

Little Riders Academy

Parent Handbook



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Center, TX 75935

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Welcome

Dear Parent:

We are pleased that you have chosen Little Riders Academy for your child/children. The Center provides quality early childhood services for children of employees of Center ISD.

We provide exciting, developmental appropriate learning activities for children from 6 weeks old through 2 years old. Our staff receives a minimum of 24 training hours per year as well as CPR and First Aid certification.

Parents are a vital part of our program. We encourage you to visit and participate in activities at the Center.

Please read through our Parent Handbook and familiarize yourself with our policies and procedures. It will provide you with information about our services programming and payment.

We welcome you to Little Riders Academy!

Sincerely,

Monica Caldas-Director of Little Riders Academy and Staff

District Mission Statement

Center ISD recognizes that each student has individual needs and that all students are diverse learners. As a result, the mission of Center ISD is to challenge each student to reach his or her intellectual creative and physical potential by providing a fully integrated curriculum and rigorous instructional. In doing so, Center ISD will provide a nurturing learning environment that empowers all stakeholders to become confident, creative designers of their future and will provide opportunities for collaboration to develop respect for individual differences and community values.

Dr. James Hockenberry

Superintendent

Accident Reports

In case of a minor injury, staff will administer first aid. Daycare staff will complete and “Accident/Illness” report to document the injury. Parents will be notified when they pick up their child. In case of a serious injury, parents will be contacted immediately.

If parents cannot be reached, the following steps may be taken:

1. Contact 911
2. The child’s doctor will be notified
3. Take the child to the emergency room, and remain with child until parent arrives.

It is essential parents keep contact information up to date in case of emergency. The Daycare is not responsible for anything as a result of false information given at time of enrollment of emergency contact information not being updated by parents.

The LRA Center does not carry accident insurance on the children attending daycare or staff members. All expenses insured in the treatment of injuries due to accidents will be the responsibility of the participant of his/her insurance carrier.

Allergies

At time of enrollment, and every 6 months after, parents are required to update the emergency Contact form. This form has a place to record any known allergies. In addition, the Director or daycare staff will meet with the family to create a plan if your child is severely allergic. Daycare staff may request documentation from a doctor on the procedural guideline relating to the prevention and treatment of the child’s allergy. Any medication required to treat an allergic reaction must be provided in according with the medication policy in this handbook. Allergies will be posted inside the classroom of the student and in the Directors office.

Appropriate Dress

Your child will have many opportunities to experience a variety of activities. Simple clothing that is washable will allow your child to participate comfortably in playground activities and messy art activities. Please make sure your child’s clothing and jackets are suited to the weather.

Shoes should be worn that are appropriate for running. For safety reasons, flip flops and sandals are not allowed. Students wearing these types of shoes will not be permitted to be on the playground equipment.

If your child has earrings we encourage you to have studs for the boys and small earrings for the girls. Large hoops and earrings that dangle may be at risk for getting caught and injuring your child's ear.

Each child will need one complete set of clothing at the school at all times. Please mark all clothing with your child's name on them.

All children should come to school dressed. Bringing personal toys from home is not allowed. We will provide an adequate number of toys for the child's play.

WE CAN NOT REPLACE LOST OR STOLEN ITEMS. It is very hard to remember every child's coat, sweater, hat, etc. therefore you must have your child's name on all personal items.

Arrival, Departure Procedures and Hours of Operations

Monday through Friday -7:00 am to 5:30 pm

The LRA will be open every day that Center ISD is open. Please see the Center ISD calendar for a list of days when child care is and isn't available over breaks and holidays. We will not be open during the summer months.

Parents are required to sign the child into their classroom. The center will not accept responsibility for the child until the child is turned over to his/her teacher. The child must be signed out by the parent when they leave or whoever is picking them up for that day. The center is no longer responsible for the child once signed out by the parent.

The Facility will remain locked at all times and to enter the facility, you will ring the bell. Please call the office if no one responds. The daycare number will be posted outside on the window.

Attendance

Our instructional day will begin at 8:00 am to ensure the physical, academic and social growth of each child. We will not accept students after 9:00 unless they have a doctor's appointment or that you notify the office saying they will be late. Tuition is based on a monthly charge regardless of whether or not your child attends.

