

**The
Miracle of Learning Day Care Center,
LLC**

4959 Old Mansfield Road

Fort Worth, Texas 76119-4658

Telephone: 817-531-2008

PARENT HANDBOOK AND POLICIES

Ms. Margaret A. Tatum, Director

Mrs. Nichole M. Mathis, Assistant Director

PHILOSOPHY

The Miracle of Learning Day Care Center's philosophy is design to enrich the lives of young children in a structured environment. We believe that each child is an individual, and a gift from God, having ever-changing and complex levels of development. Children are unique and have different needs, interests and abilities. We seek to address all theses characteristics and motivate the whole child - the social, emotional, intellectual, physical and spiritual needs.

We nurture each child entrusted to us by helping the child develop a sense of worth (of him or her self and others). In planning for each child to reach his fullest potential, we provide a variety of experiences to develop the curiosity, imagination, language skills, and developmental concepts. Children are encouraged to think and act independently, yet learn dependence is appropriate. We recognize that every child is different and respect each unique personality.

We stress:

1. Learning through play
2. Teaching each child about everyday living
3. Individualized development assessments and program
4. Scheduling regular parent conferences

MISSION STATEMENT

The mission of the Miracle of Learning Day Care Center is to provide excellent care for the children under our supervision. We will maintain a staff whose first priority is the growth and development of young children. We will strive to honor and recognize the God-given differences of every child in our care.

OPERATING HOURS

The Miracle of Learning Day Care Center is open from 6:00 a.m. to 6:00 p.m. – Monday through Friday.

There is a \$1.00 per minute late charge per child for children left at the center past 6:00 p.m. This fee is payable to the staff person on duty when your child is picked up after core business hours. **Children must be signed in /out. If your child is not signed out there will be a \$1.00 per minute charge placed on the account. So please work with us and ensure that your child is signed in/out for the day.**

The center will be closed on the following holidays: New Year's Day, Memorial Day, Good Friday, Fourth of July, Labor Day, Thanksgiving Day, and Friday after, Christmas Eve, Christmas Day and MLK. Advance notice will be given for other days.

CHANGE OF INFORMATION

Please notify the office of any change of information in your child's file. Any change of home address or phone, work address or phone (for both parents) and especially emergency numbers need to be made immediately. We must have phone numbers for two (2) persons other than parents who can pick up your child in case of an emergency. Forms are available in the office for you to fill out for any changes of information. Please update shot records each time that it changes.

FEE POLICIES

Fees are due in advance on Monday. Please pay Mrs. Nichole or appointed staff person.

A \$5.00 late fee per day will be charged to any payment made after 6:00 p.m. on Monday. Your account will reflect this \$5.00 charge for each day.

If paying by check, please put the name of the child on the check in the "memo section". A receipt will be issued at the end of the day or at pick up time.

A \$25.00 charge for all checks returned will be added to your account.

***** After 2 NFS checks, only cash payment and/or money orders will be accepted.**

NO REDUCTIONS are made for holidays or bad weather closing.

A two-week advance notice must be given to the Assistant Director for a child to take a week or two to keep his/her name on the roll. This week must be taken 5 days at a time and not in single days. Full-time students are allowed two weeks vacation after they have been enrolled six months. These two weeks may be taken any time during the calendar year. During these two weeks parents are due to pay 50% if tuition. Full tuition payment will be expected for all other weeks.

NO REFUNDS ARE GIVEN ON FEES if a student is withdraws or is asked to withdraw.

NO EXCEPTIONS!!!!!!!!!!!!!!

ENROLLMENT PROCEDURES

Please complete all of the paperwork for your child's file. Each page must be completed in its entirety.

1. Complete Enrollment Form
2. Provide Immunization Form
3. Provide copy of Health statement
4. School Children – signed statement that Immunization Records and hearing and vision screenings are current and on file at the school.
5. Provide Emergency Authorization Form
6. Complete Discipline and Guidance
7. Infant Feeding Instructions

All registration fees and tuition for the current week must be paid before care begins.

