

# Parent Policies and Procedures Handbook 2021-2022

Child's Play Learning Center  
1530 Norwalk  
Katy, TX 77450  
281-578-9332  
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[www.childsplaykaty.com](http://www.childsplaykaty.com)

The purpose of Child's Play Learning Center, Inc. is to provide preschool children with a loving, caring, Christian environment and a creative learning experience. Our program is a theme based curriculum with a multi-sensory, hands on approach to learning.

### **GOALS**

- ❖ To provide opportunities for developing a growing awareness of the love of God and His world.
- ❖ To provide opportunities for learning experiences based on the child's individual needs, interests and abilities.

### **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

Child's Play Learning Center, Inc. does not discriminate on the basis of race, color, disability, national and ethnic origin in administration of its admission and educational policies and any other school-administered programs.

### **HOURS OF OPERATION**

Monday through Thursday	9:00am to 2:25pm
First Day of School	September 8 & 9, 2021
Last Day of School	May 24 & 25, 2022

### **SCHOOL CLOSINGS**

Child's Play follows the Katy I.S.D.'s decisions regarding emergencies. In case of a weather pandemic emergency, please check our website or tune in to local news media for school closings. If KISD has a delayed start, Child's Play will be closed for the entire day.

### **CHILD'S PLAY WILL NOT BE IN SESSION ON:**

Labor Day	September 7, 2021
Thanksgiving Holidays	November 22-25, 2021
Christmas Holidays	December 16, 2021-January 4, 2022
Martin Luther King	January 17, 2022
Staff Professional Development	February 3, 2022
President's Day	February 21, 2022
Spring Break	March 14-17, 2022
Easter Monday	April 18, 2022

## **TUITION IN THE EVENT OF A SCHOOL CLOSURE**

Tuition payment will be made “contactless” through your Procure account using “tuition express”.

Tuition is due on the 1<sup>st</sup> of the month and is late after the 5<sup>th</sup>. A \$20 late fee will be added to your Procure account after the 5<sup>th</sup> of the month.

Child’s Play is a nonprofit (tuition based) program. In the event of school closure, tuition will not be collected for any full months the school is closed. If school closure occurs after the month has begun, there will be no refund for that month.

**The registration and supply fee is a nonrefundable fee.**

### **DROP OFF**

Children will be dropped off in the north parking lot in a carpool line in the circle drive during the assigned time for each class.

Drop off will begin at 9:00am –

Mickey class 9 :00 – 9:10	Monkey class 9 – 9:10	Frogs 9:10 – 9:20
Pooh Bears 9:10 – 9:15	Turtles 9 – 9:10	Owls 9:15 – 9:25
Buddy Bears 9:15 – 9:25		

### **PICK UP**

Pick up will begin at 1:50 -

Mickey class 1:50 – 2:00	Monkey class 2 – 2:10	Frogs 2:10 – 2:20
Pooh Bears 2:00 – 2:10	Turtles 2 – 2:10	Owls 2:10 – 2:20
Buddy Bears 2:15 – 2:25		

3 – 5 Years old classes may opt to come to the classroom door to pick up your child or you may use the carpool for pick up during the time assigned for your class.

### **PLEASE NOTE:**

We cannot have too many people in the building at the same time. Minimal time in the building is required.

### **PARKING LOT SAFETY**

For the safety of all, please drive slowly and with extreme caution in the Child’s Play parking lots. No cell phones are allowed while driving in the parking lot or in the building during pick up.

Please refrain from backing into the parking spots.

## **BEHAVIOR MANAGEMENT/DISCIPLINE**

### **STAFF**

Director  
Assistant Director

Alyce Gabrysch, B.S. Ed. Psy.  
Diana Rico

We are very fortunate to have a caring, loving and educated staff. As a state licensed facility our teachers receive 24 hours of continued education each year as well as CPR and First Aid training.

The teachers will provide opportunities for:

#### **SPIRITUAL GROWTH:**

A warm, caring, Christian environment will be provided with opportunities for developing a growing awareness of the love of God and our natural world. We do not teach doctrine and we welcome children of all faiths.

