

ABC & 123 DAYCARE CENTER
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281-356-1324
melissa@abc123daycare.org

Daycare Program Outline and Contract

Introduction

Welcome to ABC & 123 Daycare. I would like to take this time to thank you for choosing this daycare and allowing us to become an active part in your child(ren's) life. It is the desires of ABC & 123 Daycare to continue to instill family values while the child(ren) are away from home, to continue with the love and acceptance of a family atmosphere. We will strive to provide a loving, learning, and secure environment for each child while they are in our care.

Curriculum

ABC & 123 Daycare offers three different curriculums:

Creative Curriculum for infants and toddlers

It is a comprehensive, researched-based curriculum designed to help teachers and caregivers implement developmentally appropriate practices and offer responsive routines and meaningful experiences that nurture learning and development.

Frog Street Press curriculum Twos

Frog street 18-36months is designed around the latest scientific early brain development research; this year-round program focuses on enhancing the simple joy of childhood while equipping caregivers to nurture curiosity through exploration. Frog Street twos, created by Dr. Pam Schiller, incorporates Dr. Becky Bailey's Conscious Discipline and includes 52weeks of activity choices specifically created for children ages 18-36months.

Frog Street Press curriculum 3-5

The Frog street threes provides intentional instruction in key areas of development so children ages 36-48 months can effectively continue on the path to kindergarten readiness. The Frog Street Pre-k is a comprehensive, research-based program that integrates instruction across developmental domains and early learning disciplines. The program is engaging for both teachers and children and is easy to implement! Texas TEKS (Texas Essential Knowledge and Skills) included.

Project Wild for 6 and up

For ages 6 years and up, we use Project Wild from Texas Parks and Wildlife

The curriculum teaches young people how to think about wildlife (not what to think), includes helpful, scientific background information with all activates, and incorporates powerful techniques and methods for teaching problem solving and decision-making skills.

Please go to our website for more details on our curriculum.

Screen Time

Screen time is only allowed early in the morning (7am-8am) and late in evening (5pm-5:30pm)

Adjustment Period

It takes two to three weeks for any child to adjust to new surroundings. This is perfectly normal. If after three weeks, either parents or director of ABC &123 Daycare feel it is not in the best interest of the child to remain in our daycare, we will discuss this with you to determine the best solution for your family.

Fees

There is a \$75.00 registration fee per family (one-time fee). Weekly tuition Fees are due every Monday before your child starts child care for the week. Fees are taken out of your account on Monday with your brightwheel account. You will receive an invoice on the Friday before with your tuition amount for the reminder. If your fees are denied there is a \$25.00 return/late fee due. There are no refunds. This fee reserves a space for your child and must be paid even if your child misses one or more days. This fee secures your child's enrollment position from week to week. If returned payments are not paid within (2) working days, childcare services for said child would be terminated.

If you are a drop in customer your fees are the same every week whether your child attends or not, you may select 2 or 3 days drop in, anything after that is full time. Drop in care is only by availability.

Department of Family and Protective Services

DFPS has minimum standards that mandate how we operate. If you would like to read them, they are located at www.dfps.state.tx.us

We do have a copy on site for review on site. We have a copy of last inspection posted in lobby.

If you need to file a complaint on our center please go to www.dfps.state.tx.us click on Child Care Licensing at the top and then click file a complaint. You may also call Child Care Licensing office to report a claim at 713-940-3009.

Child Abuse and Neglect

According to state law, it is the responsibility of any professional to contact proper authorities when child abuse or neglect is suspected. If any indication of abuse or neglect is observed, the

director at ABC & 123 Daycare will notify the law enforcement agency, the child abuse hotline (1-800-252-5400) and the Texas Department of Protective and Regulatory services.

There is also a Keeping Children Safe flyer on the last page for you to read over.

There are a few community organizations around that will assist you if you have been abused.

In Hempstead there is Focusing Families 979-826-3290, in Humble there is Family Time Crisis and Counseling Center 281-446-2615, and in The Woodlands there is Montgomery County Women's Center 281-292-4155.

