

Parent Handbook



**Little Munchkins
Learning Ctr.
2020 Denton Dr.**

littlemunchkin.com

Little Munchkins Parent Handbook

Little Munchkins Learning Center

Little Munchkin's goal is to be Central Texas' leading preschool program. Our program gives children ages 6-weeks through 10-years enriching opportunities to develop the whole child. We focus on learning through child-directed play experiences and curriculum time. We believe a balance of play and preschool enhances growth and development in all areas: physically, socially, emotionally, creatively, and intellectually. This is achieved in a safe and loving faith based environment with caregivers who are dedicated to enriching children's lives.

NON-DISCRIMINATION POLICY:

Little Munchkin's does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

Required Policies

Little Munchkin's is licensed and regulated by the Texas Department of Family and Protective Services. The follow policies are required by Child Care Licensing per The Minimum Standards for Child Care Centers 746.501.

1. HOURS OF OPERATION / HOLIDAY SCHEDULE

Little Munchkin's is open from 7:00am-6:00pm, Monday-Friday, year round.

We close to observe the following holidays:

- New Year's Eve and Day
- MLK Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the following Friday
- Christmas Eve and Christmas Day.

Full tuition is due for holiday weeks.

NOTE: In some cases, if the holiday falls on a Saturday or Sunday, Little Munchkin's may close the day before or the day after the holiday.

Parents will be updated on each year's holiday schedule in January.

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2. Arrival / Departure of Children

Per Texas state laws, parents have a right to access their child at anytime. However, we strongly encourage parents to drop off their children by 8:30am each day so that the child can take part in our full educational program. In the event that a parent is unable to pick up their child, they may authorize another legal adult to pick up. Children will not be released to a minor. Authorized adults must be listed on the enrollment form to pick up and the authorized adult must bring a picture ID. Children will not be released to adults without a picture ID.

You may “clock in” your child at the front desk using the appropriate clocking in procedure. Each guardian is given a special key (QR card, pin number) to check in their child. Please make sure you do this daily. Please see PARENT RESPONSIBILITIES (section 33).

3. ILLNESS AND EXCLUSION POLICY

Children who are ill should not attend preschool. Little Munchkin’s observes the standards set by the Texas Department of Family and Protective Services for ill children. The most common standards for exclusion are:

1. Illness that prevents the child from participating in child care activities, ***including outdoor play.***
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children.
3. Oral temperature of 101 or armpit temperature of 100.
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, 2 or more vomiting episodes in 24-hours.

If a child becomes ill while in our care, we will contact the parent immediately. We will care for the child apart from the other children with proper supervision and give extra attention to hand washing and sanitation practices.

Parents need to pick up children within 1 hour of notification. In the event of *severe* illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, Little Munchkin’s may call for an ambulance at the parent’s expense.

If a child is sent home sick from our program, they may not return until the child is symptom-free for 24-hours.

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4. MEDICATION

Please inform your physician that your child is in full-day or part-day preschool and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember, Little Munchkin's is designed for **well** children.

If medications need to be administered at school, the following conditions must be met:

- ❑ **Prescription medication will be accepted only if it is in the original container and hasn't reached its expiration date. Medication must also have the full name of the child to whom it is given.**
- ❑ Little Munchkins **DOES NOT ADMINISTER THE INITIAL DOSAGE** of a medication, except with physician's written permission for life threatening situations. (ex. EpiPen)
- ❑ Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container and accompanied with a copy of the information given to you by the pharmacy.
- ❑ Before any prescription or nonprescription medication can be administered, including sunscreen, we must have permission in writing by the child's parent or guardian. Parents or guardians provide written instructions that include the following:
 - Medication name
 - Medication dosage
 - Time to be given
 - Date medication is to be given
 - Followed by Guardians signature

Please fill out the medication forms and enter instructions into the Daily Medication Log Book. Please bring a copy of the information given to you by the pharmacy. Please make sure that all parent's/guardian's instructions are consistent with labeling on the medication or doctor's note.

- ❑ Medication needs to go home after the last date that the medication is administered.
- ❑ Medications **MUST NOT BE EXPIRED.**
- ❑ Medication is given only by staff trained on use of the device or medication.
- ❑ **Insect Repellent/Sunscreen** must be signed up in the office on the medication authorization form. First dosage **MUST** be given to the child prior to coming in for the day by the parent. Second dosage will be given by administration.
 - *ALL repellants and sunscreens must follow above medication guidelines in order to be approved.*

All medical devices that disperse any type of medication (nebulizer, EpiPen, etc.) will follow the same procedures and policies as prescription medication above:

- ❑ Training on use and care of the device is provided annually or as needed with staffing or device changes.

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- ❑ Documentation of this demonstration/training for the use and are is made on the Medication authorization form, including the date and staff in attendance.
- ❑ Parents or a health care professional will demonstrate the use of the device and any special care after the use of the device to all who will administer the medication.
- ❑ Parents or a health care professional will provide written instructions on indications for the use of the device. This includes signs and symptoms that the medication might be needed.
- ❑ Medication is given only by staff trained on use the device or medication.

Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current.

