

*Punkin Patch*



**DAYCARE**

*where kids love to play*

**514 N Broadway**

**Joshua, TX 76058**

**817-295-6871**

# Punkin Patch

## Daycare Center, Inc.

- ✳ *All about Punkin Patch*
- ✳ *Abuse & Neglect*
- ✳ *Infant-Toddler Program*
- ✳ *Preschool Program*
- ✳ *K-Prep Program*
- ✳ *Kid Space Program*
- ✳ *Hours of Operation & Closing Dates*
- ✳ *Food Service & Preparation*
- ✳ *School Safety Policies/Gang Free Zone*
- ✳ *Illness & Health Practices*
- ✳ *Discipline Policy*
- ✳ *Emergency Preparedness Plan*
- ✳ *Personal Belongings*
- ✳ *Documents Needed for enrollment*
- ✳ *Tuition*
- ✳ *Extra Fees*
- ✳ *Referral Program*
- ✳ *Contact Information*

## About Punkin Patch

*Punkin Patch is Joshua's leading child care provider. Child Care Services (CCS) of Texas has awarded us the highest quality rating for an outstanding child development program. We take pride in maintaining our 4Star Rating year after year! Our program gives children ages 6 weeks through 12 years enriching opportunities to develop the whole child. We focus on learning through child directed play experiences and curriculum time. We believe a balance of play and preschool enhances growth and development in all areas: physically, socially, emotionally, creatively, and intellectually. This is achieved in a safe and loving environment with caregivers who are dedicated to enriching children's lives.*

## Abuse & Neglect

*Upon employment all staff must be trained on the Abuse/Neglect standard according to Minimum Standards and annually thereafter. All staff members are trained to be alert of anything "out of the ordinary" with a child in how they appear, act and what they say. Staff members are trained to be observant in the relationships between family members and a child. This training is for recognizing abuse/neglect whether it be physical, sexual or emotional. All information for training was taken of the DFPS website. The Texas Abuse Hotline number is 1-800-252-5400 or go to Texas Abuse Hotline e-Report Site to report anything suspicious.*





## Infant-Toddler Program

*Caregivers are specially trained to care for Infants and Toddlers. Each caregiver is certified in Infant CPR & First Aid as well as Sudden Infant Death Syndrome (SIDS), Shaken Baby Syndrome (SBS) & Early Brain Development. Certification is renewed on a yearly basis through a licensed instructor. Caregivers must also receive career enrichment training hours in Child Development throughout the year. The infants and toddlers are grouped in a small group setting ensuring individual attention is given. The Curriculum Director has planned enrichment activities for each morning and afternoon for these little ones. A daily communication sheet is sent home each evening detailing the events of the day.*

*Blankets are not allowed (by state regulations) in a bed with an infant. You can furnish a knapsack for your child if you choose.*

*\*\*As a parent you have the right to supply Breast Milk or to Breast feed in our facility. The breast feeding station is located in the Staff Workroom or in a private location.*



## Preschool Program

*The early preschool program is designed to develop the whole child with emphasis on meeting their individual needs. This program offers developmentally appropriate activities for children who are two and three years old. Our curriculum is theme based and is enhanced with the use of learning centers in the classrooms & outdoor play during recess. Each classroom is equipped with 7 exploration centers to offer hands on experiences. These learning areas are: Construction Center; Dramatic Play; Art & Writing Center; Reading Center; Manipulative Center; Science Center; Music & Movement Center. Children are grouped in small settings in order to receive the individual attention they so desire.*



*Yes! We can assist you with potty training and other challenges that two year old children encounter. We encourage our parents to communicate the ever-changing needs you may have and how we can help.*

## K Prep Program

*The preschool program is a Christian based program that is taught to the 3 year old & 4 year*



*old children. This program is taught September – May from 8:30-11:00. Children are placed in small groups according to their age and when they enter public school. Parents enjoy the progress reports that are sent home throughout the year to track the learning process. At the completion of the K-Prep program we honor the kids who will enter Kindergarten with a graduation ceremony.*

*In addition to the preschool curriculum, the*

*children have learning centers in their classrooms to use during free play. Outdoor recess is also scheduled each day. If you would like more information regarding the learning opportunities scheduled each day please see the lesson plan placed on the bulletin board in your child's classroom.*

## Kid's Club

*We provide transportation to Joshua & Godley schools and surrounding private schools. We reserve the right to limit the schools we transport due to the response. Transportation is also provided for field trips. After school, these children have the opportunity to complete homework, enjoy free play time in the learning centers, and play outside. During school breaks and summer the children stay busy with planned themed activities to do throughout the day at the center as well as field trips away from the school. Children in the Kid Club program do attend water activities that are provided at a city monitored Pool.*



