

# Parent Policies and Procedures Handbook 2023-2024

Child's Play Learning Center  
1530 Norwalk  
Katy, TX 77450  
281-578-9332  
fax: 281-578-0507  
[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. Child’s Play Learning Center, Inc. is an independent non-profit entity. We are considered a ministry to the community; however, we are not directly affiliated with Epiphany of the Lord Catholic Church.

**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 3:30pm
First Day of School	September 6th & 7th, 2023
Last Day of School	May 14th & 15th, 2024

**SCHOOL CLOSINGS**

Child’s Play follows the Katy I.S.D.’s decisions regarding holidays and emergencies. In case of a weather pandemic emergency, please check our website, private Facebook page, 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 4, 2023
Columbus Day	October 9, 2023
Thanksgiving Holidays	November 20-23, 2023
Christmas Holidays	December 14, 2023-January 4, 2024
Martin Luther King	January 15, 2024
Staff Professional Development	February 15, 2024
President’s Day	February 19, 2024
Spring Break	March 11-14, 2024
Easter Monday	April 1, 2024

## TUITION POLICIES

Tuition payment will be made contactless through your Procure account using a credit card or drafting from a bank account.

Tuition is due on the 1<sup>st</sup> of the month and is late after the 5<sup>th</sup>. A \$25 late fee will be added to your Procure account after the 5<sup>th</sup> of the month.

Auto-pay for all Procure payments can be set up by request.

Transaction fees are 2.75% for credit card or \$0.75 for bank draft. Bank draft is only available through the auto-pay.

A reduced tuition rate is available for members of Epiphany Catholic Church. It is the family's responsibility to notify Child's Play in writing if you believe you are eligible for this reduction. Please include your parishioner number.

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 fee and May tuition are nonrefundable.**

## DROP OFF

18 Months/2's – Drop off 9:00 – 9:10

Children will be dropped off at the front door. The children will be met at the front door by a teacher and the teacher will take the child to the classroom.

3-, 4-, & 5-year-olds – Drop off times

Tumbling Turtles	9:00 – 9:10
Friendly Frogs	9:00 – 9:10
Marvelous Monkeys	9:00 – 9:10
Busy Bees	9:10 – 9:20
Hoot Owls	9:10 – 9:20
Buddy Bears	9:10 – 9:20

Children may be dropped off at the front door or through a carpool line during the assigned class time. Staff will walk the children to the classroom. Parents will unbuckle & remove child from the car seat. The carpool is encouraged due to limited parking as the Church has mass at 9:00am. Our staff will come out at 9:00 to assist. Carpool ends promptly at 9:20.

## PARKING LOT SAFETY

For the safety of all, please drive slowly and with extreme caution in the Child's Play parking lot. No cell phones are allowed while driving in the parking lot or in the building during drop off or pick up. Please refrain from backing into the parking spots.

## PICK UP

Children not picked up on time will be brought to the office. There will be a \$10 late charge for every 10 minutes or any part thereof that you are late.

18 Months/2's – Pick up at 2:00 – 2:10

Parents will pick their child up at the classroom door.

3-, 4-, & 5-year-olds – Pick up times

Tumbling Turtles	2:00 – 2:10
Friendly Frogs	2:00 – 2:10
Marvelous Monkeys	2:00 – 2:10
Busy Bees	2:10 – 2:20
Hoot Owls	2:10 – 2:20
Buddy Bears	2:10 – 2:20

3, 4, and 5-year-olds may be picked up at the classroom door or may be picked up through the carpool lane at the assigned time for the class. You will be given a sign to hang on the rearview mirror to help to expedite the carpool line. **The sign MUST be displayed for the safety of your child.** Two signs will be issued. Additional or replacement signs may be purchased for \$5. Our staff will be outside from 2 to 2:20. Your child must have a car seat!

## STAY AND PLAY PICK UP

Parents will pick up their child at the front door by 3:30pm. There will be a late charge of \$25 if you are late. There will be no carpool pickup for children enrolled in our extended day.

## **OFFICE STAFF**

Alyce Gabrysch, B.S. Ed. Psy. – Director

Aimee Pogue, B.S. ChE – Assistant Director

## **STAFF:**

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.

Teachers will provide the following opportunities:

### **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 “hands on” 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 peers 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 reinforced throughout the program by the entire staff.

## 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 for large muscle development and physical activity.

❖ **PRAYERS**

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

❖ **READINESS SKILLS**

Numbers, 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 learning and developing readiness skills.

❖ **DISCOVERY/KITCHEN**

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

❖ **MUSIC CLASS**

Children attend a separate music class to include dancing and singing.

❖ **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, water table, blocks, tools, and communication.

❖ **MOVEMENT**

Children will have the opportunity for large muscle development and physical activity such as scooters, 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 in the 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. **DO NOT send popcorn, nuts, round candies, or marshmallows!** Please provide a flip top water bottle or thermos.

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

## BIRTHDAYS

Birthdays will be celebrated with singing and a birthday crown, as close as possible to your child's birthday during the school year.

