



Policy packet/Handbook

RISING STARS BILINGUAL LEARNING CENTER

11406 Conroy Lane
Manchaca, Texas 78652

Office 737 226 0768

risingstarsaustintexas@gmail.com

Facebook: *rising stars bilingual*

Find us: *Yelp & Google*

SERVICE PROVIDED

As a parent, you want to ensure that your child is safe and happy in a childcare environment that is fun, educational, and nurturing, you can return to work with peace of mind, knowing that your child is in good hands and that he or she is being loved and nurtured and treated as my own family. At Rising Stars Bilingual Learning Center children and parents can find all this, grow and learn best in a safe environment that provides opportunities to explore, create and communicate with other children and adults. These groups function independently but cooperatively, following routines appropriate to individual needs. The program is designed to be inclusive of all children, The Center's program is designed to include both planned and spontaneous activities in response to children's interests. Experiences with music, movement, art, reading, writing, science, language are incorporated into daily plans. Regularly scheduled snacks and meals, rest time, indoor and outdoor play and routines in physical caregiving promotes the child's health, comfort and ability to care for him/her. We'll be teaching Spanish to children while using Texas Pre-K guidelines and encourage social and emotional development.

HOURS OF OPERATION _____

The hours for care at the center are 7:00 a.m. – 6:00 p.m. Monday to Friday **please plan to be on time to pick up your child.** Your cooperation is greatly appreciated. **If you pick up your child past 6:00 p.m., there will be a charge of \$15.00 for the first 5 minutes and after that \$1.00 for every minute you are late.** Prior agreements with the provider can be made if your child needs to occasionally come early or stay later (minimum 24 hours in advance and only by agreement of the provider).

REGISTRATION _____

Before a child can participate in this program, the parent of the child must complete, sign and return to me the following forms:

- 1-. Enrollment/Payment Agreement form
- 2-. Admission Information
- 3-. Copy of immunization Records
Parents are responsible for providing an updated copy of the child's immunization record within 2 days of the immunization.
- 4-. Statement of health signed by his/her doctor
- 5-. Emergency medical care authorization Form
- 6-.Emergency Contact List
- 7-. Discipline And Guidance Form
- 8-. Photo Release Form
- 9-. Infant Feeding Instructions
- 10-. Sunscreen and Bug Repellent
- 11-. Feeding Instructions
- 12-. Allergy Alert

ANNUAL FEE _____

Parents wishing to register or reserve a spot for future Raising Stars Bilingual childcare services must provide a **\$150.00 non- refundable deposit at the time of registration.**

MATERIALS FEE _____

\$150.00 This fee is non-refundable and will be used to enhance children's learning with materials.

TUITION / PAYMENT PROCEDURES _____

Payment is due by the 1st of each month. If the first of the month falls on a weekend or holiday, payment is due on the preceding Friday. If parents are divorced, the custodial parent is responsible for payment. A receipt will be given for payments and for tax purposes.

Tuition is payable in advance and **is due no later than the 3rd of each month.** Payment may be made by cash, check or money order. **There will be a late fee of \$35 for failure to pay by noon on the 3rd of the month.** Repeated late payments may be grounds for termination and parents who are more than 4 days late on payment will be denied child care until account is made current. **Parent Vacation: You must continue to pay your tuition on your vacation to hold your daycare spot. There will be no prorated refunds for absences, holidays, or parent vacations.**

BOUNCED CHECKS _____

If a check is returned for nonsufficient funds, there will be a \$45 fee incurred as a result of the returned check. Childcare services may be halted until full payment of tuition and NSF charges has been made, in CASH. In addition, upon the second returned check within 6 months, only cash will be accepted for 3 months.

ARRIVAL AND DEPARTURES _____

Children must arrive clean and fed (unless arriving just before a meal time). It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief, the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. In our experience, children are nearly always quick to get involved in play or activities as soon as parents are gone. Please be brief at pick-up times, as well.

EMERGENCY CONTACTS _____

Your emergency contacts listed on your emergency card WILL be contacted in the event that you are unable to be reached.