Medication may be given to children with the proper signed authorization forms. Authorization forms must show the name of the medication, the amount, time given, date given and the name of the person administering it, signed and initialed. All medications will be stored in a *locked* refrigerator, cabinet, or container and are inaccessible to the children. Medication is administered by only designated staff trained in administration of medication.

5. PROCEDURES FOR HANDLING EMERGENCIES

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. **All children must have an emergency medical release form on file in case of such an emergency.**

If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center 1.800.222.1222.

6. PARENT NOTIFICATIONS

Open Communication with parents is very important to children's success. Little Munchkin's has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Listed below are ways that Little Munchkin's may communicate with parents:

- Our electronic monitor located in the front lobby
- Through email notifications
- Written memos placed in your child's weekly folders

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- Social media sites such as Facebook or Munchkins website
- Smart phone notifications through Smartcare

7. DISCIPLINE & GUIDANCE POLICY

Little Munchkin's staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self direction. Just a few examples used in this situation are: 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 and redirecting behaviors. Little Munchkin's does not use "time out" as a form of managing behavior. Little Munchkin's staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.

If a child's behavior becomes a chronic problem and is unresponsive to the teacher's attempts to alter the behavior, Little Munchkins may follow any of these steps appropriate to the situation:

1. Bring concerns about specific children to the director. Documentation must be kept, including anecdotal records and/or incident reports. The documentation must include specific examples of the extreme behavior.
2. The director and the teacher will meet to develop an individualized plan for behavior modification.
3. The teacher will report progress of the plan to the director.
4. If needed, based on results, the team will hold a conference with the family, teacher, and director to discuss the situation and develop methods of correcting the behavior problem.

When all else fails, Little Munchkins reserves the right to request the immediate withdrawal of a child. Always consult other staff members and/or the Director when any situation becomes the least bit unmanageable.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency from all parties involved is the best way to handle these issues. Little Munchkin's reserves the right to terminate care for the child for discipline problems at any time.

8. FOOD SERVICE & PREPARATION

Little Munchkin's is a participant of the USDA's Special Nutrition Program. We do not charge an extra fee for meals or snacks. In accordance with Federal Law and U.S. Department of

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Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (800) 795-3272.

Little Munchkin's supplies cereal and iron fortified formula for infants. Parents are asked to complete an "Infant Feeding Sheet" at the beginning of each month. This instructs us on how to feed your baby according to your directions.

Little Munchkin's provides breakfast for all children present at 7:30am. Lunch is served at 11:00am. Afternoon snack is served after the rest period around 2:30pm, and again at 4:00pm for the school-age kids as they arrive after school. Menus are sent home at the beginning of the month. Please advise the center of any allergies. Any item that is brought in for the children to share must be "store bought" and not home-made. Little Munchkin's **is a Nut-Free School**. If a child requires an alternative meal, milk or substitution, a note from a doctor may be required. The doctor's note must include a recommended substitution.

9. ALLERGIES

Any known food allergy or non-food allergy must be made aware to management and staff. The required form must be filled out and kept inside your child's file. There will be a Food Allergy Emergency Plan set into place. This plan will describe basic symptoms that we might see from an allergic reaction. The plan will also give detailed instructions as to what staff is to do for an allergic reaction. Each reaction is different for each child so a plan must be set into place. Epi-Pens are kept in a secure cabinet within quick reach for all staff. Staff is given annual training to stay updated on procedures and policies for all allergies.

10. IMMUNIZATION REQUIREMENTS

Immunization records must be current for all children enrolled in the Infant-Toddler, Preschool and Pre-K programs. A copy must be in the child's file. It is the parent's responsibility to ensure that your child's immunizations are current. Failure to keep children current on immunizations may lead to disenrollment.

From time to time Little Munchkin's may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit must be on file for these children.

11. TUBERCULIN TESTING REQUIREMENTS

Based on local health department guidelines, proof of TB testing is not required in order to be enrolled in our program.

12. HEARING AND VISION SCREENING

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Hearing and Vision Screening for possible vision and hearing problems is required by the Special Senses and Communication Disorders Act, Texas Health & Safety Code, Chapter 36, for children who are 4-years old. Parents may also bring in screening proof from their local pediatrician.

13. ENROLLMENT PROCEDURES

Upon selecting Little Munchkin's to meet your child's educational needs, **all enrollment paperwork is required before the child can start our program.** Incomplete paperwork will not be accepted. Paperwork required for enrollment includes:

- Enrollment Form
- Authorization for Emergency Medical Attention
- Physician's Statement
- Tuition Agreement
- Tuition Express Form (ACH Draft)
- Food Program Enrollment Form
- CACFP Meal Benefit Income Eligibility Form
- Infant Feeding Preference (if applicable)

Parents will be notified within 30 days of any policy change in writing. Signatures from parents may be required.

14. TRANSPORTATION

School-age children will be transported to and from public school and during the summer on field trips. Little Munchkin's does not transport children under the age of 5, except in emergency situations.