Firearms and Weapons

Per the Minimum Standards for Child-Care Centers Handbook:

746.3707 are firearms or other weapons allowed at my child-care center?

(a) Law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of the child-care center

(b) For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of the child-care center, unless the child-care center is also your residence.

(c) Firearms, hunting knives, bows and arrows, and other weapons kept on the premises of a child-care center located in your home must remain in a locked cabinet inaccessible to children during all hours of operation.

(d) Ammunition must be kept in a separate locked cabinet and inaccessible to children during all hours of operation.

Emergency Preparedness

If we know ahead of time that bad weather is coming we will be closed. This includes hurricanes, flooding, icy roads, and fires. We do follow Magnolia ISD lead on closing for bad weather. If the school closes we will also be closed.

If it happens while we are here at ABC & 123 Daycare we will shelter in place. If we have to leave the center we will go to the 6th grade campus, unless the officials say otherwise, 110 South Magnolia Blvd. Magnolia, TX 77355. Melissa and another teacher will take the first group, and then Melissa will come back and pick up another group to take and so forth. Once everyone is safe there we will start calling, Facebook, or email the parents. Once they have been contacted we will let our Licensing person know where and why we had to evacuate.

Always keep your contact information updated, you may send to my email, call daycare, or add to notes on your brightwheel account.

Attendance

Each family has different needs, so our program adjusts to the needs of individual families. If your child is scheduled to attend daycare and they are going to be out, please call or mark absent on brightwheel, so we are aware. This helps us with our day to day meal counts. It is also important to our program that your child is on time. **Our cut off time for arrival is 9am!**

Illness

Children must not be brought to the daycare when they are contagious with an illness or temperature of 100 or greater. If a child becomes sick at the daycare, the parent is responsible for picking up the child immediately after being contacted by the center. Children **must not** return to the center until they have been free from fever, **strep throat, vomiting, ect... for 24 hours**. Illnesses include (but are not limited to): Strep throat, pink eye, green runny noses, diarrhea and extreme coughing.

Children can be excluded from care if illness prevents the child from participating comfortably in a child-care center activities including outdoor play.

The illness results in greater need for care than caregivers can provide without compromising the health, safety, and supervision of other children in care.

When you arrive to pick up ill child, you will sign an illness report, the report will have time called, time picked up, and the reason they are being sent home.

FLU Policy

When children test positive for the FLU they will have to be out of daycare for 5 days from diagnoses. This policy helps protect the other children and the teachers. During high FLU outbreaks if your child is sent home with a high fever they will need a FLU test and doctors note to return to daycare.

We do routine health checks during the day for any illnesses. If we feel your child isn't being themselves then we will check and make sure they do not have a fever.

If a child is found with lice, the parents are responsible for picking up the child and treating the lice. The child **must not have any lice or nits (eggs) in their hair upon returning**. The child will be checked for lice before they are let back into the daycare by a teacher or the director.

If there are any problems with parents picking up sick children or bringing them sick, their childcare will be terminated with no notice.

Medical Emergency

If a medical emergency happens while your child is here at ABC & 123 Daycare we will call 911 first and then we will call the parent/guardian.

Medication

The center cannot administer any medication without the Dispensing Medication Form signed by the parent. You must have full name on medication bottle and the date you brought to daycare. Medication must be unopened and in brand new ready to open container. All medication has to be child age appropriate for said child; it cannot be for adults or other family members. Prescription medication has to be in original box.

We cannot force a child to take medication.

Breathing treatments are limited to one a day @ 2pm.

We are not required to give medication by the state of Texas and can choose not to with proper notice.

A licensed daycare must comply with the laws, rule, and regulations regarding immunizations, dispensing medication and reporting accidents. Standard forms have been developed and must be used to satisfy these requirements.

During heavy flu epidemics we will NOT administer fever reducing medication.

Allergies

If your child has allergies to any substance, it is important to add this to your enrollment forms. You also will need to fill out an emergency allergic reaction plan form. This will help us take care of your child in the best way possible.

