



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

To provide intentional teaching moments that foster healthy relationships with others. To build a foundation that provides a child as many positive opportunities to learn and grow so that can be successful in their future endeavors.

Philosophy

BVKA provides a developmentally-based program in an environment designed especially for young children. We work to develop caring, respectful, and responsive relationships with children from infancy through preschool by partnering with families to support a child's growth 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 positive relationships with others.
- 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.

Philosophy

Here at Brazos Valley Kidz Academy our philosophy is to create teachable moments that children can carry with them into their future. To be an intentional teacher who embraces and builds on their strengths. To help our children achieve growth not only academically but socially as well. We want to be an instrumental building block who strive to make a difference daily in the lives of all the children in our community.

Program Quality

We are a **Texas Rising Star** Provider. We take pride in our program as we continue to maintain high quality care and developmental programs that benefit children who attend BVKA. The **Texas Rising Star** Provider program offers providers the opportunity to participate in a voluntary plan to improve the quality of child care by meeting program criteria that exceed the Minimum Standards for Child Care Licensing. To find out more about the TRS program visit the following website. "www.texasrisingstar.org"

There are several factors that set Rising Star Providers apart from non-participating centers.

- 1. They offer quality care that exceeds the State's Minimum Child Care Licensing Standards for director and staff qualifications.**
- 2. They have caregiver-child interactions, age-appropriate curriculum and activities.**
- 3. They are a part of a food program that provides a well-balanced meals and snacks. And meet the needs of children who have food allergies.**
- 4. They provide opportunities for indoor/outdoor activities.**
- 5. They offer parent involvement opportunities throughout the year.**
- 6. They are in a better position to contribute to the early development of children. As providers progress through the levels of TRS provider certification, they contribute progressively more to the development of the children they serve on a daily basis.**
- 7. In the center you will find a breast-feeding friendly environment. A list of resource available to help our families within our community. Such as, WIC, Housing, Food programs, Parent Trainings, safety in transpiration to name a few.**

Parent Involvement

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:

Changes: 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. If office staff is not available for you to update an address or phone number change, there will be a small notepad on the table at the entrance for you to write it and place in the payment drop box outside the office door.

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.

Brazos Valley Kidz Academy is committed to employing well-trained employees. All Teachers receive 30 hours of annual child development training and are required to stay current in First Aid, CPR and maintain training in Sudden Death and Baby Shaken certification yearly. 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.

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 minute, \$1.00 a minute after that. This must be paid at time of late arrival. Cash is accepted for this payment. *******BVKA closes at 4:30 on the last Friday of the month. Reminders will always be posted.**

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.

Arrival and Dismissal

Children must arrive no later than 9 am and must be signed in and out each day on their class clipboards in their designated areas.

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. If returning you must present a doctor note. We have a drop off and no return policy without a doctor note or prior arrangements with the director.

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 once they have them in their possession at all times.

Payment and Late Fees

Option #1: Parents that pay monthly: Monthly payments must be paid on the 1st no later than the 5th of each month to avoid A late fee. If the first falls on a Saturday or Sunday you must pay by the following Wednesday. If you wait until after Wednesday to pay their will be a \$10 late fee per day on top of your regular tuition. **No cash is accepted. (This includes CCMS parents)**

Option #2: Parents that pay bi-monthly (including CCMS parents): Your 1st half of payment must be paid no later than the 1st of every month. If the 1st falls on a Saturday or Sunday then it must be paid by the following Wednesday. If payment still has not been received for the first half of the month you will be incur a \$25 late fee due to nonpayment of the first half of the month. Your 2nd half of payment must be paid by the 15th of every month. If the 15th falls on a Saturday or Sunday then it must be paid by the following Wednesday. If payment is received late you will also incur a \$10 late fee per day until full payment is received.

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 1st and the 15th 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. A charge of 2.9% is charged to you through our Brighwheel app.

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

BVKA offers a 10% discount for additional siblings. The 10% discount applies to the first child. 5% for the second child. Three or more no other discounts apply.

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. Children with special needs will be assets based on the need of the child. This will determine if BVKA is able to accommodate them.

