



## **BVKA Policy**

These are the policies of Brazos Valley Kidz Academy and provide a clear description of what parents can expect from BVKA and what BVKA can expect of parents.

### **Mission Statement**

Brazos Valley Kidz Academy will encourage your children to feel safe in an atmosphere filled with fun and creativity.

### **Philosophy**

Brazos Valley Kidz Academy believes that every child is unique and your child's welfare is taken into consideration above all else in regards to care and development.

### **Objectives**

Based on our philosophy, the following objectives have been established in order to educate and motivate the whole child.

Our objectives are to:

Provide a safe environment for the care and nurture of young children that fosters the child's mind, body and spirit.

Guide children in a positive and creative environment.

Provide developmental excellence through competent, caring teachers, using materials designed for each child to reach his or her maximum potential in critical and creative thinking.

Instill the foundation for a lifelong love of learning.

Help each child accept and love themselves with a positive self image.

### **Motto**

Children will treat others with dignity, love and respect when they are taught with dignity, love and respect.

## Program Quality

We have been a Texas Rising Star Provider for four years and we continue to maintain high quality care and developmental programs benefit children. Children who experience a quality program have greater academic success, enhanced self-esteem and increased self control. To find out more about the TRS program visit the following website. [www.youtube.com/watch?v=L2cOwarMSMI](http://www.youtube.com/watch?v=L2cOwarMSMI)

There are four factors present in high quality programs.

They are:

- ✓ Low teacher/child ratio.
- ✓ Smaller group size.
- ✓ Teachers educated and required to have a CDA or a degree in Early Childhood Development.
- ✓ Get parents involved and have fun!

It is imperative that parents realize that their active participation is necessary for the successful operation of Brazos Valley Kidz Academy. Parents are reminded of these responsibilities:

Within 24 hour -- Notify the Center office of any changes in health, guardianship, address, telephone numbers, or family situations that may affect your child, such as a death, moving, divorce or a serious illness.

Be involved with the staff in setting the program's direction and daily experiences by volunteering in the classroom or on field trips.

Pay Tuition and fees for services in a timely manner.

Discuss any areas of concern with the appropriate staff member. If that discussion is not satisfactory, or the problem is not resolved, please see the Director.

Any inappropriate behavior (verbal, emotional, physical, manipulative or sexual) by the child, parent or other family member or representative, directed toward staff, other parents or children will be grounds for immediate suspension and probable dismissal. Habitual (3 times or more) non-compliance with Center policies is also grounds for immediate suspension or dismissal.

Brazos Valley Kidz Academy is committed to employing well-trained employees. All Teachers receive 24 or more hours of annual child development training and are required to stay current in First Aid, CPR and their Bill 558 certification card. Staff is now required to have at least a CDA or a degree or working towards some type of certificate in Early Childhood Development.

At this time BVKA does not require employees to have any routine immunizations unless it is required by their personal physician or the state.

## Payment and Late Fees

**Option #1:** Parents that pay monthly: Monthly payments must be paid no later than the 5<sup>th</sup> of every month to qualify for the 10% discount. If the 5<sup>th</sup> falls on a Saturday or Sunday then it must be paid on the Friday before. If you wait until the following Monday to pay, then you will be charged a \$10 late fee/ per day on top of the regular tuition. (The 10% discount does not apply to CCMS parents however the payment schedule is the same if you decide to pay the entire amount on or by the 5<sup>th</sup>.)

**Option #2:** Parents that pay bi-monthly (including CCMS parents): Your 1<sup>st</sup> half of payment must be paid no later than the 5<sup>th</sup> of every month. If the 5<sup>th</sup> falls on a Saturday or Sunday then it must be paid on the Friday before. If you wait until the following Monday to pay, then you will be charged a \$10 late fee/ per day on top of the regular tuition. Your 2<sup>nd</sup> half of payment must be paid by the 15<sup>th</sup> of every month. If the 15<sup>th</sup> falls on a Saturday or Sunday then it must be paid on the Friday before. If you wait until the following Monday to pay, then you will be charged a \$10 late fee/ per day on top of the regular tuition.

**CCMS Parents:** Parents will be held responsible for paying the difference that CCMS does will not cover and the difference not covered from submitting attendance. Please refer to your CCMS contract.

