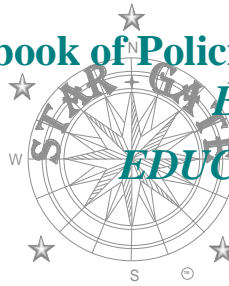




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Parent Handbook of Policies & Procedures
STAR GATE EARLY CHILDHOOD
EDUCATIONAL
CARE FITNESS
CENTER, LP.



Dear Parents:

Welcome! This Parent Handbook was developed to give you a complete outline of daycare operations for STARGATE Early Childhood Educational Care Fitness Center, LP.

Philosophy:

To provide a safe, secure, active, healthy, caring, educational, and cheerful learning environment for all children that encourages self expression and preparation for school. It is important for parents to feel good about bringing their children to a safe and nourishing environment. We aspire to make a happy childhood for each child.

Program:

Our programs vary to fit the needs of you and your child. We provide high-quality full- or part-time childcare for children 4 weeks through 12 years. Breakfast, lunch, and an afternoon snacks are prepared in accordance with federal food guidelines and are served to the children. Activities are scheduled but we often follow child initiated activities to encourage curiosity and the wonderment of life.

Curriculum:

Our weekly activities are posted on the Weekly Activity Sheet in the arrival area. The activities are well-balanced for group and free play, and consist of learning activities that will help your child develop his/her emotional, physical, intellectual and social skills.

Hours of Care:

6:00 a.m. to 7:00 p.m., extended until 8:00 p.m. Monday to Friday except on the days as mentioned below.

Holidays:

We will be closed on all holidays as follows:

- New Years Eve New Years Day
- Good Friday Memorial Day
- Independence Day Labor Day
- Thanksgiving Day Thanksgiving the Day after
- Christmas Eve Christmas Day

Parents will be responsible to find alternate care during holidays.



Other Notices:

The center will be closed for unexpected incidences like inclement weather, family emergencies, and so on. Parents will receive as much notification as possible in these instances.

Admission and Enrolment Procedures:

Interview Procedures: We will not accept any family into care without conducting a complete interview first both parties must feel comfortable and confident that the arrangements will work.

Registration Package: All parents MUST complete and signed the following forms found in their Registration Package BEFORE a child will be admitted into care:

- Registration Form
- Child Medical Information
- Medical Emergency Form
- Permission Slips
- Child Development Form
- Child Care Contract

Tuition:

Tuition fees are based on the following:

- Full day is 4+ hours, flat fee
- Part day is 2 – 4 hours, flat fee
- Drop in rates are on a per hour basis

Rates are for education and care of the child. Registration fees (non-refundable) and supply fees are annual. Full day programs include education and care: as well as, breakfast, lunch and snacks.

FULL DAY EDUCATIONAL PROGRAM		REG FEE	5 Day(M-F)	3 Day(M-W-F)	2 Day(T-T)
INFANT	4 weeks to 11 months	\$50	\$150	N/A	N/A
TODDLER 1	12 to 18 months	\$50	\$135	\$120	\$100
TODDLER 2	18 to 24 months	\$50	\$135	\$110	\$90
PRESCHOOL 1	24 to 36 months	\$50	\$110	\$110	\$90
PRESCHOOL 2	3 years old	\$50	\$110	\$105	\$85
Pre KINDERGARTEN	4 years old	\$50	\$110	\$105	\$85

HALF DAY EDUCATIONAL PROGRAM		REG/SUPP FEE	5 Day(M-F)	3 Day(M-W-F)	2 Day(T-T)
PRESCHOOL 2	3 years old	\$50	\$100	\$85	\$70
Pre KINDERGARTEN	4 years old	\$50	\$100	\$85	\$70

Extended hours are available at \$15 per day. (Meal is included)
Breakfast is free

BEFORE & AFTER SCHOOL PROGRAM		REG/SUPP FEE	5 Day(M-F)	3 Day(M-W-F)	2 Day(T-T)
MORNING	5 to 12 years old	\$50	\$40	N/A	N/A
AFTERNOON	5 to 12 years old	\$50	\$55	N/A	N/A
BOTH BEFORE & AFTER	5 to 12 years old	\$50	\$70	\$45	\$30

School age children: 2-3 day program if space is available: school Holidays addition \$15
Extra Curricular programs are to be Foreign Language. Based on availability.
Registration fee for additional children are \$25.
Families with more that one full time child will be discounted 5%.