State law requires:

- Vehicles transporting children shall be in safe operating condition and drivers shall have a current Texas Drivers License.
- Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.
- A child shall not be taken on field trips unless a parent or guardian has signed permission forms.
- Children will not ride in the front seat of the vehicle.
- No child will ever be left unattended in a vehicle.
- Everyone in the vehicle will use a properly fitting safety seat system as defined by 746.5607
- First-aid kit containing:
 - A guide to first aid and emergency care
 - Adhesive tape
 - Antiseptic solution or wipes

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- Cotton balls
- Multi-size adhesive bandages
- Scissors
- Sterile gauze pads
- Thermometer
- Tweezers
- Waterproof, disposable gloves

Note: Check kit once a month to make sure it is complete and supplies have not expired or deteriorated due to exposure to extreme temperatures.

- Drivers will carry a mobile cellular device
- **See Emergency preparedness plan for responding to a transportation emergency.**

All transportation will be logged showing, vehicle trips, mileage, and vehicle conditions.

15. WATER ACTIVITIES AND SWIMMING POOL

School-age children will use the swimming pool located at Little Walnut Creek Pool during summer months. A certified lifeguard will be on duty during these times. We also offer private swimming lessons for children 3 and up. Parents will be notified in advance of swimming and other water play activities.

16. FIELD TRIPS

In addition to the general transportation policies, the following are required to ensure the safety of all children on field trips:

- Parents will be notified at least 48 hours in advance of all field trips; when the children will be departing, when the children will return, and their destination.
- Signed Permission from the family to take a child on the field trip.
- Name to Face checklist which will be used multiple times while away from the center.
- Each child will wear some form of center identification; Little Munchkins' t-shirt or bracelet
- Parents will not be allowed to PICK UP or DROP OFF from a field trip.
- Staff with training in CPR and first aid with rescue breathing and choking must be present on all field trips. All Little Munchkins staff is CPR/FIRST AID certified.

School-age summer camp will often have field trips weekly.

17. ANIMALS

From time to time, Little Munchkin's may have classroom pets that meet the requirements by Texas Child Care Licensing. A notice to parents will be posted outside any classroom door when a pet is present.

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18. QUESTIONS OR CONCERNS

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the Center Director. Through open communication, we can ensure that all parties are well informed and working as partners in the child's education. From time to time, the center director may complete a Parent Concern Form. Parents will receive a copy of this form with the appropriate outcome. Parents are welcome to request a Conference with their Teacher and/ or Director.

19. OPEN DOOR POLICY

We welcome parents at any time, in any area of our school. Little Munchkin's is a privately owned and operated facility. We have the right to refuse service at anytime to anyone.

20. PARENT/FAMILY PARTICIPATION

Little Munchkins believes in establishing a rapport with each family without discrimination. Family participation is highly encouraged. Parents are welcome to visit their child anytime. The center believes that families are their child's first teacher. It is imperative that parents and teachers communicate on a regular basis, either face-to-face, via email, or phone. Little Munchkins has a monthly activity calendar in which parents are invited to special occasions throughout the school year. Our goal is to make our families feel welcome and appreciated at all times.

Little Munchkins is always willing and happy to accommodate a family's wishes when possible. If a family has specific instructions that must be followed for their child that is not part of the Little Munchkin standard of care, those instructions must be presented to both the teacher and the director in writing. If parents have concerns, questions, suggestions or ideas, please address it independently with the teacher. If the family is unable to resolve their concerns, please address them with the director.

21. MINIMUM STANDARDS FOR CHILD CARE CENTERS

Little Munchkin's is licensed and regulated by the Texas Department of Family and Protective Services and we follow the Texas Minimum Standards for Child Care Centers. Parents may review of a copy of these standards in our front office or view the standards online at www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp

22. COMPLIANCE HISTORY

Little Munchkin's encourages parents to view our compliance history with Child Care Licensing. Our most recent inspection is posted on our parent communication board or you may view this at www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp

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Parents may also contact our local child care licensing office at 214-583-4253.

23. GANG-FREE ZONE

Under the Texas Penal Code, any area within 1000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty. Little Munchkin's is a GANG-FREE ZONE.

24. EMERGENCY PREPAREDNESS PLAN

Below is the Emergency Preparedness Plan designed for Little Munchkin's. Parents are encouraged to read this information carefully. In the event a parent is present in the building during an emergency, Little Munchkin's will ask parents to participate accordingly.

During any emergency the best course of action is to BREATHE AND STAY CALM, know how many children you have, and have your sign-in and -out log and transition sheet in your hands.

If you have children of your own in the facility, but in another classroom, trust that their teachers will take care of them just as you are taking care of the children in your care.

In all situations in this Emergency Preparedness Plan, "Director" refers to Brenda, Ed. In the Director's absence, the Assistant Director on duty assumes the role of Director and then designates another staff member to assume the responsibilities of the Assistant Director. In all situations in this Emergency Preparedness Plan, the Director or designated person in charge will notify Child Care Licensing and/or the Health Department and/or call 911 as each situation dictates. In all situations in this Emergency Preparedness Plan, the Director or designated person in charge may delegate any portion of his/her duties to other staff members, volunteers or emergency personnel as he/she deems necessary.

