



ABC Learning Center

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www.abclearningcenter.org



MISSION STATEMENT

ABC Learning Center's mission is to lay the foundation for the students to become lifelong learners in a school that is filled with discovery, exploration, excitement and enthusiastic hands on learning. Students will be the focal point of all endeavors stressed through academics, mental, emotional, physical and social direction in a school climate where all feel supported, respected, appreciated and safe.

REGISTRATION

Enrollment Requirements and Procedures include 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.**
 - \$100.00 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 fifteenth (15th) of each month. ***A fee of \$5.00 will be assessed for each day payments are received late.*** Tuition is based on facility and staffing that we must have available in order to care properly for your child. Therefore, if your child does not attend for any reason, tuition is **NOT** reduced. No reduction is given for unexpected closings, holidays, severe weather closings, absences, vacations, or domestic problems.

Full Day Programs/7:15-2:30

5 Day program (Monday-Friday) \$355.00 per month
3 Day Program (Monday-Wednesday-Friday) \$310.00 per month

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

5 Day program (Monday-Friday) \$465.00 per month
3 Day Program (Monday-Wednesday-Friday) \$375.00 per month

Drop-In Basis for After School Program

\$10.00 per day

Also, ABC Learning Center has the following fees which are incurred in certain situations:

A late pickup fee of \$5.00 is incurred for every 5 minutes that a parent is late picking up a child past the designated pickup time.

A return fee of \$25.00 is assessed for every check or electronic withdrawal returned by your bank.

WITHDRAWAL POLICY

Please provide a 30 day notice if you are planning on resigning your child from ABC.

If a 30 day notice is not provided, you will be responsible for tuition.

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 the facility. All children must be in school by 8:30 unless they have a dr's appointment or reason discussed with the director. Regular school hours are 7:15-2:30 and extended day 2:30-5:30.

PROCEDURE FOR ARRIVAL SIGN IN AND DEPARTURE SIGN OUT

Parents are required to check in and out daily using the sign-in and sign-out sheet/tablet 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 8:30 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 form, 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 calendar off ABC's website: abclearningcenter.org . Other means of communication include: Brightwheel app, Facebook, Instagram, 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 work and crafts home 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 they are symptom free for 24 hours.** 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.

The following conditions are causes for exclusion from the Center:

Fever over 100 degrees. Children will need to stay at home at least **24 hours** after a normal temperature is achieved without the use of fever reducing medication.

Diarrhea (watery, bad-smelling stools more than once in succession. May return after **24 hours** since last episode of diarrhea)

Vomiting (may return after **24 hours** from last vomiting episode)

Should the situation arise, any child having lice will be sent home. Parents will be notified and all children in that class will be checked. It's mandatory that any child with this condition be excluded from attendance until that child has been treated.

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 form 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.

We do not administer medication to the children in our care. See exception below:

Exception: If a child has a recurring medical condition, such as asthma or allergic reactions, the child's parent or health care provider may sign a medication authorization form allowing ABC Learning Center to administer the medication when symptoms occur for up to a six month period. The authorization must include information on symptoms to watch for.

Exception: Texas DFPS Rule 746.3803 of Minimum Standards for Child-Care Centers: Parent Authorization is not required if you administer medication to a child in a medical emergency to prevent death or serious bodily injury of the child. Provided that you administer the medications as prescribed, directed, or intended.

HEALTH CHECKS

ABC staff will do a visual observation health check each day. Daily health checks seek to identify potential concerns about a child's health including recent illness or injury in the child and the family. Health checks may serve to reduce the transmission of infectious diseases while at school.

IMMUNIZATIONS FOR CHILDREN

Immunizations are required of all children attending child care in the state of Texas. You must show proof of the appropriate immunizations BEFORE your child can attend the Center. We must have a written plan of action signed by your child's physician if the immunizations are not meeting the Texas Minimum State Vaccine Requirements for Child-Care Facilities.

Exception:

Exceptions for immunizations must meet criteria specified by the Texas Department of State Health Services rules in 25 TAC 97.62 (relating to Exclusions from Compliance). You must contact the local health department to find out what you must prove to us in lieu of the immunization record.

All children must have a Health Statement signed by their physician and be submitted within the first year of enrollment. Every child four (4) years of age or older must have a vision and hearing screening signed by their physician to be in care. TB testing is not required by the county (Aransas) for children to attend ABC Learning Center.

