on school closures will be made on Remind or Pro Care.

Communication system

Written reports of a transcript of a child's experience is shared with parents through the Remind app or Pro Care.

This system is for parents to receive reports describing the child's experience on a daily basis

Infant Care

Breastfeeding

Parents may use our baby room to breastfeed. Parents have the right to breastfeed or provide breast milk to their children. We provide a comfortable space with seating and welcome parents to feel at ease breastfeeding at our center.

Breastfeeding Policies/Education

A compilation of breastfeeding education and support resources in the community is provided to parents.

Harris County Public Health Cypress Station WIC office Houston, Texas 77090

Phone number (713) 407-5800

Safe Sleeping

All infants 12 months and younger must sleep on their backs. If parents require that an infant not sleep on his or her back, a doctor's note must be provided specifying a medical reason why the baby cannot sleep on his or her back. In addition, no blankets, pillows, or stuffed animals are allowed in the cribs for all infants 12 months and younger.

Good Kids Edu-Care School Policy

According to HHSC requirements, a daily feeding schedule must be provided to the center by the parents. This must be updated by the parents every 30 days until the child is eating table food. All daily information will be recorded throughout the day through the Procure app. The daily report will include all feedings (time and amount), naps, and diaper changes. Parents should place name labels on all of the child's personal items (e.g. formula, bottles, blankets and baby food). Infants should be given their morning bottle before they arrive at the center. As the center follows a Safe Sleep Policy, parents are required to read, sign and return the attached Form 2550.

Late Fees

Parents who pick up their child late will be penalized \$1.00 for every minute after 6:30 p.m. This fee is due and payable at the time the child is picked up. Parents who are habitually late in picking up their child may be subject to enrollment termination.

Nap Time

Following the lunch period, a nap time takes place. If a child brings a blanket, please bring it home each week to be laundered.

Parental Notifications

We notify parents primarily by telephone, Remind App and Procure App. Please be sure we have a current and working number on file as this is our primary method of contacting you, especially in the case of an emergency. If you have a phone number change, inform us as soon as possible so we can update our records. In the case of unplanned school closures or other emergency notifications, We will send you messages through the Remind App or Procure App.

Parent Communication/Parent Input

The teacher may use this to express individual successes and concerns as well as sending completed work home for parental review. The school also uses the Remind app or Procure App to further communicate with parents when needed.

Parents can use Remind app and Procure App to update contact information at any time without staff assistance

Good Kids Edu-Care School Policy

We value your input as parents, and we want to make sure you have a say in how our program runs. You'll have chances to share your thoughts with us through written evaluations or surveys. Your feedback helps us make improvements and better cater to your needs and your child's

Parties/ Family Participation

We welcome the celebration of children's birthdays at Good Kids Edu-Care. Cakes, cookies, cupcakes, and party favors may be brought from home for your child's class. Please make arrangements in advance with the director for these occasions.

Personal Belongings

Please leave all toys at home with the exception of a soft toy to hold during nap time. Please label this toy and all clothes with the child's name. We are not responsible for a child's broken or lost belongings. In addition, please note that **no gum** is allowed at Good Kids Edu-Care.

Photos in the Classroom

Please note photography in the classrooms may be taken by our teachers and staff for projects or special events. These photographs are for our bulletin boards. If you do not want your children to be included on the bulletin board, please let us know in writing. The privacy and safety of our children are a priority for us and we have a strict policy of not allowing photography of children from our school to be posted outside the school—including social media—without parental permission. Please see our photo release form.

Picking Up Your Child/Drop Off Procedures

We do **not** allow anyone to pick up your child without an "Authorized Person Release List" in your records *or* a handwritten and signed permission statement in advance. Our policy requires a photo ID, so please be sure to inform them of this. We will **NOT** release children without verification. Please do **not** give permission by telephone – Our center needs to have actual documentation with your signature.

During pick up, do not let your child walk around our parking lot without attendance. For the safety of our children, there is a **security button** on the front door that is designed for **parent's use only**.

When you drop off your child, one of our friendly teachers will be there to welcome both you and your child at the door. Please sign in and sign out at Procare App. We also record your drop off and sign out time on our attendance sheet at the front desk. They'll then walk with you to your child's classroom. If your child is having a bit of trouble transitioning into the classroom, please know that you're always welcome to come inside the school to help them settle in. We want to make this process as smooth as possible for both you and your little one

Good Kids Edu-Care School Policy

Playground Rules

For safety reasons, only closed-toe shoes are allowed on the playground; no flip-flops or open-toed shoes are allowed.