If fees are not received in full for the current month of service on or before the 5<sup>th</sup> and the 15<sup>th</sup> a \$10.00/per day charge will be applied to the amount owing. This charge will remain in effect until all monies plus late charges are paid in full. Brazos Valley Kidz Academy has the right to refuse service to any client who has a past due balance. If legal action is necessary to collect outstanding monies owed to Brazos Valley Kidz Academy, the parent/guardian will be held responsible for any and all legal/court costs.

**Checks:** There will be a \$30.00 charge for all checks returned NSF. Parents who have two or more NSF checks will be required to pay by cash or money order.

**Credit Card Payments:** This method will only be used for full tuition monthly payments.

**\*Two week notice is required of withdrawal or ½ months tuition.**

**BVKA offers a 10% discount for additional siblings and for full payments done by the 5<sup>th</sup> of each month. Also, we offer a 5% discount for full annual payment.**

## Non-Discrimination Policy

Brazos Valley Kidz Academy does not discriminate against any child based on the child's race, color, national origin, sex, religion or disabilities. Reasonable accommodations will be made to provide services to persons with disabilities. All children are accepted on a thirty-day probationary basis. The staff and the parents will assess your child to insure that the program is able to meet their needs and in some cases an AD Hoc committee may be

formed to review the admission of children with unique needs. If an AD Hoc committee is needed, it would consist of the director, one teacher, and one parent from Brazos Valley Kidz Academy.

### **Breast Feeding**

We welcome nursing mothers and make special accommodations for those parents that wish to nurse on site. We are also able to store any expressed milk that is provided for the feedings throughout the day. Expressed milk must be marked with the child's name and date.

### **Enrollment**

All paperwork including immunizations required by the Texas Health Dept. must be completed and all registration and tuition fees paid before your child will be able to attend Brazos Valley Kidz Academy. Children are also required to have a vision, hearing and spinal screening by four years old. Parents must participate in a Center tour and go over Brazos Valley Kidz Academy Policies.

### **Dress Code**

Please dress your child in clothing that is clean, durable and comfortable. Remember your child will be playing with paints, markers, glue and many other materials as well as outside play. Please label all personal items, such as clothes, backpacks, shoes, coats, and extra clothing. Closed toed play shoes are a must at Brazos Valley Kids Academy, remember, children are going to be playing inside and outside. Boots and sandals are inappropriate for our playground and physical education activities. School Shirts are required for all field trips (4 years old and older only) and are encouraged on Fridays.

### **Grievance Procedures**

Most problems are best handled at the level where they occur. If an issue cannot be resolved, it should then be discussed with the Director. If it is still unresolved the parent must then present his/her case in writing (signed and dated) to the Director within 10 working days of the incident. The case will be reviewed by Brazos Valley Kidz Academy director and its ownership. A solution or plan of action will be reported in writing to the parent within seven business days from the date the written grievance is received.

### **Attendance**

Regular attendance and punctuality are important in developing life-long habits of responsible character. Absences and tardiness can lead to frustration on the part of the child, is disruptive to the class and conveys a message that learning is not important. Therefore all children must be present by 9:00 a.m. unless they have a doctor's appointment. A doctor's note must be provided from the appointment. Please notify the Brazos Valley Kidz Academy if your child will be absent. We love each and every one of our children and are concerned when they are absent.

CCMS parents please refer to your CCMS policy about their attendance guidelines.

### **Medications**

BVKA will not administer any medicine to children. Breathing treatments can be administered for children with proper Doctors' orders

### **After School Program**

BVKA will only provide transportation for children enrolled in our after school program depending on the location of the school. We will also provide the children with a snack upon arrival and tutorials if needed. Children must be between the ages of 5 to 10 to participate.

### **Arrival and Dismissal**

Children must be signed in and out each day on their class clipboards in their designated areas.. This is mandatory by State licensing.

Due to traffic jams parking in the driveway is not allowed. Please use the parking spaces during drop off and pick up times.

Should your child leave the Center and return, they must be signed out and then back in. The Teacher and/or Director must be made aware of your child leaving.

Health checks are done each day upon arrival to be sure your child is feeling well. This takes a few minutes and has been found to help prevent the spread of disease. Your cooperation is appreciated.