All staff is educated on food allergies and they take precautions to ensure children are protected.

When food is brought in for special occasion it needs to be prepared commercially, pre packed, or store bought.

For everyone's protection, all food given to children at ABC & 123 Daycare must be prepared commercially or prepared in a kitchen inspected by local health officials.

Immunizations

All immunizations must be up to date, before enrolling into ABC & 123 Daycare. You must supply a copy of all immunizations to the facility before they can start.

Hearing & Vision

Children who are 3 years of age and older must have hearing and vision done yearly. You will have to have your doctor do this and provide us with documentation by January 31st of the year needed.

Release of Child(ren)

For the protection of every child in care, no child will be released to anyone other than the parents and persons noted on enrollment forms. If other than the parents, identification must be provided. If you need someone else to pick up your child(ren) please call us and let us know. You may also update on Brightwheel with a note.

Sign in / Sign out Sheet

You **MUST** sign your child in & out every day they attend ABC & 123 Daycare. We are required to maintain strict records on the time the child(ren) are in our care, we require each person dropping off and picking up your child, to sign in and out before they leave the premises. This will also give us records of your child's attendance at out child care.

Deduction For Child Care Expenses

Your childcare payment summary for every year is on your brightwheel account at the end of the year.

Discipline

An abundance of love, kindness, and encouragement is what all children need and parents want them to have. Here at ABC & 123 Daycare we use Conscious Discipline, a social and emotional intelligence classroom management program designed to give teacher the discipline skills they need to address the emotional and social issues of children in the twenty- first century. The program is built in to our curriculum Frog Street Press.

Challenging behavior

When we have a child with challenging behavior, we try to find out why, and then we present a strategy to address the behaviors. We will send home updates and schedule conferences when needed. Our goal is always to work with families to help redirect challenging behavior, however if they are harmful to others we will not be able to continue care.

We cannot and will not chase children or restrain them. My staff are not trained to restrain.

Parent Participation/Observe/Conferences

You are welcome to join us in helping when we have parties, decorating the building, going on field trips, etc.... We have to run a background check on you before doing so.

You are allowed to stop by anytime to observe your child in their daily activities. However we ask that if you do so make sure they do not see you so they do not cry to leave with you and disrupt the classroom.

In order for you to stay in touch with your child's development and achievements at our childcare, we will schedule parent conferences when needed. During this time, we have an open discussion with you about your child's activities while they are in our care. We will also schedule additional conferences as we see needed.

Change in Child's Life

Changes in a child's life can severely alter their behavior. Therefore, it is very important that you inform the Director or Assistant Director at ABC & 123 Daycare of any changes occurring that would cause stress for your child. These situations may include death, divorce, or loss of job.

Arrival and Departure Times

ABC & 123 Daycare is open from 6AM to 6PM Monday-Friday. Your allowable arrival and departure times will be noted on your contract. Please respect these hours and do not drop off or pick up outside of your contracted times. Habitual problems will result in loss of your family's enrollment. It is advisable to have a backup you can notify in case you are unable to pick up your child by departure time. **Morning drop off cut off time is 9am.**

Late Fees

You will be charged \$1.00 per child for each minute that you are late picking up your child after the designated time. Frequent late charges may result in immediate termination.

After School Pick Up

We only pick up and deliver to Nichols Sawmill Elementary. All other after school children will ride the bus from Lyon Elementary. They are expected to behave on the bus. If they get kicked off the bus, it will be the parents' responsibility to get them to school and daycare.

Transportation

We do go on field trips with kids who are in Pre-K and up in small groups, when we plan a field trip parents will be given a permission slip to fill out and give back to us. Children 8 and under will be in the correct car seats.

Fire Safety

ABC & 123 Daycare has a fire system, and six fire extinguishers are available. The children and the staff practice fire drills every month. We also practice lock down drills, severe weather drills, and shelter in place drills one every month.