You will be notified of any changes to our policies and procedures by way of a written addendum to this handbook. You will receive an update sheet which addresses the changes and the affected sections.

HEARING AND VISION SCREENING

Hearing and Vision Screenings are required for all children who will be four (4) years old by September 1st of the current school year. Hearing and vision screening can be completed at your child's physicians office. For school age children, a signed statement (on enrollment form) indicating that records are on file at your child's school is sufficient.

CLOTHING AND PERSONAL BELONGINGS

Please make sure your child's clothes are comfortable and suitable for playing. The children participate in a number of creative and sometimes messy activities;

therefore, it is okay to bring an extra set of clothes for your child. **Small children need clothing for accidents daily.**

Texas weather is very unpredictable and changes quickly and children need to be dressed appropriately for outside play. It may be cool in the morning and very warm in the afternoon during outside play. Please remember coats, hats, and gloves if it is cold. When the weather is cool, remember to bring a sweater. Dress your child for cool weather when it is cool and warm weather when it is warm.

All children need a change of clothes because accidents can happen. Dirty clothes will be sent home daily in a plastic bag. Please bring clean clothes to replace the ones sent home.

Infants - Please keep 2 complete changes of clothes in your child's bag or cubby. All wet or soiled clothes will be sent home in a plastic bag – please check daily for these. Return a clean set the following day.

Toddlers - Please keep 1 complete change of clothes (underwear, socks, shirts, shorts, or pants) in your child's cubby. All wet clothes will be sent home in a plastic bag – please check daily for these. Return a clean set the following day.

Multi-Age Children (3, 4, & 5 year olds) - These children need 1 complete set of clothes (underwear, socks, shirts, or pants). While most children will never need to use the clothes, it is very embarrassing to the child to have an accident and not have any clothes to put on.

Please Label All Clothing

PERSONAL ITEMS AND TOYS FROM HOME

A blanket should be brought and kept in your child's cubby for naptime. Be sure to label the blanket and take it home **EVERY FRIDAY** to wash. Each child will be issued one mat at the beginning of the school year; if the child tears it up, **replacement will be the responsibility of the parents or guardian.**

Please leave all toys at home since we cannot be responsible if misplaced or lost.

ARRIVAL AND PICK-UP

Arrival: Children arriving between 6:00 and 8:00 a.m. should be taken to the cafeteria area. Give any special instructions or information for that day to your child's teacher. Breakfast, lunch and a snack is served daily. Children for breakfast should arrive by 9:00 a.m., which is the cut off-time for serving breakfast. All children need to be present by 10:00 a.m., at this time attendance is taken and this is the cut off time for parent drop off. **YOUR CHILD IS ABSENT UNLESS PRIOR AUTHORIZATION HAD BEEN GRANTED!**

DO NOT EVER LEAVE YOUR CHILD ALONE OUTSIDE THE CENTER.

Pick-Up: Please sign your child in and out everyday. Please pick up message from the teacher. Wet clothes and art projects are to be taken home each day. If you need someone other than those listed on the pick-up authorization to pick up your child, you must notify the office in advance in one of following two ways:

1. Stop by the office the day before or before be you child's pick-up time and fill-out a form authorizing the release of the child to another person.
2. If you call the office, you will be asked to verify your identity and the identity of the person picking up your child. Office personnel will require you to give the child's password for the release of the child. **(Please make sure that your child's password is on file)**
3. **Please check your file folders in the lobby daily for receipts, special memos, and information regarding special activities.**

Inform the person picking up your child that he/she must show a driver's license or other proper identification and sign your child out.

Make sure names on your Pick-up Authorization List are correct and current. The list must be changed whenever you want to remove or add someone. We will not release your child to anyone who is not on the Pick-up Authorization List. Remember, it is your responsibility to keep the list up-to-date.

Parents should also carry proper identification, as a substitute teacher may ask you show it. Please do not get offended, it is for your child's protection.