TORNADO/BAD WEATHER

- Stay calm. Watch the kids, not the situation.
- Get your sign-in/out sheet and your transition sheet and stuff it in your clothing. Grab your flashlight.
- Take all of your children to the center hallway. Have the children sit as close together as possible and have the children duck and cover. This will be familiar to the children since you practice this each time you have a severe weather drill.
- Infant classroom: Place your babies in two cribs and cover the top with a mattress from another crib. Place mattress sideways across top of the crib and huddle next to it. Role the cribs to the center hallways.
- Stay there until advised that the bad weather has passed.
- It can be helpful to quietly sing songs with the children to help them keep calm.

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- The Director in charge will monitor local weather stations and the weather alert radio for updates.

COMMUNICABLE DISEASE OUTBREAK

- All staff members will vigilantly follow policies and procedures regarding diaper changes, toileting, hand-washing, food preparation and general common sense measures such as keeping surfaces clean, changing bedding, teaching children how to cover coughs and sneezes, etc., to prevent the spread of germs that cause illness in the first place.
- In the event of an outbreak, the Director, or person in charge, will notify the Health Department and Child Care Licensing to inform them of the situation and ask for instructions and guidelines to follow for specific illness or outbreak.
- The Director, or person in charge, will inform all staff members of instructions and guidelines and require them to follow the same.
- The Director, or person in charge, will also notify all parents about the situation in writing within 48-hours as required by the Texas Department of Family and Protective Services and Child Care Licensing.
- All staff is to follow the school's confidentiality policies when speaking of the above outbreak. Any violation of the confidentiality policy is grounds for immediate termination.

LOCK DOWN

(INCLUDES WEAPON, HOSTAGE INCIDENT, INTRUDER, TRESPASSING, DISTURBANCE)

- The Director, or person in charge, will announce over the intercom, "Lock Down" or other discrete code and will call 911. The director, or designated person, will supervise the front desk at all times during the incident, if possible.
- Upon hearing this, or sooner if you are aware that an intruder has entered the building or immediate vicinity, say calmly to the children a discrete phrase, such as "Rabbits in the Hole"; the children will know what to do because you practice this every month.
- Infant classroom: Place babies in two or three cribs with a few quiet toys. Place another empty crib or two in front of your classroom door. This might cause an intruder to change his/her mind about entering your classroom.
- Get your sign-in/out sheet and your transition sheet in your hands and stuff them into your clothing.
- Close all your classroom doors and lock them if possible.
- Turn off the lights.
- If you have reason to believe that no one else in the center is aware of the danger, and you can safely do so, use the intercom to calmly announce the secret code for "Lock Down".

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- Whisper and remind the children that "we are to be very quiet."
- Do a name/face check silently.
- Keep the children and yourself safe, in place, and away from all interior and exterior windows.
- Watch the children, not the situation!
- If the intruder enters your classroom, do not argue with him.
- The Director, or person in charge, will ensure that all building entrances and exits are locked and that no unauthorized individuals leave or enter the building.
- Await further instructions from the Director, or person in charge, or emergency personnel.

ACCIDENT

- Breathe and stay calm.
- Make sure all children are supervised. If you are alone, tell them to sit down near you.
- Comfort the child by speaking in a low, quiet voice.
- Apply first aid as needed.
- Call the office if you need further assistance and/or the Director, or person in charge to call 911.
- If the child is bleeding profusely, apply pressure to stop the bleeding. (In an extreme case, take off the child's shirt and use that.)
- If injury is to the head or face, report it to the office immediately - even if it is minor.
- Complete an Accident/Incident Report, have the Director sign it immediately, and have the parent sign it when the child is picked up.
- Turn the Accident/Incident Report in to the Director, or person in charge, before you leave on the same day.
- Keep the Accident/Incident Report confidential while in your presence.
- In the event of serious illness or injury involving an adult, contact the office and a Director, or the designated person in charge, will call 911 and/or the person's emergency contact.

ILLNESS

- Ask the child, "What doesn't feel good?"
- Contact the front office and have the child's temperature taken. If the fever is over 100 degrees, the Director, or person in charge, will contact the parent.
- If no fever, make the child comfortable and keep an eye on him.
- If the child complains of pain, ask him to point with one finger where it hurts the most and then investigate that spot for injury or discoloration and call the office.
- Light vomiting or mild diarrhea: If no pain, call the office after the third episode.

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EXPLOSION, CHEMICAL SPILL OR GAS LEAK

That occurs INSIDE the facility

- See procedures for FIRE and OFF-SITE EVACUATION AND RELOCATION

That occurs OUTSIDE the facility

- Close doors and lock if possible.
- Turn off air conditioner/heater.
- Turn off lights, computers, TV, radio, CD player, aquarium pump or anything else that may cause a spark.
- Keep children seated on the floor and calm. Sing quiet songs or read stories.
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- Be prepared to evacuate if told to do so by the Director, or person in charge, or emergency personnel.
- If you detect a strong odor, show the children how to lift up and breathe through their shirts.
- If told to evacuate, consider crawling to avoid strong fumes that are floating higher in the air. Ask for clarification, if time.

BOMB THREAT OR OTHER THREAT

- Write down everything the person says.
- Ask where the bomb is.
- Ask when the bomb (or other threat) will "go off" or "happen".
- Write that down, too.
- Notify Director, or person in charge, to call 911 immediately.

