

REGISTRATION

Enrollment Requirements and Procedures including the following:

- A child registration form must be completed.
- Proof of immunizations and physical (well-child exam) . Each child is required to have a health statement on file, including hearing and vision (children over 4 years of age) and a record of up to date immunizations.
- Emergency release form.
- Discipline statement
- A child must be potty trained before starting school.
- \$75.00 non-refundable registration fee.

TUITION FEES

Tuition is due on the first of each month. We prefer not to send statements, but tuition will be past due after the tenth of each month.

Full Day Programs/7:15-2:30

5 Day program (Monday-Friday) \$325.00 per month

3 Day Program (Monday-Wednesday-Friday) \$275.00 per month

Full Day Program with Extended Day/7:15-5:30

5 Day program (Monday-Friday) \$415.00 per month

3 Day Program (Monday-Wednesday-Friday) \$315.00 per month

After School Program (ages 5-10)

\$130.00 per month

Drop-In Basis for After School Program

\$8.50 per day

SCHOOL HOURS AND CALENDAR

ABC is open from 7:15 a.m. to 5:30 p.m. ABC Learning Center follows the calendar used by ACISD. There is no discount to tuition because of holidays that close facility. Children should arrive to school no later than 8:30 a.m. Tardy departures of children impose an unfair burden on the staff at the end of their work day. Therefore, parents arriving after 5:30 p.m. will be assessed the following fine: \$1.00 per minutes past 5:30 p.m.

PROCEDURE FOR RELEASE OF CHILD

Parents are required to check in and out daily using the sign-in and sign-out sheet located in the front hall. Parents are to escort their child in the center each morning and inform staff that the child has arrived. If your child arrives after 8:00 you must personally walk your child to their classroom. In the afternoon, parents must sign-out using the same system and notify the staff that they are leaving with their child. On the enrollment card, you will find a line asking for the names of individuals who you wish to authorize to pick up your child. If for some reason you need to have someone who is NOT on your designated list you will need to fill out a temporary release form in the office when you drop off your child in the morning. We will not allow your child to leave with an unauthorized person, and we know you will understand that this is completely for the protection and safety of your child.

COMMUNICATION WITH PARENTS

Parents are informed of the activities of the program through monthly newsletters. The "Parents Newsletter" will include monthly topics, class activities, lunch menu, and suggestions for parents. A newsletter will be sent home at the beginning of each month. You can also receive a copy of the newsletter off ABC's website: abclearningcenter.org. Other means of communication include: memos, postings on the front door, and parent bulletin boards located in front hall and in classrooms.

Parents are more than welcome to drop by at any time for a visit to observe their child, the child-care center's operation, and program activities. This center believes that the more involved the parents of the children in our care are, the stronger the bond will be between the parents and children as they age and mature. If a parent wants to stay in the center for long periods of time, he or she are welcome do so, however, they will need to provide the facility with a criminal background check, a notarized statement of no criminal record, and updated immunizations.

Daily verbal communication between teachers and parents is very important. Classroom teachers will send home work and crafts so that parents can share in the progress of their children. Parents, please feel free to request conferences whenever you have questions or concerns.

ILLNESS/ACCIDENTS/MEDICATIONS

If a child becomes ill while in care, the parent will be called and asked to come and pick up the child within one hour of the initial phone call. (i.e.: vomiting, fever or other strong symptoms) If you are not available, the next person on your emergency card will be called. The child will be kept under supervision, quiet and resting until the parent arrives. Children who are ill upon arrival will not be allowed to stay. It is the center's discretion as to whether a child is too sick to remain at the center. The child may return to the center after all symptoms of illness have gone. Any child reported with any communicable disease(s) may return only with documentation from a licensed physician that it is safe for the child to return.

In the event that your child is injured while at ABC; an accident report will be completed for your review and filed thereafter. First aid will be administered to all minor injuries.

