

Little Munchkin Policy Manual



Where Learning and Loving go hand in hand!

2020 Denton Drive, Austin TX 78758

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Authorizations, Acknowledgments and Agreements

1. I authorize Little Munchkins Learning Center permission to provide my child emergency care and first aid when necessary and for my child to be transported to an emergency medical facility. I also authorize ambulance/rescue squad attendants to administer such treatment as is medically necessary and I authorize the hospital/medical personnel to undertake examination and emergency treatment if warranted.
2. I authorize Little Munchkins Learning Center to transport my child to and from school, on field trips, on educational trips, and on other center-sponsored activities.
3. I authorize Little Munchkins Learning Center to include my child in supervised water activities.
4. I authorize permission to Little Munchkins Learning Center to photograph/videotape my child and use the resulting photographs/videotapes for any lawful purpose deemed proper by Little Munchkins Learning Center, including use for publicity. I understand this may include but will not be limited to publishing the photograph and posting such on the Little Munchkins Learning Center website. I relinquish all rights, title and interest in the photographs, negatives, and videotape film.
5. I agree to provide updates to all information (addresses and phone numbers) and current immunization history on my child to Little Munchkins Learning Center on a regular basis. I will also provide results of visual acuity and hearing sensitivity screening for my child at four (4) years of age.
6. I acknowledge that I have been provided with information concerning the procedures and operational policies of Little Munchkins Learning Center.
7. By enrolling my child in Little Munchkins Learning Center, I understand that I am responsible for tuition payments by the 1st and 15th of each month. All tuition is to be paid in advance of care provided and if payment is not made timely, I am subject to having my child removed from the center within five (5) business days of delinquency. Any amount owed to Little Munchkins Learning Center will be subject to legal collection proceedings through small claims court, and any court costs and counsel will be added to collection totals.



Discipline and Guidance Policy

The Texas Department of Family and Protective Services require that the following discipline and guidance policy be made available to you.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

1. Discipline must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control.

2. 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:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time out from the 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.

3. There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.



Operational Policies

In addition to the introduction booklet that you have received, The Texas Department of Family and Protective Services require that the following operational procedures be available to you.

Hours of Operation:

Monday through Friday from 7:00 a.m. to 6:00 p.m. year round.

We are closed for these holidays: New Year's Eve, New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving and Friday after, Christmas Eve, Christmas Day and day after.

Check In:

Children must be clocked in and out daily, and are only released to names entered into our database. Once a parent checks out a child, the parent is solely responsible for supervising the child while on Little Munchkin premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or the playground at any time. Clock in and out records are retained for 3 months. **Late pick-up is \$1.00 per minute due at pick-up.**

Illness and Medication:

Children with fever (more than 100.4), diarrhea, vomiting, or rash, must be picked up from the center immediately. A 24 hour 'free of' waiting period is required before child may return to the program.

Any medication given must be signed on the medicine log in the child's room. The full name of the child, name of medication, time, dosage and full name of staff administering the medication must be on the log. Logs are retained for 3 months. Refrigerated medicines must be placed in a Ziploc bag.

In a medical emergency, priority is ensuring the stability of the child. One staff contacts parents and if necessary, another staff contacts 911 services.

Immunization requirements must be current and updated as shots are given. Any exception to normal shot requirements must be in writing from the child's doctor.

Written notification is given for any situation that has placed a child in danger, contagious illness, or changes in our operational policies and rate structure.



Meals:

Monthly menus are posted and published online and follow all guidelines of TXDH. The kitchen is inspected by Travis County Health Department semi-annually under the same guidelines as other food establishments and restaurants.

Activities:

Written notification for any water activity or field trip requiring transportation in center vans or private car will be given. Monthly newsletters and the website also give prior notification of these activities.

State Compliance:

All transportation of children complies with Senate Bill 61 concerning child safety and booster seats.

The most recent copies of inspections (DFPS, Health, Fire, and Kitchen) are available for review by the water fountain. Also, as a result of HB 2086, information regarding Gang-Free Zones for child care centers is posted.

A copy of Minimum Standards for Licensed Child Care (9/06) is available for review in the office.

Numbers for local agencies are: Child Care Licensing 834-3195 or www.dfps.state.tx.us
Child Abuse Hotline 800-252-5400

Center Rules:

Animals are not allowed in the center.

Review or discussion of any concerns about the policies and procedures of the center may be discussed with the Director at any time.

Without having to secure prior approval, parents are free to enter, visit, observe, participate, and monitor the operation and activities of the center at any time.

A separate form indicating that all policies' contained within the Policy Manual have been read thoroughly with understanding and agreement require a parent/legal guardian signature and will be kept in each child's permanent folder.



Payment Policies

The child care business is very unique. We see our customers (parents) every day, and are here to serve our clients (children) in a consistent manner. Childcare is a labor-intensive industry, therefore the center's costs remain fixed throughout the year...regardless of a child's presence or absence. Facility scheduled and announced holidays are included in our rate structure. In order for Little Munchkins to operate smoothly, the following payment policies are set forth in our center structure.

Families may choose one of the following payment options:

Payment Option 1: Monthly

A monthly fee of \$_____ is due by the 5th of each month. Monthly payments are considered late if received after the 5th of each month and are subject to a \$30 late fee.

Payment Option 2: Twice a Month

A semi-monthly fee of \$_____ is due on the 1st and 15th of each month. Payments are considered late if received after the 5th and the second business day after the 17th of each month. Semi-monthly payments may be subject to two late fees of \$30 each if the account is not current.

Payment Option 3: Weekly

A weekly fee of \$_____ is due by Monday morning of every week. The monthly rate is divided by four to establish this pay option. Because of the 5th week months, regular payments on every Monday will eventually place the account ahead so that periodically a weekly payment may be skipped. A late fee of \$10 will be added weekly if payments are not paid timely.

Payment Option 4: Bank / Debit Card

Little Munchkins accepts *Visa, Master Card, Discover and American Express* and is happy to charge or debit your tuition. You may leave a copy of your number on file if you choose to have LMLC charge your card on a regular basis.

Prepayment Discount

A prepayment discount of 5% will be applied to any account paid by cash or check from three (3) to six (6) months in advance. This payment will reflect on the account statement at a discounted rate. Payments in advance from three to six months by credit card will receive a 3% discount.