#### **COGNITIVE GROWTH:**

A rich, stimulating, well-planned and age appropriate curriculum and learning environment will be available as the children learn through play and experiences.

#### **PHYSICAL GROWTH:**

Classes and activities that promote physical fitness and help with the development of large and small muscles are part of the curriculum. Emphasis will also be placed on good health.

#### **SOCIAL GROWTH:**

We provide opportunities for working, playing and communicating with other children. Emphasis will also be placed on the needs, rights and feelings of others and the respect of adults while developing his/her own individual personality and independence.

#### **EMOTIONAL GROWTH:**

A positive self-image and feelings of self-worth and self-confidence are re-enforced throughout the program by the entire staff.

## **DAILY ACTIVITIES**

Our daily activities will include the following:

❖ **OPEN CENTERS**

Children choose to play in a variety of age appropriate, theme related centers (toys, puzzles, play dough, etc.).

❖ **PLAYGROUND**

Children have an opportunity for outdoor play one to two times a day.

❖ **PRAYERS**

Children will learn The Sign of the Cross, Catholic blessing, morning prayer, songs, etc.

❖ **READINESS SKILLS**

Numbers and letters, phonics, colors and shapes are incorporated into learning activities. Many special “games” are planned for group time to reinforce these skills.

❖ **LEARNING WITHOUT TEARS**

Child’s Play uses the Learning Without Tears Curriculum. It is a developmentally appropriate approach to strengthen fine motor skills and ensure success.

❖ **DISCOVERY/KITCHEN**

Children are exposed to a variety of hands on, thematic activities offering an opportunity to learn through experience.

❖ **ROTATING CENTERS**

Children will experience a different center each week. Some of our rotating centers are: lego and duplo tables, home/dress up, paint, listening, science, math, rice table, blocks, tools and communication.

❖ **MOVEMENT**

Children will have an opportunity for large muscle development through activities such as scooter, trampoline, balls, jumping.

## **EVALUATIONS AND CONFERENCES**

Children in our 18 months to three year old program will have a social/emotional evaluation in the fall and spring.

Children in our four and five year old programs will have a social/emotional evaluation in the fall and spring. An academic assessment will be included in the spring evaluation.

The teachers or Directors are available to conference at the parent’s request.

## SNACKS

Children will be asked to bring snacks, on a rotating basis, to share with friends. The teachers will notify you when it is your turn. Some suggestions for a nutritious snack are apples, graham crackers, oranges, pretzels, bananas and raisins. Please provide a water bottle or thermos with a flip top.

Snacks must be store bought and have the ingredients listed on the package. Child's Play will provide paper products.

## BIRTHDAYS

Birthdays are special to your children and will be celebrated as close to your child's birthday as possible. Children who have summer birthdays will have a **PRETEND** birthday. **Please no cupcakes or cakes. We prefer a decorated cookie or individual cookies.** Please limit the amount of icing on decorated cookies.

We will not distribute party invitations at school. Classmates names, addresses and phone numbers can be requested through the office.

## LUNCH

- ❖ All children are to bring a lunch box with finger foods. Please provide a drink in a flip top water bottle. Please, no Capri Suns, drinkable yogurts, fruit roll-ups, Go-Gurts, soft drinks and red or orange drinks. Please provide a **nutritious lunch**.
- ❖ Please label the lunch box, cup, etc. with your child's name.
- ❖ To help prevent the possibility of choking, **please cut grapes in half and carrots and hot dogs in strips. DO NOT send popcorn, nuts, round candies or marshmallows!!**

## CLOTHING/BACKPACKS / REST TIME

- ❖ A clean king sized pillowcase (21x40) is required each day for all 18 months and 2 year olds. The pillowcase will be sent home in the backpack to be washed. Child's Play will provide the mat.
- ❖ Special items needed for naptime, such as pacifiers, blankets, stuffed animals, etc., are encouraged. No toys are allowed.
- ❖ 3 years old are asked to bring a pool towel in their backpack for rest (please label it with the child's name).
- ❖ All children must bring a **2 changes of clothing plus underwear and socks** each time they come to school. If your child is not potty trained include sufficient **disposable diapers or training pants**. Please include plastic bags for dirty and/or wet clothes.