Babysitting Policy

We do not allow our staff to keep children after hours without signing a Moonlighting agreement. If you wish to hire a staff person to keep your children after hours you must also

sign the same moonlighting agreement. The center will not accept any responsibility for such services.

Bathroom

LRA center child care staff members are trained to be sensitive to the bathroom needs and will utilize consistent methods. If your child is not yet potty trained, the staff members will continue to emphasize these skills at school. We ask that you send needed personal supplies daily (diapers, pull-ups etc.). You may also send enough for the week and we will keep the extra supplies in your child's box.

Biting

We at LRA recognizes that while biting is an unpleasant situation, it is a developmentally appropriate behavior. Parents with children in the toddler classrooms should realize that their children may be bitten or will bite another child. The staff understands that parents are concerned and upset when their child is involved in a biting incident. We ask that you remember the staff will work to identify situations which provoke or elicit this behavior so it can be prevented in the future. When a biting incident occurs, the staff will redirect the children to different activities in separate areas of the classroom. Parents of children who bite are expected to work with the staff to identify methods and strategies to curb this behavior. Parents will be notified by and incident/accident report that a biting incident occurred during the course of the day. They will sign the "Accident/Incident" report and will be notified with a phone call. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered confidential and cannot be disclosed.

If the child bites more than two times a day, they will have to be picked up for the day. They can return the following day.

If the child continues to bite and everything has been done to try and prevent the biting, then the child will be dismissed from the Center.

Breastfeeding

Breastfeeding mothers will be provided a private place (to the best of our ability) to nurse their child. An adult size chair will be provided. In addition, parents may provide breast milk for their child.

Bullying

Bullying happens when a person with greater power takes unfair advantage of less powerful person and these negative actions are repeated in a pattern behavior. The LRA will not tolerate bullying by children or by adults. In either case, once a problem has been brought to the teacher and director's attention, a meeting will be scheduled with parent(s) and a plan of action determined. If the problem does not cease, the child may be expelled from the child care program.

Child Abuse Reporting

All LRA staff members are trained in recognizing and reporting child abuse and neglect. This reporting is required by law should staff member have cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse, neglect, or is a victim of indecency with a child by any person. The call is typically made immediately, but must be made no later than 48 hours after the staff member first suspects that the abuse has occurred.

A parent may contact the local liaison office DFPS child abuse hotline or FPS at the following numbers: DFPS Hotline 1-800-252-5400 or www.dfps.state.tx.us or 214-583-4257

Confidentiality

Information relating to your child is confidential and will not be released unless a parent or legal guardian provides written authorization. An exception will be made in the event of suspected child abuse. Any such suspicion will be reported to the proper authorities and then to the director for immediate investigation and action with appropriate authorities.

Custody of Children

Parents are permitted free access without prior notice, throughout the center whenever a child is in child care, unless the court has limited the parental right of access to the child and a copy of the order is on file at the center. The court order must be certified with the judge's signature. If a court order is not on file in the office, both biological parents have equal rights to the children. However, if a question arises, we always refer to the requests of the enrolling parent.

The orders of the court will be strictly followed. If conflicting court orders are presented, the most recently dated court order will be followed.

In the absence of a court order on file with the LRA, both parents shall be afforded equal access to their child as stipulated by law. The LRA cannot, without a court order, limit access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, it is suggested that the parent keep the child with him or her until a court order is issued, since our right to retain your child is secondary to the other parent's right to immediate access. Local and school police will be contacted should a conflict arise.

Daily Schedules

Each classroom follows the appropriate age group for minimum standards. Our curriculum is Frogstreet and is designed to meet the needs, interests and developmental readiness of the children. Each classroom will follow lesson plans and incorporate themes that are implemented in a caring, nurturing, and FUN environment. Daily schedules will be posted in each classroom.

Diapering

Parents are responsible for supplying diapers, ointments, wipes, etc. for diapering their child if their child is not potty trained. Children's diapers will be checked at the times on the daily schedule and whenever the child indicates discomfort or exhibits behavior that suggests a soiled diaper.