Temperature

Less than 90 degrees	30 minutes
90-95 degrees	15 minutes in the sun, then up to 15 minutes shade play
95-100 degrees	5 minutes in the sun, then up to 25 minutes shade play
Over 100 degrees	shade play only, limited to 10 minutes
Over 55 degrees	30 minutes
50-55 degrees	15 minutes
45-50	5 minutes
Under 45	no outside time

No outside time when raining or misting

Potty Training

Children who are being potty trained must use disposable “pull-ups”. Furthermore, children having several “accidents” a day must use “pull-ups” as well.

With cooperation from parents, we will help potty train children in toddler classes. When parents and staff agree that the child is ready for potty training, we will discuss the methods that should be consistently implemented both at home and at the center. Children being potty-trained must have 2 consecutive weeks with no accidents in order to make the change from pull-ups to regular underwear. Communication between the teacher and parent is very important during this time.

PROGRAM PRACTICES

- Liquids are food hotter than 110 degrees °F kept out of reach.
- All staff are educated on food allergies and they take precautions to ensure children are protected

Good Kids Edu-Care School Policy

- Food brought into the program to be shared among children is commercially prepared OR prepared in a kitchen inspected by health officials.
- Snacks are available for school aged children as they arrive.
- Milk, fruit and vegetables are available for children who bring home lunches.

Preventing Abuse and Neglect

Staff Training

Our staff is trained annually to recognize the warning signs of abuse and neglect. Child Protective Services (CPS) is notified in the cases of suspected abuse. By law, all staff at Good Kids Edu-Care are mandatory reporters of suspected abuse and neglect of children. It is a very serious responsibility for us. A report is not an accusation, but a request for confirmation by CPS that a child is not suffering from abuse or neglect.

Warning Signs

According to the American Red Cross, our staff may suspect abuse when:

- The child shows sudden and notable behavior changes or erratic behavior
- The child becomes unusually withdrawn and becomes more fearful of adult figures
- The child becomes extraordinarily hostile or extremely aggressive

Action Items when Suspected Abuse is Present

- Treat injuries
Staff treats any immediate injury that is within the scope of their first aid training
- Increase nutrition
Staff provides extra snacks or lunches for a child who is hungry
- Provide emotional support
Staff provides emotional support within their role as the child's teacher
- Call 911
If staff witnesses the physical abuse, or suspect a child's life is in danger, then 911 is called immediately
- Call the Texas Department of Family and Protective Services
Next, staff will call the Texas Department of Family and Protective Services at 1-800-252-5400

Good Kids Edu-Care School Policy

- Reporting abuse

After the call to Texas Department to Family and Protective Services, a written report will be sent via the Texas Department to Family and Protective Services at:

https://www.dfps.state.tx.us/contact_us

In the instance where the safety of a parent or child is in danger, contact a shelter right away. The 24-hour emergency hotline for the Montgomery County Women's Shelter is (936) 441-7273

Alternatively, a website with a contact form is available here:

<http://mcwctx.org/our-services/emergency-shelter/>

Parent Conferences/Child Assessment

Conferences are available upon request of the parent. You may call to schedule an appointment to learn about your child's progress, problems/concerns, or for any other reasons. You may be asked to come in for a conference if we feel one is needed.

Formal Child assessments are done 2 times per year, therefore we will set up parent Conferences to discuss the child's progress. We use the Children's Learning institute Developmental checklist to evaluate your child.

The system we use to share information with parents on an ongoing basis is the Remind App or Procure App.

Curriculum Planning support

Resources for Instructional Planning Our teachers have access to a bunch of cool resources. We're talking about everything from educational materials, books, and online tools to craft lessons that are engaging and tailored just for your kids.

Planning Time We value our teachers' planning time. They get a chunk of time dedicated just for creating up those wonderful lessons. It's like giving them the space to create the perfect Lesson for a fun and educational day.

Lesson Planning Our teachers aren't alone in this journey. They get feedback and support to fine-tune their lesson plans. It's all about making sure the lessons are top-notch and just right for your child.

Professional Development We're big on learning, and that goes for our teachers too! They're always learning new ways to make the classroom experience even better. Workshops, training, and sharing ideas—it's all about growing together.