OFF-SITE EVACUATION AND RELOCATION

- Your primary responsibility is to keep the children safe.
- Keep your sign-in/out sheet and transition sheet in your hands or stuff them into your clothing.
- If time allows, gather children's diaper bags, bottles, baby formula/food, and coats.
- Children will be evacuated in the center's buses and vans from oldest to youngest so that older children can assist with keeping children seated at the evacuation site. Depending on the situation, the city may also send transportation vehicles. The school will use car seats and infant carriers left by the parents when evacuating applicable children.

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- The Director is responsible for keeping a charged cell phone with him/her and overseeing and directing the evacuation process. She/he is the last person to leave the building.
- The Assistant Director is responsible for taking the emergency binder (of permission slips and parent contact information), the first aid kit, emergency medication (i.e. insulin, EPI pens, asthma medications), and a charged cell phone and accompany the first vehicle to the evacuation site so that he/she can be in charge of the evacuation site.
- The Director and Assistant Directors are aware of each cell phone number.
- Evacuation and relocation site for Little Munchkin's is Crestview Baptist Church 7600 Woodrow Ave., Austin, Tx 78758
- After all children and staff have been relocated to the evacuation site and are safe and have had all needs taken care of, the Director and Assistant Director will designate staff to contact parents and notify them of the situation.
- Staff members will continue to supervise and take care of the children including entertaining them with songs, stories, games, etc. at the evacuation site. Watch the kids, not the situation.
- The Assistant Director will continue to supervise and take care of the needs of the staff.
- The Director will be the contact person for emergency personnel and parents.
- The center's usual verification process for allowing adults to pick up children from the center will be used at the evacuation site. (i.e. only persons listed on the child's enrollment form as authorized to pick up will be allowed to do so after showing photo ID.)

FIRE

- When aware of fire or when alarm sounds, quietly say, "Fire drill boys and girls; line up at the door, please." This should be familiar to them since you say it every month when you practice monthly fire drills. *Your primary responsibility is to get the children safely out of the building. Do not attempt to put out the fire unless it is between you and a child or preventing exit.*
- Get your sign-in/out sheet and your transition sheet and keep it with you.
- Make a quick head count.
- Make sure you have everyone.
- Infants: Place all of the children in two cribs.
- Proceed to the proper fire exit and exterior meeting place as designated on the floor plan in the classroom. This is the same spot you take the children each month during your fire drill.

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- Do a name/face check once you are outside and check it against your sign-in/out sheet and transition sheet. If anyone is missing, tell the Director, or person in charge, or a fire fighter immediately, but never leave the children unsupervised.
- The children must be safe (out of way of emergency vehicles and the fire) and supervised at all times. Watch out for anthills, broken glass and other hazards.
- Watch the kids, not the situation.
- The fire department, Director, or person in charge will tell you when you and the children can re-enter the building or begin off-site evacuation procedures.

COOK AND MANAGEMENT RESPONSIBILITIES

- When aware of fire or when alarm sounds, the Director sounds the alarm, if necessary, thus alerting everyone and notifying the fire department.
- She/he then proceeds to each classroom to ensure that everyone is out of the building.
- When aware of fire, or when alarm sounds, the Assistant Director takes possession of the emergency binder and says aloud, "I have the binder!" and then proceeds to assist the infant classrooms to safely exit the building.
- When aware of fire, or when alarm sounds, if the cook is in the building (and not when already counted in child/staff ratio), she will assist the young toddler classroom.

Vehicle Emergency Procedures

If a vehicle is inoperable or unsafe to drive, programs are advised to follow the emergency procedures stated below:

- If you are on the road, get to the safest position you can, as far away from traffic as possible. Park the vehicle with the emergency brake on and turn on your emergency flashers.
- If you have a cell phone or portable two-way radio, notify your program administration immediately with the nature of the problem and your whereabouts.
- Check to make sure all your children are safe and calm. Apply proper first aid if needed.
- Never leave children unattended.
- If someone offers assistance, give him or her your program director's business card and inform him or her that help is on its way. Do not allow strangers to assist in vehicle maintenance or first aid for the children.
- If this is a critical emergency, have your binder ready and available for paramedics.
- Do not allow vehicle maintenance while the children are still loaded on the vehicle. Have the children wait in a safe location.

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Vehicle Accidents

Your first priority is to provide care and support to the children and employees involved in the accident. Accidents involving program vehicles should be handled according to the following guidelines:

- If there are injuries as a result of the accident, 911 is to be called immediately.
- Emergency medical forms are to be given to emergency medical personnel upon arrival at the accident site.
- Name, address, phone number, and insurance information for all parties involved at the accident must be obtained at the scene.
- Names, addresses, and phone numbers of all witnesses to the accident must be obtained.

Staff members involved in the accident must not admit responsibility or agree to payment terms of any kind. Child Care licensing must be contacted if children in your care are injured.

If there are children in the vehicle at the time of the accident, the first aid kit is available on each vehicle to render first aid as needed. Program Administration at the program must be contacted immediately. Program Management must contact the parents/guardians of each child immediately.

25. BREASTFEEDING

Little Munchkin's will provide a comfortable place with a seat for mothers to breastfeed their child if they choose to do so. Parents may also provide breast milk for their child to be served while in our care.