Discipline

Discipline consists of positive reinforcement. The use of physical punishment is never permitted. If your child is experiencing a change in the home environment that may result in changes in behavior at the school it is important for you to notify the Director. The Director will immediately notify a parent in the event of a behavior problem that exists consistently.

Staff will encourage positive behavior by praising students and having students earn rewards to reinforce appropriate behaviors.

The staff will encourage positive behavior by:

1. Praising students and having students earn rewards to reinforce appropriate behavior
2. Reminding a child of behavior expectations on a daily basis by using clear, positive statements

3. Redirect behavior by using positive statement

Inappropriate behavior will be handled based on the situation.

Consequences may include:

1. Teacher gives warning
2. Reminds student of appropriate behavior
3. Using brief supervised time out from group which is limited to no more than one minute per year of the child's age

The following consequences are prohibited:

1. Corporal punishment (rapping, thumping, popping and flicking) or threats of corporal punishment
2. Punishment associated with food, naps, or toilet training
3. Pinching, shaking, or biting a child
4. Hitting a child with a hand or instrument
5. Putting anything in or on a child's mouth
6. Humiliating, ridiculing, rejecting, or yelling at a child
7. Subjecting a child to harsh, abusive, or profane language
8. Placing a child in locked or dark room, bathroom, or closet with the door closed
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

Time out will not be solely used as a consequence. It may also be used as a means of encouraging self-control to give a child the opportunity to calm themselves.

If inappropriate behavior is being seen consistently, a behavior plan may be put in place. Examples of behavior plans include sticker charts, a parent communication log, earning rewards, etc.

LRA staff will work with parents to implement a behavior plan that helps a child be successful. Parents are expected to meet to discuss their child's behavior and work with daycare staff to help create a behavior plan that helps their child's behaviors improve. If a parent does not become involved in supporting a behavior plan or removed from the program.

Behavior will be reported daily to the parent at pick up time so parents are aware of behavior concerns.

Drop In/In Service Days

We do accept drop-in anytime but only if space is available. You must call before to make sure there will be adequate staff. The same goes for In Service Days on after school care.

- **Fee for all day care drop-in will be \$25**
- **Fee for after school care will be \$7**
- **Fee for all day after school care on in service days will be \$25**

***All drop in fees will be paid at time of service, paid directly to the Director.**

Early Release

On early release days LRA will be open till 2:00 pm.

Emergency Preparedness Plan

An Emergency Procedures plan has been developed to address emergency or crisis situations which affect the entire building or the school district as a whole. This plan provides personnel with a standardized set of procedures to follow in emergencies.

Listed below are the emergencies procedure to be followed:

- 1. Weapon, Explosion, Bomb Threat, and Chemical Spill**
 - A. In the event of 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. If the emergencies calls for relocation, Little Riders Academy will relocate across the street to the Roughrider Stadium.
 - C. Routes will be diagramed on the attached map
 - D. Location: Roughrider Stadium
 - E. Staff members will have attendance sheets and will do an attendance check once they have reached the designated area. If any child is missing, the Teacher will notify the Director immediately.
- 2. Communication**
 - A. Emergency Phone Number

- B. The Director or person in charge will call 911. The Director and/or staff will contact parents using the admission form filled out upon enrollment. The Director or person in charge will notify State Licensing.
 - C. The Director or person in charge will have a notebook including the admission form the guardians filled out upon enrollment that contains parent/emergency contact telephone numbers for each child in care.
-

3. **Floods & Hurricanes**

- A. In an emergency, the first responsibility of staff is to make sure all children are safe and moved to a designated safe area or alternate shelter known to all employees, caregivers, and Volunteers.
- 1. Communication
 - A. Emergency Phone Number
 - B. The Director or person in charge will call 911. The Director or person in charge will notify State Licensing.
 - C. Parents will be notified to pick up child by the Director or person in charge before the weather gets to a point where evacuation is impossible.
 - D. If relocated, the Director or staff member will have a notebook including the admission form the guardians filled out upon enrollment that contains parent/emergency contact telephone numbers for each child in care.