- ❖ Remember to dress your child in **comfortable play clothes**. Children will take part in messy activities (painting, playing outside, etc.). Children who are potty trained should wear clothing they can **manipulate themselves in order to be successful at potty time**. Girls, if wearing dresses, need to wear shorts or pants under them. Girls should not wear body suits.
- ❖ Children in need of diaper changing must wear clothing with snaps to allow for easy and quick changing. If your child wears **pull-ups** please send the type **with tabs**, to enable easy removal.
- ❖ For safety reasons, children are to wear only tennis shoes that have either tied or Velcro closings. No dress shoes or boots.
- ❖ All children are required to bring a zipped backpack for their belongings.
- ❖ Please **label everything** with your child's name. This includes changes of clothes, backpacks, coats, sweaters, etc.

### HEALTH

A Medical Information Form signed by a physician must be on file **before** your child is admitted to class. Please notify us if there are changes to your child's health during the school year. Keep us posted about allergies and medications your child is taking on a daily basis. All immunization updates must be reported to Child's Play.

Documentation of vision and hearing test results are required by the state of Texas for all 4 and 5 year olds.

A child **should not** be brought to school if the following exists or occurred the night before a class day:

- ❖ Fever : Your child must be fever free for 24 hours **WITHOUT** the use of medication before returning to school.
- ❖ Vomiting and/or diarrhea
- ❖ Any symptom of the usual childhood contagious diseases (COVID and flu,scarlet fever, German measles, mumps, chicken pox, whooping cough, hepatitis or head lice)
- ❖ Common cold combined with fever and/or green nasal discharge
- ❖ Sore throat
- ❖ Croup
- ❖ Any unexplained rash
- ❖ Any skin infections(boils, ring worm, impetigo)
- ❖ Pink eye or any other eye infection

Only the directors may give medication. It must be in the original container and clearly marked. An "Authorization For Dispensing Medication Form" must be completed. If a child becomes ill or is hurt while at Child's Play, a parent will be called to pick up their child. Parents must sign in daily with an emergency contact phone number.

Please notify the director if your child becomes ill with a contagious disease so parents of other children can be alerted.

Provide Child's Play with specific information regarding all allergies. For those with serious allergies, asthma, etc., medication may be kept in the office. In the event this medication is administered the parents will be contacted and informed of the child's condition. The staff is not permitted to apply topicals or give medication to children. The Child's Play staff is not required to have immunizations.

### **EMERGENCY PROCEDURES**

In the event of a medical emergency you or your spouse will be contacted. If we are unable to reach either of you, we will call your alternate contacts. In the event of a major emergency, 911 will be called. If your child has a minor incident/illness a staff member will tend to the child accordingly. A detailed report will be completed and a copy given to you.

### **EMERGENCY PREPAREDNESS PLAN**

Child's Play has an Emergency Preparedness Plan which is designed to ensure the safety of children during emergencies such as tornadoes, floods, hurricanes, medical emergencies, communicable disease outbreaks and events such as an intruder, explosion or chemical spill. A copy of this plan is available in the director's office.

### **PARENT INFORMATION**

#### **Licensed by the State:**

Child's Play is licensed by the Department of Family and Protective Services. At any time parents may review the minimum standards and our most recent licensing inspection report. The telephone numbers and website may be obtained from the director's office.

#### **Visiting our Facility:**

Parents are welcome to visit our facility at any time. However, for safety reasons our doors are locked during the day. A staff member will admit you to the facility.

#### **Breast Feeding:**

Parents who have the need to feed an infant/child while in our facility can do so in the Director's office with privacy.