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.

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

If you experience a Grievance in your family and must take a leave of absence please notify the director immediately. BVKA will do their best to accommodate you. If the absence will be more than a week you will be expected to continue payment. You must put in writing your intent to keep your child's spot of give notice. The director will not hold a spot without pay. In order to save your child's spot you will be expected to pay full tuition.

Reporting Incidents

Parents will be notified of any incidents the same day on an Ouchie report and or Incident report form through Brightwheel. Signatures are required from the parent at the time of pick up.

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.

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 by the staff and taught to the children. Supplies, eating surfaces and all equipment will be sanitized after every meal. 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 temperature of 100.5 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.

April 4th, 2019

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.**

Medications

BVKA will not administer any medicine to children. Breathing treatments can be administered for children with proper Doctors' orders. Please bring the treatment medication in its original box with instructions listed on the box.

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 and redirection 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 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, parents 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.

Suspension and expulsion of children: 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.

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 until you notify BVKA that this person is no longer picking the child up. 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.

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.

April 4th, 2019

Items from Home

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.

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 8:00 a.m. to 8:45 a.m. Lunch will be served from 11:00 to Noon. Afternoon snack will be served from 2:30 to 3:00.

Contact Info: Child Care Plus Food Program 18445 Highway 105 West, Suite 102-192 Montgomery, Texas 77356 Telephone: 281-652-5374 Fax: 281-616-3924

Curriculum

Here at BVKA we use a curriculum rich in all stages of development. Frog Street is recommended curriculum from Rising Star. It offers English and Spanish activities tailored to the developmental stage of each individual child. The curriculum grows with the child as they develop through hands on activities as well as guided activities. It specializes in brain development in infants and toddlers. Three's; intentional instruction that effectively continues on to the path of kindergarten readiness. Frog Street Pre-K is a comprehensive, research-based program that integrates instruction across developmental domains and early learning disciplines. Engaging and easy to use for both teachers and children.

Screen Time

Screen time is limited to no more than 20 min a week for educational purposes. It is used in combination with the Frog street instructional curriculum. Teachers may use YouTube to show the children through visual learning what they are learning that week. On occasion the children may watch a movie that is age appropriate and with parents' permission. Examples would be holiday, bad weather day, or it goes along with their lessons.

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. A sheet or king size pillow case fit perfect on the nap mat and provide a barrier between the child and the mat.

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.

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.

Outdoor Play & Water Activities

Outdoor time gives the children the opportunity to play physically using their large gross motor skills. The children are required to experience outdoor play on a daily basis if and when weather permits. Closed toes shoes are recommended.

Infants are required to have outdoor time at least once daily which includes buggy rides and or outdoor time on their playground. 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/ Communication

Communication with our families is very crucial. BVKA uses phone calls, flyers, dry erase boards and has the Brightwheel app in place to inform and remind parents of upcoming events, closings etc. Parents will be notified of any policy changes one month before changes by handouts and Brightwheel. This app is the newest and the primary source of communication that we have in place for immediate contact. This is an annual fee of \$30 and new families will receive instructions and codes at the time of registration.

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.

April 4th, 2019

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 Child Abuse Hotline is 1 (800) 252-5400 to report suspected child abuse.

Under the Texas Penal code, any area 1,000 feet of a child care center is a **gang-free zone**, where criminal offenses related to organized criminal activity are subject to harsher penalty.

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.

April 4th, 2019

Acknowledgement of Policies

I, _____ and _____ have discussed the Policies & Procedures of Brazos Valley Kidz Academy with the Center Director/ Assistant and have received a copy of the Policies and Guidelines for my records.

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 Orientation Checklist:

<ul style="list-style-type: none">• Tour of Facility/ Meet the staff• Classroom Visitation w/teacher• Policy Overview• Arrival/ Dismissal Policy• Bonding time w/ family & teacher• Texas Rising Star info	<ul style="list-style-type: none">• CCS Parents notify provider of any new changes• Community Resources• Child Development/ Developmental Milestones• Family Expectations• Limited Technology & Screen Time• Family role models & influences
---	---

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.