His Little Ones
Preschool & Daycare Center

Parent Handbook

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Director: Elida Gutierrez
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His Little Ones Preschool & Daycare stands on a Chrisitan biblical foundation. Families and staff are prayed over and encouraged with biblical truths. We encourage our families to connect with a church that is local to them in order to guide their families as they navigate life.

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Mission Statement
Policy No. 1

We strive to create a compassionate school family culture that provides a safe learning environment for the children of His Little Ones Preschool and Daycare. We believe that children experience the greatest growth when they feel safe and connected.

We acknowledge the importance of teaching the children of our future a skill set to ensure self-regulation and problem solving. We work together; teacher, child, and parent, to establish routines that provide predictability and consistency within our classrooms.

Welcome
Policy No. 2

His Little Ones Preschool and Daycare LLC is locally owned and operated. The company started in 2021 by Elida Gutierrez. My goal was to open and operate pre-school and after-school programs that exceed state and national standards and move early education into a new era. Our philosophy is simple.
Provide developmentally appropriate activities, prepare children to exceed in public education and give children the skills needed to self-regulate when the world does not go their way. All while allowing the child to be a child and to learn through play.

I am Director of His Little Ones Preschool and Daycare LLC and responsible for the daily management of the facility.
Administration is the designated person in charge. A designated individual may also be in charge in the absence of the Leadership Team mentioned above.

Throughout this Parent Handbook, the Director of Education and the Director of Administration will take the place of the His Little Ones Preschool and Daycare Director when the Director is not available.

Philosophy
Policy No. 3

We believe that children experience the greatest growth when they feel safe and connected. Therefore, we strive to create a compassionate school family culture that provides a safe learning environment for the children of His Little Ones Preschool and Daycare. We acknowledge the importance of teaching the children of our future a skill set to ensure self-regulation and problem solving. We work together, teacher, child and parent, to establish routines and rituals that provide predictability and consistency within our classrooms.

Licensing Information
Policy No. 4

4.1 State Licensing Authority

Minimum Standards 746.501(21)

Texas Department of Health and Human Services Childcare Licensing.
A full printed copy of the licensing regulations/standards can be found at the front desk. Parents may also find the licensing regulations on the internet at the following link https://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp Parents may also review a copy of the child-care centers most recent licensing inspection report posted on the Parent Communication board in the front entry on the licensing website listed above. Parents may reach childcare licensing by using the website above or calling the local office at (956)316-8275.

These regulations/standards are included as part of this Parent Handbook as if they were written herein and it is the responsibility of every parent to read, understand and follow these regulations.

Employees are required to uphold the regulations and standards issued by The Texas Department of Health and Human Services Child Care Minimum Standards at all times.

Employees are required to immediately notify the School Director of any violations of licensing regulations by any person in the organization.

4.2 National Accreditation

National Accreditation Commission
A full printed copy of the accreditation standards can be found at the front desk. These standards are included as part of this Parent Handbook as if they were written herein. Employees are required to uphold the standards and guidelines always published by The National Accreditation Commission. Employees are required to immediately notify the School Director of any violations of theaccreditation standards by any person in the organization.

4.3 Texas Rising Star

A fully printed copy of the Texas Rising Star standards can be found at the front desk. For additional information on Texas Rising Star visit the website below https://texasrisingstar.org/parents/ These standards are included as part of this Parent Handbook as if they were written herein. Employees and parents are required to uphold the standards and guidelines published by Texas Rising Star at all times. Employees and parents are required to immediately notify the School Director of any violations of the Texas Rising Star standards by any person in the organization.

SUPPORTING INCLUSIVE SERVICES
POLICY NO. 5

His Little Ones Preschool & Daycare will provide children with special care needs with the accommodations recommended by a health care professional, or a qualified professional affiliated with the local school district or early childhood intervention program. We will utilize, as recommended, any adaptive equipment that has been provided to His Little Ones Preschool & Daycare for a child's use. If a child is receiving early intervention services or special education services, they can receive those services from a qualified service provider at our center, with parental request and approval/consent.

His Little Ones Preschool & Daycare will ensure that activities integrate children with and without special care needs. Teachers will adapt equipment and procedures and vary methods as necessary to ensure that we care for a child with special needs in a natural environment.

Research shows that children with disabilities benefit from learning alongside their peers in high-quality inclusive settings. One study found that young children with disabilities in high-quality inclusive early childhood programs made larger gains in their cognitive, communication, and social-emotional development compared to their peers in segregated settings. Furthermore, an inclusive setting benefits all children. Young children without disabilities who participate in an inclusive classroom learn empathy and compassion.

If you have any questions about your child's development and specialized services available in our community, please reach out to the director, Mrs. Gutierrez. In order to best serve families who have questions about their child's development, His Little Ones Preschool & Daycare will make information available regarding early intervention services. Access to such information enables families to request an evaluation of their child's development from experts who are qualified to assess the child's development and recommend appropriate services for the child.

Dearly Childhood Intervention Services has additional information regarding the specific services they provide, as well as locations in our community. If a family has shared their child's Individualized Educational Program (IEP) from a school district or and Individualized Family Service Plan (ISFP) from ECI, His little Ones Preschool and Daycare will make every effort to incorporate the plan, where applicable, into the child's daily activities. However, our center is not responsible for purchasing or maintaining adaptive equipment recommended for a child.

His Little Ones Preschool & Daycare will allow outside resources/therapists into the program to work with any child as needed, provided those services are communicated in advance, the behavioral/therapeutic plan is shared with the administration and the resource/therapist works cooperatively with His Little Ones Preschool and Daycare employees to meet the needs of the child. Presence of the resource/therapist must mitigate any and all safety risks the child presents to themselves and to others and must be collaborative and complimentary to the program. Should the resource/therapist be disruptive to the program or not have authority or ability to mitigate,

through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the program. We are open to complete forms from doctors/pediatricians for any accommodations related to child's physical or developmental needs.

We have community resources available in English and Spanish located in the front office. Please do not hesitate to ask for further information/resources.

Throughout the year, we host and celebrate cultural events that help further expand the children's knowledge regarding the differences in cultures around the world.

Enrollment
Policy No. 6

Enrollment at His Little Ones Preschool and Daycare is open to children from six weeks to twelve years. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability.

When visiting our facility for the first time, parents/guardians will be asked to complete a His Little Ones Preschool and Daycare Inquiry/Orientation Form. A state/government issued ID will be required to verify information on the Inquiry Form before a tour is given and prior to enrollment paperwork passed out to the parent/guardians. His Little Ones Preschool and Daycare front office staff will make a copy of the state/government ID for our records.

Parents can apply for enrollment of their child in His Little Ones Preschool and Daycare by completing the Enrollment Application and paying the Enrollment Fee of $75. The Enrollment Fee is non- refundable. A certified birth certificate for each child must be presented with the Enrollment Application. The birth certificate must match the information provided on the Enrollment Application unless an applicable court order is provided. His Little Ones Preschool and Daycare front office staff will make a copy of the birth certificate for our records. In the event that a court order is on file for the child being enrolled, a certified copy of the court order must be attached to the Enrollment Application His Little Ones Preschool and Daycare. Our front office staff may once again ask for a state/government ID to verify that the information on the Enrollment Application matches the birth certificate and/or Court Orders.

Initial enrollment is contingent upon receipt of the completed Enrollment Application, Physicians Statement, Tuition Agreement, Income Eligibility Form, Emergency Release Form, Food Program Enrollment Form, signed Tuition Agreement, Health Disclosure Statement, registration fee, immunization records and signed Parent Handbook receipt.

The Enrollment Application and Tuition Agreements are not meant to serve as contracts guaranteeing service for any duration.

His Little Ones Preschool and Daycare reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at His Little Ones Preschool and Daycare is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of His Little Ones Preschool and Daycare as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify His Little Ones Preschool and Daycare immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any registration fee and/or tuition.