We will not distribute party invitations at school. Classmate names, addresses, and phone numbers can be found in the student directory (available by request) for you to send invitations. Families must have "opted in" through Procure to be included in the directory.

## LUNCH

- ❖ All children are to bring a lunch box with finger foods. Please provide a drink in a flip top thermos. Please, no juice pouches, drinkable yogurts, fruit roll-ups, yogurt tubes, 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

- ❖ Special items needed for naptime, such as pacifiers, blankets, lovies, etc. are encouraged.
- ❖ No toys, jewelry, stuffed animals, etc. are permitted from home.
- ❖ 18 months and 2-year-olds are asked to bring a mat for nap time. The mat should be approximately 20" x 45".
- ❖ 3-year-olds are asked to bring a pool towel in their backpack for rest (Please label it with the child's name). Child's Play will provide a trifold mat.
- ❖ All children must bring **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 (with velcro tabs)**. 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**. 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 velcro tabs**, to enable easy removal and changing.
- ❖ 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 zipped backpack for their belongings.
- ❖ Please **label everything** with your child's name. This includes changes of clothes, backpacks, coats, sweaters, etc.

## BATHROOM EXPECTATIONS

Potty training and bathroom independence are hallmark challenges for families with preschool age children. Our goal is to support your child and their success. To that end, here are the benchmarks to look for at each age and accommodations our classrooms allow.

18mo/Young 2's – The classroom is equipped with a changing table and single potty bathroom. Their schedule allows for children that will need diapering and those that are beginning to use the potty.



Older 2's – The classroom is equipped with a changing table. They will visit the hallway bathrooms together as a class or individually as needed. Children should be working toward managing their own potty needs (i.e. wiping and re-dressing themselves). It is imperative for them to wear clothes that they can manipulate. Please introduce boys to using a urinal as this is what they will be using at school. Teachers will make sure they are re-dressed correctly and assist them in hand washing. There is room in the schedule to allow for those still using diapers.

3's/4's/5's – At these ages, neither the classroom nor the schedule allows for diaper changing. The expectation is that children are potty trained with a level of independence. There are not changing tables in these classrooms. Children should be able to manage their own potty needs (i.e. wiping and re-dressing themselves). It is imperative for them to wear clothes that they can manipulate. Please introduce boys to using a urinal. Teachers will make sure they are re-dressed correctly and assist them in hand washing.

We are always willing to assist your child as they work toward these goals. If you have concerns about your child's progress, please contact the office to discuss. We reserve the right to move your child to a class that can appropriately meet them where they are on their potty-training journey.

## 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 day 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, 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. Contact the office if you need this form.

If a child becomes ill or is hurt while at Child's Play, a parent will be called to pick up their child.

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 will 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 sunscreen or bug spray to children, please apply as needed before drop off.

The Child's Play staff are not required to have immunizations.

### **PHYSICAL ACTIVITY**

Child's Play recognizes the importance of daily indoor and outdoor physical activity. There are many benefits to children that participate in physical activity every day such as; building healthy bones and muscles, improved cardiorespiratory fitness, improved weight control, and reduced symptoms of anxiety and stress. Daily physical activity can also reduce the risk for developing some chronic health conditions such as heart disease, Type 2 diabetes, obesity, along with many others.

Children will be provided with opportunities for both indoor and outdoor play for the designated time during their day as follows:

**18 Month and 2 Year Olds:** One 20 minute outdoor play time. An additional "Movement" is available indoors for 15 minutes each day. Music class includes 15 minutes of singing and dancing.

**Children over the age of 3:** One 20 minute outdoor play time between the hours of 9am – 12pm. An additional 15 minute of "Movement" is scheduled every day. Music class includes 20 minutes of singing and dancing.

Physical activity may take place in the classroom, in music, hallway, playground or movement classroom. In the event of extreme weather that prohibits outdoor play, teachers will utilize indoor space to provide physical activity.

Types of physical activity may include structured and unstructured activities such as playing on playground equipment (climbing, crawling, hanging, jumping, etc.), running/skipping/hopping, kicking or throwing a ball, and playing age appropriate games with their classmates.

Children should wear clothing that allows them to play freely and safely. Footwear should fit firmly on the foot to allow for safe running and climbing. Tennis shoes are encouraged.

## **EMERGENCY PROCEDURES**

In the event of a medical emergency, a parent/guardian will be contacted. If we are unable to reach a parent/guardian, we will call your designated emergency contact. 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, reviewed by a director, and available for parent review and signature.

## **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 to oversee 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.

## **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.

❖ **CHERRYDALE (FALL):**

Many lovely gifts, cards, stationery, paper products, candy, magazines, and gift items are available to order. We receive a percentage of the total sale.

❖ **BAKE SALES (FALL/SPRING):**

Fun and delicious baked goods, snacks, and confections are available twice a year at our seasonal bake sales. These events are sponsored by the teachers and staff to allow all proceeds to go to Child's Play.

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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