NUTRITION

Meals are served as follows:

Breakfast	7:00 a.m. – 9:00 a.m.
Lunch	10:30 a.m. – 12:00 p.m.
Afternoon Snack	2:30 p.m. - 3:30 p.m.

Serving time is by age group – talk with your child’s teacher for exact times.

Meal times are very important learning times. Children are asked to try their food. If they decide they do not care for it, they will not be forced to eat it. However, we will not substitute a meal either. We encourage manners and self-help skills.

Food for birthdays or “special day” parties can be arranged with your child’s teacher or Director. Parents please be reminded that because we are a public facility we are only able to serve store bought items(cookies, cakes...) No Homemade Goods will be excepted.

MEDICATION INFORMATION

Each parent must provide a signed doctor’s statement certifying that the child is in good health and able to participate in daily activities. Each parent must also provide an up-to-date and current immunization record to be kept on file at the center. Please bring a copy of your child’s newest immunization when he/she receives one. Files are open to inspection by the Department of Human Resources and Health Department at any time. These records are required by the State.

The doctor’s statement and immunization records must be in the office before the child starts. If you cannot comply with this requirement, you must have a copy of a Health Statement on file for your child until required forms are completed.

MEDICATION

All prescription medicine and non-prescription medicine to be given to you child while at the center is subject to the following conditions:

1. The parent must sign a Medication Permission Slip - it is available in the office. A permission slip is only good for the week and a new one

must be filled out each Monday. The form is collected on Friday from the teachers and filed in your child's file.

2. A licensed physician must prescribe the medicine to be given to your child. If the medicine is an over the counter drug, the designated amount for your child's age must be used. If your child's age is not listed, for example "under 2 years old, consult with your physician," then you must have a note from the doctor to verify the amount. If necessary, the office will contact your doctor's office to verify any questionable dosage.
3. Doctor prescribed medicine must be in its original container, which states the doctor's name, the date prescribed, the child's name, the prescribed dosage, and the instructions for dosage. The medicine cannot come to the center mixed with food, milk or juice.
4. Non-prescription medicine must also be in its original container with the child's name and the date brought to the center taped on it. The staff will follow recommended dosage instructions.
5. Tylenol is not kept in the office to be used for the children
6. A staff member dispenses all medicine. Records will be maintained in your child's file.
7. All medicine must be brought to the center in a zip-loc bag with a calibrated measuring spoon enclosed. Please mark the bag with your child's name. Medicine will not be given without your dispenser.
8. Medicine can be dispensed up to twice a day – before or after lunch and after afternoon snack. You may request one or both times depending on your doctor's orders for dispensing.

ILLNESS

In order to protect all children enrolled at the Center, your child must be kept at home if he/she exhibits any of the following symptoms:

- a. An oral temperature of more than 101 degrees
- b. Intestinal disturbance accompanied by diarrhea or vomiting

- c. Any undiagnosed rash
- d. Sore or discharging eyes or ears
- e. Profuse nasal discharge

If your child develops any of the above symptoms while at the Center, we will isolate him/her and contact you to arrange for pick-up. If your child is sent home from the center ill, we ask that he/she not return until **24 hours** after the symptoms have diminished. The measure is necessary in order to curtail the spread of infection.

EMERGENCIES AND ACCIDENTS

If your child requires any medical attention of an emergency nature, you will be contacted immediately. An emergency authorization is included on the enrollment form.

When an emergency occurs, our first step is to administer first aid. There is at least one person with First Aid training and CPR present at the center at all times. If either the parents or the person designed on the Emergency Authorization Form cannot be reached, the child will be transported to the nearest medical facility.

If a minor accident occurs at the center, the staff member who was with the child at the time of the injury will fill out an accident/injury form. This will inform the parent of how the injury occurred, what was done to treat it, and the follow-up care that was used. An additional copy will be made and sent home to the parent. The original will be kept in the child's file in the office.