Parent Communication/Engagement

6.1 Brightwheel Engagement App:

Each family enrolled in our facility will receive an invitation to join Brightwheel Family via e-mail, at no cost to our families. It is a free app available on all smartphone devices. Brightwheel is a digital platform for receiving their child's Daily Report along with pictures of their child(ren)'s day. Brightwheel is the ONLY form of written communication that should occur between teachers and parents. Using this platform for tracking and assessing children has provided parents with documentation that helped get urgent medical diagnosis and assistance with therapies to support social/emotional development.

Parents must sign children in/out using Brightwheel. Teachers will record meals, diaper changes, nap times, class notes, upload pictures/videos, send messages to parents, child assessments, behavioral issue notes, updates, and incident reports. **Parents will be able to update contact information via Brightwheel at any time.** Please reach out to Mrs. G. if you have any questions. Parents are able to send messages to the teachers directly through the app and can expect to receive a reply, usually during nap time. We ask parents understand that the teachers' first priority is to concentrate on the children and if parents have a pressing issue, they may call the office of His Little Ones Preschool & Daycare to speak with the director.

Tuition Policy No. 7

All custodial parents and/or legal guardians are required to sign a Tuition Agreement prior to enrollment of their child in His Little Ones Preschool and Daycare. Parents are required to indicate to whom all billing information and correspondence are to be addressed. For a second copy of billing information and/or correspondence. A non-refundable enrollment fee of $75.00 per family is due at time of registration. This payment should be submitted with the completed admission forms. Tuition & fees may be paid in person using cash or a card as well as over the phone for your convenience. These tuition rates are effective November 3, 2025.

Annual "Supply" Fee

An annual supply fee is required upon enrollment with His Little Ones Preschool & Daycare. The supply fee is an annual fee due every year within 60 days of enrollment date. The Annual Supply fee is $100 per family. If the registration fee was paid within 60 days of the due date, then no additional registration fee will be billed until the following school year.

This annual supply fee covers tools to be school ready, materials and disinfecting supplies that children need/utilize for a successful school year. This ANNUAL SUPPLY FEE is aside from the enrollment/registration fee as stated in Policy No. 7,(A non-refundable enrollment fee of $75.00 per family is due at time of registration!)

Registration fees are non-refundable.

INFANTS

Full Time Care:

- 0-11mths: $275.00 Weekly
- 12-17mths: $ 250.00 Weekly

Part Time Care:

- 0-11 mths: $225.00 Weekly
- 12-17 mths: $215.00 Weekly

TODDLER PROGRAM

Full Time Care:

- 18-23mths: $230 Weekly
- 2yrs: $220 Weekly

Part Time Care:

- 18-23 mths: $215.00 Weekly
- 2 yrs: $200.00 Weekly

PRESCHOOL PROGRAM

Full Time Care:

- 3 yrs: $220.00 Weekly
- 4-5 yrs: $215.00 Weekly

Part Time Care:

- 3 yrs: $200.00 Weekly
- 4-5 yrs: $200.00 Weekly

School Age Care

- After-School Care: $200 Weekly
- Full Time Care (vacations/breaks): $220

Drop-In care: $75 Daily

7.1 Payment

Tuition payment is due on Monday before child arrives to the center of each current week as specified in the current rate schedule. Tuition is payable according to the tuition schedule whether or not the child attends. All parents must be set up on ACH Via Brightwheel Application draft for tuition payments. There is a 3% fee incurred to all debit/credit cards payment transactions. You may avoid these fees by paying via zelle or cash.

Tuition does not include fees for field trips and extracurricular activities such as gymnastics, dance, and sporting activities. **Full tuition is due for after school age groups during vacation breaks such as Spring break, Summer break, Christmas break etc…**

7.2 Late Payments & Fees

A $10 per day late fee per child will be added for all non-payments. If tuition and/or late fees are not paid by Friday, then the child cannot return to care the following Monday until paid.

There is no credit given for vacations less than 5 consecutive days, scheduled school holidays, or for closings due to emergency situations, inclement weather or acts of God. If there is a medical excuse, we may exempt the school Tuition for no attendance for medical reasons with valid medical/Doctor's excuse that exceed more than 3 days. We will need the medical excuse turned in and we will verify the excuse is valid before waiving the days from the tuition. Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at His Little Ones Preschool and Daycare, however, if you anticipate difficulty with paying on time, please discuss the matter with the Director immediately. If alternative payment arrangements are approved, you will be notified by Manager/Director.

7.3 Refunds

We understand that family needs can change. Because tuition helps reserve your child's space, maintain staffing, and support daily program operations, enrollment, registration, annual supply, late payment, late pick-up, ACH return, schedule change, and other administrative fees are non-refundable.

Tuition is not refunded, credited, or reduced for absences, illness, vacations, scheduled holidays, emergency closings, inclement weather, or other closures unless a credit is allowed under the Vacation/Absent Credit, Illness Credit, Extended Closure Tuition Policy, Withdrawal Policy, or Dismissal Policy.

If your family withdraws and provides the required 30-day written notice, any unused tuition will be refunded according to the Withdrawal Policy. If 30-day notice is not provided, tuition will be charged for two additional weeks, and any remaining balance must be paid before a refund can be considered. If a child is dismissed from the program, any unused tuition will be refunded within two weeks of dismissal after outstanding tuition, fees, or balances are applied. Refunds will be issued by school check and mailed to the address listed in the child's file. To request a refund, please submit your request in writing to the Director. Once the account has been reviewed and all charges are finalized, approved refunds are usually processed within 10 business days. Additional time may be needed for account review, mailing, or payment processing.

7.4 Subsidized Care (CCS)

His Little Ones Preschool and Daycare does accept childcare subsidies.
Parents of a subsidized child must complete all required paperwork on time to continue enrollment at His Little Ones Preschool and Daycare. Parents of subsidized children are also required to sign a Parent Share of Cost Agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive childcare subsidies.

7.5 Multiple Child Discounts

His Little Ones Preschool and Daycare offers a multiple child discount for one or more siblings enrolled during the same school year. The youngest sibling pays the full tuition rate and each additional child's tuition are discounted 10% per child. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

7.6 Vacation/Absent Credit

If your child is absent for five consecutive days, you may request an absent credit equal to one half your weekly tuition. **Parents must request an absent credit in writing by email prior to the absence. FULL TUITION is due for after school age groups during vacation breaks such as Spring break, Summer break, Christmas break etc…**

7.7 Illness Credit

If your child is absent due to illness exclusion for three consecutive days, you may request an absent credit equal to one half tuition for the days absent. **Parents must request an illness credit in writing by email. Illness credits are not automatically given when the child is absent.**

7.8 Parent Referrals

We greatly appreciate your business and know that you will be so pleased with our service that you will tell all your friends and acquaintances about us! If one of those families decides to enroll their child(ren), we will give you a $40 monetary gift after that family has been with us for 90 days. The referred family must mention the referral at the time of the initial visit to our program by writing the referring families name on the Inquiry Form.

7.9 ACH Returns

Per Policy 6.1, all families are required to be set up on ACH draft for tuition payments. ACH drafts are automatically run on any account with a balance on Monday mornings. In the event that a draft is returned by the bank, a $35 insufficient return fee will be automatically added to the account. Upon notification of the return, the family will be notified and payment by credit card or money order will be immediately due. If payment is not received upon notification of the return, then a $10 per day late payment penalty will be added to the account for each day the balance is not paid starting with the day tuition was originally due.
Families will be unable to return to care on Monday following the notification of the returnuntil the account is paid in full. In the event that the family has three or more ACH returns in a 12-month period, a deposit equal to two weeks tuition will be required to continue care. In the

event that the family hasfive ACH returns in a 12-month period, enrollment at the center will be terminated.

SUBSIDY FAMILIES

If a family has three or more ACH Returns in a 12-month period, you will be required to pay your full monthly copay by the 1st of the month to continue care.

7.10 Extended Closure Tuition Policy

Should the Center be required to close for unexpected reasons, full tuition will be due for the first two week of closure. If the center is closed longer than two weeks, 50% of tuition will be due. Parents may give a 30-day notice to withdraw from the program if they feel it is in the best interest of their family. 50% of the tuition will be due during the 30-day notice period. A full registration fee will be required to re-enroll in our Center.

