

General Information

Arrival and Departure

The hours of operation are from 6:30am to 6:30p.m. No child will be admitted prior to this time. A charge of \$1.00 per minute, per child will be charged for children whose parents have not picked them up by the time of closing. Children should be closely accompanied by their parents from the car into the house and left under the supervision of a caregiver.

Children not picked by 6:30p.m. will be charged a \$1.00 per minute. Brooke's Learning Corner offers Before and After care at an additional cost. Also, we also provide Optional weekend night care for only 8hrs.

HOLIDAYS

The center will be closed for the following Holidays (or the days these holidays are observed):

- *M.L.K DAY
- *GOOD FRIDAY/ day after Easter
- *MEMORIAL DAY
- *FOURTH OF JULY
- *LABOR DAY
- *THANKSGIVING DAY/and the day after
- *CHRISTMAS EVE/ CHRISTMAS DAY/ and the day after
- *NEW YEAR'S EVE/ NEW YEARS DAY/ and the day after

Financial Policies

Tuition: Tuition is due on Monday mornings, no exceptions. There are no deductions for absences and holidays. A **LATE CHARGE** of **\$30.00** will be added to your child's tuition by 12:00 noon, and \$10.00 per day there after until tuition is paid in full. Tuition paid on a monthly basis is due on the 1st day of the month, it will be considered late by 6:01p.m. **A LATE CHARGE** of **\$30.00** will be assessed and **\$10.00** per day there after, **NO CHILD WILL BE ADMITTED ON THE 3rd Day UNTIL IS PAID IN FULL.** Parents may arrange to pay tuition in advance on a regular monthly or bi-weekly basis. Tuition, fees, and terms are subject to change with one month's notice. Families enrolling for full time care with more than one child will receive a 10% discount on the oldest child; if tuition is not paid according to the policy the discount is forfeited. There are no discounts on partial weeks. There will be a \$35.00 charge on returned checks. Two returned checks results in cash only terms. Part-time rates are available.

If a child is enrolled in the full time program and is absent for five consecutive days, Mondays-Friday the parent may pay one-half the regular weekly tuition to hold their child's place, this does not apply to infants (6wks-18mos.). No deductions for infants or part-time students. Your child will

be withdrawn if tuition is not received in full for the days missed. (One vacation per week per year).

Drop-In Rate: \$45.00 (full/ half day)

Enrollment Fee: The enrollment fee is non-refundable, due initially prior to or at time of enrollment. This fee is \$75.00 per child or \$150.00 per family.

Toys: Children are not allowed to bring toys, candy, gum, etc. A child may bring a security item for naptime or until they adjust to the group. (Small item).

Infant Requirements: Parents of infants must complete an infant diet record. Non-glass bottles must be identified with the child's name and current date. Leftover formula and baby food will be sent home daily. Baby food, wipes, and diapers are provided by the family. (Must be labeled).

ENROLLMENT

Brooke's Learning Corner has open door policy and does not discriminate on the basis of race , gender, religion or ethnicity. The center provides care for children 6wks-5yrs. The following must be completed, signed and on file to admission:

- *Signed and dated enrollment application
- *Child's personal record
- *Authorization for emergency treatment
- *Immunization record (including a T.B. skin test) signed by a physician
- *Health record/Doctor statement
- *Financial agreement and policies
- *Required statement and permission forms
- *Field trips and transportation agreement

PARENT INVOLVEMENT

Parents are welcomed to visit at anytime, to participate in the classroom activities, or just observe. No appointment is necessary. Classroom socials will be scheduled occasionally to encourage involvement. Parents may request an appointment at other times throughout the year as necessary. Social and emotional events are held throughout the year to encourage interactions between staff and families.

RELEASE OF CHILDREN

Children will only be released to parent or person authorized by parent on the appropriate form. Persons authorized by parents to pick up the child will be required to present their driver's license for identification. It is the parent's responsibility to keep the authorized names current. If a person other than those listed on the enrollment form is pick up your child, we must have authorization from the parent in writing. Your child will not be released to anyone not listed on the enrollment form or authorized by signature. Even though persons listed on the enrollment form are authorized please let the Director know at all times if someone other than a parent will be picking up your child. This will enable us to prepare the staff.

Health

Our center operates for well children and staff only. Children who are mildly ill (e.g., minor colds symptoms) may remain at the center only with the Director's approval. Children should be fully able to participate in all activities, including outdoor play. Parents should also provide

appropriate changes of clothes so children do not become either chilled or overheated.