Please be prompt in picking up your child. If arriving to pick up your child while the door is locked please call in advance to make this a smooth transition. There will be a late fee of \$5.00 for the first five minutes and \$1.00 for each minute after that. This must be paid at time of late arrival.

No child may leave the school unaccompanied by a parent or guardian. No one under the age of 18 may sign a child out.

**When being picked up, the children are not allowed to be roaming in the building alone. Parents are responsible for supervising their child at all times during pick-up.**

Please contact the director in case of an emergency.

### **Hours of Operation**

Brazos Valley Kidz Academy will be open from 7:15 a.m. to 5:30 p.m. Monday through Friday all year round. The last Friday of every month BVKA will close an hour early for staff meetings. We will follow some of Bryan ISD for

school closings. A list of our closing days will be provided to you. We have an open door policy for visiting parents. Please be aware that a young child will expect to leave with a parent who shows up for a visit. Please be considerate of class schedules when visiting. Late fees are \$5.00 for the first five minutes, \$1.00 a minute after that. This must be paid at time of late arrival. \*\*\*\*\***BVKA closes at 4:30 on the last Friday of the month.**  
**Reminders will always be posted.**

### **Discipline Policies**

Please discuss with your child's teacher specific guidance techniques that work best with your child. Remember that changes at home may affect a child's behavior at the Center. Children will be treated with fairness and patience. It is the School's policy to use behavior modification techniques such as positive reinforcement, redirection and time out as needed. We believe that discipline and guidance should be consistent and based upon an understanding of individual needs and development. Positive guidance techniques promote acceptable behavior and self discipline.

Techniques used by our teachers include, but are not limited to:

- \*Recognizing and encouraging appropriate behaviors.
- \*Developing understandable and reasonable expectations in each group.
- \*Explaining the consequences of inappropriate behaviors and redirecting children into positive behaviors.
- \*Modeling pro-social behaviors.
- \*Enforcing limits and rules firmly, consistently and fairly.
- \*Helping children to identify and express feelings in acceptable ways.

In cases of continued behavior that is potentially harmful to your child or other children, or property, you will be notified immediately.

If the class atmosphere continues to be adversely affected by the non-modifiable behavior of a child, the Academy reserves the right to require that the child be withdrawn.

### **Release of Children**

Children are released only to persons authorized by written permission from the parents or guardian. Parents/guardian should provide the Academy with the Driver's License number or Social Security number of any persons designated to pick up your child. If someone other than the parent/guardian or regular caregiver will be picking up your child, the Teacher or Director must be notified. Before the child is released, a picture I.D. will be copied and kept on file for 30 days. No child will be released to an unauthorized person. Any person in an impaired condition will not be allowed to pick up a child. Another person or designated adult will be notified to pick up the child. Prior written permission must be given to the Academy before your child is released to go home

with a BVKA friend. Your child will not be released to an older sibling under the age of 18 unless accompanied with an authorized adult.

### **Child Custody Issues**

It is the intent of BVKA to meet the needs of children, especially when parents may be experiencing difficult situations such as divorce, separation, or remarriage. Sharing information about such situations with your child's Teacher and the Director may benefit your child and will be held in the strictest confidence. The Academy cannot legally restrict the non-custodial parent from visiting the child, reviewing the child's records, or picking up the child unless furnished with court documents that have been legally executed and filed. Copies of all such documentation must be submitted to the office. In cases of conflict, care may be suspended until a legal, workable solution is found.

### **Illness and Exclusion**

One of the most serious challenges facing group situations for young children is preventing illness. BVKA strives to maintain the highest standards of cleanliness. Proper hand-washing procedures are followed and taught to the children. Supplies, eating surfaces and all equipment will be sanitized frequently. One of the best ways to prevent the spread of disease is to have a strictly enforced set of standards regarding the exclusion of ill children. We need your help for this.

If your child becomes ill while at the Academy, we will call you. Please pick your child up within 30 minutes of being notified hour.

According to the Texas Department of Protective and Regulatory Services, children cannot attend school or any other day care if one or more of the following conditions exist.

