

Rates: 0-18 months-\$240/weekly 19 months-5 years old- \$200/weekly Before and After School Care- \$60/weekly

Hours of Operation

Our hours of operation are 6:30-6:00pm Monday – Friday.

Enrollment Information and Requirements

We must receive the following information in order to begin the enrollment process:

- Application & Application fee- Application must be submitted for each child attending **Valley Kids Care**. The application fee is \$35 per family and is non-refundable and non-transferable. No exceptions. Prices are subject to change.
- Photo Consent
- Certification of Immunization Records obtained from child's physician
- Child Health Examination Form obtained from child's physician
- Parents are required to keep the provider informed of any changes in address, phone numbers, or other information listed on these forms. The first two weeks that your child is attending **Valley Kids Care**, is considered a trail period in order to determine whether your child is suitable for our program. This trail period may be extended for no longer than 4 weeks if we feel that your child is slowly adapting.

Tuition/Payments

Tuition is to be paid every week. Tuition is due Friday for the upcoming week. A late tuition payment fee of \$5 will be applied each day tuition is not paid. Late fees will start to be applied on the Monday after the tuition due date. Tuition will not be prorated. There will be no tuition adjustments or credit due to sickness, holidays, vacation, closings due to natural disasters, or any kind of act of nature.

NSF Fee

In the event that your check is returned due to insufficient funds, an additional fee of \$35 will be applied. Enrollment will be suspended until full tuition payment and additional fees have been paid in full. After two returned checks, you will no longer be able to pay by check. Other forms of payment accepted are Cash, Zelle, or Money Order.

Absences

We understand that there are times that you child will be absent due to illness, vacations, holidays, etc. We ask that you please notify **Valley Kids Care** if your child will be absent. Tuition will not be waived or prorated due to absences of ANY kind. If tuition is not paid for any type of absence, enrollment will be suspended, and your child will not be able to attend our program until the balance is paid in full.

Arrivals and Departures

Upon arrivals and departure, parents are required to sign their child(ren) in and out everyday. Please ensure your child is dressed and ready to start their day at **Valley Kids Care** upon arrival. We do not accept children after 10:00am. Children are also required to remove shoes upon arrival.

Authorized Pick Up

All children will only be released to parents, guardians or any other person listed on the child's authorized pick-up form. If someone not listed on the authorized pick-up form is picking up your child, he or she will not be released from our care without direct permission from the parents in writing or via telephone. Identification will be required upon pick up.

Illness Policy

The health and wellbeing of all children and staff attending Valley Kids Care is extremely important to us. It is for the protection of all the children that we must insist on the strict adherence the following health policy.

Even with all these health precautions, children do get sick and /or hurt, in some cases, If your child's needs to be seen by a doctor, you will be required to submit a signed report from your child's doctor before your child can return. When a child becomes ill, I will make the child comfortable in a quiet place where he/she can rest and will be closely supervised.

Parents will be notified immediately and agree to begin to make alternate work arrangements or arrangements for alternate care. If your child is seriously ill, you or an alternate must come for the child IMMEDIATELY. If I cannot reach a parent, I will call an emergency contact listed on the registration form or the child's doctor may be contacted depending on the seriousness of the illness.

PARENTS AGREE TO KEEP THEIR CHILD/CHILDREN AT HOME OR SEEK ALTERNATE CARE ARRANGEMENTS FOR THE FOLLOWING CONDITIONS:

- Pain - any complaints of unexplained or undiagnosed pain
- Fever (100°F/38.3°C or higher)
- Sore throat or trouble swallowing
- Headache or stiff neck
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps. The child will be kept at home until all symptoms have stopped.
- Nausea or vomiting
- Sever itching of body and scalp
- Known or suspected communicable diseases.

IT IS REQUIRED TO KEEP (OR TAKE) A CHILD HOME WHEN THE CHILD:

- Is suffering from one or more of the above symptoms
- Is not well enough to take part in the activities at the Daycare

ULTIMATELY THE CARE OF THE CHILD IS THE PARENT'S RESPONSIBILITY

Parents will inform the daycare within 24 hours of a diagnosis of a serious illness or contagious disease of a communicable nature in the family. This is to protect my family and the other families who attend the daycare. Failure to do so is grounds for immediate termination of care. Parents agree that a child will be symptom free, without the aid of symptom reducing medications such as Tylenol, for a full 24 hours prior to returning to daycare. We reserve the right to ask for a note from your family doctor, depending on the illness/disease.