4. **Tornado**

- A. In an emergency, the first responsibility of staff is to move the children to a safe area in the classroom away from windows.
 - B. Staff members will have attendance sheets and will do an attendance check once everyone is in the designated safe area of classroom.
 - C. Location: Classroom
- 1. Communication
 - A. Emergency Phone Number:
 - B. Director or person in charge will call 911 if needed. The Director or person in charge will notify State Licensing.
 - C. Director or person in charge will contact parents.
-

5. **Fire**

- A. In an emergency, the first responsibility of staff is to move the children to a designated safe area.

- B. Staff Member will immediately ask children to line up and will take an immediate head count then exit the building and go to the back fence close to the baseball field. Children under the age of 24 months will be placed in evacuation crib and rolled to the designated location.
 - C. Location: Children will line up against the back fence close to baseball field and if needed will enter the gate into another section if Fire because a bigger threat. If another route is needed then staff member will escort the children through the next gate and into the baseball field. If the children need to be relocated, they will be taken to the stadium across the street.
 - D. Each staff member will conduct an attendance once you have reached a safe area.
1. Communication
 - A. Emergency Phone Number:
 - B. The Director or person in charge will call 911. The Director and/or staff will contact parents using the admission form. The Director or person in charge will notify State Licensing.

The Director or person in charge will have a notebook including the admission form the guardians filled out upon enrollment that contains parent/emergency contact telephone numbers for each child in care.

* The staff member will keep track of the children in care by attendance sheets. They will be responsible for marking off each child if a parent comes to pick them up at designated area.

A copy of all the emergencies is located in every classroom/office on the wall by the entrance door to every room and is available for review at any time. Our staff is provided with ongoing staff training relating to emergencies and revisions of this plan.

In the event of a real fire/emergency situation, the director or designee will inform each employee that LRA will be closing if it necessary. At this time, if there is any parents waiting to sign their child in or out will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. Children must be picked up immediately.

In an event of a real fire emergency, if we have to be relocated, we will relocate to the stadium across the street of Little Riders Academy/FL Moffett. Parents will be notified of the relocation and you will pick up your child from the stadium. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

Fieldtrips

There are no fieldtrips scheduled for outside of the facility. We will bring all fieldtrips to LRA. Parents must complete the volunteer form and be cleared to interact with the children.

Fire Drills

Fire and emergency/evacuation drills occur at least every thirty (30) days to meet regulations. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of the fire and emergency/evaluation drill plans.

During the drill, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child in or out of the program. Parents may not remain in the building during a drill. If they'd like, parents may wait with the child's class in the designated safe zone outside of building until the drill is complete.

Health Information

If there is any special considerations such as health, behavior or any other needs your child requires, please inform us in writing as early as possible to ensure proper arrangements for your child. Please give careful consideration to health needs, such as diet or allergies, when enrolling your child.

Copy of your child's immunization record must be updated at all times and an updated copy giving to the office. More information is enclosed under Immunization.

Hours and Days of Operations

LRA will be open on Monday – Friday from 7:00-5:30. We will follow the school calendar for early release and holidays.

IEP/IFSP

If your child currently has an IEP/IFSP, we request a copy. This enables us to work together to ensure that your child's guidelines and goals are put into practice. You are not required to share this information if you do not wish to do so.

Illness Policy

The LRA is a well-childcare facility. This means if your child is not feeling well, for any reason, you will need to find alternate care. To safeguard the health and well-being of the children and staff, and prevent the spread of contagious diseases, we follow the illness policy.

If a child becomes ill during the day, parents will be notified. Parents are required to pick up an ill child within one (1) hour of notification by phone. If a parent is reached, but cannot pick the child up within the hour, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the "Emergency Contact Form".

The director will not continue to call those listed on the "Emergency Contact Form" once a parent is reached. If a parent cannot be reached, the director will call the people listed on the "Emergency Contact Form" until arrangements can be made to pick the child up.

If your child has a common cold (slight cough, sneezing, and runny nose) they may still attend our daycare programs if not contagious. However, if the child reaches a point where they require constant attention from a staff member and /or cannot participate in normal activities, they are too sick to be here and must be picked up immediately.

If you will be keeping your child at home, we request that you notify LRA Director of the absence, as well as the nature of the illness. This enables the staff to keep track of any illnesses that may occur at our center. This information will be shared with others on a "need to know" basis. Your child must be fever free for 24 hours before returning to the childcare program.