ConfidentialityPolicy No. 8

Within, confidential and sensitive information will only be shared with employees of His Little Ones Preschool and Daycare who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as His Little Ones Preschool and Daycare strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to names, addresses, phone numbers, disability information, or other health related information of anyone associated with His Little Ones Preschool and Daycare.

Outside of His Little Ones Preschool and Daycare, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of His Little Ones Preschool and Daycare, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on Center property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing facility property.

You may not observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. **Employees of His Little Ones Preschool and Daycare are strictly prohibited from discussing anything about another child with you.**

Mandated Reporting of Suspected Child Abuse and/or Neglect
Policy No. 9

Minimum Standards 746.501(25)

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of His Little Ones Preschool and Daycare are considered mandated reporters, under this law. The employees of His Little Ones Preschool and Daycare are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Payments Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at His Little Ones Preschool and Daycare take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff at His Little Ones Preschool and Daycare cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided thereport was made in “good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child’s body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g., car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help.html

The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

Parent Code of Conduct
Policy No. 10

His Little Ones Preschool and Daycare always requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect. One of the goals of His Little Ones Preschool and Daycare is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of His Little Ones Preschool and Daycare but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on Center property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing facility property.

10.1 SWEARING/CURSING:
No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

10.2 THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH HIS LITTLE ONES PRESCHOOL AND DAYCARE:
Threats of any kind will not be tolerated. In today's society, His Little Ones Preschool and Daycare cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the Center will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

10.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT HIS LITTLE ONES PRESCHOOL AND DAYCARE:

While His Little Ones Preschool and Daycare does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our center have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

10.4 SMOKING:

For the health of all His Little Ones Preschool and Daycare, children and associates, smoking is prohibited anywhere on school property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of His Little Ones Preschool and Daycare. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

10.5 VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of His Little Ones Preschool and Daycare. Please be particularly mindful of His Little Ones Preschool and Daycare entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Director.

10.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF HIS LITTLE ONES PRESCHOOL AND DAYCARE:

While it is understood that parents will not always agree with the employees of His Little Ones Preschool and Daycare or the parents of the other children, it is expected that all disagreements behandled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

10.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY:

His Little Ones Preschool and Daycare takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the center. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with His Little Ones Preschool and Daycare. Any parent who shares any information considered to be confidential pressures employees or other parents for information, which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

10.8 Cell Phone Usage

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010, the Texas Department of Health and Human Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please end all calls prior to entering the building so that our staff can properly communicate with you.

10.9 Questions or Concerns

Minimum Standards 746.501(19)

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and Director. Through open communication, we can ensure that all parties are well informed and working as partners in the child's education. From time to time, the School Director may complete a "Parent Concern Form". Parents will receive a copy of this form with the appropriate outcome.

Parent's Right to Immediate Access
Policy No. 11

Minimum Standards 746.501(b)(1)

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at His Little Ones Preschool and Daycare, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) His Little Ones Preschool and Daycare must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order ofthe court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with His Little Ones Preschool and Daycare, **both** parents shall be afforded equal access to their child as stipulated by law His Little Ones Preschool and Daycare cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, His Little Ones Preschool and Daycare suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. His Little Ones Preschool and Daycare staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Director and are allowed in the childcare facility only at the discretion of the School Director. A Manager/employee of His Little Ones Preschool and Daycare will accompany visitors at all times, throughout the center.

His Little Ones Preschool and Daycare will dismiss any child whose parent is prohibited from entering upon school property. Due to the parents' right to immediate access policy, as well as state and federal regulations, His Little Ones Preschool and Daycare cannot have a child at the Center when the child's parent is prohibited access. His Little Ones Preschool and Daycare will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the school. Such an agreement is a violation of the law and will not be entertained.

Dismissal
Policy No. 12

His Little Ones Preschool and Daycare reserves the right to dismiss any child at any time, with or without cause, which may include the following:

- Non-payment
- Inappropriate Parental Behavior
- Disrespectful Behavior Towards Children, Other Families or Staff
- Challenging Behaviors such as Aggressive Behaviors, Hitting, Scratching, Biting, Hair Pulling etc…
- Any safety risks to other children
- Bullying, Harassment, Racism etc…

Parents will be refunded any unused tuition within two weeks of the dismissal. A school check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the center's legal counsel for collection.

The Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave facility property in a calm and respectful manner, immediately. His Little Ones Preschool and Daycare will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Director if they wish to return to Center property following a dismissal. Appointments are made at the discretion of the Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the Center by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by His Little Ones Preschool and Daycare.

Withdraw
Policy No. 13

A 30 day written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks.

The parents and child, following their last day of enrollment, are not permitted to re-enter facility property without prior permission of the Director. A withdrawn child and his/her parents are required to call and request an appointment with the School Director if they wish to return to Center property following the last day of enrollment at His Little Ones Preschool and Daycare. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

Parents who wish to change their child's days or times of enrollment at His Little Ones Preschool and Daycare, must submit a request to do so 30 days in advance of the proposed change.
Schedule changes are subject to a change fee of $100.

The Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until a new Tuition Agreement is signed. If the schedule change requires an additional registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available or may choose to withdraw their child from the program. The date the request for the Center Director receives the schedule change will be used to toll the 30-day notice required for withdraw.

Court Orders Effecting Enrolled Children
Policy No. 14

In cases where an enrolled child is the subject of a court order (ex… Custody Order, Restraining Order, or Protection from Abuse Order) His Little Ones Preschool and Daycare must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with His Little Ones Preschool and Daycare administration, both parents shall be afforded equal access to their child as stipulated by law. His Little Ones Preschool and Daycare cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, His Little Ones Preschool and Daycare suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, His Little Ones Preschool and Daycare is obligated to follow the order for the entire period it is in effect. Employees of His Little Ones Preschool and Daycare cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated His Little Ones Preschool and Daycare.
His Little Ones Preschool and Daycare will report any violations of these orders to the court.

Arrival Procedures
Policy No. 15

Upon arrival at His Little Ones Preschool and Daycare, the parents or the adult dropping the child off must sign the child into care on the sign-in sheet located at the front door. Parents must use the Brightwheel app to sign their child(ren) in and out by scanning the QR code provided or posted on the outdoor Parent Resource Bulletin Board.
A health check will be completed on both the child/children and parent/adult. If either present with a temperature above normal or signs of possible illness, the child will be excluded from care. Children will be dropped off at the front door and escorted to class by a member of management or designated staff. Parents are encouraged to drop off at the front door but may enter the facility if deemed necessary by the School Director.

In order for all enrolled children to benefit from the curriculum and activities planned, **all children must arrive by 8:30am.** Children will not be admitted into care after 9:30am. Children who are late due to a scheduled appointment with a health care professional or with prior permission from the Center Director may be allowed after 9:30am, however may not be dropped off during the classroom's schedule nap time. Late arrivals are a disruption to the classroom and other children and may break the established routine of the classroom.

Health Checks
Minimum Standards 746.501(26)

Parents are required to notify the child's teacher Manager/ Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick-Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the childcare providers should be aware to best meet the needs of your child throughout the day.

Parents must drop their child off by 8:00am in order for the child to be served breakfast. Breakfast will not be available or saved for any child arriving after 9:00am.

15.1 NOTIFICATION OF ABSENCE

Parents are required to inform the center by 8:30am if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. If the parent does not notify the school of a child's absence, the school will contact the parent. A $5.00 fee will be charged anytime a parent fails to notify the school of absence. Parents who fail on three occasions in one

school calendar year to give proper notice of an absence will result in the child being dismissed from the program.

If your child is ill, we request that you notify the Manager/ Director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our Center. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the center may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. His Little Ones Preschool and Daycare will take all measures necessary to protect your child's confidentiality.

Parents who know in advance that a child will be late are required to notify the center by 8:30am to maintain the appropriate number of employees to ensure ratios are met when the child arrives to school.