Medication

Medication will not be administered to the children while in the care Valley Kids Care. If your child is required to take medication, we ask that you give them the required dose before and after business hours. Special circumstances will be considered by a case-by-case basis.

This home daycare does not administer unassigned epinephrine.

Medical Emergencies

We make every effort to ensure the safety of your child while they are in our care, with proper supervision and child proofing the home daycare. Unfortunately, accidents still may occur. Minor injuries, such as bumps, bruises, and scrapes, will receive appropriate first aid treatment. In the event that there is a serious injury or illness, 911 will be called, your child will be transported to either the nearest hospital or the hospital listed in your child's file. You will be notified immediately, and your personal insurance will be responsible for any cost that may arise from the medical treatment including emergency transportation if required.

Discipline Policy

We have found the most effective form of discipline is to redirect children in a positive manner. If any behavioral issues occur with any child, we will work with that child's in a positive manner. Our methods of positive redirection are:

- Redirection: When a behavioral issue occurs, we will provide alternatives to the child.
- Acknowledgement: Sometimes, negative behavior can be a result of a need for individual attention. The behavior often discontinues when it does not produce the desired effect. Unless safety is involved, we will ignore negative behavior
- Verbal Intervention: We will explain to the child why his or her behavior is inappropriate and model the appropriate way to handle the situation.

These procedures will be followed if the above methods do not resolve the inappropriate behavior:

1. Observation and documentation of the child's behavior and steps previously taken after the event of inappropriate behavior.
2. A conference will be held to determine a specific plan to address the behavioral issue. This plan will include procedures for both staff and parents
3. Consideration of outside resources
4. Suspension from the program for a determined period.

5. Dismissal from the program if the above procedures are ineffective.

After all other methods have been ineffective, Valley Kids Care staff members may request immediate removal of any child whose behavior creates significant risk of harm to the health and safety of other children or staff, following the above outline procedures.

The following forms of discipline are NOT permitted for use by staff members at Valley Kids Care:

- Corporal Punishment
- Punishing a child a child for lapses in habits
- Withholding food, warmth, light, clothing or medical care
- Ridicule, embarrassment, or humiliation
- Physical restraint, other than the necessary restraint required to protect the child or other children or staff from harm.

Codes of Conduct

The following actions are not permitted: hitting, pushing, biting, kicking, spitting, pinching, and use of inappropriate language or behavior. We encourage all children to use manners and respect every day. We ask that as a parent, you work with us to continue to implement these standards of conduct with your child. Our rules have been asset to ensure safety for all children and staff. These rules will be discussed and taught to all children enrolled and will be expected to be followed. Repeat behavioral problems could result termination. Respect of property, children, and staff is always expected. Willful destruction of property by any child will be charged to the parents.

Safe Sleep

Attached

Rest Time

There will be a two-hour period for all children to rest during the day. Two articles of bedding are required to be brought from home.

Animals

There are no animals in the registered daycare home.

Promotion of Indoor and Outdoor Activities

Daily the children will engage in two daily opportunities for outdoor play, weather permitting, for 1 hours and 30 minutes. The children will have 30 minutes in the morning and in the afternoon after devotion. A daily balance of active and quiet play that incorporates group and individual activities is scheduled after devotion for 15 minutes. Child-initiated activities follow the quiet play time for a period of 30 minutes. During this time, children are encouraged to free play inside the childcare home play room. During devotion we initiated activities through dancing and singing for 15 minutes. Devotion is scheduled in the morning after breakfast and after rest time daily. Children will receive their snack and

rest at the time specified in the policy. To ensure the safety of your child during these physical activities, all children must wear closed toe shoes and appropriate clothing for the weather of that day.

Parent Visitation Policy

Parents are welcomed at any time to visit the childcare facility to avoid visiting during nap time please call or text to give the caregiver a heads up.

Licensing Inspection

Parents can ask for a list of minimal standards. Please visit <https://hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing> for a minimum list of standards. A copy of the most recent inspection is post on the bulletin board. If you have any concerns and need to speak to my licensing inspector, please call 713-287-3238. The address to visit the licensing office is 1330 East 40th Houston, TX 77027.