EMPLOYEE IMMUNIZATIONS

Immunizations are not just for children. Childcare center employees have a unique opportunity to protect children at their place of employment and lessen the spread of vaccine preventable diseases by getting immunized. Vaccine preventable diseases (VPDs) are conditions which are preventable through vaccines to protect against specific diseases. A list of VPDs can be found at www.cdc.gov/vaccines. ABC Learning center employees are encouraged to receive vaccines for VPDs listed by the Center for Disease Control and Prevention; however, vaccines are not required for employees.

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 may be purchased for twenty five cents a day). Please be advised that ABC is not responsible for the child's nutritional value or for meeting the child's daily food needs with lunches brought from home. On "Fabulous Fridays" lunches may be purchased for **\$3.00**. Lunch money is due back into the office by **Thursday at noon**. Lunch and milk can be purchased advance at the beginning of the year. If lunch is not paid for Thursday by noon, parent will be responsible for sending a lunch for their child. A morning snack and afternoon snack (for extended day children only) are provided. Breakfast is not provided.

NAPPING

Rest time is an essential part of a child's day. While no child is forced to sleep, a scheduled rest time is provided. Rest time is designed to allow children time to relax their minds and bodies. Rest time follows lunch each day.

CLOTHING

Think of your child's comfort and provide simple clothing that's washable, free of complicated fastenings, and suitable for the weather (We do lots of art projects clothing may get messy.) 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 when weather permits (see below for details) . 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.

Summer: when temperatures/heat index is less than 100 degrees Fahrenheit children will go outside to play for their normal designated amount of time.

Winter: when temperature/wind chill is over 40 degrees Fahrenheit children will go outside to play for their normal designated amount of time.(make sure to send your child to school with a jacket and other accessories to accommodate cooler weather)

Parents are asked to apply sunscreen in the morning when dressing the child. If you wish to authorize the ABC staff to apply sunscreen or insect repellent to your child please make sure you have signed the authorization form. You will need to send the products in the original containers and clearly marked with your child's name. One application will be done after lunch, if needed.

DISCIPLINE AND BEHAVIOR MANAGEMENT

The staff at ABC Learning Center will always try **redirection and praise 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 techniques are unsuccessful:

- Removal from the group to help a child gain control will not exceed one minute per year of age.
- If a discipline problem arises that does not respond to the above mentioned techniques, we will hold a conference with parents. Together we will try to find a solution and establish a plan of action.
- If problem continues this will result in the parent being called, and another conference will be set up with the teacher (s) and the director to continue the discussion to understand what might be causing the problem. Referral for outside advice will be suggested.

- 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.
- ABC reserves the right to refuse or discontinue service if a child exhibits a pattern of defiance towards authority, uses excessive harsh language, or poses a threat against self, staff or the children in care.

PROHIBITED

Discipline techniques shall not include any form of corporal punishment, threatened or actual withdrawal of food, rest or use of the bathroom, abusive or profane language, any form of public or private humiliation including threats of physical punishment, any form of emotional abuse including shaming, rejecting, terrorizing, or isolating a child.

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 after rest. 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 to school daily. A small blanket and stuffed animal may be brought from home to be used at nap-time. **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.**

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 most 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 feet 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 law 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 that indicate 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 PLANS

Procedures are in place to make sure ABC Learning Center is as safe as possible. ABC Learning Center's Emergency Management Guide provides administrative/staff guidelines to address school emergencies. Adopting standard procedures for emergency situations provides ABC with both a foundation and framework for action. The Emergency Management Guide incorporates planning, effective intervention, and appropriate follow-up. The Emergency Management Guide will help maximize the health, safety, and welfare of students, staff, and visitors should an emergency arise.

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.

- Children with limited mobility will be assisted by teachers in order to move safely and quickly out of the building.
- Instruct students to calmly leave building
- Take class roll, go-kits with emergency information, and emergency status cards with you. Staff members will have cell phone with them in order to contact parents/authorities.
- Once building is evacuated, reassemble at Keller William'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 transportation will be provided by emergency officials to **(Rockport-Fulton Gym) 1802 Omohundro Street** (located on the diagram)
Teachers will 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 teachers will account for all student once again. Teacher will continue to engage with the students and help students remain calm until everything has been cleared by emergency officials.
- Once everything has been cleared from the emergency crews the children will be released/reunited with their parents/guardians.

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 or hallways, 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, Amanda Lizcano.

Child Care Licensing (CCL) via Health & Human Services Commission 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 (956) 316-8275 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 Health and Human Services Commission 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 _____