The child has any one or more of the following:

- \*An armpit temperature of 100 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness, for instance, lethargy, uncontrolled coughing, pink eye, diarrhea, vomiting, (with or without fever) open oozing sores, drooling, wheezing, severe headache, behavior changes or other unusual signs.
- \*A diagnosis of a contagious disease, until medical evaluation determines that the child is no longer contagious and able to fully participate in all Center activities, including outside play and P.E.
- \*Excessive, thick nasal discharge. Your child may return with a Doctor's note, and when he or she has been on antibiotics for at least 24 hours.
- \*Children must be symptom free from fever, diarrhea and or vomiting for 24 hours before returning.
- \*Oozing chicken pox or measles sores. Sores must be dried and the child fever free for 24 hours before returning.

\*Head lice, any child with lice will be sent home. They may return after they have been treated and are nit free. Daily head checks will be performed for one week after the child's return.

\*Any illness preventing the child from comfortably taking part in School activities.

\*Illness resulting in a greater need for care than the staff can provide without compromising the health, safety and supervision of the other children.

A copy of the Texas Minimum Standards is available to all parents by accessing TDPRS on the internet. There is also a copy in the Center office. For the protection of all involved, the Director may inform the staff of any child with a non-excludable illness, such as TB, HIV or AIDs.

If a child is known to have an infectious disease, the parent or guardian must notify the Center office. When it is known that a group of children has been exposed, parents and staff will be notified and a letter will be sent home.

BVKA agrees with the Surgeon General that smoking and second hand smoke is hazardous to your health. We do not allow smoking on Center premises.

**\*Child must be 24 hours free of fever without being medicated.**

### **Emergency Procedures**

In case of severe weather, flood, or any school closing, BVKA will follow the Bryan Independent School District. These closings will be announced on radio/TV stations and parents will be notified. Emergency maps and postings are located in each room by the door. Fire extinguishers are found throughout the building with locations marked. Fire drills are practiced monthly and Disaster drills are practiced twice a year. If your child is injured, a trained staff member will provide first aid and you will be contacted. If necessary, your physician and 911 will be called and the parents will be notified. If your child needs to be transported by ambulance, a staff member will accompany your child. It is the parent's responsibility to assume any costs incurred for emergency care.

### **Items from Home**

Children frequently want to share with their class mates, nature items and treasures from home. Such items are especially welcome when they support the topic being studied at that time.

We discourage your child from bringing toys from home as they are difficult to share and could get lost or broken. Brazos Valley Kidz Academy does not allow toys or games of violence such as: guns, swords or action figures.

No cosmetics or money is allowed

Post or stud earrings are permitted for ears only

These policies are for the safety of the children and the staff will not be held responsible for lost or damaged items.



## **Child Abuse and Neglect**

In an effort to protect the wellbeing and safety of all children, The State of Texas requires anyone who may suspect child abuse and/or neglect must report it to the proper authorities. Brazos Valley Kidz Academy is required by law to cooperate with any investigation of child abuse and/or neglect.

### **\*\* Staff Trainings:**

All staff is required to attend an annual 2 hour training pertaining to the area of Child Abuse & Neglect

### **\*\*Community Resources:**

Scotty's House - (979) 703-8813 2424 Kent Street Bryan, Texas

Phoebe's Home - (979) 775-2255 and (979) 775-5355

Still Creek Ranch - (979) 589-3206 6055 Hearne Road Bryan Texas

## **Lunch and Snacks**

BVKA is a part of the Child Care Plus Food program. Being part of the program, you are required to fill out an annual enrollment form. Children will be fed family style meals meaning that the children will be encouraged but not forced to eat, practice appropriate table manners and converse freely while eating. Please remember that no outside food is allowed. You must provide a doctor's note if your child has any food allergies. Breakfast will be served from 8:30 a.m. to 9:00 a.m. Lunch will be served from 11:00 to Noon. Afternoon snack will be served from 2:30 to 3:00.

## **Curriculum**

Students will have an opportunity to develop skills in many areas through a rich and challenging curriculum. The Director and the Teachers determine the most effective strategies for engaging students in exploring and expanding their learning. Children will also be exposed to the internet and access will be limited to age appropriate educational website.

## **Nap Supplies**

Parents are required to provide their child with a nap mat. The child's name will be on their mat and used only by them. Please bring your child a small pillow and cover. Nap cover and pillow must be taken home every Friday for washing.

