



# Parent Handbook

24525 Gosling Rd. Spring, Tx. 77389

Phone: 281-516-9477

[www.littleangelsplayhouse.com](http://www.littleangelsplayhouse.com)

## **Little Angels Playhouse**

Little Angels Playhouse purpose is to provide excellence in child-care and education for infants through pre-kindergarten every day creating a learning, safe and fun environment to enrich the life of your child by giving them beautiful memories that will last a lifetime. We also provide after school and special programs for school-age children.

The Parent Handbook has been prepared to acquaint you with the policies, regulations, requirements, and activities of Little Angels Playhouse.

### **NON-DISCRIMINATION POLICY:**

Little Angels Playhouse does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

### **EXPECTATIONS**

Parents may expect that:

1. Their child/children are cared for in a safe, learning and fun environment.
2. They are always welcome to visit the center and/or to relay any concerns related to their child.
3. All activities will be planned out and communicated to our parents.
4. A summary page will be made available on a weekly basis for infants.
5. We will communicate to parents their child's behavior on a daily basis.
6. If the child's behavior is, for whatever reason, unacceptable the parent will be called upon to assist their child in correcting the behavior.
7. If the behavior fails to improve the child may be suspended or the child care will be discontinued. At that time, it will be determine that our program might not be appropriate for your child.
8. Their children to be fed quality food in every meal.

The program expects the parent's to:

1. Pay every Friday or the first of the month;
2. Keep the child's records up to date;
3. Bring and pick up your child at the appropriate time;
4. Contact us right away if the child will not be attending childcare on scheduled day. Contact us for any early or late pick up;
5. Respond to any communication from us regarding your child's behavior, and cooperate on improving child's behavior in a timely manner.
6. Behave in a respectful manner towards staff and management.
7. Comply with policies stated in this handbook.

Children may expect:

1. To have a learning, safe and fun environment;
2. To receive respectful treatment;
3. To have discipline that is fair and non-punitive;
4. To receive nurturing care;

The Program expects that children will:

1. Be responsible for their actions;
2. Take care of materials and equipment properly and return them to their place when done, or before taking out new ones;
3. Respect the care provider's, other children in care, and anyone that visits the facility;
4. To share and be tolerant of others.

## **CURRICULUM**

Mother Goose Time Comprehensive Preschool Curriculum is used in the Pre-K classroom. Mother Goose Time is uniquely designed to support in having more time to observe, know, and be with your children. It gives concrete materials and ideas on how to inspire children through art, music, logic games and hands-on investigations. Frog Street Curriculum is used in our Toddler classrooms. This year-round program focuses on enhancing the simple joy of childhood while equipping caregivers to nurture curiosity through exploration. It is designed around the latest scientific early brain development research and includes 52 weeks of activity choices specifically created for children ages 18-36 months.

## **TUITION AND FEES**

Tuition is based on the child's schedule. Fees apply regardless of the number of daily hours or days in attendance.

Weekly payments are due Friday, at time of child drop off or pick up. Weekly payments must be maintained current, failure to do so will lead to your child's removal from the daycare.

Monthly payments are due the first of every month, at time of child drop off. Monthly payments must be maintained current, failure to do so will lead to your child's removal from the daycare.

### Registration fee:

A non-refundable registration fee of \$100.00 is due at the time of enrollment and will be required to reserve a spot for child care.

### Supplies and Curriculum fee:

A supplies and curriculum fee of \$125.00 will be paid at the time of enrollment and before the beginning of every school year (August). This fee is not optional or refundable.

## **REQUIRED POLICIES**

Little Angels Playhouse is regulated by the Texas Department of Family and Protective Services. The following policies are required by Child Care Licensing per The Minimum Standards for Child Care Centers 746.501.

## 1. HOURS OF OPERATION

Little Angels Playhouse operates 52 weeks per year and is open from 6:30am-6:30pm, Monday through Friday.

- |  |                          |
|--|--------------------------|
| - Early arrival                          | 6:30 am - 7:30 am        |
| - <b>Daily Schedule (10 hours basis)</b> | <b>7:30 am - 5:30 pm</b> |
| - Late dismissal                         | 5:30 pm - 6:30 pm        |

**Note:** Early arrival and late dismissal are available for an additional weekly rate.

After 6:30 pm there will be an extra charge of \$1 per minute.