Extreme Evacuation Procedures

(Volatile person, explosions, toxic fuse, and severe weather)

In the event that we have to relocate all children to safety for more than 30 minutes time or if the evacuation causes for the children to be inside a safe area we will relocate to the 17427 Tidewater Cypress Trail, Hockley Tx, 77447 garage. For all weather-related emergencies, we will monitor weather condition, if it is deemed not safe for children we will relocate to the lockdown/severe weather location within the home. This location is specified on the emergency evaluation map, which is posted on the bulletin. If in the event we need to relocate, all caregivers will activate share my location function on their phone, so all parents will know the exact location of the children and staff. It is your responsibility to save the address to all relocations and have the directions and map pictures printed. When we evaluate, children will hold hands and walk safely across the street to the locations below. In the case of an extreme evacuation procedure, we will grab the emergency bag which includes enrollment binder, first aid kit, food, water, and primary caregiver cell phone. Staff and children will take the appropriate exit by walking. Once we have reached our safe area, we will begin taking count of children by calling them by their name and checking the system. While one caregiver is interacting with children the other caregiver will contact licensing, local authorities, and last parents. If needed the emergency contact person will be required to pick up children. Once a month we will practice our emergency preparedness in the event there is only one caregiver all substitutes will be contacted to report to work to ensure all children are picked up safely.

Location 1: 17427 Tidewater Cypress Trail, Hockley, TX 77447

Location 2: 17312 Springfield, Victoria Meadow Dr, Hockley, TX 77447

Fire, Toxic, Fumes and Explosion

Emergency evacuation procedures are displayed throughout the childcare and the locations of extinguisher, smoke detector, and carbon monoxide detectors. Parents should familiarize themselves with the emergency evacuation procedures as they may be required to assist in evacuation drills. A copy of emergency evacuation procedure is located on the parent bulletin board. First, we will try to put out the fire. We will try to put out the fire by using the pass method.

Pull the pain out of the fire extinguisher.

Aimed at the base of the fire

Move the fire extinguisher nozzle back and forth putting out the fire

Tornado and Sever Weather

We will relocate six children to the bathroom in the hallway and any additional children will be with another caregiver in the master water, food, and games for children during this time

Flooding

In the event of severe flooding staff members will place all children in the side of the floatation device the enrollment forms and other important information will be laminated and placed in the emergency bag

Dangerous Person

This child care does not open any doors for any unauthorized personnel during the hours of operation. in the event a care giver feels the area of the child care is threatened local police will be called immediately we use ring system which is a camera motion doorbell that starts recording once trigger there is also a function or ring with the child care is connected with the rest of the community Ann will receive any alerts if there's a dangerous person around if inside children will relocate to severe weather location if outside children will take cover inside the home or if they cannot get there they will locate to another disclosed location

Health Check Procedure

Provider personnel will complete a brief wellness scan of the child outer appearance at the time of drop off. If the child has noticeable scar, scrapes, or bruises the parent will be required to sign documentation that these scars, scrapes or bruises were present before the child was sign in the registered daycare home. If a child is visibly ill a temperature check will be given. If the child has a fever, the child will not be able to attend the registered daycare until the fever has subsided.

Before and After Hours of Operations

If you anticipate on arriving before or after our hours of operation, please contact **Valley Kids Care** immediately. If you anticipate on arriving before hours of operation, notice is required, and a fee will be applied. If a child is left at **Valley Kids Care** after closing hours, we will attempt to make contact with the parents first, if we are unable to reach the parents, we will proceed to contact the people led on your child's authorized pick-up list. If unable to reach any one to arrange pickup, we are required by law, to report to the department of children and families' services. There is also a \$5 fee for every half hour we care for your children outside of our hours of operation. The time is rounded up (for example: If you

arrive at 6:35 pm, you will be charged a \$10 late fee). Please be prepared to pay all applicable fees. Grace periods give you until 6:10pm to arrive before late fees are applied.

Vacation Policy

Each full-time child will receive one free week of vacation once they have been enrolled in our program for one consecutive year. If you have planned a vacation and have not met the required time to earn a free week of vacation, tuition is still due in full and should be paid in advance. If tuition is not paid for absence due to vacation, enrollment will be suspended, and your child will not be able to attend our program until the balance is paid in full.

