

# **Parent Handbook**

**January 2016**

**Policies and Procedures**

Imnop Children's Academy is licensed and regulated by the Texas Department of Family and Protective Services. The following policies are required by Child Care Licensing per Minimum Standards for Child Care Centers 746.501

#### Hours of Operations:

We will be open 6:30 am to 6:30 pm, Monday thru Friday. We are open year round, offering summer camp for School Age children.

We will be CLOSED the following days each year,

- New Year's Day
- Martin Luther King Jr. Day (Staff Development Day)
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and the Friday After
- Christmas Eve and Christmas Day
- New Year's Eve we close early.
  - In some cases, if the holiday falls on a Saturday or Sunday, Imnop may close the day before or after the holiday.

#### Drop-Off and Pick-Up:

Please park and bring your child into the building. **Sign your child in** and take them to the appropriate classroom. Make sure your child is left in the direct care of a staff member. **We prefer that all children arrive by 9:00 am as that is when our morning class time starts.** This minimizes any distractions once class time begins. When picking up your child please enter the building, **sign your child out**, and go to their classroom and pick your child up.

#### Late Pick-Ups:

Any child being picked up after 6:30 pm will be charged a fee of \$1.00 per minute per child. **If you know you are running late, please call and let us know in advance.** We are not licensed to care for children after 6:30 pm, please make sure you have your child picked up on time.

#### Release of Children:

Authorized individuals allowed to pick up the child will be listed on the enrollment form. We will check ID's and make a copy of that person's driver license. Please have all pick up people register their fingerprints at the front desk. Please do not give anyone the code to enter the building. The access code is for a **parental use only**.

### Communication:

We have an open door policy and welcome parents to visit anytime. We encourage parent involvement. Questions or concerns can be discussed with the director. She is always available to assist you in any way she can. Parents are invited to many classroom parties and events throughout the year. These events and other notifications will be communicated to you by email, parent newsletters and posted signs.

### Custody Agreements

All parents that have a custody agreement with the child's other parent, are required to provide us with a copy of the most current custody agreement.

### Nursing Mothers

We do have a PRIVATE ROOM, equipped with rocker for all of our nursing mothers. This room also provides car seat storage, for those parents that need to leave car seats.

### Medication:

We will administer Prescription and non-prescription medication. Prescription medication must be in original container labeled with child's name, date, directions and the physician's name. The non-prescription medication must be in original container and requires a note from the physician including dosage and time to be given. The medication will be given **1 time per day only at noon**. All medication must be signed in and dropped off at the office. All medication will be administered by office personnel. Please complete medication form each week medication is to be given.

### Food:

We serve **breakfast from 8:30 am until 9:00 am, lunch at 11:30 am and afternoon snack at 2:45 pm and 2 and under also receive a 5 pm snack**. All meals are provided; we will not allow **ANY** outside food to be brought into the school. We are a **PEANUT FREE FACILITY**.

### Vacation Policy and Sick Days:

No reductions are made for holidays, vacation days, bad weather days, or absences. If your child is absent for the entire week from Monday-Friday, your tuition for that week will be ½ of your normal tuition. **In order to use your ½ week tuition we require at least 1-week written notice; we prefer 2-week written notice**. If your child attends part time we are not able to make up any missed days.

### Bad Weather Days:

For safety reasons, we will follow the Carrollton-Farmers Branch ISD closing schedule for inclement weather. We do post any closing on our Facebook page, website, channel 8 news and our school voicemail. If Carrollton-Farmers Branch ISD is already closed, Imnop management staff will make closing decisions using current weather information that is available. We give no discount in tuition for weather closings.

### Curriculum:

We will use a Theme based curriculum, focusing on Literature, Phonics, Writing, Music, Art, Science, and Math. We use a center approach with a focus on balance between teacher directed and child initiated activities. We will encourage each child to explore their own personal creativity. For ages 3, 4 & 5 years we use Zoo Phonics for a portion of our curriculum.

### Special Programs:

We include Spanish, Music, and a Physical Education Class once a week. These Special Programs are for ages Toddler B (18 months) and up. We do offer Dance class 1 per week for an additional charge.

### Personal Items:

**Please do not allow your child to bring toys from home!** We provide many activities throughout the day and a toy from home can be a distraction. A small stuffed animal for sleeping is ok. **No pillows or sleeping bags will be allowed!** We provide sheets and blankets for cots.

### Appropriate Dress Code for School:

Please make sure your child dresses in comfortable play clothes that will allow him or her to fully enjoy all activities in their classroom and playground. **Closed toe and heel shoes are required. Shoes that are not allowed: Crocs, sandals, cowboy boots, and flip flops.**

**Please bring your child at least 1 complete change of clothes (labeled with their name). You never know when a spill or accident may happen.**

### Registration Fees:

Upon enrollment each family pays a \$150.00 enrollment fee for the first child and \$250.00 per family. This registration fee is also charged annually every August for all children that are enrolled in Imnop Children's Academy.

### Administration Fee

Admin fees are \$50.00 for 1 child and \$75.00 per family. This fee reserves the space for your child until they are ready to start. THIS FEE IS NON REFUNDABLE.

### Weapons

Law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of Imnop Children's Academy.

For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of Imnop Children's Academy.

### Tuition:

Weekly Tuition is due on **Friday** for the following week; Monday is a grace day. If tuition is **NOT PAID IN FULL** Monday by 6:30pm you must add a \$20 late fee to your tuition.