Support for Teachers Our teachers are equipped with all the tools and time they need to plan, teach, and grow. It's not just about supporting them; it's about making sure your child gets the absolute best learning experience possible.

Good Kids Edu-Care School Policy

It's all about creating an environment where our teachers can shine, which in turn helps your child too.

Policy Changes

If changes to the school policy are made, parents will be notified by the school bulletin located at the front entrance. Updated copies of the school policy are available at the front desk.

We greatly appreciate your help and cooperation to ensure our children's safety. Please address any additional questions you may have about our policy to our director. Thank you!

Returned Checks

Returned checks or ACH will be charged a \$20.00 penalty regardless of the reason. All returned checks must be redeemed by cash, cashier's check, or money order along with the penalty charge of \$20.00. ID checks that are returned more than twice will require tuition to be a cashier's check, or money order only. Out-of-town checks will not be accepted.

Review and DFPS Contact Information

A copy of the minimum standards and our most recent Licensing Inspection Report is available for you to review at your day-care facility. You can also request a copy of these standards from your local day-care licensing office. A list of these offices may be found on the DFPS website: www.dfps.state.tx.gov or by calling the Child Care Information Line at 1-800-862-5252.

Our center's success depends on the satisfaction of our parents and children and we have been honored to care for. We can be reached any time with concerns or comments about our policies or procedures at our telephone: 281-288-3355 and our email at: GoodKids@moloedu.com

Screen Time Policies

1. Age Restrictions:

- Children under the age of two years are not permitted to engage in activities involving TV, computer, or video games.

Good Kids Edu-Care School Policy

2. Time Limit:

- For children over the age of two, screen time is limited to a maximum of two hours per day.

3. Educational Usage:

- Screen time must be tied to educational goals and is limited to under one hour a day. It should only be utilized during specific educational periods and not during meal, snack, or rest times.

4. Content Restrictions:

- All content accessed during screen time must be free from advertisements and violence.
- Teacher Supervision: An adult must oversee and regulate all screen time activities.
- Monitoring and Guidance: Teachers are encouraged to select appropriate, high-quality, and educational content for children's screen time.
- Interactivity and Engagement: Whenever possible, encourage interactive and engaging screen time activities to foster learning and development.

Conclusion:

The goal of these policies is to ensure that screen time is used responsibly, promoting educational growth and development while mitigating exposure to inappropriate content.

Summer Field Trips

Schoolers have field trips in the summer. All field trips must be paid in advance. Space is limited for summer field trips, so please sign up by the deadlines announced. If any field trip is to take place off campus, permission slips will go home for signature.

Suspension and Expulsion/Challenging Behavior

We will work with parents to improve a child's behavior, however, if a child's behavior puts other children or staff in the threat of physical harm, this is grounds for immediate suspension or expulsion based on the discretion of the Director.

We work hard with parents to come up with solutions to behaviors that might arise with a student. When the teacher or director comes to you with a behavioral issue it is expected that they work together to help the child overcome the challenges they are facing. Children who engage in violent or aggressive behavior which might endanger other children or staff members, or which disrupts

Good Kids Edu-Care School Policy

the class to the point that prevents other children from learning, or for any other reason that the center deems extremely serious, may be suspended, or even expelled from the school.

Telephone Numbers

It is imperative that primary caregivers notify our center of telephone number changes at home or at work. This is our only means of contact if a child becomes sick or injured.

Transportation

Transportation to and from area elementary schools will be provided. If your child will not need this transportation, please notify our director as soon as possible. Parents of public school age children must inform the day care office by 10:00 a.m. if their child will be absent from school. This is imperative for children requiring transportation services as we have many scheduled pick-up times to meet. If a child gets sick while at a public school and is picked up by a parent, the center must be notified as soon as possible. Parents who habitually fail to notify the center of a child's absence during pick-up times may have a child's enrollment terminated at our center.