26. CHILD ABUSE REPORTING LAW REQUIREMENTS

Little Munchkin's staff are **REQUIRED** by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receive annual training on recognizing and preventing abuse and neglect, including sexual abuse. Little Munchkin's has made a commitment to help increase awareness and prevention techniques to employees and parents through trainings, memos and monthly newsletters. Little Munchkin's will also coordinate with community organizations on strategies to prevent abuse and neglect.

The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

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Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body, and child hygiene issues.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help.html

The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

27. WELL CHECKS

Little Munchkin's staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects. Some of the items that we look for during our morning wellness check are skin rashes, swelling, bruises, complaints of pain and not feeling well, general mood, etc. Anything that is noticed is written down for the staff in the classroom and also pointed out to parents before drop off is complete.

ADDITIONAL POLICIES

28. TUITION AND FEES

Tuition is paid by ACH draft operated by Tuition Express. **All accounts are required to be set up on ACH draft.** Tuition Express will only draft the balance on the account. If a family does not want tuition drafted, they may make a payment by check prior to 6:00am on Monday to avoid a draft. Little Munchkin's will not turn drafts "on and off". Drafts or checks returned NSF will be charged \$35. A \$10 per day late fee will be added for all non-payments.

29. EXTRA FEES

A non-refundable registration fee is due at the time of enrollment. During summer months and holiday times, an activity fee may be charged. Activity fees are for additional activities outside our normal planned curriculum. Parents will be notified 30 days in advance of activity fee options.

Our program is open Monday through Friday from 7:00am to 6:00pm. Little Munchkin's is only licensed by the Texas Department of Family and Protective Services to care for children during these specified times. If you are late picking up your child, a \$2 PER MINUTE late penalty will be charged to your account. Late penalties must be paid to Little Munchkin's before the child can return to care.

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30. PARENT REFERRALS

We greatly appreciate your business and know that you will be so pleased with our service that you will tell all your friends and acquaintances about us! If one of those families decides to enroll their child(ren), we will credit your account the amount of 1 week's tuition after that family has been with us for 90 days. The referred family must mention the referral at the time of the initial visit to our program. Our greatest advertising asset is you!!

31. CONFIDENTIALITY

While your child is enrolled in our program, parents may come across confidential information about our program, our staff, and sometimes other children. All information received from Little Munchkin's must remain confidential at all times. Breaching confidentiality may lead to disenrollment.

32. PARENT CODE OF CONDUCT

Please understand, young children are present in our building. Some adult language is not appropriate for young children. Little Munchkin's prohibits swearing or cursing on our property.

Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. Little Munchkin's has the right to terminate care in the event of disruptive behavior from a parent or guardian.

Little Munchkin's must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

33. PARENT RESPONSIBILITIES

Children must be signed in and out by the custodial parent or adult person approved by the parent(s). Parents who fail to sign children in or out may be charged a \$5 penalty for each occurrence. Please understand that due to liability issues, staff of Little Munchkin's is not permitted to take children home from our center.

In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. Little Munchkin's staff cannot be responsible for lost or broken personal toys. Two exceptions to this are a stuffed animal for use during naptime by full-day preschool children and for Show & Tell purposes. You will be notified by your child's teacher if and when the class will have Show & Tell.

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff.

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- Pick up and read the notices and information left for you in your child's folder and/or posted outside your child's classroom, at the reception desk, or in e-mail.
- Pick up your child's papers/projects daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Please be aware of the scheduled meal times of breakfast and lunch, 7:30 am and 11:00am, and make sure your child arrives in time to be included in those meals, if necessary. It is very difficult to try and feed a child later than the scheduled meal time, and causes a disruption in the classroom schedule, which affects all of the children in the classroom.
- Please do not allow your child to bring gum or candy to the classroom. We **STRONGLY** encourage you to allow your child to eat what we are serving that day, unless, of course, food allergies are a concern. In that case, we ask that you bring a note from your physician. Any food brought from home will only be served at the same time that the other children are eating and **MUST** be taken home at the end of the day.
- Periodically check on your child's supply of extra clothing. Please take home soiled clothing promptly.

The Texas Department of Family and Protective Services do not allow smoking on the premises, either indoors or outdoors.

34. TEACHER CONFERENCES

Two options are available for Teacher Conferences.

First option is for the parent or guardian to request a conference with their child's teacher through management. Management will then set up an appropriate time that suits the parent's schedule, the center's schedule, and as well as the teacher's.

Second option is to sign up during the two set times that Little Munchkins has scheduled. One conference time is set at the beginning of the calendar year and then again at the end of the school year. Each guardian will have an opportunity to sign up and meet with their teacher.

35. WITHDRAWAL FROM PRESCHOOL PROGRAM

Thirty (30) day written notice must be given for withdrawing a child from Little Munchkin's. If a family fails to give a thirty day notice, Little Munchkin's has a right to draft the remaining weeks from the families bank account. Little Munchkin's has a right to refuse service to any family for any reason. There will be no refunds to any accounts.

