



HERITAGE CHILDREN'S
LEARNING CENTER

6840 S. Mason Rd. # 200 Katy, TX. 77450
281 398-1188

PARENT HAND BOOK

INTRODUCTION

Welcome to Heritage Children's Learning Center.

This handbook for parents has been prepared to provide information concerning philosophy, policies, and procedures of the Center.

Please read it carefully so that you will better understand the role we all play in making this year's experience a special time in the life of your child. Should you have any questions regarding any part of the handbook, please feel free to call the Heritage Children's Learning Center office at (281) 398-1188, and we will be happy to answer any questions you may have. After reading this handbook in its entirety, please sign and return this page to the Heritage Children's Learning Center office. This form states that both parents have read and understand all parts of this handbook and agree to abide by the policies set forth in the handbook.

As a parent/guardian of a child enrolled in Heritage Children's Learning Center, I have read and understand all parts of the Parent Handbook and agree to follow all policies and procedures outlined therein.

Child's Name: _____

Mother's Signature: _____

Father's Signature: _____

Date: _____

PURPOSE

Heritage Children's Learning Center's mission is to provide you with effective programs for healthy emotional and social development of your child to assure a daily activity to develop skills for future independence of self-care.

We are a Licensed Day Care & Pre-School through the Texas Department of Family and Protective Services.

For any questions, complains, or report s you may contact Texas Department of Family and Protective Services at 2221 W. Loop South, Houston Texas 77027 (713) 940-5283

GOAL

Caring for your children's well – being through enforcement of safety regulations, loving environment, mutual respects, and good manners. Diversity respect is a main goal.

The vision is for Heritage to be a quality daycare that:

- a) Offers parents a facility to place your children while engaged in work or study; and,
- b) Prepares children for school life in a friendly and safe environment.

The goal is to lay a solid foundation of learning within an environment that projects learning as an enjoyable experience.

Heritage Children's Learning Center has an open door policy. Please feel free to stop by any time. Parents are always welcome and the office is opened to any cares or concerns you may have.

POLICIES AND PROCEDURES

REGISTRATION FEES – A non-refundable registration fee of \$150.00 or \$200.00 for families (with more than one student) for new students is charged at the time of registration.

RE-ENROLLMENT FEES – An annual, nonrefundable re-enrollment fee of \$100.00 for one student or \$150.00 for families with more than one student will be charged every August.

TUITION FEES – Fees vary depending on age groups and program chosen. Consult with the director for information about fees for the programs about which you are interested. Fees are subject to change at least on a yearly basis. Two weeks notice will be given before any changes are made. Always know that the smallest feasible increase will be taken.

ACTIVITY FEES – Fees are charged for some special events such as field trip activities or special function taking place at the school.

TRANSPORTATION – Heritage Children's Learning Center offers after school care and transportation to nearby Public Schools.

PAYMENTS – All checks should be made payable to Heritage Children’s Learning Center or HCLC. Receipts will be given for cash payment and should be saved as proof of payment.

Payments may be mailed, or either brought to the school office by an adult or placed in the mailbox inside the front door.

Tuition payments are due monthly on or before the first day of the month of which payment is due. A \$5 late fee is to be applied for each day that payment has not been received after the fifth of every month.

Failure to make timely tuition payment within two weeks from the due date may result in termination of the child’s enrollment.

Please pick up your child no later than 7:00pm. You may need to have a back-up of friends or relatives that you can call if you are running late. If a child is not picked up before the Center closes at 7:00pm, a late fee of **\$1.00 per minute** for every minute after 7:00pm must be paid by **cash** at the time of pick up.

NON-SUFFICIENT FUND CHECKS – There will be a \$30.00 fee for all returned checks. If a check is returned, future payments may be requested to be paid in cash.

ABSENCES - Full tuition payments are due regardless of absences for whatever reason. After six months enrollment, a child is eligible to receive a 50% tuition discount for two weeks per year of absence from the center or a full free week per year. The child may not attend school any day of the week(s) for which this discount is applied.

HOURS OF OPERATION - Heritage Children’s Learning Center operates **Monday through Friday from 6:30am to 7:00pm**. See below for Center closings and holidays.

CENTER CLOSINGS/HOLIDAYS - The Center will be closed for certain common federal holidays. In addition, we may be closed because of severe weather conditions, emergencies such as lack of utilities or if Katy ISD must be closed. Please consult radio and television stations for official word concerning Katy ISD closings. **No tuition discount will be given for these emergency and/or holiday closings. Primary school closures that require our full-time care of a school age child will result in extra tuition charges.**

SCHOOL RECORDS

ENROLLMENT FORM - The enrollment form provides important information about the child including parents’ names, address, work and home phones, class enrollment, alternate pick up arrangements, emergency consent agreement and financial agreement. All blanks must be completed. This form should be read carefully and then signed by both parents (where applicable) or guardian. This form must be on file before your child can attend class. This form is also required by the state to be updated yearly.