- Advanced Pay:** Parents are required to pay 2 weeks in advanced at the time their child is accepted into care. Tuition is due on Friday.
- Overtime Rates:** Free for the 1st 15 minutes a parent is late according to their pick up time on our contract, and \$ 1.00 per minute thereafter. These rates are due and payable upon picking up your child. Prearranged overtime fees are \$10 per hour.
- NSF Charges:** A \$30 fee will be charged on any NSF/bounced cheques. Fees thereafter are to be made by cash, Money Order or certified cheque only.
- Late Payment Fee:** Parents will be charged a late payment penalty fee of \$ 10.00 per day. If payment is not received within 5 days, the caregiver has the right to terminate care **WITHOUT NOTICE**. At this point the caregiver will use whatever means necessary and allowable by law to collect the outstanding fees, or to withhold the applicable fees from the advanced payment fee. Should the collection of fees proceed to Small Claims Court, the parents will be responsible for all legal and collection fees as per the Agreement for Child Care Contract.
- Termination of Care:** Parents are required to provide 2 weeks notice of termination of care. Failure to do so will result in pay being withheld from the advanced pay received when the child was accepted into care.
- Rate Changes:** Parents will receive one month notice of any upcoming rate increases.

Contract For Services:

Parents **MUST** sign the Agreement for Child Care before their child will be accepted into care.

Trial Period:

Your child's happiness is paramount, as it is for all the children in my care. To ensure everyone is happy with the child care arrangements provided for your child, a two-week trial period exists prior to the finalization of care. At the end of the two week trial period the parents and the caregiver will have a discussion meeting at which time either party may terminate the care without notice.

Arrival & Departure:

Parents or a Guardian must accompany their child upon arrival and sign his/her child into care using the Sign-In Form located in the arrival area and escort to classroom.

Parents with infants are required to fill in or have prepared their Infant Daily Information Form so that appropriate care is provided according to the child's needs for the day.

Parents of toddlers and preschoolers can use their Family Envelope to leave notes if they do not have time to discuss their child's well-being. Pens and paper will be available in the arrival area.



Parents are required to SIGN OUT upon departure from the center.

Releasing Your Child:

Your child will only be released from care to those persons listed on your Registration Form. If someone other than designated persons will be picking up your child, I must receive advanced notice or your child WILL NOT be released. Notification will consist of the person's full name, address, telephone number, relationship to the child and other pertinent information that will help me identify the person. Once I have been notified that another designated person will be picking up your child, I will require picture ID and other proof of identification from that person BEFORE releasing your child. This is a security measure for all involved.

Parents will be notified immediately if someone not on the list comes to pick up their child. Please take the time to talk with me about any custody issues relating to your child.

Please Note: I will not release a child to a parent or Guardian who comes to the Center clearly under the influence of alcohol, unless there is a designated driver. That driver must accompany the parent to the door so that I can ensure the child's safety prior to releasing him/her.

Likewise I will not release a child to a designated pick-up person or to a parent when appropriate child seating is not available in the transporting vehicle. Under both instances I have a legal obligation to call the police if a child leaves despite my best intentions at this time. Should this happen I will be forced to terminate the care.

Parent Involvement

At Stargate we operate under an Open Door Policy. Parents are welcome to visit the *Center* at any time and in any location where their child will be receiving care. All I ask is that parents respect nap times so that the children are not disturbed.

Parents who would like to take an active part in their child's care are more than welcome to do so. Whether it is chaperoning on field trips or offering suggestions for crafts, snacks, reading, math, science, or whatever, your input is invaluable. It also shows your child you want to be part of their child care world.....not just drop them off and pick them up.

To let parents know what is happening at the *Center* we post weekly menus, a weekly activity chart, and information of all sorts on the bulletin board. We also publish a little monthly newsletter that the children help out with. This is part of our reading and language arts activities and the children love it.

Health & Sick Child Policies:

Please go over this section very carefully. Because children get sick without warning, parents are well advised to have a backup child care plan in place.