The Child Care Center is closed in observance of the State Holiday Schedule. The following are some (not all) of the holidays observed without deduction in the regular weekly fee.

1. New Year's Eve
2. New Year's Day
3. Martin Luther King
4. President's Day
5. Good Friday
6. Memorial Day
7. July 4th
8. Labor Day
9. Thanksgiving (Thursday + Friday)
10. Christmas Eve
11. Christmas Day

If any holiday from above falls on a Saturday the Center will be closed that Friday. If the Holiday falls on a Sunday Little Angels Playhouse will be closed on Monday.

## 2. RELEASE OF CHILDREN

An adult must accompany all children into and out of the daycare facility.

Children will only be released to a parent, unless the parent provides written permission for someone other than themselves to pick up their child. Picture identification will be requested at the time of pickup. A child will not be released to anyone whom we might deem intoxicated or under the influence of drugs.

Late Pickup or Early Drop off outside of agreed contract hours: In the event that drop off will be early or pickup might be late we must be notified immediately. A \$10 fee will be charged. In the event the lateness becomes an issue, the care provider holds the right to replace your child with no prior notice being given.

## 3. ILLNESS AND EXCLUSION POLICY

Children who are ill should not attend daycare. Little Angels Playhouse observes the standards set by the Texas Department of Family and Protective Services for ill children. The most common standards for exclusion are:

1. Illness that prevents the child from participating in child care activities, including outdoor play.
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children.
3. A temperature over 99.9 or has had a temperature over 99.9 within the last 24 hours.
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, 2 or more vomiting episodes in 24-hours.
5. Severe sore throat or cold symptoms, runny nose, bad cough, or frequent sneezing.
6. An upset stomach or diarrhea, or has had symptoms of these in the last 24 hours; any unexplained rash.
7. Pink eye or inflammation of the eyes
8. Lice
9. A child will not be brought to school with an injury and/or broken bone without a physician's release and instructions.

The following diseases are considered contagious and your child is not allowed to be in care until we have medical clearance. A doctor's note will be required before returning to care. Please refer to enclosure titled Health Guidelines.

- Asian flu;
- Diphtheria;
- Chicken pox;
- Influenza
- Mumps;
- Strep throat;
- Ringworm & scabies;
- Rheumatic fever;
- Pink eye;
- Small pox;
- Scarlet fever;
- Measles;
- Polio;
- Encephalitis;
- Meningitis;
- Impetigo;
- Trench mouth;
- Infectious hepatitis;
- Typhoid head lice;
- Whooping coughs;
- Other contagious sicknesses.

If a child becomes ill while in our care, we will contact the parent immediately.

If your child is absent please call the office to let us know the symptoms they are experiencing. We watch for trends on illnesses so that we can take extra precautions when needed.

#### **4. MEDICATION**

If your child requires medication, bring the medication to the director: the director or person in charge will administer it to your child.

If medications need to be administered at school, the following conditions must be met:

Prescription medication will be accepted only if it is in the original container and hasn't reached its expiration date.

Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container and accompanied with a copy of the information given to you by the pharmacy.

Before any prescription or nonprescription medication can be administered, we must have permission in writing by the child's parent or guardian. Please fill out a medication permission form and with complete instructions. Please bring a copy of the information given to you by the pharmacy.

A physician's instructions with an Allergy Action Plan are required for Epi Pens, inhalers, Benadryl and any medical device required to administer medication.

Medication needs to go home after the last date that the medication is administered.

Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current.

Medication may be given to children with a signed medical information sheet.

#### **5. PROCEDURES FOR HANDLING EMERGENCIES**

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified.

If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center 1(800)222-1222.

#### **6. PARENT NOTIFICATIONS**

Open Communication with parents is very important to children's success. Little Angels Playhouse has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Listed below are ways that Little Angels Playhouse may communicate with parents:

- Through email notifications
- Written memos placed in your child's weekly folders
- Verbal communication with the child's teachers and director

## **7. DISCIPLINE & GUIDANCE POLICY**

• Discipline must be:

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

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed;
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

In the event that a child is repeatedly disrespectful, uncooperative, or lacks self-control and a teacher is unable to guide the child's behavior, the following steps will be taken:

Parents will be notified of the disruptive behavior.