## **Clothing**

Please be sure to dress your child in comfortable clothes. They will be playing indoors and outdoors with a variety of material, paint, markers, sand, mud and all kinds of fun stuff! If your child comes home dirty you will know they have had a great day!

Please keep an extra change of clothes for your child in case of little accidents.

## **Seasonal Parties and Birthdays**

We will have seasonal parties and we love to celebrate each child's birthday. Per State Licensing and CACFP regulations for our meals homemade items are no longer allowed. If parents bring cupcakes for their child's birthday celebration, they must be store bought with a label. We will give more information on seasonal celebrations.

Other cultural and national holidays are celebrated. Please share with the Director other celebrations that are important to your family. Every effort will be made keep Brazos Valley Kidz Academy a multi-cultural Center.

## **Field Trips**

A variety of educational and recreational field trips will be taken during the year. Some field trips may require an additional fee. Parents are encouraged to participate but due to insurance restrictions, siblings who do not attend Brazos Valley Kidz Academy are not allowed to participate.

Permission slips must be signed and payment collected prior to the trip.

Children four and older are the only classes to go on field trip.

Brazos Valley Kidz Academy t-shirts must be worn for field trips.

We will follow the law for Booster seats for children who are not 4'9".

## **Animals at the Academy**

Brazos Valley Kidz Academy does not have animals on site on a regular basis. Parents will be notified if any animals will be brought to the Center. We will have many topics of interest throughout the year and it may be appropriate to have a small animal, butterflies or an aquarium.

## **Pictures**

The Academy may produce classroom pictures of the children and their teachers for bulletin boards or special projects. These pictures may be used in "The Eagle". A permission slip is required to be on file to allow your child to participate in these activities.

### **Water Activities**

From time to time Brazos Valley Kidz Academy will schedule age appropriate water activities, weather permitting. This might include "lab experiments" involving water. There will also be sprinkler day on those hot summer days. Parents will be notified ahead of time.

### **Parent Notification**

Parents will be notified of any policy changes one month before changes are made. Parents will be notified by mail, e-mail, parent communication board and hand outs.

### **Cell Phones**

Parents, please refrain from talking on cell phones when dropping off and picking up your children. They are eager to have your full attention and the teachers may have important information to share with you.

### **Open Door Policy**

Parents are always welcome to drop in as well as visit and participate in your child's class activities. You are also welcome to come in with an appointment to discuss any policies or procedures with the Director. We will be happy to answer your questions about our program. Please notice that we have a key pad on the door.

### **Transportation**

Brazos Valley Kidz Academy will only provide transportation for children that are enrolled in our After School program. Transportation will be limited depending on the location of the school.

### **Parent Information**

Brazos Valley Kidz Academy will have a copy of Minimum Standard Rules for Child Care and all inspection reports, including the Licensing inspection report on site for review by any parent or potential client. This will always be posted on the information board when you walk in.

Texas Department of Family and Protective Services local licensing office is located at 3000 E. Villa Maria Bryan, Texas and the Child Care Licensing phone number is (979) 731-0118 or at their website [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us) Child Abuse Hotline is 1 (800) 252-5400 to report suspected child abuse.

### **Surveillance Cameras**

Cameras are in each classroom, the playground, and the main hallway entry. The videos are not available to view on the internet. The purpose of the cameras is to ensure the safety of the center environment. Severe incident may be viewed after a thorough internal investigation is complete. These investigations may take up to a week to complete.

**Acknowledgement of Policies**

I, \_\_\_\_\_ and \_\_\_\_\_ have received and will read the Policies and Guidelines of Brazos Valley Kidz Academy.

We agree to abide by all policies stated in the Parent Handbook. We understand that we will be notified in writing of any changes in these policies. Any complaints, concerns, or grievances against Brazos Valley Kidz Academy will be made in writing and will be followed up in a timely manner.

We also understand that any breach of policies may be grounds to terminate childcare. A two-week notice will be given in such circumstance unless the infraction is severe enough to warrant termination without notice.

Parent Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Caregiver Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

Please check below for computer usage in the classroom.

My child \_\_\_\_\_ is allowed \_\_\_\_\_ is not allowed to use the internet under supervision.