#### **Gang Free Zone:**

A gang free zone is a designated area around a specific location where certain gang related criminal activity is prohibited and is subject to increased penalty under Texas law. Specific locations where certain gang related criminal activity is now prohibited include, but are not limited to, public schools, playgrounds, video arcade facilities and day care centers.

The area that falls within a gang free zone can vary depending on the type of location. For example, certain gang-related criminal activity that occurs within 300 feet of a video arcade facility is a violation of a new law, whereas certain gang related criminal activity that occurs within 1000 feet of a school or day care center is a violation of the law. Gang free zones are needed to hopefully deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.



**Board of Directors:**

Child's Play has a Board of Directors who oversees our program. If you find a need to contact a board member, their names and email addresses can be obtained through our office.

**PARENT'S POLICIES AND PROCEDURES HANDBOOK**

The Department of Family and Protective services requires that all parents have a signed copy of **PARENT'S ACKNOWLEDGEMENT FORM** in their child's folder stating they have read the Parent's Policies and Procedures Handbook.

**PLEASE NOTE**

Child's Play Learning Center, Inc. is an independent non-profit entity. We are not directly affiliated with Epiphany of the Lord Catholic Church.

**FUND RAISERS**

**Parent support is extremely important at Child's Play.** We are a non-profit pre-school program. We offer many opportunities to support Child's Play through the following fundraisers.

**❖ RANDALLS REMARKABLE CARD (ON-GOING):**

By using your Remarkable Card each time you make a purchase, Child's Play can earn a percentage of what is spent. Our Randall's number is 731.

**❖ SCHOLASTIC BOOKS (ON-GOING):**

Child's Play participates in the Scholastic pre-school book program. Order forms are sent out monthly to encourage reading in families. The books, CDs and DVDs are inexpensive and for each dollar spent by our parents, Child's Play receives a point. We can order books and CDs for our library at Child's Play.

**❖ BOX TOPS FOR EDUCATION (ON-GOING):**

Save box tops of all products **that have the box top labels.** We receive 10 cents per label.

**❖ BROCHURE FUND RAISER:**

We hold this fund raiser in the fall. Many lovely and inexpensive cards, stationery, paper products, candy, magazines and gift items can be ordered. We receive a percentage from the total sale.

We may have other fund raisers as deemed necessary to maintain the quality of our program.

# Keeping Children Safe

## Reporting Abuse and Neglect

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement.

Call **1-800-252-5400** to make confidential reports.

Failure to report suspected abuse or neglect is a crime.

Employers are prohibited from retaliating against caregivers who make reports in good faith.

### Protecting Children

**Shaken Baby Syndrome** is the result of violently shaking young children. Injuries can include brain swelling and damage, subdural hemorrhaging, mental retardation and death.

**NEVER SHAKE A BABY!**

**Sudden Infant Death Syndrome**, or SIDS, is the unexplained death of a sleeping baby. Always place infants to sleep on their backs on a firm surface, free from soft items such as quilts, pillows or toys.



### Unsafe Children's Products

Recalls of unsafe consumer products, including children's products, are available. It is easy and free to find out. Just go to the United States Consumer Product Safety Commission web site at [www.cpsc.gov](http://www.cpsc.gov) or you may access the recall information at the Texas Department of Family and Protective Services web site at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

### Keeping Children Healthy

Protect children from illness and disease:

- Wash your hands and children's hands often.
- Immunize children.
- Keep ill children at home.
- Learn CPR and First Aid.
- Make sure that children drink plenty of water.
- Discuss special-care needs with caregivers.
- Learn more about childhood diabetes, which impairs a body's ability to regulate blood sugar levels, and other medical conditions from your child's health-care provider.



**Texas Department of Family and Protective Services**

[www.dfps.state.tx.us](http://www.dfps.state.tx.us)

\* Texas Family Code, Title 5. The Parent-Child Relationship and the Suit Affecting the Parent-Child Relationship, Subtitle E. Protection of the Child, Chapter 261. Investigation of Report of Child Abuse or Neglect, Subchapter B. Report of Abuse or Neglect; Immunities

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