

Good Kids Edu-Care School Policy

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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 day care 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.

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. **Permission and Emergency Slips**
5. **The “Parent’s Guide to Day Care” Booklet**

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

Breakfast, Lunch, and Snacks

Breakfast will be served from 7:00 a.m. to 8:00 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 8:00 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.

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Clothing

Children ages **6 weeks to pre-school** 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.

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. 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.

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 tornadoes, hurricanes, and fire.

Gang-Free Zone

As a result of a recently passed law (House Bill 2086), parents and guardians of children at day cares 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. Gang-related criminal activity within the Gang-Free Zone is subject to increased penalty.

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Health Issues

Illness

Children running a temperature or any sign of illness will not be admitted. Please understand that we ask this of parents for the safety and well-being of your child as well as for other children at our center. Should a child become ill at our center, contact will be made immediately with the primary caregivers to arrange when the child may be picked up as soon as possible.

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.

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

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

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.

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 re-applied 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.

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

Permission Notes

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.

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 tuitions for these holidays. Exceptions are not made on this policy.

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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 on 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 voicemail and a post on our Facebook page will be made.

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.

Safe Sleeping

All infants 12 months and younger must sleep on their backs. If parent requires 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.

Late Fees

Parents who pick up their child late will be penalized \$5.00 for every 5 minutes 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.

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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. 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, our outgoing voicemail message will be updated and a statement will be posted on our Facebook page:

<https://www.facebook.com/goodkidstx>

Parties

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 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.

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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.

Picking Up Your Child

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 to 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**.

Playground Rules

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

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.

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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

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- **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 web site with a contact form is available here:

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

Returned Checks

Returned checks will be charged an \$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 paid in cash, cashier's check, or money order **only**. Out-of-town checks will not be accepted.

Summer Field Trips

All field trips **must** be paid in advance. Space is limited for summer field trips, so please sign up by the deadlines announced.

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Suspension and Expulsion

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.

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 schedule 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 \$80.00 for 1 child or \$150.00 for 2 or more children is required when a child enrolls and must be renewed each September. This fee covers administrative costs and supplies and is non-refundable.
2. All tuition fees are due and payable on the 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.

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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 \$10.00 for that day.
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.

Staff Immunization

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

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!

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.us or by calling the Child Care Information Line at 1-800-862-5252.

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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