Your contacts should know that they have been recorded on the card and are responsible for your child in the event that they need to pick up your child at any time throughout the day.

DEPARTURES-AUTHORIZED PICK UP PERSON _____

Our normal procedure is to release the child only to his/her parents, or someone else the parents designate on the Authorized Pick up and Emergency Contact Form. If someone other than the parent is to pick up the child, please notify us ahead of time. we **MUST** have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that if we do not know them then we will need to **ask for identification and a code word**. This is not meant to offend them. This is simply a measure taken for the child's protection.

SIGN IN / OUT _____

It is required by state law that all parents sign their child in and out each day. For your convenience, a sign in/out sheet, pen, and a clock are located by the door, this gives us a written record of the child's attendance, hours, and the person who brought/picked up the child each day.

ABSENCES _____

Childcare fees are based on enrollment (a reserved space), not on attendance. To maintain a reserved space, fees must be paid during the absence of a child due to illness, holidays, vacation, or for any other reason.

HOLIDAYS / VACATIONS _____

The followings days will be observed as paid holidays and the Rising Star Bilingual Learning Center will be closed.

New Year's Break
Martin Luther King
President's Day
Spring break
Easter
Memorial Day
Independence Day
Labor Day
Columbus Day
Thanksgiving Break
Christmas Break

We will follow the inclement weather closures for AISD and will follow the AISD holiday schedule. Please find the attached calendar

PERSONAL BELONGINGS _____

We prefer that children do not bring toys from home unless it is something that can be shared with the entire group (i.e. books, videos, etc.) Exceptions to this policy will be that a child may bring a favorite sleepy toy for naptime only, and toys may be brought for show and tell activities. We are not responsible for any loss or breakage of personal items. All personal items **must** be clearly marked with the child's name.

SUPPLIES PROVIDED BY PARENT

Parents must supply the following items to be kept in their cubbies

INFANTS:

- *diapers, wipes, disposable gloves, powders/ointments
- *Bottles, bibs, pacifiers, blanket for rest time
- *Fitted Crib Sheet

*A complete change of clothes including socks, tops and bottoms

*Sunscreen & mosquito repellent (preferable spray can)

TODDLERS:

*diapers, wipes, disposable gloves, powders/ointments * pull-ups when ready

*A complete change of clothes including socks, tops and bottoms

*A complete change of clothes including socks, tops and bottoms

*Sunscreen & mosquito repellent (preferable spray can)

*Nap Blanket and mat (suggested brand: KinderMat)

All personal belongings should be marked with your child's name. Eating utensils, cups and dishes will be supplied. If any of these items are brought, they must be marked with your child's name, to avoid mix-ups with other children.

INFANTS, TODDLERS AND PRESCHOOLERS SCHEDULE _____

Infants and toddlers will not necessarily follow the same schedule as the preschoolers. They are not capable of sitting still for circle time, may need a morning nap, etc. Infants are always fed on demand. Breast feeding infants need to have an adequate supply stocked and properly labeled. Toddlers usually eat meals and snacks on a set meal schedule.

A report will be prepared for each infant/toddler each day. It will include things such as, time of feedings, what was eaten, amount eaten, time of diaper checks and results, times of naps, and various comments about the child's day. Preschoolers enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly and allows the children to anticipate upcoming events.

Activities / Curriculum _____

Our main objective is to have fun, improve social skills, and encourage creative expression. We will utilize a variety of activities to accomplish this goal. Free play, reading, arts and crafts, music/singing, dancing, dramatic play/pretend, puzzles, blocks, math, science and educational TV are just some of the activities we will be doing.

Music helps to develop young brains and will play a strong role in day-to-day activities. We may have special music activities and may also play music during other activities, for example, during arts and crafts or meal times. Some of the music we will be using may include, classical, children's songs (by a variety of artists), foreign language tapes and others.

Television will be used only in special occasions.