MEDICAL FORM:

A medical form provided by the school, must be completed and signed by your child’s physician and then returned to the school office before your child may attend class for the first time. Texas licensing requirements state that all immunization records must be current. **As your child receives new immunizations, please bring the doctor’s written verification to us so we can update our records.** In addition, keep us informed about allergies and medications your child is taking.

MEALS, SNACKS AND BREAKFAST

HERITAGE CHILDREN’S LEARNING CENTER provides a hot, well-balanced lunch at 11am which is one-half of your child’s daily nutritional needs, breakfast until 9 am in the morning and an afternoon snack. The menus are posted monthly on the parent’s bulletin board. Please notify the office and the teacher if your child has any food or beverage allergies. Parents are responsible for furnishing food when a child requires a special diet and/or is brought in after 11:30am.

WHAT TO BRING

INFANTS/TODDLERS

Each child will need several changes of clothes including socks that fit the child and the season (see what to Wear).

Infants need an ample supply of diapers, wipes, baby food, and bottles with formula and/or juice for each day.

Toddlers need covered sip cups, an ample supply of diapers, wipes, and several pairs of underwear and socks if being potty trained. Parents need to have their child(ren) transitioned off of a bottle and onto at least a sip cup when in the Toddler I room. Both groups may bring a small blanket, a soft cuddly toy or “lovey”, and a pacifier if needed for naps. Please be very sure that **all items are clearly labeled with your child’s name.**

OLDER CHILDREN

All children need a change of clothes including socks and underwear that fit the child and the season (see what to Wear). All children not fully potty trained should bring wipes, pull-ups, and several extra pairs of clothes. A small blanket and small pillow and/or stuffed “lovey” toy are needed for naptime. **Clearly label all items with your child’s name.**

WHAT NOT TO BRING

Items of personal, sentimental or monetary value should not be brought to school. Valuable jewelry, money, and special handmade items such as blankets or clothes could be easily damaged or misplaced and should be left at home. Toy weapons or action figures that promote violent play are strictly forbidden. Snack foods, candy and gum are also not allowed.

When your child wishes to bring something to school, it should be approved in advance by the teacher. Please do not allow your child to bring toys to school. Sharing toys can be very difficult when they are brought from home. We welcome books or other items that relate to the curriculum. Please do not bring videos without prior approval from the Director. We view our videos for content before allowing the children to watch them and try to carefully monitor the amount of time our children spend watching videos. We do not wish to disappoint any child by not showing a video brought from home.

Please do not bring or send cameras or video equipment to the school unless you will be here to operate them and be responsible for them. HERITAGE CHILDREN'S LEARNING CENTER cannot be held responsible for lost, misplaced, broken or stolen cameras or any other valuable equipment.

WHAT TO WEAR

Children should come to school properly prepared for the weather. During the cold months please send a sweater, coat or jacket labeled with the child's name to wear outside. Clothes should be suitable for messy activities such as creative art, cooking, mud and sand play that use materials which can sometimes stain. Clothes that are too good to risk being stained or torn should not be worn to school.

Only closed-toes shoes with non-slip soles such as tennis shoes are permitted. Boots, sandals, jellies or fancy dress shoes are not appropriate for school and outdoor play and should not be worn to school.

Children should dress in comfortable clothes that provide freedom of movement and will permit them to manage by themselves in the bathroom.

Please label all items.

NAPTIME

Each child will be furnished a cot of his own. Your child may bring a small blanket and small pillow that will fit on the cot.

Your child may also bring a stuffed animal or soft "lovely" to help make the naptime transition smooth. Please do not send toys for naptime. Even if your child does not sleep, he will be encouraged to rest quietly on the cot. Please make sure that all naptime items are **clearly labeled with child's name.** **Each weekend the blanket and pillow must be taken home and washed.**

HEALTH

Your child's health is a matter of major importance to us. Precautions are taken to safeguard the health of all children at HERITAGE CHILDREN'S LEARNING CENTER. We do not knowingly accept sick children into the classroom.

All children will be given a visual health check upon arrival at school. If your child shows symptoms of illness at that time, he/she will be sent home. If your child become ill during school hours, your child will be isolated, and you will be notified so that you may come to school promptly to take him/her home. If neither parent can be reached, persons listed on the application form under "**Authorization for pickup**" will be called. Since your child possibly may become ill at some time during the year, please have an advance plan for alternate care for your sick child before an illness does occur. Well teachers and well students should not be exposed to sick children if it can possibly be prevented. All parents appreciate this consideration for their well children.