**Hours of Operation & Closing Dates**

*Punkin Patch is open from 6:00am-6:30pm Monday – Friday, January-December. We close to observe the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & the following Friday, Christmas Eve & Christmas Day. (Depending on when the Holiday falls our days may vary. We post notices on the door to keep parents informed). In the event of overnight “Bad Weather” we will follow JISD’s closing procedure. If JISD has a delay start time we will open at 8:00am. If JISD is closed we will remain closed for the day until school resumes. We will also post on our facebook page if we are closed or delayed.*

## **Food Service & Prep**

*Punkin Patch is a participant of the USDA’s Special Nutrition Programs. We do not charge an extra fee for meals or snacks. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (800) 795-3272.*

*Punkin Patch supplies iron fortified formula, cereal, & baby foods for infants. Parents are asked to complete an “Infant Feeding Sheet” at the beginning of each month. This instructs us on how to feed your baby according to your directions.*

*Punkin Patch provides breakfast @ 6:30am (for children in public school) and 8:30am. Lunch at 11:30 and Snack at 3:00pm and 4:00pm (for children in public school). Menus are available at the beginning of the month. Please advise the center of any allergies..*

***Punkin Patch is a Peanut Free School.***

## **School Safety Policies**

## **& Gang Free Zone**

*Parents need to personally escort their child(ren) inside the building to sign in and out when their children enter and leave the facility. Visitors picking up children must show valid identification before the children are released. (Space is provided to list emergency contacts on the registration forms). Extra security is provided by surveillance cameras that are placed in each classroom, play areas & outside playgrounds. Classroom's also have a window for viewing activity from the hallway. Parents are welcome to visit the center any time during the day to observe their child without prior approval. However if you would like to stay and spend time with your child during activities, please see the office so we can do a proper criminal history check. Fire and Tornado drills are practiced monthly.*

*. A special alarm is installed in each vehicle that transports children to ensure no child is left behind. This is called a "Child Check Monitor".*

*You will be notified of any incidents other than minor scrapes or bumps with a phone call. We will also give you a written report at pick up time. First Aid will be applied to minor incidents. In the event medical attention is required we will notify you immediately. Parents are responsible for all medical fees.*

*Punkin Patch follows all policies outlined in the Texas Minimum Standards for childcare centers. Please if you have any concerns feel free to contact your director. You can also contact our state licensing representative at 817-321-8604, or at [www.dfps.state.tx.us](http://www.dfps.state.tx.us), or view the latest report in the front lobby. **Punkin Patch is a Gang Free Zone.** Any area within 1000 feet of the child-care center is and will be a criminal offense. Any organized criminal activity will be related to harsher penalty.*



## **Illness & Health Practices**

*Children who are ill should not attend daycare. Pumpkin Patch observes the standards set by TDHS for ill children. The most common standards for exclusion are:*

- 1. Illness 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 & supervision of the other children.*
- 3. Oral temperature of 101 or armpit temperature of 100*
- 4. Symptoms & signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, 2 or more vomiting episodes in 24 hours*
- 5. If a child becomes ill while in care, we will notify the parent immediately. You will then have a maximum of 1 hour to arrive to pick your child up*

*Our teachers are not required to have immunizations but we encourage each employee to receive a flu shot at the beginning of flu season.*

*Health Check: If a teacher has visual signs that a child might be feeling sick, has a rash, injury or anything out of the ordinary she will contact the Director or Assistant Director. In turn, they will assess the child by doing a Health Check and contacting the parent. The definition of a health check is a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance*

*If a child becomes ill while in our care we will contact the parent immediately, we will care for the child apart from the other children with proper supervision & give extra attention to hand washing & sanitation practices.*

*Medication may be given to children with a signed medical information sheet. These are located in the front lobby.*

*Immunization records must be current for all children enrolled in the Infant-Toddler, Preschool & K-Prep programs. A copy must be in the child's file.*

*Hearing & 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 old. Pumpkin Patch conducts this screening on a quarterly basis throughout the year. You will be informed of any areas of concern to seek further testing.*

## **Discipline Policy**



*Punkin Patch staff members are trained to use a positive method of discipline & guidance that encourage self-esteem, self-control, & self direction. Just a few examples used in this situation are praise & encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. There may be times during the day when a supervised separation time is needed. This is "time-out" and is used according to the child's age & development and limited to one minute per year of the child's age. Punkin Patch staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.*

*Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior.*

*Punkin Patch reserves the right to dis-enroll a child for discipline problems at any time.*

## **Emergency Preparedness Plan**

*In an emergency situation this center will relocate to Joshua Christian Academy, located at 109 Country Club Dr., Joshua, TX 76058. 817-295-7552. Please see parent board for more information on the Emergency Preparedness Plan. Copies are available for you to review.*



## **Personal Belongings**

Parents must supply all diapers, wipes & diapering accessories for their child. Clean Bottles & "Sippy Cups" must be brought to school each day. These will be sent home at the end of the day for cleaning. Children who are not completely "potty trained" should have an extra change of clothing at the center at all times. Please label everything with your child's first and last name. Each child will have a cot provided to sleep on at naptime. You may bring a small blanket (excluding infants) and/or pillow. These must be small enough to store in your child's cubby. Please take the blanket and pillow home each Friday to wash.

