



Parent Handbook

Created: 6/15/2008

Updated: 1/25/2012

24159 Boerne Stage Road, Leon Springs, TX 78255

Phone: (210) 698-0700 Fax: (210) 698-6866

<http://minitexans.com>

Revision Control

This section will be used to describe content changes for revisions.

Version	Date	Section(s)	Description
1.0	06/15/08	N/A	<ul style="list-style-type: none"> Initial release
1.1	10/19/09	Gang Free Zone	<ul style="list-style-type: none"> Gang Free Zone Section added
1.2	2/26/10	General Rules and Admissions	<ul style="list-style-type: none"> Updated General Rules and Admissions Sections by adding additional language
1.3	8/5/10	Financial Agreement	<ul style="list-style-type: none"> Child must be fulltime to receive half tuition when out 5 consecutive working days
1.4	11/23/10	Admissions	<ul style="list-style-type: none"> Removed credit card authorization form from enrollment packet
1.5	12/17/10	General Center Information Other Important Information	<ul style="list-style-type: none"> Updated Hours, Days, and Months of Operation Section Emergency Preparedness Plan Section added Breastfeeding Section added Added credit card authorization form back to enrollment packet
1.6	9/25/11		<ul style="list-style-type: none"> Updated Financial Agreement Section to amend returned check fee Added and additional day that Mini Texans is closed.
1.7	1/25/12	Financial Agreement	<ul style="list-style-type: none"> Updated Financial Agreement Section to amend late charge fee

Parent Handbook

Mini Texans Christian Learning Center (Mini Texans) is a family owned and operated business that provides Christian learning for children ages newborn to 12 years old.

Mini Texans offers full-time daycare with a curriculum that includes: Christian education, Gross and fine motor skills development, Individual expression through play and activities, music and dance, numbers and pre-math lessons, language and vocabulary development. Mini Texans offers a Pre-Kinder Program and an After School Program which provides transportation from participating elementary schools and an afternoon snack.

Nondiscrimination Policy

Applications for enrollment are accepted without regard to race, religion, color, sex or national origin.

General Center Information

Standards

Mini Texans is licensed by the Texas Department of Family and Protective Services and complies with all of the standards put forth by that Department.

Licensing website: www.dfps.state.tx.us Licensing telephone: (210) 337-3399

Licensing Address:
P.O. Box 23990
3635 Southeast Military
San Antonio, TX 78223

Child Abuse Hotline:
(800) 252-5400

Available upon request are a copy of the minimum standards and the most recent Licensing inspection report.

Hours, Days and Months of Operation

Mini Texans is open all year round, Monday through Friday from 6:30 a.m. to 6:30 p.m.

Mini Texans will be **closed** for the following days:

- New Year's Day
- Good Friday
- Memorial Day
- July 4th
- Friday before NISD's 1st Day of School
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

Note: If a holiday falls on a weekend, then that holiday will be observed either Friday or Monday.

Open Door Policy

Mini Texans has an "open door" policy and invites the parents to drop in at any time. All we ask is that you do not disturb the children since early childhood education is very important to us here at Mini Texans.

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Inclement Weather

In case of inclement weather, Mini Texans will be closed if and only if Northside Independent School District (NISD) closes.

Curriculum

We will offer full-time positions only and each class will have an **Early Childhood Curriculum** that includes:

- Christian education
- Gross and fine motor skills development
- Individual expression through play and activities
- Music and dance
- Numbers and Pre-Math lessons
- Language and vocabulary development

Our **Pre-Kinder Program** will include the above activities plus:

- Pre-reading and pre-writing lessons
- Curriculum workbooks
- School sponsored functions
- Weekly field trips with transportation provided (summer only)

Our **After School Program** will provide transportation from participating elementary schools and an afternoon snack. When school is not in session we will provide full-time care which includes:

- Arts and Crafts projects
- Weekly field trips with transportation provided (summer only)
- On-site swimming pool (summer only)
- Christian education

Admissions

Prior to starting at Mini Texans, parents must submit **a completed enrollment packet, copy of shot records for children not yet in elementary school, pay the registration fee and pay one (1) week tuition.**

The enrollment packet includes (Note: All forms must be signed. Incomplete forms will not be accepted):

- Enrollment Form (For each child)
- Parent Handbook Acknowledgement Form
- Doctor's Statement
- Bank Account or Credit Card Authorization Form (Automated Tuition)

Please contact us for current tuition rates and fees.