For the health of all the children in the Center I have the right to refuse to take a sick child into care and to determine when a child is too ill to remain in care. Please DO NOT bring your child to care if he/she has the following symptoms:



Fever over 100.0F / 37.8C degrees taken orally
Nausea, vomiting and diarrhea
Eye infections, i.e. conjunctivitis (pink eye)
Rash with a fever
Sore throat
Contagious illness such as measles, chicken pox, mumps, etc.

Head lice
Yellow skin or eyes
Severe cold and/or cough
Rapid or laboured breathing
Ear infection

Parents **MUST** notify the Center immediately if their child becomes infected with a contagious disease so that the other parents can be notified.

A child presenting any of the symptoms noted above while in care will be isolated for the protection of the other children and the parents or emergency contact person will be notified to pick up the child immediately. Your child will be kept as comfortable as possible until you arrive.

A child with a fever **MUST** be fever free for 24 hours before he/she will be accepted back into care.

Children with mild illnesses will be welcome back as long as they are able to participate in our daily activities and are not contagious.

Administering Medication

Medication will only be administered to your child under the following circumstances:

- All medication is in the original container with your child's name, proper instructions, Dr.'s name and telephone number.
- Medication is accompanied by instructions with regards to dosage, times to administer the dose, and signs of allergic reactions.
- Parents complete and sign a Permission to Administer Medication Form and a Medication Administer Form. This form will be used to document the times, dosage and any allergic reactions signs. A separate form must be filled out for each medication your child requires.
- Parents take the time to go over the information with me so that the instructions are clearly understood.

Emergencies:

Medical:

In the event of an emergency, parents or the designated emergency contact person will be contacted immediately unless the injury/illness proves to be life threatening at which time first call priority will be to 911, the hospital, doctor, poison control, etc. In order to secure emergency medical care for your child, parents **MUST** complete and sign all medical emergency permission forms.

Minor scratches, cuts, and so on will be treated with general first aid practices of cleansing the wound with soap and water and bandaging. Parents will be notified of these injuries immediately upon their arrival to pick their child up and will be given an Accident/Injury Report.



Fire: The children at Stargate does practice monthly fire drills. I try to arrange these drills from different parts of the *Center* so we will all, hopefully, know exactly what to do should a fire occur. The children have been taught to evacuate the building immediately and proceed to the end of the sidewalk and wait there. We will continue to practice our stop, drop, and roll techniques along with our crawling on our bellies to the exits.

Inclement Weather/Tornado Warnings

Stargate is not responsible for severe weather conditions and/or tornado/ hurricane warnings are issued, we will proceed to provide protection to the best of its ability... In the event severe event natural or other it is advised that the children be collected by their parent or guardian.

Child Guidance:

Three simple rules apply at our *Center*:

You must not hurt yourself.

You must not hurt others.

You must not hurt things.

When behavioural problems occur at the *Center*, the following methods are used to teach the children appropriate behaviour:

Redirect: Children most often squabble over toys and possessions. When this happens I talk to the children to explain why such behaviour is not acceptable and offer suggestions for other toys or activities that will redirect the child's attention and generally solve the problem.

Time Out: If a child is causing a significant disturbance and not responding to the redirection, I will remove the child from the immediate area and have him/her take a brief time out to calm down. I will talk to the child to explain why the behaviour is not appropriate, offer suggestions, and then leave him/her along for just a minute or two. The child will then be welcomed back into the activity.

Privilege Removal: When children are hurting things such as toys, using the equipment in an unsafe manner or fighting over toys, etc., the privilege to use the equipment/toy will be taken away from the child, at which time he/she will be redirected to another activity.

Parental Support: Should behavioural problems exist with a child who is not responding to the above forms of behaviour management, I will enlist the help and support of the parents. A child learns best when the guidance is consistent both at home and at the *Center*.

Removal From Care: In extreme circumstances when a child is not responding to the guidance above and is disruptive or dangerous to the *Center* and the other children, I will regretfully have to ask that the child be removed from my care.



Meals & Snacks:

Meals and snacks provided by Stargate are based on the guidelines of the federal food guide. Breakfast is provided until 8:45 only. Children coming to the *Center* after 8:30 should be fed before they arrive. Lunch and a nutritious snack in the morning and the afternoon are provided for your child.

A weekly menu is posted in the arrival area for your review. Please let me know if there is something on the menu that your child does not like so other provisions (within reason) can be made.