If your child has a communicable disease, we ask that you share the diagnosis with your child's childcare teacher, so the parents of the children at the center may be notified that a communicable disease is present. Only the communicable disease (lice, chicken pox, etc.) information is shared, not the identity of the child.

Students should not attend the daycare program with any of the following conditions:

- Fever of 100 degrees or higher, the student must stay home for 24 hours after the temperature returns to normal
- Vomiting and/or diarrhea
- Any undiagnosed rash; the student needs to see a physician before returning to school
- Persistent, uncontrollable cough
- Red, irritated eyes with pus-like or excessive watery drainage; student may return after treatment and or there is no drainage or irritation
- Head Lice - If your child has head lice you will be asked to come and pick them up and cannot return till treated and all eggs have been removed. You will also have to retreat in 7 days to make sure all lice/eggs are gone
- Strep throat – May return 24 hours after antibiotic treatment

- Ear Infection – May return 24 hours after antibiotic treatment
- Scarlet Fever – May return 24 hours after antibiotic treatment
- Tonsillitis – May return 24 hours after antibiotic treatment
- Chicken pox – May return if child is fever free and has no oozing sores
- Impetigo – May return 24 hours after antibiotic treatment
- Ring worm – May return when judged non-infectious by physician, may attend if area is completely covered
- Mononucleosis – Student must have blood work to confirm diagnosis and must have a physician’s note to return to daycare
- Medication must be prescribed by a physician; staffs are not permitted to give any medication without doctor’s prescription

If your child is dropped off with any of the above symptoms and has not been treated you will be called to come pick up your child immediately. Parents must contact the Daycare Director regarding communicable illness other than the common ones listed.

Immunization

Parents must provide a copy of their child’s immunization record by their first day of care. Failure to do so will result in the child not being able to attend. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule.

To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school.

Immunizations are not required with documentation of reasons of conscience including religious beliefs and medical conditions identified as contraindications or precautions by the CDC.

Inclement Weather Policies

School Closing: When the Center ISD School District closes due to inclement weather, the LRA will also be closed. No care will be offered to children.

Delay Start: In an event of a delay start, the LRA will open 30 minutes before Teachers are required to begin. Should school be canceled after you’ve dropped your child off at daycare, you’ll be contacted by daycare staff and will need to make arrangements for pick up.

Weather Related Early Dismissals: The LRA Center will remain open until 5:30 pm unless severe weather conditions force us to close early. Daycare staff will contact parents and/or emergency contacts to let them know if we are closing early. If CISD closes early due to weather related situations then we will give parents time to safely arrive and get their child.

Individual Daily Reports

Daily reports are sent home each day in all classrooms. Parents will receive the report each day at pick up. The staff will record things like how well the child ate, diaper changes, toileting information, naps, a checklist for anything needed, and a section for staff comments or reminders.

Intoxication/Under the Influence

LRA Child Development Center staff will contact local police and/or the other custodial parent should a parent appear to be under the influence of drugs and /or alcohol. The parent's right to immediate access does not permit the staff to deny a child's custodial parent access to the child, even if the parent is or appears to be impaired. However, staff will delay the impaired parent as long as possible, while contacting the other parents, local police and Child Protective Services. Any other authorized person who attempts to pick up a child and appears to be under the influence of drugs and/or alcohol will be denied access to the child. The staff will contact the child's parents, local police and Child Protective Services to notify them of the situation.

Licensing

The LRA child Development Center programs follow all of the regulations set forth by Child Care Licensing. Our Center receives inspections by a representative of the Texas Department of Family and Protective Services, subject to unannounced visits.

Contact Information: Scott Sadler

936-676-0146

Scott.Sadler@dfps.state.tx.us

Local Licensing Office: 1210 S. Chestnut, Lufkin, TX 75904

Telephone: 936-633-3745

Meals/Nutrition

Parents will be responsible for providing breakfast, lunch and snack. LRA will be offering the opportunity to purchase from the school cafeteria. If you choose to purchase from the school cafeteria please let the Director know ahead of time. You will need to purchase for the month and not on a day to day basis. The cafeteria meals purchased will be payroll deductible from each employees check.