Indoor / Outdoor Play _____

Indoor play: We provide a variety of age-appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use so that the children do not become bored. Younger children have less-developed organizational skills and can get easily frustrated or upset when there are too many toys to choose from. It is also more difficult for them to help with clean up when there are toys everywhere, because it is so overwhelming to them. For this reason, during free play times, each child may select one or two things at a time to play with. They will be shown how to put those things away before selecting something else.

Outdoor play: We will be playing outdoors every day that weather permits. Please make sure that your child is appropriately dressed (preferable Tennis shoes, no sandals) for outdoor play at all times. Our activities will include walks, playground, water play (sprinkler in summer), and others. We do not go outside when the temperature is below 20 degrees (including wind chill), or above 95 degrees (including heat index). We are mandated by state law to take the children outside. Parents who feel that their child is not well enough to participate in outdoor activities must keep them out of daycare until they are able to participate in all activities.

Nap / Quiet Time _____

There will be a designated nap/rest time each day. All children must nap, rest, read or play quietly during this period. Rest time gives children a much needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not real happy when they go home in the evening.

Infants nap at varying times and their schedules will be accommodated. Somewhere between 12 and 18 months, children usually drop down to one nap per day. At this time, we will attempt to put them on the scheduled nap/rest period.

WATER ACTIVITIES _____

Water activities will consist of sprinkler play and water tables parents will be notified in advance

MEALS _____

Each day we provide three nutritious and well balanced meals. We provide morning breakfast at 8:00 – 8:45am, lunch at 11:20 - 12:00 pm and afternoon snack at 3:00pm. Milk or juice is served with all the meals and snacks, and water is offered throughout the day. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health. Children need to eat well-balanced meals in order to meet his or her daily energy needs and to help them build a strong body and mind. You will receive a copy of the scheduled meals. Please notify us of any allergies immediately.

PARENT/ FAMILY VACATIONS _____

If parents will be on vacation on the first of the month, payment must be made by the last day of childcare, before leaving. **Childcare fees are based on enrollment (a reserved space), not on attendance. To maintain a reserved space, fees must be paid during the absence of a child due to illness, holidays, vacation, or for any other reason.**

EMPLOYEE VACCINE AND IMMUNIZATIONS _____

The advisory committee on immunization practices for Disease Control and Prevention (CDC) develops the recommendations for adult vaccine preventable Diseases and they are listed on the CDC website at www.cdc.gov/vaccines/schedules/downloads/adult/adult-schedule.pdf Rising Stars Bilingual Learning Center doesn't require teachers to obtain disease preventable vaccines, it is a personal decision and will be left to the individual teachers. Teachers understand they will have direct contact with small children and have some risk of getting exposed to childhood illness and/ or flu

MORNING WELL CHECKS _____

A morning visual check of every child is conducted upon arrival, If I notice anything unusual I'm required to point it out to the parents at that time, If your child has had any kind of minor accident overnight or over the weekend please notify me when you drop off so that I'm aware of the situation. **Children must be awake at the time of drop off and pick up.**

SAFE SLEEP _____

1. Infants will always be put to sleep on their backs until 1 year of age.
2. Infants will be placed on a firm mattress, with a fitted crib sheet, in a crib that meets the Consumer Product Safety Commission safety standards.
3. No toys, mobiles, soft objects, stuffed animals, pillows, bumper pads, blankets, positioning devices or extra bedding will be in the crib or draped over the side of the crib
4. Sleeping areas will be ventilated and at a temperature that is comfortable for a lightly clothed adult. Infants will not be dressed in more than one extra layer than an adult.
5. If additional warmth is needed, a one-piece blanket sleeper or sleep sack may be used.
6. The infant's head will remain uncovered for sleep. Bibs and hoods will be removed.
7. Infants will be actively observed by sight and sound.
8. Infants will not be allowed to sleep on a sofa/ couch, chair cushion, bed, pillow, or in a car seat, stroller, swing or bouncy chair. If an infant falls asleep anyplace other than a crib, the infant will be moved to a crib right away.
9. An infant who arrives asleep in a car seat will be moved to a crib.
10. Infants will not share cribs, and cribs will be spaced 3 feet apart.
11. Infants may be offered a pacifier for sleep, if provided by the parent.
12. Pacifiers will not be attached by a string to the infant's clothing and will not be reinserted if they fall out after the infant is asleep.
13. When able to roll back and forth from back to front, the infant will be put to sleep on his back

and allowed to assume a preferred sleep position.