Special Diets: Parents are responsible for meals and snacks for children on special diets.

Infant Food: Parents of infants are responsible for providing formula, Pabulum, and other baby foods.

Junk Food: With the exception of birthdays and special occasions, junk food will not be served. Parents are asked NOT to send candy, sweets, gum, and potato chips, or other unhealthy foods with their child.

Naps and Rest Periods:

It is a long day for children who attend the *Center*. Nap and rest time at the *Center* is from 11:45 until 1:30 (approximately). All children under five must nap and will be provided a comfortable sleeping area. Older children must have a rest period during this time and will be supplied with movies, reading materials and quiet activities.

Transportation and Field Trips:

Field Trips: From time to time the children will go on field trips. Parents will be given prior notice of these trips so they can ensure their child has the appropriate clothing and/or supplies for the day. Notices will be posted in the arrival area and a copy will be placed in each parent's envelope on the bulletin board.

Field Trip Permission forms MUST be completed, signed, dated and returned one day prior to the trip. Children's forms that are not returned WILL NOT take part in the outing and, unless I can make special arrangements for the care of the child, parents will be responsible for finding alternate care at this time.

Admission fees for some outings are the responsibility of the parent.

Transportation: Should a child require transportation to and from the neighbourhood school, parents must complete and sign and date Transportation Permission Form. Transport will be provided by the school district or Stargate transportation to and from school.

Parents who have children in extra-curricular activities outside of the *Center* and require their child to be transported will need to make special arrangements if the transportation times conflict with important activities at the *Center*. Please take the time to talk with me about this matter.



Supplies & Equipment:

Stargate Supplied: Stargate will provide all the necessary general equipment, toys and learning materials for the proper and safe care of your child. Meals and snacks will be provided unless special diets are required or in the case of infant nourishment such as formula, infant foods, etc. Diapers WILL NOT be supplied.

Other items supplied by the *Center* include:

- sleeping cots and assigned linens
- _____
- _____

Parent Supplied: Parents are responsible to ensure their child has a change of clothing with them each day or that can be left at the *Center*. For infants that means supplying a stack of diapers either at the beginning of the week (preferably) or enough for each day. I will let you know when your supply is low and expect to have these replenished immediately.

Other items to be supplied by parents include:

- formula for infant only
- diapers or pull ups if needed
- _____

Items Not Welcome: To keep peace in the *Center* we ask that parents not send toys or other goodies with their children unless it is cleared by me first, with the exception of Show & Tell times and as long as your child understands he/she will have to share his possessions. Items such as guns, knives, swords, or other weapon type apparatus or toys containing these items are NOT permitted at the Center under any circumstances. The *Center* is not responsible for broken or damaged possessions.

Staff:

Stargate is licensed by the state and all of our employees conform to state requirements. Criminal background checks are also preformed on each employee.

Toilet Training:

Toilet training requires a combined effort on the part of the parents and caregiver. Please talk with us about your views on toilet training when your child is ready for that step. We would like to note here that until your child is fully trained and able to announce that he or she has to use the bathroom, sleeps through naps without wetting or dirtying themselves, that diapers, pull-up pants, or undies with plastic pants will be used. We also ask that you ensure your child has an adequate supply of clean clothing to get through the daily training phase. This should consist of three complete outfits including socks.



Immunization requirements:

The parents must provide the copy of original immunization records from the doctor with stamp and doctor's signature.

Vision and hearing screening:

Parents of Children who was born by September 1st must provide Vision and Hearing screening within 120 days of admission .

Information for Parents:

Parents may ask the Center Director to show most recent copy of:

Minimum Standards for Stargate Early Childhood Educational Care Fitness Center Licensed;

The most recent Department of Family and Protective Services Inspection /Investigation Report;

Documentation of liability Insurance;

The most recent Fire Marshal's Inspection Report;

The most recent Health Department's Sanitation Inspection Report;

The most recent Gas Pipe Inspection Report;

The Child- Care Center's operational policies.

If parents have questions or concerns they may use their Family envelope to leave notes if they do not have time to discuss their child's well-being and pass to the teacher or director through receptionist.

Licensing Office tel. 936-538-1229;

Child Abuse Hot line tel: 1-800-252-5400

Web. Site: www.dfps.state.tx.us