15.2 HIS LITTLE ONES PRESCHOOL AND DAYCARE RIGHT TO REFUSE ADMISSION

His Little Ones Preschool and Daycare reserves the right to refuse admission to any child at any timewith or without cause.

Possible reasons for the refusal of admission include but are not limited to:

1. The need to maintain compliance with Licensing Regulations.
2. Staff deems the child too ill to attend.
3. Domestics Situations that present a safety risk to the child, staff or other children enrolled at if the child were to be present at the center.
4. Parents failure to maintain accurate, up to date records.
5. Parents' failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed for tuition days when their child is refused admission to the program.

Pick Up Procedures
Policy No. 16
Minimum Standards 746.501(2)

Parents or other authorized adult are required to sign their child out of care on the sign-out sheet located at the front door. Once a parent signs their child out and the child is handed over to the parent, the parent is then solely responsible for supervising their child while on school premises. Parents must also sign their child(ren) out in Brightwheel by scanning the QR code provided or posted on the outdoor bulletin board.

Parents or persons designated to act "In Loco Parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or another authorized adult at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the day. Parents must wait in their vehicles while children are prepared for dismissal. When your child is walked out by staff, you may come forward to receive them. This process helps protect each family's privacy and allows staff to discuss daily reports or parent-teacher concerns confidentially.

16.1 LATE PICK-UP:

Our Center is licensed to care for children from 6:30am to 6:30 pm. Parents must pick up their children no later than 6:30pm. A parent is late picking up their child at 6:30pm. All measurements of time are to be according to His Little Ones Preschool and Daycare clock located at the front Office and Kitchen/Pick up area.

A late fee of $10.00 for the first minute per child plus $5.00 for each additional minute per child will be charged for late pick-ups. Late fees must be paid at the time of pick up. The child will not be allowed to return to care until all late pick up fees are paid in full.

A child's services will be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

16.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of His Little Ones Preschool and Daycare will contact local police and/or the other custodial parent should a parent appear to the staff of His Little Ones Preschool and Daycare to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the Center from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, His Little Ones Preschool and Daycare staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child and appears to the staff of His Little Ones Preschool and Daycare to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of His Little Ones Preschool and Daycare will contact the child's parents,local police and Child Protective Services to notify them of the situation.

16.3 EMERGENCY/ALTERNATE PICK-UP

At enrollment, parents will be complete emergency/alternate pick-up information on the Enrollment Form. Parents are encouraged to include in this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the emergency contact list. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the emergency/alternate pick-up list have the right to act "In Loco Parentis." In Loco Parentis status affords the pickup person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the emergency/alternate pick-up list are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the emergency/alternate pick-up list will be required to provide a Government issued photo ID prior to the school releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the emergency/alternate pick-up list must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Employees of His Little Ones Preschool and Daycare are prohibited from being listed on the emergency/alternate contact list.

His Little Ones Preschool and Daycare reserves the right to refuse/ban any person listed on the emergency/alternate contact list for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the emergency/alternate list of the policies/procedures contained herein.

Transportation
Policy No. 17

Minimum Standards 746.501(14)

School-age children will be transported to and from public school and during the summer on field trips. His Little Ones Preschool and Daycare does not transport children under the age of 3, except in emergency situations.

Parents must notify the Director or staff of any after-school transportation changes before 2:00 p.m. No exceptions. This helps routes run smoothly and on time. If notice is not provided, a $10 no-notice fee will automatically be added to your billing account.

State law requires:

- Vehicles transporting children shall be in safe operating condition and drivers shall have a current Texas Driver's License.
- Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.
- A child shall not be taken on field trips unless a parent or guardian has signed permission forms.

Facility
Calendar Policy
No. 18

Minimum Standards 746.501(1)

His Little Ones Preschool and Daycare is open from 6:30am-6:30pm, Monday-Friday, year-round. We close to observe the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- and the following Friday, Christmas Eve and Christmas Day**.**

Full tuition is due for holiday/vacation weeks.

NOTE: In some cases, if the holiday falls on a Saturday or Sunday, His Little Ones Preschool and Daycare may close the day before or the day after the holiday. His Little Ones Preschool and Daycare may close early on certain days during the holiday season. Policy 15.1 (Late Pick-Up) will apply for late pick-ups on these designated days. Parents will be updated on each year's holiday schedule in January.

Emergency Closings and Inclement Weather Information
Policy No. 19

In most cases, His Little Ones Preschool and Daycare is open during inclement weather. In the event that significant events accompany severe weather, such as a loss of power or water, the Center will close.

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by Facebook, Brightwheel, phone call, text and by email.

Should the Center need to close in the middle of the day, the facility staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call of the pickup location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicted.
Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than five school days.

Curriculum Information
Policy No. 20

His Little Ones Preschool and Daycare uses Frogstreet Infants/Toddlers 0 to 35 months, & Pre-K 3 to 5 years old for our pre-k3 classrooms.

Infant Joyful Beginnings™
(0-18 months)
Curriculum That Begins With Trust and Responsive Care
Frog Street's Infant Joyful Beginnings is designed to help caregivers lead with intention, even in the busiest infant rooms. It provides developmentally appropriate routines, sensory exploration activities, and structured, predictable, and emotionally supportive early language experiences.

Toddler Joyful Discoveries™
(12-36 months)
Structure That Helps Toddlers Explore, Connect, and Thrive
Toddlers thrive when they can explore, feel safe, and follow gentle routines. *Frog Street Toddler Joyful Discoveries™* is built from the ground up for this stage of playful discovery and emotional development—delivering clear, flexible support for real classrooms and real life.

Preschool (36–48 months)
Purposeful Preschool Learning for Curious Minds Ready to Grow and Thrive
Three-year-olds are learning how to be part of a classroom. They expand vocabulary, test boundaries, and form new skills through exploration and interaction. This year is about learning how to learn, how to follow a routine, ask for help, and stay with a task just a little longer.

Pre-K (4-5 years)
A Full-Year Curriculum That Leads to Kindergarten Readiness and Beyond
Pre-K is the year that connects early learning to elementary expectations. Children are refining attention, expanding vocabulary, and learning to navigate academic content and peer relationships. Teachers need a curriculum that supports instruction across every domain while supporting social-emotional development and classroom consistency.

Frogstreet has produced high-quality early learning curriculum for more than 3 decades. This curriculum provides consistency and predictable routine, open ended activities, promotes multisensory experiences, opportunities for children to learn through the 5 senses (touch, smell, taste, sight, and hearing), as well as exploration and discovery. This curriculum encourages children to work together, share and be successful at their individual skill level. Activities include open ended questions to promote language development, thinking and problem solving. The teachers guide the children to reach new levels of development and deeper understanding of concepts by modeling curiosity/wonder and encouraging divergent thinking. For school age, we have an emergent curriculum that includes activities from the internet. The objectives from the activities are aligned with TEKS.

INDIVIDUALIZED INSTRUCTIONS

Individualized instruction is a way of teaching that is focused on the interests and abilities of each child. We individualize because development occurs at different rates for each child. No two children develop at the same rate, so it makes sense that some children will require more support in a new skill, while other will require less. Furthermore, this method expands on a child's strengths and interests. All children benefit from individualized learning because they have different interests and skill levels. Children who come from linguistically or culturally diverse backgrounds, as well as children with special needs, benefit from individualized instruction.

CHRISTIAN ACTIVITIES

FunShine Express offers digital Christian curriculum that focuses on a key bible story each month to foster children's spiritual and religious growth. Lessons include bible verse practice, story time, worship time and prayer time.