Tuition

1. A registration fee of \$100.00 for 1 child or \$150.00 for 2 or more children is required when a child enrolls and must be paid twice a year (September & January). This fee covers administrative costs and supplies and is non-refundable. There is a supply fee for summer students: \$50.00 per child.
2. All tuition fees are due and payable on Monday for the current business week. Fees may be paid in advance on a weekly or monthly basis.
3. A \$10.00 late fee will be charged if the fees for the current business week are not paid by Wednesday at 10:00 a.m.
4. If tuition payments are consistently late without notice, enrollment may be terminated.
5. There is no daily rate. Full tuition is due even during absences. After a child has attended the day care over one full year, 2 weeks of vacation time may be requested. Please provide our day care with at least one week's notice prior to taking a vacation. If your child is taking all summer off, no tuition is required. You may pay registration fees for fall in advance.
6. Public school age children who attend our center for a full day on a public school holiday (or school in-service day) will be charged an extra \$50.00 for that day.

Good Kids Edu-Care School Policy

7. Tuition switches from part-time to full-time for school-age children attending our center during the summer.
8. To ensure enrollment, please notify the director or a teacher of Good Kids Edu-Care when a child will be absent.
9. We prefer Procure App ACH but we accept money orders, and checks.

Withdrawal From program Procedure

If you need to withdraw your child from the program, we kindly request that you give us a heads-up at least two weeks before their departure. This will help us make the necessary arrangements . Just get in touch with us, and we'll guide you through the process. Your cooperation is greatly appreciated. We allow a week of absence before voluntary withdrawal. We only allow 3 absences before voluntary withdrawal.

Reasons for dismissal are:

1. Insubordination
2. Disorderly conduct
3. Persistent violation of the rules and regulations
4. Violation of the penal laws of Texas
5. Possession of a lethal weapon
6. Infliction of physical harm to any student or employee
7. Use of profane, cruel, mean, and/or abusive language
8. Damage or destruction of school property or any individual property of students or staff
9. Commission of any act that is disruptive to the best interest of other students
10. Possession of or use of illegal drugs, alcohol, or tobacco
11. Other serious infractions deemed appropriate by the administration for expulsion

Steps in Discipline:

1. The easiest and most effective means of discipline is simply to correct the child's behavior with a kind word, a soft touch, or redirecting the child's attention and focus. This type of discipline is needed with virtually every child at some point and is always the first means of correction.

Good Kids Edu-Care School Policy

2. Correspondence with parents by telephone or in writing after second offense
3. Student referred to the director for corrective action and/or parent conference;
4. Probation;
5. Suspension for one day;
6. Suspension for three days;
7. Once termination is considered we give a week's notice to the family.

Procedures to visit the center without securing prior approval

Comply with Security Procedures:

- Signing In: Upon entering the daycare center, you may be required to sign in at a designated area. This helps the staff keep track of who is in the facility at any given time.
- Providing Identification: It's common for daycare centers to request a form of identification. This could be a driver's license, ID card, or any other government-issued document. This step is crucial for security purposes and ensures that only authorized individuals have access to the children.
- Following Safety Protocols: Daycare centers often have specific safety protocols in place, such as wearing visitor badges or following certain pathways within the facility. Adhering to these guidelines helps maintain a secure and organized environment.

Respect Privacy:

- Staff Time: Understand that daycare staff have responsibilities and routines to follow in order to ensure the well-being of the children. If you are visiting to meet with staff, try to schedule a time that is convenient for them and minimizes disruption.
- Children's Routines: Disruption to the children's routines can be unsettling. Avoid actions that may distract or disturb the children during their activities. Be mindful of noise levels and follow any specific guidelines provided by the daycare staff.

Be Prepared for Restrictions:

- Scheduling Visits: If the daycare center has restrictions on unscheduled visits, be prepared to schedule your visit in advance. This allows the staff to better accommodate your presence while ensuring that the children's routines are not disrupted unexpectedly.
- Understanding Safety Concerns: Recognize that restrictions on unscheduled visits are often in place to address safety and security concerns. Daycare centers prioritize the protection and well-being of the children, and these measures help maintain a secure environment.

Children with Special Needs:

- Good Kids Edu-care complies fully with the Americans with Disabilities Act (ADA), Federal, State and Local Laws. We will make any reasonable accommodation we can to meet the

Good Kids Edu-Care School Policy

needs. We shall follow the guidelines outlined in 746.2202 relating to our responsibilities when planning activities for a child with special needs

- Be honest and explain if certain modifications or judgments are not currently possible.

Water Activities:

During the summer, Schoolors are allowed to participate in water activities. There will be no standing pools of water - only sprinklers, play and slip and slides. On “water days” (as indicated on the weekly schedule during the summer from June to August), children should dress in swimwear and with sunscreen already applied and a bag of dry clothing.