Supplies

There will be a supply fee of \$25.00 per family due June 1st of each year. Parents shall bring one extra change of clothing to the daycare. We have napping mats you may purchase or you may bring your own. Parents need to provide diapers and wipes to daycare daily or weekly. All blankets and pillows will be sent home on Fridays to be washed.

Meals

A menu will be posted on the 1st of every month. If you notice there is something we will be serving that is unacceptable to your child please let us know. Meal times are as followed:

Breakfast	6:00-8:00AM
Lunch	11:00AM-12:PM
PM Snack	2:30-2:45PM (younger children)
PM Snack	4:00 -4:30pm (After Schoolers)

If your Child **IS NOT** here during mealtime please feed them **BEFORE THEY ARRIVE**. Please do not send them to daycare hungry after a mealtime. We have a schedule to follow and it is important to follow our meal times.

Breast feeding mothers are welcome to send breast milk and/or feed their child here at ABC & 123 Daycare. If you need to breast feed while you are here we will place the rocking chair in the second half of the baby room and shut the doors for you.

More great information at:

<http://texasill.org/all-groups>

<http://gcmc-pc.com/calendar/registration.dot>

<http://www.motherhoodcenter.com>

www.cyfairhospital.com/support

<http://www.dshs.state.tx.us/wichd/bf/bf1.shtm>

Vacations

When a child takes a vacation, there is a charge of ½ the equal amount, provided a two week written notice is given. With less notice, full payment is due. Each family gets **one** week vacation a year.

Holidays

The following holidays will be observed as paid holidays:

New Year's Eve and New Year's Day

Martin Luther King Jr Day

Good Friday

Memorial Day

July 4th

Labor Day

Thanksgiving Day and the following Friday

Christmas Eve and Christmas Day

Dress

Each Child must be dressed in appropriate clothing when they come to the daycare, clean clothes, shoes, and a clean diaper. Please be sure to put your child's name in their coats and jackets, so there are no mix ups.

Staff Development

The directors of ABC & 123 Daycare are required by law to obtain 30 hours of training a year. All employees are required to obtain 24 hours per year. These hours of training are obtained through seminars, workshops, and university or college classes. All programs for staff development are approved by TDPRS.

Each director and all of ABC & 123 staff are certified in Pediatric CPR and First Aid. We are also trained on what to look for on Abuse and Neglect in Children. If we suspect that there is abuse or neglect than we have to report it.

We do not require our staff to get preventable disease vaccines.

Termination of Contract or Complaints

Should you have any questions regarding the contents of this programs description and contract, please discuss it with Melissa Shewbert immediately. We appreciate the opportunity to provide childcare services to your family and sincerely hope you are satisfied with our services. If not, please direct any questions or concerns to Melissa Shewbert or your child's teacher. We strive to understand and rectify all situations. You must also give two weeks' notice, before withdrawing your child. But remember that if you have any complaints to please ask for Melissa Shewbert.

Registration

Before a child can participate in this program the parent/guardian of the participating child(ren) must complete, sign, and return to me the following forms:

1. Program Description and Contract
2. Enrollment Form
3. Child Assessment Form
4. Emergency information
5. Shot Records and Doctor Released Form
6. Food Program Enrollment Forms

We have Gang Free signs posted on the front windows at the center.

We have a private Facebook and each child has a brightwheel account that you are able to see how your child day is going. We do ask that you do not add all of your relatives to the Private Facebook page. It is there to keep you updated on what is going on, if we will be closed, or any upcoming events.

To respect the HIPPA Laws please do not take or repost pictures of your child that has other daycare kids in them on social media.

We, the parents/Guardians of _____ have read and initialed all pages of the Program Description and Contract. We understand and agree to the terms under which ABC & 123 Daycare will be providing to our children.

We understand that we are to pay \$_____ weekly, on Monday of every week. We understand that we will be charged \$25.00 per day for every day we are late.

We at ABC & 123 Daycare understand our duties and obligations in meeting the conditions described herein for the benefit of our children.

Signature of Parents/Guardian

Date

Signature of Parents/Guardian

Date

ABC & 123 Daycare
Melissa G. Shewbert Owner/Director 23 Years