STATE ALIGNMENTS AND APPROVALS

Our Curriculum for our infants/toddlers is aligned with the Texas Infant, Toddler & Three Year Learning Guidelines. The Preschool is aligned with the Texas Pre-K Guidelines. These curriculums believe that children learn best through actively engaging with people and things in their environment. Children are involved in hands-on experiences, real-life adventures, and assisted discovery as they explore concepts through play. His Little Ones Preschool and Daycare is a place where essential readiness skills are nurtured through play, investigation, and of course, fun! These programs provide developmentally and age-appropriate activities and materials for exciting and wonder filled environments.
To learn more about these programs and the wonderful things they offer, visit:
Why Choose Frog Street

20.1 Daily Schedule of Activities

His Little Ones Preschool and Daycare classrooms follow a daily schedule designed specifically to meet the children's developmental, social and emotional, and personal needs. All schedules are contingent on the needs of the children and may vary from day to day. Below is a **sample** of your child's typical day:

6:30-7:30:	Arrival/Table Toys/Hand Wash For Breakfast
7:30-8:30:	Breakfast/Morning Prayer/Attendance
8:30-9:00:	Circle Time- Calendar, Songs, Weather,
9:00-9:15:	Diapering/RR Breaks/Health Checks
9:30-10:00:	Outdoor/Physical Activity
10:00-10:20:	Literacy Lesson and Centers (Letters & Phonics)
	1/3 Class in Lesson, 2/3 Class in Centers, Rotate one group into lesson every 5-10 minutes
10:20-11:00:	Hands On Learning (Arts & Craft)
11:00-12:00:	Lunch/Clean Up/Diapering/Restroom
12:00-12:30:	Read Aloud/Story Time
	Reading Center
12:30 -2:00:	Nap/Quiet Time
2:00-2:30:	Clean Up/Diapering/RR Break
2:30-3:00:	Table
	Time/Manipulative
	Outdoor Play
3:00-4:00:	Snack Time/Clean Up
4:00-4:20:	Mathematics
4:20-4:45:	Science, Discovery, Activity
4:45-5:00:	Diapering/RR Breaks
5:00-6:00:	Supper/Clean Up/Wash Hands
6:00-6:30:	Group Centers/Ready for Pickup

20.2 Class Assignments

Classroom assignments are based on each individual child's chronological age, developmental age, emotional age, and physical age. His Little Ones Preschool and Daycare typically will transition children to new classrooms twice a year, however from time to time we may request a transition sooner based on the individual child's needs.

20.3 Staff to Child Ratios

His Little Ones Preschool and Daycare follows the staff to child ratios established by the National Accreditation Commission and Texas Rising Star, which is lower than the state licensing ratios.From time to time, due to staffing shortages or other operational challenges, the school may default to state designated ratios. His Little Ones Preschool and Daycare will never run higher ratios than established by the Texas Department of Health and Human Services Child Care Licensing unless a significant event or emergency arises.

20.4 Nap and Rest Time

Supervised rest periods are provided for all children under five years of age who remain at His Little Ones Preschool and Daycare for six or more hours a day, and for all other children who show a need for a rest time. It is the parent's responsibility to provide a mat for your child to rest on and blanket to be kept at the center for naptime. Nap and rest times are required by the Texas Department of Health and Human Services Child Care Licensing. Due to these regulations, parents cannot request that their child be exempt from nap or rest time.

20.5 Personal Care Supplies Needed

Preschool children must have a complete change of clothing, **clearly marked with the child's name**, left at His Little Ones Preschool and Daycare. Preschool children need to be dressed for the weather. Caps, mittens, and warm clothing must be worn during the cooler seasons for the daily outdoor playtime. Accidents can happen, even for the older preschoolers, or if they get wet on the playground. For safety reasons, boots, sandals and flip flops are prohibited.

Parents must supply all bottles for their child. His Little Ones Preschool and Daycare require toddler training cups, diapers and wipes. Please label everything with your child's first and last name.

We use washable crayons, markers, and paint during arts & craft time, but the children's clothing may get stained from just being kids! **Please dress your children in play clothes since PLAY is what we do!!**

Please leave all valuable items at home since His Little Ones Preschool and Daycare will not be responsible for broken or lost items.

20.6 Birthday and Holiday Celebrations

Most children enjoy celebrating special events with their preschool friends (birthdays, new babies, and holidays). Parents may send a "store bought" treat to share with the class. Please make arrangements with the teacher three days in advance when planning a special occasion.

His Little Ones Preschool and Daycare believes in inclusion and celebrating each child's beliefs and important days. **For the children's first year at His Little Ones Preschool & Daycare, we celebrate their birthday by providing pizza and/or cupcakes as a courtesy from Mrs. G.**
In the event that a parent does not want their child to participate in a holiday celebration, they may choose to keep their child home for that day. No reduction in fees or tuition will be given.

20.7 Parent/Teacher Conferences/Communication

Minimum Standards 746.501(6)

Open Communication with parents is very important to children's success. His Little Ones Preschool and Daycare has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Signing such documents is not an admission or agreement in any way, yet acknowledgement that communication took place. Failure to sign documents is grounds for immediate dismissal from the Center.

Listed below are ways that His Little Ones Preschool and Daycare may communicate with parents:

- Our electronic monitor located in the front office.
- Through email notifications
- Written memos placed in your child's weekly folders
- Social media site such as Facebook
- Smart phone notifications through Brightwheel
- Verbal communication with the child's teachers and director

Parents will be offered a Parent/Teacher conference twice each year. This is a formal conference with your child's teacher to discuss academic and developmental progress in the classroom. In these conferences, teachers will be sharing the results from the informal assessments and other observations. You will have the option to choose the parent/teacher conference to be done in person, by phone or zoom/facetime.
Parents will be asked to sign up for a date and time for their conference. Parents willbe required to sign acknowledging that they are unable to attend or do not wish to attend a Parent/Teacher conference.

20.8 Assessments

Teachers are required to implement informal assessments, such as the CCLI Developmental Checklist, for Infants, toddlers, and Preschoolers**.** These assessments will be conducted quarterly and shared with parents during Parent-Teacher Conferences. If any red flags are checked off, as stated in the CLI Assessments, we will refer parents/guardians to local resources (ECE, Easterseals, Region One, etc.…). We also have more referral information available in the office on our Resources wall. Our Director, Mrs. G., is available anytime to further discuss resources and information. Please do not hesitate to reach out regarding resources or referral information.

Discipline
Policy No. 21
Minimum Standards 746.501(7)

His Little Ones Preschool and Daycare staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. His Little Ones Preschool and Daycare does not use "time out" as a form of managing behavior His Little Ones Preschool and Daycare. Staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency from all parties involved is the best way to handle these issues. His Little Ones Preschool and Daycare reserves the right to terminate care for the child for discipline problems at any time.

His Little Ones Preschool and Daycare are trained in Conscious Discipline. Conscious Discipline techniques and beliefs are always used in the classroom. These techniques and beliefs include:

- Our role is to teach behavior, not stop behavior.
- Adults seeing themselves as role models in the classroom. Adults are to behave in the same manner expected of children.
- Using active calming techniques for both children and adults
- Understanding that all behavior is a form of communication. When children act out, it is an opportunity to teach, not punish.
- Meeting the needs of the children so that they can meet the needs of their peers.
- Allowing children to express their emotions while supporting and comforting children in distress.
- Understanding that all children can only see the world through their version of reality, and helping children see the world as a positive place to live.
- Being optimistic and positive about all children enrolled in our program.
- Greeting each child every morning in a positive and impactful way.

21.1 Suspension and Expulsion of Children

Minimum Standards 746.501(8)

His Little Ones Preschool and Daycare is proud of our history of working with the individual needs of our children and will work with the parents whose children may need additional support. We strive to create a compassionate school family culture that provides a safe learning environment for the children at His Little Ones Preschool & Daycare. Therefore, we follow a structured curriculum (FUNSHINE EXPRESS) that provides developmentally appropriate activities, prepares children to exceed in public education and gives children the skills needed to self-regulate when their surroundings do not go their way. We assure to allow the children to learn through play and allowing the child to be a child.

When applicable we will make referrals to outside support services including but limited to, early intervention, speech, occupations, and physical therapy and other types of services, and participate in IEP (Individual Education Plan) meetings where appropriate the best meet the needs of students.