Packing Lunch: Please write your child's name on their lunch and/or snack. A refrigerator and microwave will be available in each classroom.

Food Allergies/Restrictions: Parents are required to provide written notification of any food/dietary restrictions (i.e. lactose intolerance, etc.). A sign is placed in each classroom and in the office of all known allergies (food or otherwise) for students. If a child requires a special diet for any reason, a detailed note from a physician or parent must be on file with instruction for treatment should a child have an allergic reaction. Please discuss your child's eating habits with his/her teacher.

Classroom Parties/Holiday Celebrations: Classroom parties should offer minimal amounts of food:

- 1 item that contains sugar (cupcake, cookie, ice cream etc.)
- 1 item that contains salt (i.e. chips or preferred pretzels)
- Fresh fruits and vegetables
- Beverage must be water, fruit juice (100% preferred), or milk. No soda.
- Celebrations will be held after naptime

Listed below is a nutritional chart. The chart is a guideline on nutritional facts for your child so you will know what a child's daily food needs are.

The daily food needs for children 12 months through two years of age.

Food Groups	Number of Servings To Meet 1/3 Daily Needs	Number of Servings To Meet ½ Daily Needs	Serving Size
Milk	1 and 1/3	2	4 oz. Milk or ½ oz. Cheese or 4 oz. Yogurt
Meat/Meat Alternative	1	1 and ½	½ to 1 oz. Cooked lean meat or ½ to 1 Egg or ¼ c. cooked beans
Vegetables and Fruit	1 and 1/3 +	2 +	2 to 3 Tb. Cooked vegetables or 2 to 3 Tb. Canned fruit or ¼ Small fresh fruit or ¼ c. Juice
Whole Grains	1 and 1/3 +	2 +	½ Slice Bread or ¼ c. Cooked Cereal or ¼ c. Pasta or Rice or 1 or 2 Crackers

The daily food needs for children three years through 5 years.

Food Groups	Number of Servings To Meet 1/3 Daily Requirement	Number of Servings To Meet ½ Daily Requirement	Serving Size
Milk	2/3 One Serving	1	¾ c. 1% Milk or 1 ½ oz. Cheese or ¾ c. Yogurt
Meat/Meat Alternative	2/3 of one Serving	1	1 ½ oz. Cooked lean meat or ¾ Egg or ¼ c. Cooked beans
Vegetable	1	1 and ½	½ c. Raw or cooked vegetable or ½ c. Raw leafy vegetable
Fruit	2/3 of One Serving	1	½ c. Canned or chopped fruit or 1 Piece fruit or melon wedge or ½ c. Juice
Whole Grains	2	3	½ Slice Bread or ¼ c. Cooked cereal ½ oz. Ready to eat cereal or ¼ c. Cooked pasta or rice or 3 to 5 Crackers

Morning, afternoon, and nighttime snacks must be nutritious and include at least one of the following, which can be included in the child's; daily food needs.

- One serving from the fruit or vegetable group
- One serving from the milk group
- One serving from the grain group; or
- One serving from the meat or meat alternative group

Medical Emergencies

If a child becomes seriously ill during the day, the director will notify the parent. During a critical illness or injury that requires immediate attention of a physician, and then 911 will be called. Give the child first aid treatment or CPR when needed. Contact the physician identified on the child's record and if the child is transported to a local hospital accompanied by the director the director's designee. The parent will need to meet the child and staff at the hospital. The director will ensure the supervision of other children in the group.

Medication Policy

The director will administer medication that is prescribed and non-prescribed. In absence of the director there will be someone appointed to administer the medication. Medicine will not be administered without a written, signed and dated authorization form. The authorization form expires one year after the date and must be retrieved again.

Medication will be maintained in a locked box or refrigerator in the daycare office. Medicine includes prescription and nonprescription medication.

A log will be kept to chart all medical attention provided to students including medication dispensing. The log will contain child's name, name of medication, date and time of administration and the person administering the medicine. The director will monitor medication dates and dispense of expired medications properly.