After three incidents, a meeting will be arranged with parents and teacher to discuss a solution to the child's behavior.

If the behavior persists and the goal is not accomplished it is at the discretion of the director for child's continued enrollment at the school.

## **8. FOOD & NUTRITION**

At Little Angels Playhouse, we believe that good nutritious menus go hand in hand with success at school. We provide breakfast, a well-balanced lunch and a healthy snack in the afternoons. The meals meet all the daily nutrition requirements for vitamins and minerals as recommended by the Texas Department of Protective and Regulatory Services. The menu rotates every two weeks to ensure that the children are presented with a variety of healthy foods.

A Menu calendar is posted on the hallway board. Lunch time is between 11:15 pm– 12:15 pm. Please notify the center of any allergies.

## **9. IMMUNIZATION REQUIREMENTS**

Little Angels Playhouse follows the Texas Minimum State Vaccine Requirements for Child-Care Facilities.

Immunization records must be current for all children enrolled. All children must have a current copy in their file at Little Angels Playhouse. The record must be validated by a physician with a signature and the name and address of the practice/clinic. It is the parent's responsibility to ensure that your child's immunizations are current. Failure to keep children current on immunizations may lead to disenrollment.

From time to time Little Angels Playhouse may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit must be on file for these children.

Little Angels Playhouse does not required immunization from employees. However we recommend then to have the required immunization up to date.

## **10. TUBERCULOSIS TESTING REQUIREMENTS**

Based on local health department guidelines, proof of TB testing is not required in order to be enrolled in our program.

## **11. HEARING AND VISION SCREENING**

Hearing and Vision Screening for possible vision and hearing problems is required by the Special Senses and Communication Disorders Act, Texas Health & Safety Code, Chapter 36, for children who are 4-years of age by September 1st of each new school year and first-time enrollees. Testing must be done within 120 calendar days of enrollment.



## **12. ENROLLMENT PROCEDURES**

Upon selecting Little Angels Playhouse to meet your child's educational needs, all enrollment paperwork is required before the child can start our program. Incomplete paperwork will not be accepted. Paperwork required for enrollment includes:

- Enrollment Form 2935 (Pages 1-3)
- Payment Agreement for Child Care Services
- Parent handbook Acknowledge Form
- Physician's Statement and Immunization Record
- Directory/Photo Permission
- OTC Medication Form
- Discipline and Guidance Policy
- Health Guidelines
- Infant Feeding Instruction Form (3-18 month child)

## **13. TRANSPORTATION**

Little Angels Playhouse provides Before & After School transportation to and from the following schools: French Elementary & North Hampton Elementary. Also transportation will be provided in emergency situations.

## **14. WATER ACTIVITIES**

Parents will be notified in advance for water play activities that involve sprinkler play and wading pools.

## **15. FIELD TRIPS**

Little Angels Playhouse will notify parent of each child who will be on the field trip, indicating when and where the child will be going, and when the child is expected to return to the child-care center. A signed permission will be requested to take a child on a field trip, including permission to transport the kid if necessary.

## **16. ANIMALS**

From time to time, Little Angels Playhouse may have classroom pets that meet the requirements by Texas Child Care Licensing. A notice to parents will be posted outside any classroom door when a pet is present. At this time there are no pets at Little Angels Playhouse.

## **17. QUESTIONS OR CONCERNS**

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the Center Director. Little Angels Playhouse phone number is 281-516-9477.

You can also reach us by e-mail at [littleangelsplayhouse@yahoo.com](mailto:littleangelsplayhouse@yahoo.com). Through open communication, we can ensure that all parties are well informed and working as partners in the child's education.

## **18. OPEN DOOR POLICY**

Parents are welcome to visit the child-care center at any time during the child-care center's hour of operation to observe their child, the child-care center's operation, and program activities. A code for the school entrance is provided to parents/caregiver.

## **19. PARENT PARTICIPATION**

We encourage parent involvement, during class, parties and special events. Also, if you have a concern, please schedule a time to meet with the classroom teacher and/or the director.