36. CUSTODY SITUATIONS

Little Munchkin's prefers **NOT** to get involved with custody disputes. Little Munchkin's will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. *PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT*

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ORDER, BOTH PARENTS HAVE EQUAL RIGHTS. With this being said, it is imperative that all enrollment forms are completed with both parents information. A copy of a child's birth certificate may be requested at the Director's discretion. In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, Little Munchkin's has the right to terminate care.

37. INCLEMENT WEATHER POLICIES

Little Munchkin's will open most days during inclement weather. Please check local TV stations and web sites for announcement of closing. Full tuition is due during inclement weather times.

In case of serious emergencies such as earthquakes, fire, storms, or loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive.

38. SAMPLE DAILY SCHEDULE

Little Munchkin's classrooms follow a daily schedule designed specifically to meet the children's developmental, social and emotional, and personal needs. All schedules are contingent on the needs of the children and may vary from day to day. Below is an sample of your child's typical day:

7:00-7:30:	Arrival / Child Centered Activities
7:30-8:30:	Breakfast / Wash Up / Assigned Centers
8:30-9:00:	Transition to Classrooms
9:00-9:15:	Group Circle / Story Time / Bible Lesson
9:15-9:45:	Literacy Lesson and Centers (Practice and Theme) 1/3 Class in Lesson, 2/3 Class in Centers, Rotate one group into lesson every 5-10 minutes
9:45-10:15:	Gross Motor Activities
10:15-10:30:	Social and emotional development
10:30-11:30:	Math and Science Lesson and Centers 1/3 Class in Lesson, 2/3 Class in Centers, Rotate one group into lesson every 10-15 minutes
11:00-11:30:	Family Style Dining
11:30-12:00:	Restroom, Transition to Nap Time
12:00-2:00:	Nap Time
2:00-3:00:	Snack / Outside / Centers
3:00-3:20:	Circle Time (Review of Days Lessons)
3:20-4:00:	Alphabet and Counting and Centers 1/3 Class in Lesson, 2/3 Class in Centers, Rotate one group into lesson every 10-15 minutes
4:00-4:30:	Outdoor Learning

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4:30-5:00:	Transition to End of Day Activities
5:00-5:30:	Art Activities
5:30-6:00:	Closing Activity

39. CURRICULUM

Little Munchkin's uses Creative Curriculum for our infants, toddlers and two's, and Frog Street Press for our pre-kindergarten classrooms also all groups use Second Step Social / Emotional Curriculum. These curriculums believe that children learn best through actively engaging with people and things in their environment. Children are involved in hands-on experiences, real-life adventures, and assisted discovery as they explore concepts through play. Little Munchkin's is a place where essential readiness skills are nurtured through play, investigation, and of course, fun! These programs provide developmentally and age-appropriate activities and materials for exciting and wonder filled environments.

To learn more about these programs and the wonderful things they offer, visit www.highreach.com or www.fsp3.com

In accordance with TDFPS minimum standard 746.2207, the following limits on screen time will be implemented:

1. Children under the age of two will not be permitted any screen time.
2. Children age two and older are limited to 30 minutes of screen time daily (computers, TV, iPads, etc.), **but we encourage no screen time while at school, unless it is for student events.**
3. Screen time activities must be related directly to the instructional lesson plan.
4. Screen time activities must be age appropriate.
5. **All DVD and TV-based programming for early learning must have prior Director approval.** The screen time form must be submitted in advance.
6. Screen time is defined by any device that has a screen (TV or Computer, etc.).

Special In House Movies will be displayed on Fridays, IF written on the calendar, nothing rated above G.

Signing Time, Biblical Lessons, Dora the Explorer and Word World are all included with our curriculum to help build better understanding of phonic awareness, dual language, and other basic components of learning.

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40. CLASSROOM ASSIGNMENTS

Classroom assignments are based on each individual child's chronological age, developmental age, emotional age, and physical age. Little Munchkin's typically will transition children to new classrooms twice a year, however from time to time we may request a transition sooner based on the individual child's needs.

41. CHILD TO STAFF RATIOS

Little Munchkin's exceeds state ratios in most classrooms. From time to time, we may follow state ratios, but will never be non-compliant unless under emergency situations.

42. NAP TIME

Supervised rest periods are provided for all children under five years of age who remain at Little Munchkin's for six or more hours a day, and for all other children who show a need for a rest time. Your child will be provided a mat to rest on for naptime. Please provide a clean blanket and sheet for naptime and take them home Fridays for washing. You may also bring in a special blanket, pillow, or stuffed animal if desired, but they must be able to fit in your child's cubby.

All infants (1 year and younger) are **NOT ALLOWED** to have any type of item inside their cribs with them during any sleep period. Sleep sacks, swaddles, blankets, pillows, stuffed animals, etc. **ARE NOT ALLOWED** in the crib or on the infant while they are sleeping. If there is a necessary item that is needed for your child to sleep, a physician's note must be present explaining the reason. This will then be given to the state of Texas to determine if it will be allowed or not.

43. CLOTHING

Preschool children must have a complete change of clothing, **clearly marked with the child's name**, left at Little Munchkin's. Preschool children need to be dressed for the weather. Caps, mittens, and warm clothing must be worn during the cooler seasons for the daily outdoor playtime. Accidents can happen, even for the older preschoolers, or if they get wet on the playground. Sandals, flip flops, open toe shoes, and Crocs are prohibited.