His Little Ones Preschool and Daycare will make reasonable accommodations to their policies, practices, and procedures as appropriate in accordance with applicable federal and state laws. His Little Ones Preschool and Daycare is not required by law to fundamentally alter or change the services provided for a child displaying dangerous/inappropriate behavior, developmental delays and/or disabilities as defined by the Americans with Disabilities Act.

His Little Ones Preschool and Daycare will allow outside resources/therapists into the program to work with any child as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearances to be in the building, the behavioral/therapeutic plan is shared with the administration and the resource/therapist works cooperatively with His Little Ones Preschool and Daycare staff to meet the needs of the child. The presence of the resource/therapist must mitigate any and all safety risks the child presents to themselves and to others and must be collaborative and complimentary to the program. Should the resource/therapist be disruptive to the program or not have authority or ability to mitigate, through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the program.

Any child who is a safety threat to themselves or to others will be subject to suspension/exclusion and/or disenrollment from the program if the dangerous behavior cannot be eliminated through reasonable accommodations provided for under applicable federal and state laws and regulations. Temporary suspension from the school may be necessary for the safety of the child and others while any appropriate evaluations are completed and/or while securing the appropriate support services from the appropriate agency.

His Little Ones Preschool and Daycare will always provide written documentation to the parents of any child that is subject to referral for outside support services for any behavior, developmental delay or disability. Furthermore, through formal and informal conferences with the teachers and administrators, written incident and accident reports and letters His Little

Ones Preschool and Daycare, will communicate with parents/guardians of children exhibiting behaviors that are dangerous to themselves or to others, the steps taken to accommodate the child and notifications that the child will not be able to return to the program until support services are inplace.

Challenging Behaviors

His Little Ones Preschool and Daycare LLC is locally owned and operated by myself, Elida Gutierrez. My goal was to open and operate pre-school and after-school programs that exceed state and national standards and move early education into a new era utilizing play-based learning. Our objective is to positively discipline and guide children that encourages self-esteem, self-control and self-direction.

We provide developmentally appropriate activities, prepare children to exceed in public education and give children the skills needed to self-regulate when the world does not go their way. All while allowing the child to be a child and to learn through play.

As we strive to create a compassionate school family culture that provides a safe learning environment for the children of His Little Ones Preschool and Daycare, here are some tools and techniques we use to facilitate the process of assisting with challenging behaviors:

- Strong communication with parents
- Face to Face Parent/Teacher conferences, Parent/Director Conferences, etc…
- Share strategies to work alongside the child
- Connect with outside resources that may further assist child
- Ongoing communication as long as necessary with Director/Parents
- Conversations are framed around the objective of the program
- Parents are kept informed of their child's progress
- Please refer to Policy 21.1

Items from Home
Policy No. 22

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys and/or electronic items from home, unless specifically requested by the classroom teacher for use as part of the curriculum. This includes cell phones and video games. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the Center Director should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the facility and remove the item.

His Little Ones Preschool and Daycare will require a mat/cot and blanket for the children in classrooms with nap/rest time.

All items brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by His Little Ones Preschool and Daycare staff for safety and appropriateness and may be prohibited at the sole discretion of the facility.

22.1 ELECTRONIC DEVICES

Electronic Devices will not be permitted to use while at the Facility. It is only permitted for school age children (6-12yrs) for homework use only.

Dress Code
Policy No. 23

23.1 CHILDREN

Clothing:

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, clothing.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats must be provided in the winter months.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have five seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. His Little Ones Preschool and Daycare is not responsible for lost or damaged items of clothing.

Jewelry/Accessories:

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. **In addition, His Little Ones Preschool and Daycare will not to be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children.** Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the center to remove the jewelry if it discovered after the parent leaves. **Repeated (more than 3 violations per school year) violations of this policy are considered to be violation of SAFETY POLICIES and will result in dismissal from the program.**

Hair beads, barrettes, bobby pins, etc. are not to be worn by children. These accessories are considered to be safety hazards. When choosing accessories for your children be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending His Little Ones Preschool and Daycare.

His Little Ones Preschool and Daycare is not responsible for damage to or loss of and articles of clothing.

23.2 PARENT

Clothing:

Parents are required to be dressed in appropriate clothing while at His Little Ones Preschool and Daycare or involved in any His Little Ones Preschool and Daycare sponsored events. Inappropriate clothing would include revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

Parents wearing high heels, work boots, or shoes with wet/dirty soles, will be required to remove their shoes prior to entering any classroom with children under 1 year of age. This will reduce the risk of injury to a child on the floor and will help to maintain a clean floor. Parents can simply leave their shoes outside the classroom door prior to entering the classroom. Parents with bare feet must wear booties when entering the classroom.

Field Trips
Policy No. 24
(STEM Station Families ONLY)

Minimum Standards 746.501(16)

His Little Ones Preschool and Daycare frequently supplements the in class curriculum with off premisefield trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the Center Director.

His Little Ones Preschool and Daycare provides all required supervision for all field trips, but always invites and welcomes parents to attend.

Parents will not be permitted to transport any child, other than their own, on a His Little Ones Preschool and Daycare sponsored trip.

If you choose for your child to not participate in a field trip, they will not be allowed to attend school on that day. No reduction in tuition or fees will be granted in these situations.

Due to safety risks and child tracking procedures, children may not be dropped off or picked up on a field trip. Parents must schedule appointments around the field trip schedules.

Parent Participation/Volunteers
Policy No. 25

Minimum Standards 746.501(20)

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the childcare center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office. These volunteer opportunities are posted in the main office area on the parent bulletin board.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

His Little Ones Preschool and Daycare reserves the right to make Volunteer assignments His Little Ones Preschool and Daycare does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.

Health and Safety
Policy No. 26

26.1 PRE-ENROLLMENT REQUIREMENTS

Minimum Standards 746.501(11,13)

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office 3 business days prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at His Little Ones Preschool and Daycare. This is per our licensing regulations. If you have chosen not to have your child immunized, a notarized waiver form must be obtained by a physician. Immunizations maybe waived for certain reasons. Please discuss this with the Center Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a wavier on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a Physician's Statement form filled out by a licensed medical professional, in order to attend His Little Ones Preschool and Daycare. The Physician's Statement Form, indicating the child's fitness to attend, His Little Ones Preschool and Daycare must be completed by a licensed healthcare professional and returned to the Center Director 3 business days before enrollment.

26.2 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Food Allergy Emergency Plan" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. This form can be obtained by request from the Center Director.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

26.3 COMMUNICABLE DISEASES /Illnesses

Minimum Standards 746.501(3)

His Little Ones Preschool and Daycare follows all health/communicable disease policies as outlined inthe American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the School Director and is available upon request for review.
Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC).

Parents are required to pick up an ill child within 1 hour of notification by phone. If a parent is reached but cannot pick their child up within 1 hour, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease; including, but not limited to the following: cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea that cannot be contained in diaper, vomiting, temperature measuring greater than or equal to 100.0 degrees, rash or sores. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. His Little Ones Preschool and Daycare reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

When children are ill, they must not return to the facility until they are symptom free without medication for 72 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100 degrees Fahrenheit or more as taken under the arm.

Diarrhea is defined by stool that are more frequent or less formed than usual for that child and not associated with changes in diet. Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet-trained children if the diarrhea is causing "accidents". In addition, diapered children with diarrhea should be excluded if the stool frequency exceeds two stools above normal for that child during the time in the program day or whose stool contains blood or mucus. Readmission after diarrhea can occur when diapered children have the stool contained by the diaper and when toilet-trained children are not having "accidents" and when stool frequency is no more than two stools above normal for that child during the program day.

Parents will be notified at the time of pick up if their child has presence of head lice. Parents of the affected child must treat the child for head lice before they can return to care.

If your child will be absent due to illness, we request that you notify the Director. This enables our faculty to keep track of any illnesses, which may occur at our center. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the facility Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. His Little Ones Preschool and Daycare will take all measures necessary to protect your child's confidentiality.

26.4 Health Disclosure Statement

Parents will be required to sign a Health Disclosure Statement upon enrollment. This form states that the parent understands that outside of care, in order to control their child's exposure in the community, the parent will comply with any and all state, county, and local stay-at-home orders.