We will administer medication as a service if all of the following requirements are met:

- Bring the original labeled container to the director at the beginning of the school day.
- The bottle needs the original pharmacy label to be substituted for the written order. The original label must identify the name of the drug, purpose, dosage, and administration time.
- MEDICATIONS SENT TO SCHOOL THAT DO NOT COMPLY WITH THESE REQUIREMENTS WILL NOT BE ADMINISTERED.

We will do our best to remember to return medication if needed to take home each day.

Modification of a Student's Records

If a change occurs that should be noted on your child's record, please inform the lead teacher in your child's classroom as soon as possible. You will be asked to review and update your child's "Emergency Contact Form".

Parent Involvement

We welcome parents to visit and be a part of our program. To interact with the children there will be a process that each parent will have complete to volunteer at LRA. Please arrange with the Director if you would be interested in volunteering.

Parent-Teacher Conferences

You may contact your child's teacher and schedule conferences. Your child is very important to us and if you have any concerns please let us know. We will meet with you and discuss the issues and the development and social progress.

Parking

There will be designated parking places for LRA parents to drop off and pick up.

Potty Training

Toddler Room: Children attending daycare in the toddler room are not expected to be potty trained. LRA staff will work with families when children are showing an interest in using the restroom. Please be sure to supply extra clothing in case of accidents.

Three Years: Three year old children attending LRA who are still being potty trained must wear underwear of pull ups (no diapers) Parents MUST be working on encouraging potty training at home. At school, your child will be encouraged to use the restroom.

Diapers/Pull Ups and wipes must be supplied by parents for children who aren't potty trained.

Program Options

Infant through Toddler age program will consist of FROGSTREET curriculum. We will add other learning tools to the curriculum throughout the day.

Ratio

As per the Texas Department of Family and Protective Services' Minimum Standards for Child-Care Centers, Center ISD Little Riders Academy follows the guidelines for staff to child ratios as listed below are by the state ratios but modify within the minimum standards to the capacity of the classrooms:

- 0-11 months --- 4 children to 1 adult
- 12-23 months --- 5 children to 1 adult
- 2-3 years --- 9 children to 1 adult
- 4- 5th grade --- 17 children to 1 adult
- **Students cannot be more than 18 months apart in each classroom so students will be moved around to be in the minimum standards guidelines if needed.**

Registration

All families must complete a registration packet. This packet will contain all forms required by the Texas Department of Family and Protective Services and updated monthly. Children who attend the prior year will have first preference, however; not completing paperwork by the due date will no longer make you eligible.

Release of Children

Children will not be released to any family member or friend who is not authorized by the parent on Emergency contact Form. When you know that someone other than the usual pick up person will be picking up, written notification that is signed and dated must be given to the daycare staff before the child or children will be released.

Anyone picking up a child who is not on the list will be asked to show photo identification.

In case of an emergency, a parent can call and state that a different person will be picking up their child. You will be asked to inform another staff worker besides the director on who will be picking up your child. After the parent calls, daycare staff will document the call; then call the parent to confirm the change. The person picking up the child will have to show photo identification that will be copied and kept on file. If there is a custody agreement, we will require a copy of the agreement for release purposes.

Rest/Quite Time

Parents will be required to supply a nap mat for their child/children ages 12 mths-3 years of age. It must be the accordion style (red/blue, blue/green). They will only need a blanket or towel for covering. You may send a small pillow only if it has a pillow case that can be removed for washing. All items will be sent home on Friday for washing (mats will stay at daycare). You must return the nap items on Monday. We will provide the crib for ages 6 weeks – 11 months of age and all the linen. After school will not be required to bring nap mats unless they are present on in-service days.

If a child is not sleeping they will not be forced to sleep. They are encouraged to look at a book but to lay quietly and not disturb the other sleeping children.

Staff

Staff members are required to have extensive training in child care development and education. Our staff is required to have current training in CPR, First Aid as well as a minimum of 24 hours of continuing education in child related subjects per year.

Staff members also have to have FBI Criminal background check, tuberculous test, be professional, caring, loving, kind and responsible.

State Licensing Regulations

Our Center must comply with all child care minimum standards regulations. We also under go thru inspections with other agencies. If you would like more information on this service or how to contact the local Child Care Licensing Office please notify the Director.

Student Records

Parents need to submit a written request in order to obtain copies of their child's records. Copies of children's records will be given to parents within 5 business days.