Financial Agreement

- Tuition is due for 2 weeks of child care on the Friday before the week your child will be attending the center. Any payment made after the preceding Monday will have a late charge of \$15.00 added to the account. We will not accept your child/children if tuition becomes one week delinquent.
- Method of payment: cash, money order, checks or credit card (Master Card, Visa, Discover and bank cards). After one (1) returned check, we will only accept cash, money order or credit card.
- An Accidental Insurance is included with the initial non-refundable registration fee. This insurance covers your child while under our care. Registration fee may be renewed annually or when re-registering.
- If your child is absent for 5 consecutive working days and is fulltime, you will only be charged half of that week's tuition so as to reserve his/her enrollment. For anticipated absence please pay in advance.

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- Please note, if your child is absent less than 5 consecutive days, full tuition is charged.
- All returned checks and declined credit cards via automated tuition will have a \$20.00 returned fee charged to the account.
- A late pick-up charge of \$1.00 per minute after 6:31 p.m. will be charged per child. Late charge is due in cash that same evening.
- The center will close for 9 holidays out of the year (see General Center Information section).
- Tuition rates and fees are established on an annual basis, therefore, there is no reduction in tuition for illness, holidays or school closings due inclement weather.
- The parent will be responsible for all collection fees, including attorney's, in the event that my account is delinquent.
- A **one week** notice is necessary prior to withdrawal from center.

Rules and Regulations

General Rules

- 1) All children are accepted on a trial basis until we can determine whether or not the child will adjust.
- 2) Persons bringing or picking up a child must be sure a staff member is aware of the child's arrival or departure and provide picture ID upon request.
- 3) Children will be released only to the parent or a person named by the parent. In the event the child is to be called for by someone other than authorized persons, the parent must call the center to give the name of and other identifying information about the person picking up the child.
- 4) Medicine can be administered only with a proper Mini Texans form filled out. Licensing standards require that any medication brought by the parents for their children must:
 - a. Be in the original container;
 - b. Be labeled with the child's name;
 - c. Be labeled with the date (if prescription medicine)
 - d. Include directions to administer the medication; and
 - e. If prescribed, include the name of the physician prescribing the medication.
- 5) Children are not allowed to bring food in the morning unless it's for a class party or a group snack. Please have your child finish all munchies before entering the center.
- 6) No toys are allowed to be brought into the center, especially fictional action figures (i.e. Power Rangers, Star Wars Characters, Spiderman, Batman, Incredible Hulk, Teenage Mutant Ninja Turtles, X-Men, etc.). Mini Texans is not responsible for any non-school items brought into the center. **Note: Rule of thumb, if the action figure has not killed anyone then it is allowed.**
- 7) Please label everything that belongs to your child.
- 8) Harsh or physical punishment shall not be permitted in the Center. Discipline shall be consistent and based on individual needs. It shall be of positive nature, directed toward teaching the child acceptable behavior.

Arrival/Pickup

Morning Arrival

- 1) We open at 6:30 a.m. The doors remain locked until exactly 6:30 am.
- 2) **Clock your child in on our touch screen monitor.** See office for your code.
- 3) Please escort your child into the building regardless of age, and make sure you are greeted by one of our teachers so we know of your arrival.

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Evening Pickup

- 1) Please be courteous when parking your car so that you won't be blocking other drivers.
- 2) Encourage your child to pick up all toys he or she was playing with before you leave.
- 3) Please feel free to request a conference whenever you feel the need. Planning together for your child's development is important. *If you have any questions, please contact the director. We want you and your child to be happy with the program.*
- 4) As a precaution, please make sure you lock your car when picking or dropping off your children. We are not responsible for any lost or stolen items in our parking lot.
- 5) We close at 6:30 p.m. A late pick-up charge of \$1.00 per minute after 6:31 p.m. will be charged per child. Late charge is due in cash that same evening.

Meals/Nap

Breakfast

- 1) Breakfast is served to all groups, toddlers on up, between 8:00 - 8:30 a.m. If you will be arriving after 8:30 a.m. please ensure that your child has had breakfast before coming to the school.

Lunch

- 1) Lunch count is taken at 9:30 a.m. If you know you will be late, please call ahead to notify us. Any child who arrives after the specified time must come with their own lunch.
- 2) Lunch times are:

Toddlers	2's and 3's	4's	Pre-k's
10:45 a.m.	11:00 a.m.	11:00 a.m.	11:15 a.m.