Parents are required to notify His Little Ones Preschool and Daycare management immediately if the parent becomes aware of any person with whom their child or themselves have had contact with that exhibits any symptoms associated with COVID-19 or any other infectious illness.
Furthermore, the parent will be required to immediately notify His Little Ones Preschool and Daycare management if anyone from their place of employment is presumed positive or tests positive for COVID-19 or any other infectious illness whether or not the parent had direct contact with that person.

Parents will notify His Little Ones Preschool and Daycare management anytime they have traveled outside of the United States. His Little Ones Preschool and Daycare has a right to exclude the childfrom care if they or a member of the household had traveled to a country that has been identified by the CDC as an "at risk" country.

26.5 BITING

His Little Ones Preschool and Daycare recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which provoke or elicit this behavior so it can be prevented in the future. The staff will not punish or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age, may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year will have their services terminated since the safety of all the children in the program is of the utmost concern of His Little Ones Preschool and Daycare.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of His Little Ones Preschool and Daycare cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

26.6 DISPENSING MEDICATION

Minimum Standards 746.501(4)

His Little Ones Preschool and Daycare will only dispense over the counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. His Little Ones Preschool and Daycare will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given. **His Little Ones Preschool and Daycare will only dispense prescription medication that is prescribed three or more times in a day. Medication prescribed once or twice a day must be given by the parent at home.**

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be found at the front office. Medication Forms, doctor's notes and medication are to be turned into the School Director.

His Little Ones Preschool and Daycare will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) Prior to administering fever reducing/pain medication, staff will contact a parent or person

listed on emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

26.7 FIRE/EMERGENCY DRILLS

Minimum Standards 746.501(5)(23)

His Little Ones Preschool and Daycare conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 1 hour of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the school is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the school is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

Parents may review the complete His Little Ones Preschool and Daycare Emergency Preparedness Plan posted in every classroom and on the Parent Communication Board.

26.8 ALTERNATE SAFE LOCATION

Minimum Standards 746.501(23)

Should the administration of His Little Ones Preschool and Daycare or any emergency services personnel determine the building which houses the childcare agency to be too dangerous to be occupied, the staff and children will be taken to an alternate location detailed in the His Little Ones Preschool and Daycare Emergency Preparedness Plan. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 1 hour of the telephone call.

26.9 INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the Center Day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be provided to the parent by the classroom teacher.

Parents or persons designated to act "In Loco Parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Should a person other than the parent or one designated to act "in loco parentis" pick-up the child, a parent or person designated to act "in loco parentis" must sign the Incident/Accident Report and return a copy to the School Director within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child's exclusion from the program until such time as the Report is returned signed.

26.10 FOODS/Meal Planning

Minimum Standards 746.501(10)

His Little Ones Preschool & Daycare is participating and in good standing with the Child and Adult Care Food Program (CACFP). Our Facility plans our meals/menu according to the recommendations of CACFP (Food Program). We provide Breakfast at 8:00am, Lunch at 11:00am, Snack at 3:00pm & Dinner at 5:00pm. Our menu is posted weekly in our kitchen, classrooms and main office for parents to view at any time. Parents may request a copy of the menus at any time. Menu policies are structured to provide children with a variety of foods with different colors and textures to include whole grains, fresh fruits and vegetables, and foods that meet the Dietary Guidelines for Americans established by the USDA.

Liquids and foods hotter than 110 degrees F are kept out of reach. Our staff is educated on food allergies and they take precautions to ensure the children are protected at all times. Each teacher will have/or has access to a list of any allergy a child may have.

If parents bring in prepared ready to eat foods to be shared among the children, it must be

commercially prepared OR prepared in a kitchen that is inspected by local health officials.

Parents of infants may use our formula provided (HEB Baby Sensitive) and food OR bring their own formula (from 0 weeks until 12 months).
His Little Ones Preschool & Daycare will not allow any fast food, made at home meals or any outside food in the facility. We do not allow refrigeration of any food brought from home or outside restaurants.

All age groups:

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

His Little Ones Preschool and Daycare never uses food as a punishment. Children will never be denied participation in breakfast, lunch, snack time or dinner for behavior reasons.

Infant through 2 ½ year old age groups:

His Little Ones Preschool and Daycare provides formula for the children enrolled in our Center. If a parent wishes to provide an alternate formula, they may do so at their expense. There is no reduction in fees or tuition for parents who provide their own formula or food.

Parents are required to complete a feeding schedule for their child on a monthly basis, or as the child's feeding requirements change. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

Breastfeeding
Minimum Standards 746.501(24)
Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available.
We have a community corner filled with resources regarding breastfeeding such as benefits of breastfeeding, policies/laws, nutritional facts, guidelines & recommendations. Please feel free to read over the information and let us know if you have further questions or feedback. We also have breastfeeding information available at any time for you to take home.
Please discuss your desire to come to the center to breastfeed your child with the classroom teacher, manager, or Director.

1 year and older classrooms:

His Little Ones Preschool and Daycare offers children a morning breakfast at approximately 8:00 a.m.,a half-hour lunch at approximately 11:00 a.m., an afternoon snack at approximately 3:00 p.m and Supper served at 5:00pm.

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks.

His Little Ones Preschool and Daycare does not allow candy bars, sodas, or candy treats such as Skittles, Starbursts or gum, as part of a child's lunch or snack. If you wish for these foods to be a part of your child's diet, please give them to your child at home.

His Little Ones Preschool and Daycare prohibits any food item in glass containers (except Baby food in the infant classrooms), as well as aluminum cans. These can be safety hazards for the children and staff.

His Little Ones Preschool and Daycare will provide a healthy afternoon snack for all children in 3 years of age and older age groups, including water, fruit juice and/or milk. A list of the daily snacks available to the children will be posted in the classroom on a monthly basis.

26.11 NUT FREE CENTER

Due to the extreme nature of allergic reactions to nuts and products containing nuts in some children, His Little Ones Preschool and Daycare prohibits nuts and/or foods containing nut products on His Little Ones Preschool and Daycare property, and/or at His Little Ones Preschool and Daycare sponsored events. These nut allergies can be so severe that exposure to nuts can result in ananaphylactic reaction. An allergic child can have a reaction from simply smelling nuts on someone's breath or touching nut oil residue left on a countertop, not only from consuming nuts or nut products. This includes, but not limited to, milk made with nuts such as almond milk.

Due to the possibility of cross-contamination, (this occurs when one food is prepared with items previously used to prepare foods with nuts, or nut products), His Little Ones Preschool and Daycare does not allow homemade snacks at the center. While His Little Ones Preschool and Daycare understands that parents enjoy providing homemade snacks for birthdays and holidays, we must be mindful of the safety of all children enrolled at His Little Ones Preschool and Daycare.

Since His Little Ones Preschool and Daycare is a nut free environment, parents can purchase the items to make homemade snacks and make arrangements with the classroom teacher to make the snacks as part of a classroom lesson. Only His Little Ones Preschool and Daycare utensils, bowls, and bakeware may be used to prepare these foods.

26.12 FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

26.13 Infant Sleep Safety

Minimum Standards 746.501(9)

His Little Ones Preschool and Daycare follows the Infant Sleep Safety Guidelines as listed in the Child Care Minimum Standards and as outlined by the Consumer Product Safety Commission. All infantswill be placed on their backs to sleep. To avoid suffocation, nothing is allowed in the crib but the infant, including blankets and stuffed animals. Sleep positioning devices are prohibited
unless instructed by the child's health care professional. An "Infant Sleep Exception" form must be completed by the health care professional. All cribs at Early Care and Education meet the CPSC safety guidelines. Crib compliance documents are on file in the front office. Pacifiers are allowed, however straps that attached to the child's clothing and pacifiers with stuffed animals attached are prohibited.

26.14 Hearing and Vision Screening
Minimum Standards 746.501(12)

Hearing and Vision Screening for possible vision and hearing problems is required by the Special Senses and Communication Disorders Act, Texas Health & Safety Code, Chapter 36, for children who are 4-years old. His Little Ones Preschool and Daycare will schedule annual screenings at our school. Parents may also bring in screening proof from their local pediatrician.