We will not serve children with:

- * A fever of 100F above auxiliary
- * A fever of 99.9F auxiliary if combined with another sign of illness.
- * A skin rash that has not been identified by a phone call or in writing from a doctor who has seen the rash
- * Diarrhea and or vomiting two or more times a day.
- * Evidence of head lice or other parasites.
- * Severe coughing/rapid or difficult breathing.
- * Yellowish skin or eyes/conjunctives
- * Sore throat or difficult swallowing.
- * Stiff neck or infected skin patches.
- * A moist or open sore.
- * Strep throat/**Ring worm**/ Pink eye.
- * Evidence of infection (green mucus)/ excessive fatigue.
- * Pain in which a child complains and interferes with normal activities.
- * Unusually cranky, less active behavior.
- * Unusually dark urine and/ or gray white stool.

This policy will be strictly enforced.

CHILDREN MAY BE READMITTED:

- A.** With a Doctor's statement that the child is free from communicable disease and that returning poses no risk to the child or others.
- B.** Fever free for 24hrs.
- C.** Diarrhea free for 24hrs.

Brooke's Learning Corner may exclude any child at its sole discretion, who exhibits symptoms of severe illness or contagious illness until a Doctor recommends the child's return.

SAFETY

Parents should sign in their child upon arrival and sign out upon departure each day. Parents should accompany their child to the designated area or classroom and leave their child in the care of the staff member.

NUTRITION

Brooke's Learning Corner will provide a nutritional breakfast, lunch and snack for your child.

MEDICATION

Medication is given only if parents sign a center -supplied permission form. Prescription medication must have a prescription label with the child's name and date on it. Medication samples and over-the counter oral medicines **MUST** have a written note from the doctor as well as a parent signed form. Permissions forms must be renewed every six months. Chapstick, sunscreen diaper rash medication and modified diets do not require a physician's signature, but it does need a parent's written instructions and permission. Such items must be labeled, given to a teacher and taken home daily.

PARENT RESPONSIBILITY

Parents **must** label all items to be left at the center for your child. **any items not labeled will remain in your child's bag.** Teachers are not responsible for labeling children's belongings. Parent of infants must complete the infant daily form before dropping off your infant.

Parents that has special update them regularly. **Parents are required to pick up their child within a 30-45 minute time frame when the child is ill. Thereafter a late fee of \$1.00 per minute will be assessed.**

NOTICES

All notices will be placed on the parent information board. We encourage parents to view the board daily for any changes or special notes. Notices of any change in the center's policies will be given in the form of a memo to each parent. Parents may view a copy of M.S. and the most recent licensing report upon request. If parents have questions about the child abuse they may contact the child abuse hotline @ 1-800-252-5400 or the local licensing office @ (713)940-3009. website www.tdprs.state.tx.us.

EMERGENCY TRANSPORTATION

The center obtains written emergency transportation authorization from each parent or guardian before the child begins the program. We will not accept any child whose parent or guardian refuse to grant permission for emergency transportation. If a child is injured and need treatment immediately, the center will call E.M.S. (Emergency Medical Services) for assistance in transporting the child, a staff member will go the hospital. The parent will be contacted to meet the child and staff at the hospital. The staff person remains at the hospital until the parent arrives or longer if possible.

DISCIPLINE

Children at our center will not receive physical punishment. Children who have conflicts or problems with others while at the center encouraged to verbalize their anger and concerns. Even infants without verbal skills will hear their caregivers describing problem, solutions and logical consequences. The role of adult at the school is to be a helper to positive problem solving. Our staff members guard rather than punish. Children whose behavior endangers others will be supervised away from other children. The children then will process the problem with a staff member and any other concerned parties. Staff rarely uses “TIME OUT” unless a child is emotionally out of control, and needs a private time to regain composure. Verbal processing is our preferred technique. Discipline, i.e, guidance, will always be positive, productive and immediate when behavior is inappropriate. No child will be shamed, humiliated, or subjected to verbal or physical abuse by staff or by parents on the premises or during field trips.

OUTDOOR PLAY

Outdoor play contributes to a child's good health and overall development. It is generally our policy that a child who comes to the center must be well enough to participate in both indoor and outdoor play. If there are medical reasons your child cannot play outdoors, but is well enough at the center, we will be happy to comply with your physician's request when presented with his written instructions. (inclement excluded)

HEALTH & HYGIENE

We strive to assist children in developing good health habits. We practice Hand washing after toilet use, before and after meals and snacks, after coming in from outside and other times during the day as necessary. Children are encouraged to cough or sneeze into their shoulders or elbow away from others who may be near them and to use tissue.