14. Our child care program is a smoke-free environment.

15. Our child care program supports breastfeeding.

16. Awake infants will have supervised "Tummy Time".

CHILDREN ILLNESS AND EXCLUSION POLICY _____

If your child will be out sick for any reason, you must call to notify me by 9:00 a.m. daily. Children who are ill should not attend Childcare, Child Care Licensing standards for exclusions are:

- 1- Illness that prevents the children from participating comfortably in childcare activities, including outdoor play.
- 2- The illness results in a greater need for care that caregiver can provide without compromising the health, safety and supervision of the other children.
- 3- Oral temperature above 100.5 degrees and accompanied by behavior changes or other signs or symptoms of illness.
- 4- Armpit temperature above 100.5 degrees
- 5- Symptoms and signs of possible severe illness, such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores and drooling, wheezing, behavior changes, or other signs that the child may be severely ill.

ILLNESS AND INJURIES _____

If a child becomes ill while in our care, we will:

- 1-. Contact the parent to pick up the child
- 2-. Care for the child apart from the other children
- 3-. Give appropriate attention and supervision until the parent picks the child up
- 4-. Give extra attention to the hand washing and sanitation if the child has diarrhea or vomiting.

If your child should have an oral temperature of **100.5** degrees or more you will be notified and given sufficient time to pick up your child. **If your child is sent home sick, they may not return until they are free of symptoms free for 24 hours** without aid of a fever-reducing medication (i.e., Tylenol, etc.) **If your child is diagnosed with a contagious illness or childhood illness you are required to bring a note from the doctor stating your child is not longer contagious and can return to daycare.** (i.e. diarrhea, pink eye, chicken pox, strep, etc.).

EMERGENCY MEDICAL PROCEDURES _____

The staff from Rising Stars Bilingual Learning Center has permission to take whatever steps may be necessary to obtain medical care for your child, if warranted.

Steps to obtain care may include, but are not limited to the following:

If critical illness or injury requires immediate attention of a physician, we will:

- 1-. Contact emergency medical services or take the child to the nearest emergency room
- 2-. Give the child the first-aid treatment or CPR when needed
- 3-. Contact the physician identified in the child's record
- 4-. Contact the child's parent; and
- 5-. Ensure supervision of the other children in the group.

MEDICATIONS _____

If you wish to have me administer any type of medication to your child **you must fill out an authorization for Dispensing Medication Form for each medication that needs to be administered.** The medication must be in its original container, together with directions, and be labeled with your child's name. This includes not only prescription drugs, but also non-medication (i.e. aspirin, Tylenol, Cough syrup, etc.) My staff will not administer medication.

PRODUCT SAFETY _____

Childcare licensing requires all providers to check with the US Consumer Product Safety Commission (CPSC) recall list to make sure toys, equipment, and material in our center and classrooms are safe.

You may view all current and past recalls through the CPSC's internet website at www.cpsc.gov

CHILD ABUSE AND NEGLECT/CHILD PROTECTION _____

In accordance with minimum standards, licensed childcare provider is required to report all suspected cases of neglect, physical or sexual abuse to the police.

Abuse and neglect hotline number: 1-800-252-5400

DISCIPLINE AND GUIDANCE _____

We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency and firmness. We stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the center frequently, so they are all familiar with the guidelines. Please keep in mind that there WILL be disagreements between children. Young children have a hard time expressing their feelings. Sometimes they hit, throw toys, bite, etc. We will try to prevent problems, redirect when appropriate, discuss inappropriate behavior, encourage making amends when offense involves another person, and sometimes withdraw privileges based on the principle of "natural consequences". An example might be where a child is misusing a toy then he/she will not be allowed to play with the toy for a period of time. The use of time outs will be rare except when a brief cooling off period is needed. We will be implementing positive behavior support strategies to help your child to become successful; I am also open to suggestions.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, which include at least the following:

- 1-. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
- 2-. Reminding a child of behavior expectations daily by using clear positive statements.
- 3-. Redirecting behavior by using positive statement
- 4-. Using brief supervised separation or time out from then group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.