Children with minor hurts will be treated at the center. You will receive a form explaining what happened and how it was treated. Should there be a major medical problem, 911 will be called and you will be notified immediately. In order that we will always be able to reach you, **PLEASE BE SURE THAT ALL PHONE NUMBERS AND INFORMATION IN YOUR CHILD'S FILE ARE ALWAYS CURRENT.**

Please do not send your child to school if you feel he is sick, is getting sick or exhibits any of the symptoms stated below either currently or during the previous 24 hours. If your child does exhibit these symptoms while at school, he/she will be sent home immediately!

- *A fever of 100.4 degrees or more
- * Diarrhea or vomiting
- *Skin rashes that may indicate the possibility of measles, fifth disease, or scarlet fever.
- *Small, red spots centered with clear blisters that indicate the possibility of chicken pox.
- *Spreading skin infections that could indicate impetigo.
- *Heavy nasal discharge
- *Constant coughing
- * Sore throat
- * Symptoms of conjunctivitis or pink eye - pink "whites" of the eye with discharge and crusting of the eyelids
- *Headache
- *Listless, lethargic behavior, lack of appetite, refusal to eat or drink extreme irritability or clearly unusual behavior for the child that indicates the likeliness of oncoming illness.
- *Head lice - itching scalp with white Nits (egg cases) attached to hair close to the scalp. When your child is ill with a communicable disease, please notify the

school so that other parents can be notified. A written notice from the doctor or the health department is required for re-admittance to the school.

No child shall be admitted for care that has not had the age appropriate physical examination and the immunizations required by state law with written medical forms signed by a doctor on file in the school office.

MEDICATIONS

Medications will be administered in the center on the hours of **8:00 am 12:00pm and 4:00pm**. Parents must complete a medication form in the office with specific directions as to name of medication, amount, time and date that the medication is to be administered. This notice should be posted on the bulletin board above the Medicine Cabinet. All medications must be left in the office. Never leave medication in the child's cubbies or classroom. To comply with Texas Department of Protective and Regulatory Services Minimum Standards, all prescription medications must be in the original container labeled with the child's name, a date, directions, and the physician's name. It must be in the original container and administered according to label directions as to age and weight requirements. Medications that need to be kept cold should be placed in the refrigerator inside the kitchen. Non-refrigerated medications should be placed in the office. Please take your medication home at the end of each day. Medications left in the refrigerator or cabinet more than a week will be discarded.

HEARING AND VISION SCREENING:

All children in the Pre-K classes are required by the State of Texas to have an approved vision and hearing screening performed by a certified evaluator or registered physician each year. Children in the Beginner classes may also be tested on an optional basis. This document must be completed prior to January 1. All screening results are submitted by Heritage Children's Learning Center to the State of Texas. For your convenience a certified evaluator will be scheduled to come to our school at some time during the fall. You may elect to have your child tested at this time for a nominal fee. Dates, costs and other information will be sent home several weeks prior to the screening date. You may also have screening done by a private physician.

FIELD TRIP PERMISSION SLIPS

Each field trip will require a field trip permission slip to be signed by a parent or guardian and returned to the teacher. These permission slips are sent home several days prior to the field trip. Any child who does not have a signed slip at school for that day's field trip will not be allowed to go on the field trip.

BIRTHDAY AND HOLIDAY CELEBRATIONS

We are happy to celebrate special days at the school. On your child's birthday you may send cupcakes, cookies or muffins to be shared at afternoon snack.

On special holidays each class may celebrate with its own party. Please check with your child's teacher for that special information and details.

BEHAVIOR MANAGEMENT/DISCIPLINE

Teachers are empathetic and understanding in dealing with each child as he or she learns to play and work with others. Our teachers know that young children make mistakes and experience occasional difficulties in their "trial and error" efforts to master and control their feelings and to understand and live within our complex social system. Children are encouraged to develop and grow in self-control by many means: redirection, positive reinforcement, use of logical and natural consequences, individual and group discussions, and development and implementation of consistent classroom guidelines. Home and school need to work closely with one another in developing consistent guidelines if and when problems occur.

Please contact your child's teacher and/or the director should you feel there is a problem in this area that needs to be discussed. Also, please notify the school if your child has experienced or is experiencing any type of traumatic emotional or stressful experience.

Our teachers are competent and experienced in working with young children. We will make reasonable accommodations for children with physical, developmental or behavioral disabilities. For children who have needs we feel we may not be meeting adequately, suggestions will be made for professional evaluations.

PARENT INVOLVEMENT

Parent play important roles in the program at HERITAGE CHILDREN'S LEARNING CENTER and are welcome visitors at all times to observe or participate in classroom activities. There are always opportunities to help with classroom projects, school parties or driving and chaperoning for field trips. If you have a special interest or career that young children would enjoy knowing about, we invite you to speak with the teacher and plan a time when you could share your interest with the children. Please plan on spending a few hours during the year to participate in your child's schooling in some way. This helps demonstrate to your child the value you place on his education and makes him feel special.