26.15 Water Activities
Minimum Standards 746.501(15)

A certified lifeguard will be on duty during these times. We also offer private swimming lessons for children 3 and up. Parents will be notified in advance of swimming and other water play activities. Splash/Sprinkler Play is offered at all locations duringthe summer months. Parents are asked to bring in a swim suit, swim diaper (if applicable), water shoes and a towel on their child's assigned splash day. Children wearing regular diapers will not be allowed to participate in Splash Day.

26.16 Animals
Minimum Standards 746.501(17)

From time to time, His Little Ones Preschool and Daycare may have classroom pets that meet the requirements by Texas Child Care Licensing. A notice to parents will be posted outside any classroom door when a pet is present.

26.17 Insect Repellant and Sunscreen
Minimum Standards 746.501(18)

His Little Ones Preschool and Daycare will apply sunscreen and/or bug repellant as needed. Sunscreen and bug repellant must be provided by the parent, must be in the original container, and must not have expired. A "Sunscreen/Bug Repellant Permission Slip" must be completed by the parent before these items can be applied.

26.18 Health Checks

Minimum Standards 746.501(26)

His Little Ones Preschool and Daycare staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual, they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects. A His Little Ones Preschool and Daycare staff member may complete a "Incident Report" to document these situations.

26.19 Vaccine-Preventable Diseases

Minimum Standards 746.501(27)

All His Little Ones Preschool and Daycare employees are encouraged to receive an annual flu shot and are required to be current on their Pertussis vaccine to help protect children from illnesses.

26.20 Gang-Free Zone

Minimum Standards 746.501(b)(2)

Under the Texas Penal Code, any area within 1000 feet of a licensed child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

26.21 Indoor and Outdoor Physical Activity

His Little Ones Preschool and Daycare strongly believes and supports the need for physical activity each day.

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these know health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Infants will be given opportunities for physical activity, including supervised tummy time.

Toddler age children will participate a minimum of 60 minutes of moderate to vigorous active play each day.

Preschool and Pre-Kindergarten children will participate a minimum of 90 minutes of moderate to vigorous active play each day.

School age children who are in attendance for a full day will participate a minimum of 90 minutes of moderate to vigorous active play each day. School age children who are only in attendance after-school will participate a minimum of 30 minutes of moderate to vigorous active play each day.

Opportunities for active play may overlap with outdoor play when weather permits.

His Little Ones Preschool and Daycare will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

All children will participate each day in:

- Two occasions of active play outdoors when weather permits.
- Two or more structured or teacher-led activities or games that promote movement over the course of the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may take place in the classroom or on the playground when weather permits.

When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.
Examples of appropriate clothing/footwear include:

26.21.1 Gym shoes or sturdy shoe equivalent

26.21.2 Clothing for the weather, such as a lightweight, breathable jacket without any hood andneck strings.

Examples of inappropriate clothing/footwear include:

26.21.3 Footwear that can come off while running or that provide insufficient support forclimbing.

26.21.4 Clothing that can catch on playground equipment, such as those with drawstrings orloops.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have activities planned in advance for "rainy days".

OUTSIDE TEMPERATURE GUIDELINES

Less than 90 degrees F = 30 minutes
90-95F = 15 minutes in the sun, then up to 15 minutes of shade play
95-100F = 5 minutes in the sun, then up to 25 min of shade play
Over 100F = Shade play only, limited 10 minutes

Over 55 degrees F= 30 minutes
50-55F 15 minutes
45-50F= 15 minutes
Under 45 F = **NO OUTSIDE TIME**

***NO OUTSIDE TIME WHEN RAINING, SNOWING, MISTING, ETC…**

Staff Employment by Client's Policy
Policy No. 27

The staff of His Little Ones Preschool and Daycare is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ His Little Ones Preschool and Daycare staff will have their services terminated and any tuition or registration fees will be forfeited. Staff who become employed by current or former clients of His Little Ones Preschool and Daycare will have their employment with His Little Ones Preschool and Daycare terminated.

Employment refers to any relationship outside of the Centers services which involves an employee of His Little Ones Preschool and Daycare to interact with a current or former clients of His Little Ones Preschool and Daycare. Such relationships include but are not limited to, baby-sitting,house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

Employees of His Little Ones Preschool and Daycare are prohibited from participating in social networking relationships with clients of His Little Ones Preschool and Daycare This includes, but not limited to, accepting or requesting friend request on media sites such as Facebook, Twitter, Snapchat or Instagram etc...

Cameras and Photographs
Policy No. 28

His Little Ones Preschool and Daycare has closed circuit cameras in all classrooms. A monitor is located in our front lobby for parents to view. Due to privacy laws recorded camera footage is for His Little Ones Preschool and Daycare reviewing only. Parents may not request to view previous footage from the Center Director. His Little Ones Preschool and Daycare will cooperate with local law enforcement. Available camera footage will be release to local authorities with a court order. The privacy of the children is very important to us. For this reason, the cameras are not available over the internet.

28.1 Photographs

His Little Ones Preschool and Daycare believes in the benefit of using real life pictures in our educational program. Photos taken of the children will be done with a school owned camera and will only be used in our program. If parents choose to take pictures of events held at our program, they may only photograph their child, unless written permission is given by the other parent. Please note: during certain parent events, such as Pre-K graduation, Christmas programs, and Carnivals, photographs may be taken. If you wish for your child to not be photographed, you may want to remove them from these events.

Screen Time
Policy No. 29

As a licensed childcare provider, my goal is to incorporate best practice for the families we serve. His Little Ones Preschool & Daycare does not allow children under the age of 5 to use any screens (iPad, Tablets, computer, or phone) for any reason. Screen time for children over five years of age is limited to no more than 1 hour per day in compliance with the Texas Department of Health and Human Services Child Care Regulations Minimum Standards: with the exception of school aged children who are utilizing a computer or tablet/iPad to complete school or homework assignments.

Parent's Right's
Policy No. 30

This form provides the required information per Chapter 42 of the Human Resource Code (HRC) Section 42.04271.

Rights of Parent or Guardian

A parent or guardian of a child at a child care facility has the right to:

(1) enter and examine the childcare facility during the facility's hours of operation .without advanced notice;

(2) review the childcare facility's publicly accessible records;

(3) receive inspection reports for the childcare facility and information about how to access the facility's online compliance history.

(4) obtain a copy of the childcare facility's policies and procedures;

(5) review, at the request of the parent or guardian, the facility's:

(A) staff training records; and

(B) any in-house staff training curriculum used by the facility;

(6) review the childcare facility's written records concerning the parent's or guardian's child;

(7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:

(A) video recordings of the alleged incident are available;

(B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and

(C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;

(8) have the childcare facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;

(9) be provided the contact information for the childcare facility's local Child Care Regulation office;

(10) file a complaint against the childcare facility by contacting the local Child Care Regulation office; and

(11) be free from any retaliatory action by the childcare facility for exercising any of the parent's or guardian's rights.

I acknowledge I have received a written copy of my rights/emailed as a parent or guardian of a child enrolled at this facility.

Center Contact Information
Policy No. 31
Minimum Standards 746.501 (1)

His Little Ones Preschool and Daycare
11435 N Bryan Rd.
Mission, Texas 78573
Phone: (956) 708-3042
Office: (956) 766-7166
Email: His_little_ones@yahoo.com
Hours: 6:30 am to 6:30 pm Monday - Friday

ACKNOWLEDGEMENT

My signature below certifies that I have read and understand the contents of this Operational Policies and Procedure and agree to abide by and comply with the policies set forth herein.

I also acknowledge that His Little Ones Pre-school & Daycare reserves the right to modify or amend these policies at any time without prior notice. All future policy changes/updates will be sent via email & Brightwheel.

Parent's Signature Date

Provider's Signature Date

Please sign, tear out and return this page with your child's enrollment packet/admission forms