44. PERSONAL BELONGINGS

Parents must supply all bottles for their child. Please label everything with your child's first and last name.

Children still using diapers/pull up, any brand of such item is acceptable. Parent must supply diapers or pull ups. We only use **HUGGIES UNSCENTED WIPES** as community wipes. Parents must supply wipes. For children who cannot use **HUGGIES UNSCENTED WIPES** than a doctor's note must be provided. *No open packages can be accepted.* Wipes must be a **MONTHLY**

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SUPPLY. Wipes, diapers, and pull ups **MUST BE** brought in monthly or Little Munchkins can ask for the child to be removed from care until items are acquired.

We use washable crayons, markers and paint during art time, but the children's clothing may get stained from just being kids! Please dress your children in play clothes since PLAY is what we do!!

Please leave all valuable items at home since Little Munchkin's cannot be responsible for broken or lost items.

45. OUTDOOR ACTIVITY

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside at least one (1) hour of physical activity in the morning and afternoon. During this time children are participating in gross motor and fine motor activity. **Please do not request that your child stay indoors.** Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at school. Children may not wear flip flops or open toes shoes due to the danger these shoes may cause on the playground. Daily outdoor activities may change to accommodate weather, air quality and the seasons.

46. BIRTHDAYS/HOLIDAYS

Most children enjoy celebrating special events with their preschool friends (birthdays, new babies, and holidays). Parents may send a **"store bought"** treat to share with the class. Please make arrangements with the teacher several days in advance.

Please be advised that we do not accept "homemade" baked goods for any parties or events. All items must be **"store bought"** and in their original container.

47. SCHOOL SAFETY POLICIES

Parents need to personally escort their child(ren) inside the building to sign in and out when their children enter and leave the facility. Each classroom has a window for viewing activity from the hallway. Parents are welcome to visit the center any time during the day to observe their child without prior approval. However, if you would like to stay and spend time with your child during activities, please see the office so we can do a proper criminal history check, as required by the Texas Department of Family and Protective Services.

Our facility practices fire drills monthly.

You will be notified of any incidents other than minor scrapes or bumps with a phone call. We will also give you a written report at pick up time. First aid will be applied to minor incidents. In the event medical attention is required, we will notify you immediately. Parents are responsible for all medical fees.

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48. CAMERAS

Little Munchkin's has closed circuit cameras in all classrooms. A monitor is located in our back office for parents to view. Parents may request to view previous footage from the Center Director. Footage expires after one (1) business day. The privacy of the children is very important to us. For this reason, the cameras are not available over the internet.

49. PHOTOGRAPHS

Little Munchkin's believes in the benefit of using real life pictures in our educational program. Photos taken of the children will be done with a school owned camera and will only be used in our program. If parents choose to take pictures of events held at our program, they may only photograph their child, unless written permission is given by the other parent. Please note: during certain parent events, such as Pre-K graduation, Christmas programs, and Carnivals, photographs may be taken. If you wish for your child to not be photographed, you may want to remove them from these events.

50. OUTSIDE EMPLOYMENT

Employees of Little Munchkin's are prohibited from outside employment with parents of the organization. This includes, but is not limited to, babysitting and/or nanny- type jobs.

51. CYBER IDENTITY/SOCIAL NETWORKING WEB SITES

Cyber identity and social networking is very exciting these days. However, please understand that employees of Little Munchkin's are prohibited from participating in social networking with parents and children. This includes, but is not limited to, Facebook, Twitter, and MySpace.

52. BITING

Biting is a common issue in early child development. The best way to deal with biting is consistency between providers and parents. Biting could occur for multiple reasons. Proper communication will help determine why a child is biting. Little Munchkin's will work with parents when biting becomes a problem. We will make every effort to solve the issue as soon as possible.

53. CELL PHONES

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010, the Texas Department of Family and Protective Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please end all calls prior to entering the building.

54. TOILET TRAINING PROCEDURES

The CDC believes that toilet training success in the preschool or daycare environment depends heavily upon a child's developmental readiness. Beginning or forcing toilet training before a child is ready creates stress and anxiety for both child and trainer. IN addition, trying to force a child to toilet train before they are developmentally ready increases the length of the toilet training process. Toilet training usually begins at 18 months and continues until age 3. Children need many opportunities pulling down their pants and underwear, sitting on the toilet, using the restroom (for boys, this includes holding their male body parts correctly to aim down into the toilet), cleaning themselves afterwards, pulling up their underwear and pants, flushing the toilet and washing their hands. This is a multi-step process that requires a lot of practice.

Our staff will work collaboratively with parents when making a decision as to whether a child is ready to begin toilet training. An individual plan will be decided on by the child care provider and parent that will best meet each child's needs throughout the process. Staff will communicate each child's progress to parents. Staff will use visual and verbal cues to assist each child through the toilet training process.

We, at Little Munchkin's, know that you trust us with your most valuable treasure, your child, and we strive to serve our families the absolute best in preschool education and childcare. We believe that excellent early childhood development is the foundation for a bright future for our children at Little Munchkin's.