PARENT ORIENTATION

Toward the beginning of the fall school year, an annual orientation is held for parents. This meeting is designed to inform you about our program and to answer any questions you may have regarding the policies and procedures of the

center. It is important that parents attend this orientation. At this time the classrooms will be open for parents to view.

PARENT/TEACHER CONFERENCES

Twice a year, teachers will contact parents to schedule a formal conference for talking about their child and his needs. Those conferences will be in October and April. Teachers will arrange a date and time with the parents of each child. During these conferences, there will be opportunities to discuss the child's progress and needs at school and for you to ask any questions you may have. At other times of the year when the teacher is responsible for her class, she is generally free to conference with parents for any length of time at school.

ARRIVALS AND DISMISSALS

On arrival each day, parents need to go to their child's primary classroom, sign their child in on the clipboard by putting the time of arrival with the parent's initials in the proper space beside the child's name. If the child is brought to the center during the hours of 6:30am and 10:00am he/she will be assigned to a group room because the number of children at this time of the day is too small to warrant a teacher for each classroom.

Infants should be taken to their primary classroom at all times. Toddlers will assemble during this time in one of the Toddler rooms. Older children will assemble during this time in another room. During these hours parents need to take their children to their group class after dropping off their belongings in their primary classroom.

Children are assigned to their primary teacher and classroom during the hours of 10:00am and 5:00pm.

Children leaving after these hours will usually be found in their group classroom. ***Parents need to be sure that they sign their child(ren) in and out everyday.*** At the time of pickup the parent should look in the child's cubby and take home the day's work and possibly notes or other communications from the teacher or school.

Please be sure that the staff responsible for your child knows that the child has arrived or is leaving. Never drop your child outside the building to walk in by himself or leave him alone in a vacant room or hallway. Children will be allowed to leave the school only with persons authorized to pick up the child as stated on the enrollment form. Parents may authorize others to pick up the child by giving the school a written notification or phone call. This notification must be given each time the child is picked up by any person not listed on the enrollment form.

In order for your child to receive the full benefit of our Pre-K & Beginner educational programs, these children should arrive on or before 8:30am.

Please pick up your child no later than 7:00pm. You may need to have a back-up of friends or relatives that you can call if you are running late. If a child is not picked up before the Center closes at 7:00pm, a late fee of ***\$1.00 per minute for every minute after 7:00pm*** must be paid by ***cash at the time of pick up***. The local authorities (police and/or CPS) will be contacted

regarding any child(ren) not picked up by 8pm regardless the reason(s). Therefore; we wish to stress the importance of having a back-up plan for pick-up.

If someone other than a parent or a person listed on the enrollment form is to pick up your child, please notify the Center in advance in writing or by phone. We will require identification at the time of pickup from all persons whom you may have authorized to pick up your child.

CURRICULUM

Our goal is to enhance the development of reading skills and encourage a love for learning.

Curriculum themes will center on home and families, school and friends, seasons and holidays, our natural world, community, fantasy themes and many experiences involving people, places and things of interest to the age group. Firsthand experiences may involve field trips, special classroom projects, and real animate and inanimate resources, materials and collections brought into the classroom.

These experiences will be followed by secondary, reinforcement experiences involving books, poetry, discussions, story-telling and writing projects, puppets, pictures, audiovisuals, music, dance, creative movement, dramatic play, blocks, puzzles, manipulative, work jobs, sand and water play, cooking, creative art of all kinds, woodworking, needlework, science and discovery. These activities serve not only to reinforce and build on the theme but also provide opportunities for developing concepts and skills in language arts, mathematics, social and natural sciences, and fine arts.

Emphasis is placed on developing eye-hand coordination, large and small muscle development auditory and visual perception skills. In addition, classroom scheduling for large group, small groups, and individual activities presents many opportunities for social interactions and development of problem solving skills. The teachers and the classrooms will provide:

COGNITIVE GROWTH - A rich, age-appropriate curriculum and learning environment that encourages curiosity, imagination, creativity, problem solving, and language development as children learn through active play and firsthand experiences.

PHYSICAL GROWTH - Activities and equipment that promote physical growth and development involving large and small muscle movements and skills. Develops healthy principles for body, mind and spirit.

SOCIAL GROWTH - Opportunities for working, playing, and communicating with other children and adults as the child develops a growing awareness of the needs, rights, and feelings of others while still maintaining his/her own sense of individuality and independence.

EMOTIONAL GROWTH - An atmosphere that encourages the development of a positive self-image and feelings of social acceptance, self-worth, and self-confidence.