Suspension/Termination of Childcare

In the event of a repeated inappropriate behavior by a child, the following action steps will be taken.

1. Immediately notify the parents at the end of the day so that the incident can be discussed.
2. Conference with parent/guardian
3. Implement a behavior plan
4. Suspension/Removal from the program

It is the intent of the LRA staff to work together with parents and guardians for the best care of each child. Working together as a team is a necessary step to correct repeated inappropriate behavior. Your patience, support, and follow-through are necessary.

It is our goal to develop the values of caring, honesty, respect, and responsibility in the children enrolled in the program through positive, non-threatening teaching techniques. There should be no harsh, cruel, or unusual punishments. No physical or verbal punishment is permitted under any circumstances and may be grounds for immediate termination.

The LRA also reserves the right to terminate care of a child from the program for any one of the following reasons:

- Failure to submit a current physical as mandated by state licensing
- Failure of parent or guardian to maintain tuition payment schedule

Transitioning to another Daycare Room

Children in the Infant-Toddler rooms will not automatically be moved into the next age group or classroom when they become of age. This will be determined on an individual basis and a decision will be based on the child's readiness, space availability, and parent input.

Transfer of Child's Records

The following steps will be followed if a parent requests a child's records be transferred to another educational setting:

- Parent must request in writing to the director that we transfer records with specific information on them to transfer the records to (Name, address, contact info of new center)
- Director will transfer records within two weeks

Tuition

Rates:

- \$23 Daily for 6 weeks old – 3 years old
- \$7 Daily for Pre K 3 – 5th grade (after school care)
- \$50 Enrollment fee per child to be paid at time of registration
- \$85 Enrollment fee for family (more than one child registering)
- \$50 Supply fee paid twice a year for ages 6 weeks old – 3 years old
- \$35 Supply fee paid twice a year for After School care

(Supply fees will be due October and February)

*** All enrollment and supply fee will be non-refundable**

All will be deducted from payroll except the \$50 enrollment fee. Each month will be a flat rate, the amount will be divided into 10 months, 187 day calendar including service days for ages 6 weeks old – 3 years old and after school care will be 172 day calendar not including service days.

- $\$23 \times 187 \text{ days} = \4301.00
Divide by 10 months = \$430.10 per month
- $\$7 \times 172 \text{ days} = \1204.00
Divide by 10 months = \$120.40 per month

*Please see the Director for discount on more than one child enrolling.

***Payments**

Tuitions are a monthly rate fee. Monthly tuition is due regardless of whether child is in attendance.

***Refunds**

No refunds for payments will be issued.

Overtime Charges: Little Riders Academy closes at 5:30 pm. The following fees will be applied to your account should you be late picking up your child:

***LATE FEES ARE \$1 PER MINUTE BEGINNING AT 5:31 PM (DAYCARE CLOCK)**

*OUR STAFF HAS FAMILIES AND LIVES OUTSIDE OF WORK. EXTENDING THEIR DAY IS SOMETHING WE WISH TO AVOID. YOUR COOPERATION WILL BE APPRECIATED.

Vision and Hearing Screening

The Vision and Hearing screening program, Texas Health and Safety Code requires that all children enrolled for the first time in any public, private, parochial, or denominational school or in a Department of Family and Protective Services (DFPS) licensed child-care center and licensed child care home in Texas, or who meet certain grade criteria but be screened or have a professional examination for possible vision and hearing problems.

Although not required, Department of Family and Protective Services licensed child-care center and licensed child care home are encouraged to screen all children younger than 4 years of age who can reliably respond to the screening tests outlined in the Department of State Health Service's vision and hearing screening protocols.

Waiting List

If LRA has no available spot open we will place you on our waiting list. When a spot becomes available you will need to complete paperwork and it must be received in order for your child to officially be enrolled. A phone conversation with LRA staff does not officially enroll your child.

Withdrawal/Release of Records

To withdraw your child from the childcare program, notice must be given in writing stating the child's last day of attendance and signed by parent or guardian. If you are withdrawing your child due to dissatisfaction with the quality of care received, the LRA encourages parents to share these concerns with the Director either in person or in writing.