ALLERGIES

If your child has allergies, please discuss this matter with the Center's Director and your child's caregiver. We make every effort to accommodate your child's special needs.

CONCERNS/GRIEVANCE

Parents are encouraged to discuss with the Director any questions; they may have concerning the Center's policies/procedures, staff, etc.

SUPPLIES

Parents are required to provide their child with a nap-time mat.

ACCIDENT PROCEDURE

In case of small accidents (scraped knees, insects bites, etc.) The staff will administer first aid treatment. All such accidents will be reported on an incident report form and sent home with the child. This report will contain the nature of the accident, how and when it occurred and the first aid treatment administered by the staff member.

In the event of inclement weather conditions or other emergencies the Center will adhere to North Forest instructions which will be announced on local television and radio stations. Tornado and Fire drills are practiced during the year. In the event weather becomes severe during operating hours will notify parents by phone to pick up their children. It is imperative that contact numbers are current and stay current.

DISMISSAL POLICY

Please be aware that should one of the following situations arise, Brooke's Learning Center may ask you to withdraw your child.

1. Failure to pay your child's tuition in full and on time.

Brooke's Learning Corner tuition policy requires payment must be received in advanced for the upcoming week or month and coincides with the child's schedule given to the Center Director. Allowance is not made for occasional absent days. Each week, a late payment fee will be charged to accounts not paid in full on your child's first schedule day. Delinquent accounts will result in services being discontinued. Your child will be withdrawn from the program if there is an outstanding balance due. (2weeks) Children may be re-admitted after all delinquent fees are paid along with a re-admit fee.

2. Verbal or physical abuse by your child to other children or staff

Brooke's Learning Corner goal is to ensure the safety of every child and every staff member in our center at all times. A child's language or behavior, which is hurtful to other children or staff, such as profanity, sexual language, humiliating throwing furniture, toys, etc., is inappropriate and unacceptable. If your child should display such behavior, an incident report will be completed by your child's caregiver. The Center Director will review it with you to identify possible solution. If the behavior continues, you may be asked to withdraw your child.

3.If your child bites another child

Although recognized as a developmental stage, bites is very serious and is unacceptable. If your child bites, the Center may ask you to try to correct the behavior. However, the Center may ask you to temporarily withdraw your child if biting is aggressive, i.e., breaks the skin of the biting does not lesson within a reasonable period of time. If biting continues upon your child's return, you be asked to withdraw your child until he/she is older and is better able to function in a group care setting.

4. For any reason Brooke's Learning Corner deems appropriate for the well-being of the center and preservation of the proper child care environment.

If, in its sole discretion, and notwithstanding any state child care regulations to the contrary, Brooke's Learning Corner determines that a child's presence or the presence of the child's parents poses a risk to the center's well-being may be dismissed.

Brooke's Learning Corner Policies

Brooke's Learning Corner has an **Open Door Policy** to all parents with children enrolled in our facility; however there is a 30 minute time frame and 45 minutes if for some reason your child is having a difficult time. If you would like to spend more time with your child/ children please feel free to sign them out and sign them back in once you return.

Brooke's Learning Corner provides **Breakfast, Lunch, and Snack** for your child. I do allow outside food or snacks for your child as well.

Brooke's Learning Corner appreciates all our parents and thank you for your cooperation.

DISCIPLINE POLICY

Brooke's Learning Corner has ZERO tolerance for behavior problems. We believe in promoting positive behavior between children's interactions with other children and adults. Staff members are trained to use positive guidance techniques when a child is exhibiting inappropriate behavior toward other children, adults, or center property, the center staff will initiate an intervention plan. Parental involvement is necessary, if the intervention plan does not improve the child's behavior within reasonable time period. Parents will be asked to pick up the child and the center will withdraw the child, until he/she is better ready for a school setting.

Plan of Intervention

Written notice to parents on behavior issues

Parent/ Teacher conference

One day suspension

Withdraw from the program

INFANTS

Mother's are welcome to breast feed their infants in their classroom, there will be a comfortable seating area for mother and child.

EMERGENCY PREPAREDNESS

Teachers are instructed to gather all children to a safe in the building away from windows. (Library, hallway etc.) Teachers are required to take their daily roster which includes names, date of birth and emergency contact information. If an emergency should occur in the center, children will be relocated across the street to the sidewalk or the nearest house. (escorted by staff). Parents will then be notified of the emergency and instructions will be given. Evacuation routes are posted.

GANG - FREE ZONE

Brooke's Learning Corner is a gang free zone in accordance with the Texas Penal Code (1000ft. of a childcare center).