**When withdrawing from Imnop Children's Academy we require a 2-week written notice of withdrawal with those 2 weeks being paid at full tuition. We require a 2-week written notice of any change to your child's enrollment. We reserve the right to refuse care at any time felt necessary by Imnop management.**

### Discipline:

We will use positive reinforcement and redirection. The child will be given the inappropriate behavior and the appropriate behavior. We will use a separation time at a different area in the classroom. We will not use **TIME OUT**. We reserve the right to withdraw any child with disruptive or aggressive behavior.

### Biting:

Experts in the field of child development agree that biting is within a range of expected behaviors among toddlers 13 months to 3 years of age. Common reasons for biting are: exploration, teething, frustration (frequently due to lack of language), anxiety, mimicking, the need for autonomy and control.

At the first sign of biting, we evaluate the environment and activities at the time of the bite. If warranted, adjustments in the environment, routines, or the transitions in the classroom may be made.

If a bite occurs, the teacher will first attend to the bitten child by comforting the child and gently cleaning the bitten area with soap and water. Staff will complete an incident report for the bitten child. The child who has bitten will be removed from the immediate area and closely supervised for a period of time after the incident. We will complete an incident report for the child who has bitten and discuss the incident with the child's parents. It is important to remember that biting is a developmentally appropriate behavior. For children who continue to bite, more specific intervention will be initiated, including a conference with the family and the creation of an intervention plan. Each case will be assessed on an individual basis.

### Immunizations/Vision and Hearing Screening:

Immunizations are required **and must be current at all times**. Please provide us with a current copy each time your child has immunizations. At **age 4** your child is required to have a vision and hearing screening, please provide us with a copy of the screening. We do require all children be current on all their Immunizations. Children that are not immunized will be evaluated on a case by case basis.

All staff are encouraged to receive all required and suggested immunizations.

### Illness:

If your child becomes ill while in our care we will require them to be picked up and kept home until symptom free for **24 hours**. The following are reasons for us to send your child home or for you to keep your child at home.

- Temperature of 100.0
- Intestinal problems with diarrhea or vomiting
- Undiagnosed Rash
- Discharge from eyes
- Profuse nasal discharge green in color

You will be called to arrange for pick up and we will make every attempt to insure your child is comfortable until you arrive. All ill children should be picked up within 1 hour of our call.

### Emergency Procedures:

#### Medical Emergencies

In case of an emergency, we will call 911, and contact the parent.

We will conduct Fire Drills monthly.

We will conduct Tornado Drills monthly.

We will conduct Lock down Drills monthly.

### Emergency Preparedness:

An emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuation and relocation. The plan addresses the types of emergencies most likely to occur in your area including but not limited to natural events such as tornadoes, floods or hurricanes, health events such as medical emergencies, communicable disease outbreak, and human-caused events such as intruder with weapon, explosion, and chemical spill.

- 1) Evacuation:
  - a) That in an emergency, the first responsibility of staff is to move the children to a designated safe area or alternate shelter known to all employees, caregivers, and volunteers.
  - b) Imnop Children's Academy will use a crib with wheels and/or the bye-bye buggy to get all the infants and children who cannot walk out and into the safety area. The older kids will use the nearest exit, walk in a line, and exit the building into the safety area.
  - c) There is a copy of the evacuation plan in every classroom and by every exit door.
  - d) Imnop will be using the old Busy Bees Pest Control building which is across the back parking lot. The address is 2812 Trinity Square #100 Carrollton, Texas 75006.
  - e) The attendance of each and every child will be taken by the classroom teacher with the classroom roll call sheet. The front office and office staff do a class count every 30 minutes and will keep that count sheet on them at all times. We will also use it to account for all the children in the building.
- 2) Communication:
  - a) Imnop will contact all the parents or legal guardians of all the children once we get them all moved into the safe area, call the local authorities and do a head count. We have an emergency binder that has all the contact information for every child that is enrolled in Imnop Children's Academy and we will keep with us the whole time.
  - b) We will contact all local authorities (such as fire, law enforcement, emergency medical services, and health department), parents or legal guardians, and the Texas Department of Family and Protective Services via cell phones that all office personnel will have on them at all times.
- 3) The office personnel have every child's parents or legal guardian's phone number and emergency contact information in an emergency binder and will take it with us everywhere we go. Each classroom teacher with Imnop has an information clipboard or in a binder and must keep it with them at all times. They will have a classroom roll call sheet with a count of every child in their care. They also have a birthday sheet that has every child's birthday on it as well as an allergy sheet that is also kept with them. Every teacher will keep track of every child by doing a roll call every 30 minutes. The front office personnel will also do a count of all the children every 30 minutes.

### Gang Free Zone:

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations including child care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

### Transportation:

We offer transportation to and from Imnop Children's Academy and the local Elementary Schools. All children and drivers must be secured in safety belts. We only transport children 5 years and up. All children are loaded and unloaded at curbside. Children are never allowed to cross the street or parking lot unless accompanied by an adult. All children are accounted for by roll call when entering and exiting the bus. **Parents must notify Imnop Children's Academy by 2 pm if your child will not be picked up by us at the school. If we are not notified by parent, we will charge a \$10.00 fee for every time we are not notified for no pick up.** We provide transportation for field trips. Children are not allowed to be dropped off or picked up by a parent at a field trip location. **All children must follow all field trip safety rules in order to attend field trips.**

### Prevent Abuse and Neglect

All staff are required to be trained annually on abuse and neglect. We partner with DCCAC for education and prevention of abuse and neglect.

### Licensing:

Our most recent inspection report will be posted on our Parent Information Board. If for any reason you need to contact Licensing, please call 1-800-582-6036 or write to: 8700 N. Stemmons, Suite 104, Dallas, TX 75247.

Child Abuse and DFPS Website: Child Abuse number is 1-800-252-5400. DFPS Website is [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

Parents are allowed to review a copy of minimum standards at any time by scheduling an appointment with the director.