## **20. MINIMUM STANDARDS FOR CHILD CARE CENTERS**

Little Angels Playhouse is regulated by the Texas Department of Family and Protective Services and we follow the Texas Minimum Standards for Child Care Centers. Parents may review of a copy of these standards in our front office or view the standards online at [www.dfps.state.tx.us/Child\\_Care/Child\\_Care\\_Standards\\_and\\_Regulations/default.asp](http://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp). A copy of the most recent licensing inspection report will be post on the hallway board.

## **21. LOCAL LICENSING OFFICE CONTACT**

The local licensing office number for Little Angels Playhouse is: 936-525-2187 or you may visit their website at: [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us).

## **22. GANG-FREE ZONE**

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

## **23. EMERGENCY PREPAREDNESS PLAN**

A complete Emergency Preparedness Plan is available upon request. In the event of an emergency, parents would be contacted by phone with the details of the emergency, (if required) evacuation location, and a contact phone number of the person in charge either Director or Designee.

The following have been designated as safe areas for this facility in an emergency.

Shelter in Place (Tornado): Centered Purple Classroom

On-Site Evacuation (On facility grounds): Playground

Off-Site Evacuation: Cube Smart Storage Center

## **24. BREASTFEEDING**

We support and encourage the breastfeeding mother's decision to continue to breastfeed her child. In keeping with this philosophy, we will provide a welcoming atmosphere that encourages mothers to initiate and continue breastfeeding after returning to work and will provide a designated space for mothers to breastfeed their children on site. If a nursing mother needs any assistance please ask the office staff for help.

## **25. CHILD ABUSE REPORTING LAW REQUIREMENTS**

Little Angels Playhouse staff are required by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receive annual training on recognizing and preventing abuse and neglect, including sexual abuse. Little Angels Playhouse will help increase awareness and prevention techniques to employees and parents through trainings. Little Angels playhouse will also coordinate with community organizations on strategies to prevent abuse and neglect.

The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit [www.helpandhope.org/find-help.html](http://www.helpandhope.org/find-help.html). The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

## **26. WELL CHECKS**

Little Angels Playhouse staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects.

## **ADDITIONAL POLICIES**

### **ABSENT**

If your child will be absent from school, we ask that you notify the front office. **Fees are not based on attendance and deductions are not allowed due to absence or illness.**

### **VACATIONS**

Every year Little Angels Playhouse will be giving parents the option to have one week of vacation without paying the weekly fee. Only families who have been enrolled 6 months or more continuously is eligible to

receive this benefit. When parents decide to use this benefit they need to notify the director at least two weeks in advance. If for any reason their vacation is longer than a week parent will need to make their weekly payments before going on vacation. Failure to do so may lead to your child losing their spot. In the event you cannot issue a payment prior to going on vacation, you are required to satisfy any balance before returning to daycare including late fees.

## **CONFIDENTIALITY**

While your child is enrolled in our program, parents may come across confidential information about our program, our staff, and sometimes other children. All information received from Little Angels Playhouse must remain confidential at all times. Breaching confidentiality may lead to disenrollment.

## **WITHDRAWAL FROM DAYCARE PROGRAM**

Two weeks' notice is required for withdrawing a child from Little Angels Playhouse. Vacation time (**1 week**) cannot be used for the two weeks' notice of disenrollment.

## **INCLEMENT WEATHER POLICIES**

Little Angels Playhouse follows the lead of Klein I.S.D during inclement weather. Please check local TV stations and web sites for announcement of closing. In most cases you will receive a call with specific information.

In case of serious emergencies such as earthquakes, fire, storms, or loss of power/water, parents will be notified and children will be cared for until parents or emergency contacts arrive.

## **SIBLING DISCOUNT**

Families enrolling more than one sibling will receive a 10% discount for every additional child.

## **NAP TIME**

Supervised rest periods are provided for children from 12:30 pm to 2:30 pm. Your child will be provided a cot to rest on for nap time. Please provide blanket and pillow.

## **PERSONAL BELONGINGS**

Parents must supply for infant / toddler:

- DIAPER RASH CREAM / DIAPERS / WIPES
- TWO CRIB SHEETS AND COVERS
- ANY OTHER SUPPLIES YOU MAY DEEM NECESSARY FOR OPTIMAL CARE OF YOUR CHILD
- IF YOUR CHILD IS LESS THAN A YEAR OLD YOU NEED TO PROVIDE BABY FOOD

- PACIFIER NEED TO HAVE A HOLDING STRING AND MUST BE LABELED
- EVERYTHING MUST BE LABELED WITH CHILD'S FIRST NAME AND LAST NAME INITIAL
- PLEASE PROVIDE 5 EXTRA OUTFITS OR YOU MAY SUPPLY ONE DAILY

Please label everything with your child's first and last name initial. Please leave all valuable items at home since Little Angels Playhouse cannot be responsible for broken or lost items.