Daycare Closings & Holidays

Valley Kids Care may be closed on some holidays. If we are closed for a holiday, we still require tuition in full. Tuition will not be waived or prorated. Holiday closings are included in our tuition price. Therefore, there are no adjustments made on weeks where there is a closing due to a holiday, Parents will be informed in advance in order to adjust their schedules. We also take two weeks of vacation each year. These will be unpaid. Once your provider has determined the weeks of their vacation, they will be reported to all parents in advance. If we must close the daycare due to natural disasters (ex. Hurricanes) or any other acts of nature, tuition will still be due and not prorated or waived due to closings.

Meals and Snacks

Lunches and snacks are provided by Valley Kids Care. It is optional for your child to eat the lunch provided by Valley Kids Care. You may choose to pack your Child's lunches and snacks if your child does not choose to eat the lunch provided. Tuition WILL NOT be adjusted if you do provide the food.

Times served:

Wake up snack: 7:30 am

Breakfast: 9:00-10:00 am

Lunch: 12:00-1:00 pm

Afternoon snack: 4:00 pm

Breakfast is a bread product, fruit, and water. Lunch consists of a meat, bread product, vegetable, fruit, and water. Each snack includes food or drink from two of the above-mentioned groups. Sweets may be included occasionally. Please do not send snacks of candy with your child to day care unless prior approval has been given. If your child is not here at these times, meals or snacks will not be given at unscheduled times so please be sure that they have eaten. If your child has an allergy to a specific food, please list these allergies in your child's file. If you wish to provide snacks at your child's birthday or another time, that's great! If you let me know a day ahead of time, it helps.

Communication

Please make sure you join our Class Dojo. I will send out monthly newsletters and updates made to our program via Class Dojo

Parent Involvement

All Parents are welcomed and encouraged to participate in their child's everyday learning experience. Parents can accomplish this by doing the following:

- Donating supplies
- Discussing with your child their daily experiences at daycare
- Keeping us informed about important events that are occurring in your child's life outside of our program

Toilet Training

Potty training is an exciting and challenging time for both children and parents. The most ideal setting for potty training is at home with one-on-one attention for about one to two weeks. However, we understand that this not possible with many of our parents due to their work schedules. We have designed the following policy to help us work with you as your child approaches this important milestone.

- Signs of readiness: Your child will not begin potty training until he/she can;
 1. Recognize that he/she is wet or soiled.
 2. Pull parts up and down unassisted.
 3. Display willingness to use the toilet.
- Frequency: Your child will be helped and encouraged to use the toilet at reasonable intervals throughout the day. This will allow children to learn bladder and bowel control.
- Clothing: While in training, your child must wear training clothes. Training clothes is essentially clothing that is easily removed and loose fitting.
- Parent Involvement: We will not attempt to work with you child on potty training until a good routine has been established at home first. We require your child to be acquainted with the potty-training process for two week first, and have successfully used to bathroom 3 times within that period.

Withdraw Policy

In the event that you choose to withdraw your child from pour program for any reason, please notify us two weeks prior to his/her last day of attendance. If two-weeks' notice is not provided, you will be requested to pay two weeks tuition prior to the withdrawal of your child. No documentation will be released to you until your balance is cleared with Valley Kids Care.

Child Protection Services Reporting

I am required to complete Child Protective Services Reporting training yearly. I am a mandated reporter. Texas has both civil and criminal laws to protect children from abuse and neglect. If you suspect that a child is being abused or neglected, the law requires that you report it. [Texas Family Code Section

261.101 (a)]. If you think someone is hurting or mistreating a child, you must act. Report your suspicions to the people who are responsible for investigating reports of abuse and neglect. Call 1-800-252-5400.

Evaluations

Children enrolled in our program will be evaluated throughout the year to monitor their overall development. Our written evaluations are helpful to both the provider and parents in assessing your child's level of development. These evaluations are merely to act as a communication tool between parents and your provider so that we may work together to enhance your child's strengths and further develop your child's areas of weakness.

By signing this page I certify that I have received a copy of the operational policies for Valley Kids Care.

Parent Signature