In the event of a serious accident or injury, the parent will be notified immediately. If the parent is unreachable, the emergency contact name will be called. Parents are required to leave the phone

number of places other than their work or home if they plan to be elsewhere. Parents are required to update any information such as change of work place, address or phone number
Parents will need to sign a medical release from in case of a serious, emergency. In such an event, we will call 911. The child will be transported in an ambulance to the closest hospital, unless another hospital has been designated by the parent.
Since ABC does not have a registered nurse on staff we do not dispense medications.

MEALS AND SNACKS

It is the parents' responsibility to inform the management at this center if their child/children have any known or suspected allergies to food, textiles, animals, chemicals, or pollens.
It is the responsibility of the parent to send a nutritional lunch and drink with their child each day (milk maybe purchased for twenty five cents). On "Fabulous Fridays" lunches may be purchased for \$2.00. Lunch money and yellow slip are due back into the office by **Thursday at noon**. A morning snack and for full day children an afternoon snack is provided.

CLOTHING

Think of your child's comfort and provide simple clothing this washable, free of complicated fastenings, and suitable for the weather. All jackets, sweaters, etc. should be labeled with the child's name. Children should not wear pointed boots or flip-flops to school as they may interfere with physical activities.

OUTDOOR PLAY

Outside play will be offered and encouraged as weather permits. Inside activities will be substituted for children when the weather does not allow for them to go outside. Children who are well enough to be in care are presumed well enough to play outside. All children will go outside unless staff has been notified with a written excuse from a physician for the day. The child/children who need to stay inside will be supervised at an alternate choice of games and activities.

ANIMALS IN THE CENTER

If there is an activity where pets will be involved, parents will be notified in writing to obtain feedback in case a child has any allergies to pets. You must have documentation at your child-care center showing dogs, cats and ferrets have been vaccinated as required by Texas Health and Safety Code. As mandated by Minimum Standards a child attending a child care center must not have contact with chickens, ducks, and reptiles, such as snakes, turtles, lizards, iguanas, and amphibians, such as frogs and toads while in the center..

BIRTHDAYS

Unless parents indicate otherwise, we celebrate all birthdays during snack time. Parents may provide a treat for their child's class provided they check with staff regarding allergy issues with that class. (i.e. peanuts, strawberries, etc)

SUPPLIES AND PERSONAL BELONGINGS

A school supply list will be given out to each child.

A complete change of clothing to include underwear and socks needs to be sent with the child.

A small blanket and stuff animal may be brought from home to be used at naptime. **However;** we strongly discourage other toys from home as they may be disruptive and get lost or broken. We assume no responsibility for lost or damaged items.

DISCIPLINE AND BEHAVIOR MANAGEMENT

The staff at ABC Learning Center will always try redirection and praise on a child to try to solve behavioral problems before it begins. Consistent redirection, teaching them how to make good choices, understanding the natural consequences when we are not making good choices, and talking with the child will be applied first and foremost. If these tactics are unsuccessful, then time-out will be administered according to the child's age, and will usually run 1 minute per age of child. Our center does not use corporal punishment. In the rare event that all other methods of discipline have been exhausted, or the child is a danger to himself/herself, or anyone else, you will be phoned and may be asked to come to the center to pick your child up for the day.

SCHOLARSHIPS

Some scholarships are available to children who qualify. Applications forms are available in the school office. Scholarships are subject to approval by the Board of Directors.

STAFF AND VOLUNTEERS

ABC Learning Center employees, volunteers and substitutes have a current TB test, CPR, and First Aid Certification, upon hire and before starting employment, and must consent to criminal record clearance and, in some cases, fingerprinting. All staff members are experienced early childhood educators. All participate in a continuous program of in-service education and studies for professional advancement in order to remain alert to the ever-changing needs of today's families and to the findings of current research.

We do appreciate volunteers. If you are interested, please ask the office for the necessary requirements.

GANG -FREE ZONE INFORMATION

Gang-related criminal activity or engaging in organized criminal activity within 1000 of a child care center is a violation of law and is therefore subject to increased penalty under House Bill 2086.