It is imperative that correct phone numbers are kept current at all times in your child's file. This is our only way of contacting you in case of an emergency. Be sure that you have 2 emergency contact persons listed on your child's file.

NAPTIME

Our naptime policy is that the children must rest and lay quietly on their mats. As the children wake up, they will have quiet activities in the room until naptime is over. We use quiet music to settle the children. Remember that a child's favorite blanket may help for a smoother transition at naptime. **PLEASE LABEL ALL ITEMS.**

Naptime is from 12:00 noon to 2:30 p.m. depending on your child's age.

CURRICULUM

Our programs are based on the development of each child as an individual. Our goal is to stimulate the children's curiosity so they will want to learn more about themselves and their environment, including the many people who play an important role in their lives. We will also try to help them learn what is expected from their relationship with others. Our curriculum is a strong phonics (Hooked on Phonics) and language program.

The teachers will use arts and crafts, dramatizations, field trips, free play, language development, science and nature studies, and sensory perception development.

If you, as an involved parent, have a special interest to share with your child's class, just let the teacher know.

FIELD TRIPS

Field trips are a special part of our multi-age classrooms. They are determined by the teacher and coordinated with the curriculum that the children are studying. Notices of field trips are posted 48 hours prior to the trip. Parents are invited and encouraged to participate in field trips. Contact the office for volunteer training information.

FUNDRAISERS

Periodically the Miracle of Learning Day Care will have fundraisers.

DISCIPLINE

We believe in a positive approach to discipline. Our goal is not to punish, but to develop generous and kind instincts in children who will then become self-disciplined. Good discipline teaches the qualities of fairness, generosity and responsibility. Through the interaction of teacher and child, a teacher will realize the child's needs and decide what discipline is necessary. The Miracle of Learning Day Care Center does not condone corporal punishment of any type (including

spanking and pinching). Punishment is not associated with food, rest, or toilet habits.

Occasionally, it may be necessary to temporarily separate a child from the group in order to discipline. After the reason for separation is explained, the child will be placed in an area away from the group ("time out"), but still in sight of staff, for a brief period of time before being returned to the group.

GENERAL INFORMATION

The Miracle of Learning Day Care will abide by all the Standards as required for day care centers in the State of Texas.

The Miracle of Learning Day Care Center's classrooms will at all times be kept within the safety standards as set by the Texas Department of Human Services.

At the Miracle of Learning Day Care, we have an "open door" policy; do not hesitate to contact the Center Director should any problems arise concerning your child either at the Center or at home. Please notify the Center of any changes that occur in the child's home that might affect his/her behavior.

We welcome and appreciate any comments, suggestions and /or questions. Please contact the Center Director to share with them.

We will do our best to provide your child with a safe physical environment and an atmosphere where he/she can feel both secure and free to grow at his/her own pace. The Miracle of Learning Day Care Center has your child's best interest in mind, and we will strive to provide a stimulating and enriching environment for each individual child. You can help us achieve these goals by giving us your comments, suggestions, and by being actively involved.

Thank you for entrusting your child with us.

We are licensed and regulated by the Texas Department of Family Services, (TDFS) formerly the Texas Department of Protective and Regulatory Services. We are governed by their Minimum Standards for Child Care Centers, which outlines how every child care center should be operated at the bare minimum. You are welcome at any time to review these minimum standards, as well as our most

recent licensing report which shows how we fared in the standards at our last inspection.

Should you ever need to contact TDFS with a cheers or jeers about our program, their local office is located at 1500 Circle Drive suite 310. The phone number is 817-321-8604, or you may visit www.dfps.state.tx.us.

Building for the Future

This child care receives
Federal cash assistance to
serve healthy meals to your children.

Good nutrition today means
a stronger tomorrow!

Meals served here must meet
nutrition requirements established by USDA's
Child and Adult Care Food Program.

Questions? Concerns?

Call USDA toll free: **1-866-USDA CND**
(1-866-873-2263)

Visit USDA's website: **www.fns.usda.gov/cnd**



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