If a discipline problem arises that does not respond to the above mentioned techniques, we will hold a conference with the parents. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well being of all. Parents are responsible for any damage to the property by the child, if the undesirable behavior continues; I reserve the right to terminate services to your child. Under these conditions, you will be given two weeks notice to make other child care arrangements.

SUSPENSION AND EXPULSION _____

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions towards staff members.

- Parents exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child. Verbal abuse to staff.

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

Prior to expulsion, a parent will be called and correspondence will be sent home indicating what the problem is, and every effort will be made by both the center and the parent to correct the problem. If, after one or two weeks, depending on the risk to other children's welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of two week's notice to find another center to provide care for this child.

EMERGENCY PREPAREDNESS PLAN _____

In an emergency my first responsibility is to move the children to a designated safe area. An emergency evacuation diagram is posted on the information Bulletin board by the front door. We have fire drills and severe weather once a month. In cases of natural events such as tornadoes, floods or hurricanes, health events such as medical emergencies, communicable disease outbreak and human caused events such as an intruder with a weapon, explosion, or chemical spill, the children will be loaded into my vehicles, accounted for according to the daily sign in/out sheet and taken to an alternate shelter away from our center. Children who have limited mobility or who otherwise may need assistance in an emergency, such as children who have mental, visual, or hearing impairments will be specially escorted out by the director.

We will use Akins High School as our emergency location.

Akins High School
10701 South First St
Austin, Texas 78748
512) 841 9900

I maintain an emergency backpack that is equipped with the following items:

- 1-. My cell phone, which has both parents phone numbers
- 2-. Copy of your child's enrollment form, medical and travel authorization
- 3-. First aid kit
- 4-. Diapers, wipes, bottles, cups
- 5-. Name labels

6-. Water and snacks

Once all the children are safe, I will contact the authorities, parents and the Department of Family and Protective Services.

Family Child Care Regulation/Minimum Standards _____

Rising Stars Bilingual Learning Center is monitored by the Department of Family and Protective Services. A copy of the minimum standards is available for you to review at any time. You have the right to review the last inspection of this home, which is posted on my information board. Listed below is the business address, phone number and website of DFPS:

14000 Summit Drive Suite 100

Austin, TX 78728

(512)834-3195

www.dfps.state.tx.us

Child Care Orientation _____

I Certify that I have been fully oriented on the policies and procedures of Rising Stars Bilingual Care Center, I understand the following procedures:

Overview of Minimum Standards

Policies and Procedures (i.e. guidance and discipline)

Hours of Operation

Emergency Evacuation

No-smoking Policy

Drop-off and pick-up children

Location of fire extinguishers

Location of First Aid Kit

Overview of symptoms of child abuse and the responsibility of being a Mandatory reporter.

Parents may visit their children at any time during the hours of operation without having to secure prior approval. ****Parents are always welcome****

Termination Policies _____

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child

We appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. If you are not satisfied please let me know and If you decide to withdraw your child from my care **Parents are required to give a 30 day written notice when they decide to terminate child care.**

I appreciate the opportunity to provide quality child care services for you; I sincerely believe you will be satisfied with the quality of instruction and childcare services.

ACKNOWLEDGMENT CERTIFICATION:

This is to acknowledge that Rising Stars Bilingual Learning Center has provided me with a copy of the policy packet. I have read and understand the policy packet/handbook. I agree to the terms under which child care will be provided to my child (children).

It is agreed that the provider may terminate this agreement immediately for violation of the terms contained herein. In addition, either party may terminate this agreement with a 30 (thirty) day written notice.

Parent/Guardian (Print name) Date

Parent/Guardian (Signature) Date

Hilda Griselda Gonzalez/Director Date