We use washable crayons, markers & paint during art time. Although, the children's clothing may get stained from just being kids! Please dress your children in play clothes and close toed shoes with backs on them since *PLAY* is what we do!!

Please apply sunscreen every day before arriving to school.

Please leave all valuable items at home since Punkin Patch cannot be responsible for broken or lost items.

## Documents Required for Enrollment

1. Completed and signed enrollment forms
2. Registration Fee
3. Signed Tuition Agreement
4. Completed & Signed Tuition Express Authorization Agreement (Optional)
5. Current Immunization Records  
(Infant-Toddler, Preschool, & K-Prep Programs only)
6. Signed statement from a health care provider who has examined your child within the past 12 months indicating that the child is physically able to participate in the child care program  
(Infant-Toddler, Preschool, & K-Prep Programs only)

Parents will be notified in writing of any changes made to the parent policies.

## 2014-2015 Tuition

**Infant Program** (6wks -11mths) \$180

**Drop In: \$50**

**Older Infant Program** (12mth-17mth) \$165

**Drop In: \$50**

**Toddler Program** (18mth-23mth) \$155

**Drop In: \$45**

Tuition is due Monday morning of each week. Cash, Checks, or Credit Cards may be used to make payments. Most parents find that the electronic draft service provided by Tuition Express is the most convenient way to make tuition payments. All accounts with a balance are drafted for the amount due on each Wednesday. Our families must authorize this draft service for Punkin Patch payments but can elect to make payments in a different form before Tuesday. An NSF fee will be charged in the amount of \$30.00 for all returned checks. If two payments are returned, you will be required to pay your account by cash, cashier's check, money order or swiping a credit/debit card. If tuition is not paid by Tuesday at 6:30 pm (except tuition express payee's) your account is considered delinquent and you may be asked to withdraw your child until your account is made current. A late fee in the amount of \$10.00 will be charged to the account for all accounts with a balance on Wednesday's.

Vacation Credit:

Tuition is charged regardless of the number of days present. Vacation Credit is issued when the child(ren) is absent the full week. Each family has access to three (3) weeks of vacation credit per year beginning September 1<sup>st</sup>. Any weeks remaining do not transfer. The vacation credit is equal to the tuition rate. Accounts must have a 0.00 balance the prior week to use this credit.

## **Extra Fees**

*A non-refundable registration fee is due at the time of enrollment. Children enrolled in the Preschool & K-Prep programs are charged a supply fee in the amount of \$50.00 on the first day of February and September. This pays for extra activities & consumable toys & supplies. The Infant-Toddler Program & Kid's Club Program supply fee is \$50 and is charged September 1<sup>st</sup>. The Kids Club kids will have additional field trip fees that apply when school is out.*

*K-Prep Curriculum fee is \$25 and is charged September 1<sup>st</sup> or upon enrollment for children enrolled in the K-Prep Program. A \$25 curriculum fee is charged September 1<sup>st</sup> or upon enrollment for children enrolled in the Pre-School Program. Graduation fee is \$75 & is charged on April 1<sup>st</sup> for the children who will enter public or private kindergarten in the fall. Punkin Patch hosts a graduation ceremony for the children and their families at the end of May. Each child receives a cap, gown, tassel w/ year charm, announcements & diploma.*

*Punkin Patch closes at 6:30pm. In the event your child is not picked up by 6:30pm a late fee of \$1.00 per child per minute starting at 6:31.*

## **Referral Program**

*We appreciate your business. If you are pleased with our services, the best thank you we can receive is your referral. If you refer a family to us we will credit your tuition account \$100 after the new family is enrolled for 90 days.*

# Our Greatest Advertising Asset is YOU!

Visit us at

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

or

[\*\*facebook.com/punkinpatchjoshua1\*\*](https://facebook.com/punkinpatchjoshua1)



**Contact us at the Joshua Center!**

**817-295-6871 phone 817-295-9158-Fax**

**Director: Shelly Walls**

**Assistant: Amanda Cogdill**

**Curriculum Director: Shelby Batten**

**Please initial each of the following stating you have read and understand our parent handbook**

**\_\_\_ Abuse & Neglect**

**\_\_\_ Programs**

**\_\_\_ Hours of Operation & Closing Dates**

**\_\_\_ Food Service & Preparation**

**\_\_\_ School Safety Policy & Gang Free Zone**

**\_\_\_ Illness & Health Practices**

**\_\_\_ Discipline Policy**

**\_\_\_ Emergency Preparedness Plan**

**\_\_\_ Personal Belongings**

**\_\_\_ Documents Needed for Enrollment**

**\_\_\_ Tuition**

**\_\_\_ Extra Fees**

**I have read and understand the parent handbook.**

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**Sign & Date**