



# HANDBOOK



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[www.elalfareroministries.org/daycare](http://www.elalfareroministries.org/daycare)

## ***HIM Learning Center***

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### **HOURS OF OPERATION AND SCHEDULE**

Hours of Operation: 7:00 am to 6:00 pm  
Day of Operation: Monday to Friday

**We observe the following Holidays.** (There is no reduction of tuition for these weeks)

- New Years day
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving Day
- Christmas Eve and Christmas Day

*Close on Friday if holiday runs on a Saturday*

*Close on Monday if holiday runs on a Sunday*

#### **Age Group:**

#### **Weekly Fee:**

0-18 months \$175.00

19-30 months \$150.00

31 months – 4 years \$135.00

*(If not potty trained \$150.00)*

5-12 years \$65.00 *After School child only*

#### **Specific fees for all ages:**

Walk-in care rate per day: \$35.00 *per day all ages*

*(Only pre-enrolled children)*

Enrollment fee: \$55.00 *per family*

Supplies fee: \$20.00 *per year per child*

### **HIM LEARNING CENTER RESPONSIBILITY**

We provide a safe and comfortable environment that will support the physical and emotional needs of your child/children. Toys, books, games and other items are provided daily for the children. We request that toys from home not be brought in order to eliminate breakage or loss. At certain times a classroom teachers may request children to bring a special item form home to share in a classroom activity with the other children. You will be notified in advance when this is the case.

### **PARENTAL RESPONSIBILITY**

Bring at least clean change of clothes each day for your child. If your child is still in diapers or pull ups, you must supply them along with diaper wipes. You need to provide us with baby formula or breasts milk for your child along with sterile feeding bottles daily. Parent, please label all belongings. You must inform us in advance of changes in address, telephone numbers, employment work hours or person designated to pick up your child. If your child is diagnosed with any type of allergies or condition please stop at office to add this information to your child's file.

### **PROCEDURES FOR RELEASE OF CHILDREN**

Child will not be released to any person who is not designated on the child's emergency contact list. Any designated person must be prepared to furnish valid photo identification. All those designated must be 18 years of age or older. Students will not be released to a person less than 18 years of age.

In the event of an emergency, you may call in an additional person however we prefer prior written notice if it is going to be someone who will only be picking up in one occasion. Picture identification will still be required. Children will NOT be released to anyone who cannot produce photo identification.

### **REASONS FOR DISMISSAL OF CHILDREN**

1. Not meeting your financial responsibilities
2. Special needs that require individual attention that cannot be provided by our center.
3. Behavioral issues that cannot be addressed that require professional intervention by our personnel and or parents,
4. Child that cannot adapt in a reasonable amount of time in the Learning Center.

## DISMISSAL OF CHILDREN

When deemed appropriate by the Day Care administration, children and/or their parents may be dismissed from our facilities. Patrons will not receive a refund for any tuition paid if dismissed.

## MEALS

Children will be served one breakfast meal or morning snack, lunch and a afternoon snack daily. Our meals are prepared by our staff in house and served in the classroom.

## MEDICAL DISTRIBUTION

Medication can be administered by assigned staff under the following guidelines:

1. Authorization for Dispensing Medication form must be filled out and signed by parents before we can administer medication to a child.
2. Medication, if over the counter, must be in the original container and age or weight appropriate. If medication does not meet standards we will require a doctor's note stating dosage information.
3. Prescribed medication may only be giving to the child to whom the prescription was giving to. Prescription medication must also be in original container.
4. All medications must be cleared labeled with the child's name
5. All medications must be taken home daily.
6. Expired medications will be not administered.

## ILLNESS

Should your child show signs of, illness at the center, you will be notified and will need to make arrangements to have your child picked up. It is required that we have in the file the names, addresses and phone numbers of all people authorized to pick your child up. Sick children should not be brought to the center for care. If your child is ill at home, keep them at home if the following are present:

- Fever of 100.4 or until they have been clear from fever for 24 hours.
- A constant cough, wheezing, nasal discharge, sneezing, vomiting, or diarrhea and;
- Symptoms of communicable disease (Strep throat, Pink eye, etc.) Please let us know if your child has communicable diseases.

It is necessary for us to have the name and phone number of your family physician and preferred hospital. In the event of a serious illness or accident, emergency medical help

(911) will be notified followed by the parents. You or your designated substitute will be asked to transport your child for less serious situations. Childhood diseases are part of growing up. In the instance of communicable disease, a notice will be posted to inform you of symptoms to be aware of in the event your child becomes ill. If your child is sent home with a communicable disease, they may not return without a written statement from your physician indicating the child is no longer contagious and can return to the center.

### **ALLERGIES**

Allergies are common among children. Please make sure all allergies are listed on enrollment forms. You may also alert the office at the time of enrollment so that extra precautions are taken to protect your child's health.

### **HEARINGS AND VISION SCREENING**

All children must be screened for hearing and vision starting age four (4) through five (5) years of age. Please have result available.

### **MEDICAL EMERGENCIES**

In the event of a medical emergency it will be handled in case by case basis, The following are the steps that could be taken according to the severity of the medical need:

1. Administer first aid
2. Start CPR
3. Call 911
4. Call parent to notify them of situation and to verify which medical facility the child has been taken to
5. Staff member to transport or accompany student to the medical facility and meet the parent there.

It is crucial that we have updated phone numbers in your child's file. Staff members need to be able to contact a parent or guardian to discuss and inform them of medical needs. All contact numbers in your child's file will be utilized starting with the mothers work number and onward. Staff will leave a message if there in no way of speaking to the parent directly but we expect and immediate call back.

