

Imnop Children's Academy  
Parent Handbook

2019

Policies and Procedures

*At Imnop, we provide the highest level of education and care in a safe environment focused on each child's individual needs.*

Lmnop 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 6:30am to 6:30pm, Monday thru Friday. We are open year-round, including full-day summer camp for School Age children.

We will be CLOSED the following days each year (tuition is not discounted or reduced for holiday weeks),

- 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:

Lmnop is not licensed to care for children after 6:30pm. 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 will be late, please call and let us know in advance.

### Release of Children:

Authorized individuals allowed to pick up the child must 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 parent use only. We will only release children to those that are approved.

### Custody Agreements

Families with a custody agreement involving an enrolled child must provide a copy of the most current legal custody papers. Imnop will abide by what is in the agreement regarding release of records and pick-up and drop-off routines. If the custody agreement changes, for example, one parent can no longer pick up, we will need an updated court order before we can keep that parent from picking up. Imnop cannot follow a verbal update, it must be written in a legal document.

### 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 or member of the management team. They are always available to assist you in any way. Parents are invited to many classroom parties and events throughout the year. These events, other notifications and policies changes will be communicated to you by email, parent newsletters, Preschool2Me and posted signs.

### Nursing Mothers:

There is a PRIVATE ROOM located by the desk in the main hallway, equipped with rocker for nursing mothers. This room also serves as car seat storage, for those parents that need to leave car seats.

### Sunscreen and Insect Repellant

We will apply sunscreen and/or insect repellant for afternoon outside time only. Non-expired sunscreen and/or insect repellant must be provided by the parent labeled with child's first and last name. Complete a medication form for either at the front desk. Sunscreen and insect repellant will be kept out of reach of the children in their classroom, not in the child's bag or backpack.

### Food:

Breakfast is from 8:30am until 9:00am. Breakfast will not be served to those arriving after 9:00am. Lunch is at 11:30am. Afternoon snack is at 2:45pm. Twos A 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.

### Medication:

We will administer prescription and non-prescription medication.

- Prescription medication must be in original container with prescription label with child's name, date, directions and the physician's name.
- Non-prescription medication must be in original container and requires a note from the physician including dosage and time to be given.
- Medication will be given 1 time per day only at noon. Any adjustments must be discussed with management.
- All medication must be signed in and dropped off in the office. All medication will be administered by office personnel.
- Please complete medication forms each week medication is to be given.
- We do administer breathing treatments, 1 time per day, at noon. If your child requires treatments or medication more often we will need a note from the prescribing doctor.
- It is extremely difficult to administer medication before 9:00am or after 4:00pm, so please keep that in mind when making a special requests.

### 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  $\frac{1}{2}$  of your normal tuition. In order to use your  $\frac{1}{2}$  week tuition we require at least 1-week written notice; a 2-week written notice is preferred. Vacation Request forms available at the front desk. 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 will post closings 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 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, and 5 years we use Zoo Phonics for a portion of our curriculum.

### Special Programs:

We include Spanish and Music in our program. We have a Physical Education Class (Stretch-n-Grow) once a week. These special programs are for ages Twos A and up. We do offer Dance class, Soccer, and Computer Class once per week for an additional charge paid directly to the company that offers the program. We also have a summer calendar during the summer months for additional summer fun. These calendars include lots of fun activities including sprinkler play.

### 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 sleep is ok. No pillows or sleeping bags will be allowed. We provide sheets and blankets for cots. If your child brings a blanket from home, it must be taken home no less than once a week for washing, Fridays are best.

### 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.

All children, even if potty trained, should have at least 1 complete change of clothes including shoes. We do not keep extra clothes here. Extra clothes should be labeled with child's name. You never know when a spill or accident may happen.

Coats, jackets, sweaters, etc. should be sent for cold weather, we will still go outside. Ensure all outerwear is labeled and dropped off in your child's assigned room before dropping off for the day.

### 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.

### Registration, Administration Fees and Enrollment Process:

When you have made the choice to enroll at Imnop Children's Academy please make sure the following have been completed and turned in to the office. We require a completed enrollment packet including shot records, doctor's statement and vision and hearing test results if required. Admin Fees are \$75.00 for 1 child and \$100.00 per family. This fee reserves the space for your child until they are ready to start. THIS FEE IS NON-REFUNDABLE. Start dates may only be switched once, if needed.

Upon enrollment, each family pays \$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.

### Immunizations/Vision and Hearing Screening:

Documentation of up-to-date immunizations is a requirement for initial and continued enrollment. Please provide us with an updated copy upon enrollment and each time your child receives immunizations. Failure to submit shot records and enrollment paperwork in a timely manner could result in disenrollment.

At age 4, your child is required to have a vision and hearing screening, please provide us with a copy of the completed screening. Pediatricians often perform the screening at the 4-year-old check-up.

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.

### Tuition:

Weekly tuition is due on Friday for the following week; Monday is a grace day. If tuition is NOT PAID IN FULL on Monday by 6:30 PM, you must add a \$20.00 late fee to your tuition. If tuition is not paid Tuesday by 6:30 PM there will be an additional \$10.00 per day until the balance is paid in FULL. We will adjust these days to account for holidays.

We reserve the right to terminate care anytime if your balance is more than 2 weeks past due. Please be aware all accounts carrying a balance after withdrawing or termination of care will be turned over to a collection agency.

When withdrawing from Innop Children's Academy a 2-week written notice of withdrawal is required. Full tuition will be due for the 2 weeks. We also require a 2-week written notice of any change to your child's enrollment. Any unpaid balances will be sent to collections.

#### Discipline:

We will use positive reinforcement and redirection as part of our classroom/behavior management strategies. Our goal is to teach age-appropriate, acceptable ways to behave as well as teach skills to assist in self-regulation and problem solving. We will use a separation time in different area of the classroom as opposed to time out. We reserve the right to **suspend, expel or 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, need for autonomy control. Innop Children's Academy trains our staff in ways to handle the biting behavior like redirection, shadowing, and language development to name a few.

At the first sign of biting, we evaluate the environment and activities at the time of 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 and have a discussion of the incident with the parent. The child who bit will be removed from the immediate area and closely observed for further biting attempts. We will complete an incident report for the child who bit and discuss the incident with the child's parents.

It is important to remember that biting is a developmentally appropriate behavior yet undesired for both sides. 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 and if necessary disenroll the child.

### 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 without medication. The following are some reasons for us to send your child home or for you to keep your child at home.

- Temperature of 100.0 or above
- 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 an evacuation crib with wheels and/or the bye-bye buggy to get all the infants and children who cannot walk to the safety area. The older children will use the nearest exit, walk in a line, and exit the building to 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 Press Link building which is across the back-parking lot. The address is 2812 Trinity Square #100 Carrollton, Texas 75006.
  - e) 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 guardians 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. Annual training is offered by Denton County Children's Advocacy Center. We partner with DCCAC for education and prevention of abuse and neglect. DCCAC can be contacted for assistance and intervention - 972-317-2818/854 Cain Dr., Lewisville, TX. 75077. All suspected abuse and neglect will be reported to Texas Abuse and Neglect Hotline by calling 1-800-252-5400 or online.

### 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. The DFPS Website is [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

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