No toys from home are allowed unless it is for a specific activity assigned by the care provider. We assume no responsibility for lost or broken toys.

## **CLOTHING**

Clothing should be loose enough to provide comfort and freedom of movement. Tennis shoes or play shoes are that are suitable for indoor and outdoor activities. No Crocs or flip-flops. Avoid clothing with inappropriate picture, words or violent cartoon logos. Please mark all clothing with the child's name and last name initial (especially outerwear). Each child should bring a complete change of clothes, including underwear and socks, labeled in a Ziploc bag. Please put your child's name on everything!

We use washable crayons, markers and paint during art time, but the children's clothing may get stained from just being kids! Please dress your children in play clothes since PLAY is what we do!

## **MOVIES**

Any movies brought from home need to be "G" rated. We assume no responsibility for lost or broken movies.

## **OUTDOOR PLAY**

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside every day. Please do not request that your child stay indoors. Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at school. Children may not wear flip flops or Crocs due to the danger these shoes may cause on the playground.

## **BIRTHDAYS**

Parents are welcome to make birthday's special events for the children. If you wish to share your child's birthday with the class, we welcome you to do so by bringing a special snack **store bought**. Please let your child's teacher or the director know in advance when you plan to bring a birthday snack. Birthday treats are usually served during the child's snack time.

You may send party invitations to school with your child if it is to the whole class or to all girls or all the boys in the class.

## **PHOTOGRAPHS**

Little Angels Playhouse believes in the benefit of using pictures in our educational program. If parents choose to take pictures of events held at our program, they should only photograph their child. Pictures of other children should not be shared on Facebook, Twitter or Instagram unless written permission is given by the other parent. Please note: during certain parent events, photographs may be taken. If you wish for your child to not be photographed during the events, you may want to remove them from these events.

## **OUTSIDE EMPLOYMENT**

Employees of Little Angels Playhouse are prohibited from outside employment with parents of the organization. This includes, but is not limited to, babysitting and/or nanny type jobs.

## **BITING**

Biting is a common issue in early child development. The best way to deal with biting is consistency between providers and parents. Biting could occur for multiple reasons. Proper communication will help determine why a child is biting. Little Angels Playhouse will work with parents when biting becomes a problem. We will make every effort to solve the issue as soon as possible.

## **CUSTODY SITUATIONS**

Little Angels Playhouse will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. It must be certified by the judge.

*Little Angels Playhouse knows that you trust us with your kids, your angels, and we strive to serve in a unique place where you can feel good about bringing your child to each day. Little Angels Playhouse offers a varied education environment in which children continually learn new skills and accomplish new goals, all the factors that make early childhood education fun and establish the keys to future success.*

*These are some of the fun activities your child will be looking forward to:*

*Language Development: We will work on oral language use, vocabulary building, storytelling and listening skills, using complete sentences and word expansion.*

*Social and Development: We will work on cooperation, sharing, self-control, independence, taking turns, kindness, patience, responsibility, expressions of self and feelings.*

*Math: We will be learning to count, identify shapes, sizes, measurements sequencing, graphs, and patterns.*

*We will also have time for Music, Drama, Songs, Puppet time, Mother Goose Program, Spanish Classes, Games, Puzzles, Reading, Free play, Quiet play, and Sand Box time, among many other pre-planned activities. And let's not forget Art! We will experience different art mediums to include crayons, paste, glue, play dough, watercolors, and drawing. Also, we will have time to include Science through our exploration of nature around us, plants, animals, seasons, cooking experiments, weather, nutrition, and needs of living and non-living things.*

*We are very excited and thankful that you and your child will be part of our loving family at Little Angels Playhouse... your children second home!*

## Parent Handbook Acknowledgment Form

I have read and understand the Parent Handbook. I agree to abide by the policies therein.

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Parent Signature

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Date

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Child's name (Please Print)