CHILD ABUSE AND/OR NEGLECT

Texas Child Care Center regulations require that all licensed child care providers report all incidents of suspected or actual abuse or neglect of children regardless of whether they occur in, or related to the facility. This facility is therefore obligated by laws to report such incidents within 24 hours to the Office of Children's Services. To report abuse or neglect you can call (800)252-5400 or www.txabusehotline.org.

ABC Learning Center staff does annual training on prevention, recognition, and reporting of child abuse and neglect, including:

1. Factors indicating a child is at risk for abuse or neglect;
2. Warning signs indication a child may be a victim of abuse or neglect;
3. Internal procedures for reporting child abuse or neglect;
4. Community organizations that have training programs available to child-care center staff members, children and parents.

BREASTFEEDING

As per minimum standard # 746.501 (242) ABC Learning Center will provide a comfortable place with a seat in the center to enable a mother to breastfeed her child. In addition parents have the right to breastfeed or provide breast milk for their child while in care.

EMERGENCY PREPAREDNESS PLAN

Fire

In the event of a fire:

- Call 911
- When you hear the fire alarm or other emergency announcement, begin campus building evacuation and student accountability procedures.
- Instruct students to calmly leave building
- Take class roll, go-kit, and emergency status cards with you.
- Once building is evacuated, reassemble at Realty World's parking lot.
- Take roll to account for all students.
- If all students are accounted for, hold **GREEN** status card.
- Hold up **RED** status card if you cannot account for all students, have a medical emergency, or have noted something suspicious.
- Do not let any students leave without proper authorization.
- Do not re-enter building until directed by Director.
- If alternate shelter is necessary (**Rockport-Fulton Gym**) 1802 Omohundro Street account for all students before they get on transportation provided by police department and/or fire department.
- Upon arrival of new location account for all students.

Weather Related Emergencies

Notice of changes in regular school days and regular school hours, brought about by emergency situations such as severe weather, will be released at the earliest possible time to local radio and television stations and newspapers. **(ABC Learning Center follows the Aransas County Independent School District plan of action.)**

Upon the issuance of severe thunderstorm/tornado warning, the following steps shall be taken.

- Severe weather/tornado warning signal shall be given and tornado drill procedures For the building shall be followed.
- Upon reaching library, teachers should check class rolls.
- If all students are accounted for, hold **GREEN** status card.
- Hold up **RED** status card if you cannot account for all students, have a medical emergency, or have noted something suspicious.
- Seat students in one row whenever possible, facing the interior walls. If needed, seat students in multiple rows facing the same direction.
- Maintain control, keeping students and staff quiet and calm.
- Do not leave any student leave without proper authorization.
- In the event of any building damage, students shall be evacuated to safer areas of the Building or from school. Alternate Shelter: **Rockport-Fulton Gym** (1802 Omohundro Street). Transportation provided by police and/or fire department.

INVESTIGATION OF COMPLAINTS

ABC Learning Center is proud of the quality of care provided to children. If you have any questions regarding your child's care, please address the problem immediately. It is important to communicate any questions, concerns, or problems to the teacher or the center's director, Molly Johnson.

Child Care Licensing (CCL) via Texas Department of Family and Protective Services is the agency mandated by The State Law to regulate childcare facilities. This agency therefore supervises, monitors, and investigates complaints involving childcare centers. To review a copy of the Minimum Standards for day care centers, or the child care center most recent licensing inspection report you can call the office at (361) 878-3451 or visit the website at www.txchildcaresearch.org.

DISCLOSURE OF INFORMATION

No information of any kind will be released to any other party without the express written permission from the parent/legal guardian or by court order. The Department of Human Services or their representatives and the Office of Child Care Licensing also have access to children's files. Any rate or policy change will be posted on the notice board thirty days in advance of implementation of the changes.

Please read this parent policy brochure for ABC Learning center. When you sign on the admission form that you received this form, you are also agreeing to comply with all that is contained therein and that you also understand that non-compliance with any of the ABC Learning Center's written policies is grounds for immediate termination of service.

I _____ have read, understand, and accept all the policies and
(Parents name)
conditions mentioned in this handbook/contract and agree to all.

Signature (Parent)

Date

Child's Printed Name _____