

ABC & 123 DAYCARE CENTER

23931 E. Nichol Sawmill Rd

281-356-1324

[Abc123daycare@sbcglobal.net](mailto:Abc123daycare@sbcglobal.net)

## 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.

### **Activities**

Creativity is the basis for all activities. It integrates physical, mental, social, and emotional growth. Our program is designed to meet the developmental needs of each child as individuals. The daily program is designed with various activities to stimulate your child (ren) according to their age(s) and stage of development. Each day will consist of periods of learning, playtime-quiet and active and,(indoor and outdoor-weather permitting),group activities and rest periods. Fieldtrips are worked in during spring break, and summer break. Fieldtrips are for pre-K and Up.

We have physical activity twice a day. Whether it is outside or inside we make sure we move and groove every day.

Our goal is to help raise self-regulating, confident, responsible young children.

### **Screen Time**

Screen time is only allowed early in the morning (7am-8am) and late in evening (5pm-6pm)

No one under two may watch tv.

### **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 (ren) to remain in our daycare, we will discuss this with you to determine the best solution for your family.

### **Fees**

There is a \$50.00 registration fee per family(one-time fee). Fees are due every Monday before your child starts child care for the week. Fees are taken out of your account on Monday with Tuition Express (form included in admission package). 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. Cash may be paid and same rules apply.

### **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](http://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](http://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](http://www.focusingfamilies.org) 979-826-3290, in Humble there is [Family Time Crisis and Counseling Center](http://www.familytimecrisis.org) 281-446-2615, and in The Woodlands there is [Montgomery County Women's Center](http://www.montgomerycountymn.org) 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 you 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, and fires.

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 6<sup>th</sup> 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**

**[www.abc123daycare.org](http://www.abc123daycare.org), call daycare, or write on sign in sheet.**

### **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 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. Please call if coming in after 9am.

### **Illness**

Children must not be brought to the daycare when they have a contagious 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, and extreme coughing.

We do routinely 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. A child must have been on the medication for a full **24 hours before returning to the daycare**. 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.

### **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 are educated on food allergies and they take precautions to ensure children are protected.

**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. If you choose to not vaccinate your child(ren) you must supply us with an Affidavit of Exemption that has been notarized.

Please understand that your child(ren) may be excluded from attendance in times of emergency or epidemic declared by the Commissioner of Public Health.

### **Hearing & Vision**

Children who are 3 years of age and older must have hearing and vision done yearly. We do them here once a year for \$20. If you do not wish to have it done here you must take your child to their doctor and have it done. Once you have you must bring us back the paper.

### **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.

### **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**

You will receive a form at the end of each year showing the amount of child care fees you have paid for the year. You should receive it by January 31<sup>st</sup>.

### **Discipline**

An abundance of love, kindness, and encouragement is what all children need and parents want them to have. Children can never suffer from too much positive reinforcement and support. Although you and I may have different opinions about the "best" way to raise a child, we will work with you to come to an agreement about the most desirable approach to best meet the needs of your child. However if a child is uncontrollable, disrespectful, and harmful to other children or me or my staff you will be asked to seek child care services for your family elsewhere.

### **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 6:30PM Monday-Friday. Your allowable arrival and departure times will be noted on your contract. Please respect these hours and do not pick up after departure time. 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.

### **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 and Turlington elementary schools. 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 giving a permission slip to fill out and give back to us. Children 8 and under will be in the right car seats.

### **Fire Safety**

ABC & 123 Daycare has a smoke detector in each room, and six fire extinguishers are available. The children and the staff practice fire drills every month and disaster drills every six months.

### **Supplies**

There will be a supply fee of \$25.00 per family due June 1<sup>st</sup> 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 1<sup>st</sup> 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
Am Snack	9:30-9:45AM (2s and under)
Lunch	11:00AM-12:30PM
PM Snack	2:30-2:45PM (younger children)
PM Snack	3:30-3:45PM (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. If your child(ren) will be later than 9:30AM please call us and let us know so we can count them into the lunch count.

Brest 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.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. There is a limit of two weeks per year starting with your child's enrollment date.

### **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 4<sup>th</sup>

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 infant/child 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 out 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 that you are able to go ask to be added to. We do ask that you do not add your relatives to the page. It is there to keep you all 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.

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Signature of Parents/Guardian

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Date

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Signature of Parents/Guardian

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Date

ABC & 123 Daycare

Melissa G. Shewbert Owner/Director 23 Years