### ON PROMISE PARENT RESPONSIBILITY

When parents or guardians are on the premises to drop off or pick up their child/children the responsibility of that child/children is shifted to the parent or guardian. Parents are expected not to allow their child to exhibit dangerous behavior to themselves or others during this transition period. Parents are also reminded that inappropriate behavior is not acceptable during this period of time. Drop off and pick up time of a child is an especially important time for the parent to be in control of the child or children they are responsible for child or children in the driveway of our center during drop off and pick up times. Parents are required to come inside the center in the morning and afternoon to sign their child or children in or out.

### ENROLLMENT AND SUPPLIES FEE

You can reserve a space for your child, if available, by paying the enrollment and supplies fees, and by having a completed enrollment packet.

### POLICY CHANGE PROCEDURES

It is the responsibility of **HIM Learning Center** to notify parents of any policy changes. When policy changes, are made each family will receive a notification for their review to and signed receipt of change of policy notification. Written signed receipt will be placed in child's file.

### PAYMENT POLICY

Weekly tuition is due on Monday morning. If payment is received after there will be a mandatory late fee of \$20.00. This policy will be strictly enforced. Full payment is expected during all holidays, snow days and any other days which your child is not in attendance for other reason. **HIM Learning Center** accepts cash, checks, and credit cards (will charge a convenience fee)for method of payment.

If a check is returned due to insufficient funds a \$30.00 NSF fee will be assessed plus the original amount of the check. **HIM Learning Center** reserves the right to require cash payment in the event of two or more insufficient checks. All NSF checks must be paid for in cash plus the \$30.00 fee before the check will be returned to you. NSF checks left outstanding for ten days or more will be eligible collection proceedings to begin in an attempt to collect these funds.

## WITHDRAWAL POLICY

A two weeks written notice is required in order to withdraw your child from care.

## LATE FEE AFTER CLOSING

Our hours are from 7:00 am to 6:00 pm, Monday to Friday, twelve months per year. We **do not open BEFORE** 7:00 am and **do not stay open AFTER** 6:00 pm. late fees of \$1.00 per child, per minute will charge after 6:00 pm. This is strictly enforced. Please DO NOT be late.

## PERMISSION TO USE PLAY EQUIPMENT

A written permission note will be required to allow your child/children to participate in all activities and use all indoor and outdoor play equipment and riding toys.

## ADMISSION POLICY

Classes are filled on a first-come first-serve basis according to the date of enrollment. If classes are full when parent applies for enrollment the application will be placed on a waiting list and as vacancies occur during the year, they will be filled from the waiting list and from new registrant.

We offer full-time and ½ day enrollment. We do not discriminate on the basis of race, color, or national origin.

## LICENSING

We are a fully licensed daycare facility by State of Texas. **HIM Learning Center** operates in full compliance with the rules and regulations mandated by Texas Department of Family and Protective Services (“TDFPS”). A copy of the minimum standards and current inspections are available at the front office or you may contact TDFPS directly at 1-800-862-2552 or by internet at [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

## FACILITY

Our facility meets all building and safe requirements. Boy and Girls have separate restrooms. Each class and age group has their own room, except in the early morning and late evening, when they meet together for a short time, in our common area.

## OPEN DOOR POLICY

You are welcome to visit by appointment only

### WHAT DO I NEED TO BRING

An infant must be at least 8 weeks old to be enrolled at **HIM Learning Center**. A written parental diet plan (sign by the parents) will be followed for each infant or toddler until they are on table food. The plan will be updated as the diet changes. You are asked to provide the following:

- Formula for your child
- Disposable diapers
- Baby food/special food, Please put your infant's name on the container. **HIM Learning Center** will be discarding or returning food to you at the end of the day.
- At least two complete changes of clothes must be left at the center at all times;
- A physical examination report prior to admission is required. This report must be made within 60 days of enrollment. This is a state regulation and is strictly enforced for all ages.

### REST PERIODS

We ask that you provide a blanket and pillow for naptime. Your child's day at **HIM Learning Center** is planned to provide many exciting, active learning experiences. A rest period is scheduled each day to balance the active time. Texas State regulations establishes a designated rest time of two hours for pre-schooler. Blankets and Pillows should be taken home on Fridays to be cleaned. Please mark all items with your child's name. We are not responsible for lost items.

- Children nap from 12:00pm to 2:00pm. Please refrain from bringing or visiting your child during these hours. We reserve the right to refuse admission of your child during naptime.



## HEALTH

**HIM Learning Center** follows Texas state guidelines regarding immunization and always recommends that families consult with their family doctor about medical matters such as immunizations. **HIM Learning Center** requests updated information to be in compliance with state law. It is important that your physician and hospital of your choice is listed with the center.

## BEHAVIOR MANAGEMENT

At **HIM Learning Center**, we recognize that positive discipline teaches and encourages the healthy development of the child's self esteem. We do not allow the use of corporal or physical punishment by caregivers. We know that children cannot learn or be happy in a disorderly, chaotic environment. Our teachers are trained to call attention to appropriate behavior and acts as good role models in order to influence and reinforce positive actions and attitudes, the methods of discipline used are:

- Removal from the activity
- Require to sit away from the group
- Encourage good behavior by reassuring child with a hug and explanation of why they were disciplined.
- A call to parent
- Discussion with parent if behaviors persist.

## PARENTAL INVOLVEMENT

Parents are welcome to participate in all activities. However, they need to pass a back ground check before any involvement. There will be a \$5.00 background check fee per person. This is payable at the time the requested is submitted.