Nap

- 1) All children are required to have two mat covers to fit ökindermatö. Mat covers are washed ever two weeks. See office for more details.
- 2) Each child is allowed a crib-size pillow and a crib-size child's blanket.
- 3) Nap time is from 12:00 - 2:30 p.m. No drop offs allowed during this time.

Physical Health and Well-being

Illness and Injury

- A. Parents must be notified in case of illness and injury as specified in Section 746.3605.
- B. A child whose illness requires that the child be sent home must be given appropriate attention and supervision until the child's parent arrives to remove the child.
- C. A child with uncontrolled diarrhea or vomiting must be provided care apart from the other children. Extra attention must be given to hygiene and sanitation, until the parent or other persons authorized by the parent arrives to pick up the child.
- D. An ill child must not be admitted for care if one or more of the following exists:
 1. The illness prevents the child from participating comfortably in facility activities.
 2. The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
 3. The child has any of the following:
 - i. Oral temperature 100.4 degrees or greater; rectal temperature 101.4 degrees or

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- ii. Greater; armpit temperature 99.4 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates that the child can be included in the facility's activities;
- iii. Symptoms and signs of possible severe illness (such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness [two or more episodes in 24 hours]), rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs until medical evaluation indicates that the child can be included in the facility's activities.
- 4. The child has been diagnosed with a communicable disease, until medical evaluation determines that the child is no longer communicable and is able to participate in the facility's activities.
- E. In case of the onset of a critical illness or injury:
 - 1. The physician named by the parent must be called, and
 - 2. The child must be taken to the nearest emergency room or clinic, or an emergency vehicle must be called.
- F. Children must be given first aid treatment or CPR when needed.
- G. All four year olds are required by the State to have a hearing and vision screening. We will schedule an onsite screening in the spring of each year. You may choose to decline and have the screening done on your own, (please notify the school if you will be doing your own screening).

Note: Your child must be out for 24 hours or until symptoms are gone or a doctor clears your child for admittance to school. A statement signed by a licensed physician, that certifies the child has been examined and is physically able to participate in child related activities is required for all students prior to enrollment.

Discipline and Guidance Policy

Discipline must be:

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

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

- 1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2. Reminding a child of behavior expectations daily by using clear, positive statements;
- 3. Redirecting behavior using positive statements; and
- 4. 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.

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

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

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Note: We take the safety and health of our children very seriously. In the event of a concern the Director will notify Child Protective Services or the local law enforcement officials by telephone when it appears that a child is being seriously neglected or abused away from the school.

Other Important Information

Confidentiality of Records

Children's records are open only to the child's teacher, the Director, an authorized employee of the licensing agency, or the child's parent or legal guardian.

Gang-Free Zone

Mini Texans is located in a Gang-Free Zone area. Certain gang-related criminal activity or engagement in organized criminal activity within 1000 feet of Mini Texans is a violation of Section 42.064 of the Texas Human Resource Code and is therefore subject to increased penalty under state law.

Emergency Preparedness

Our emergency preparedness plan is designed to ensure the safety of the children during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuations and relocation. Emergency drills are held periodically to acquaint your child with evacuation procedures.

Breast Feeding

Mini Texans supports moms who decide to breast feed their child(ren) and will provide a place of comfort when needed.

Transportation

We take every precaution when transporting your child. All children must wear a seatbelt. If your child is absent from school please notify the center before 1:00 pm. In the event that a child misses the Mini Texans school bus due to miscommunication on the parent's part we will return to pick up the child but an extra \$5.00 charge will be added to your account.

Field Trips

During the summer months various classes will take regularly scheduled field trips. The Director will inform you ahead of time on these activities. All field trip notifications will be posted in the lobby with all details of the outing. All children must have a signed permission slip and a Mini Texans T-Shirt to attend field trips.

Water Activities

Mini Texans has a swimming pool onsite, which is available to all children 3 years and older and completely potty trained. You must sign a swimming permission slip prior to your child partaking in any water activities. All children must have appropriate swimming attire, towel, water shoes, and sunscreen. No floating devices are allowed in the pool. A life guard is always on duty when the pool is in operation. The pool is only opened during the summer months.

Halloween

Mini Texans **does not** celebrate Halloween, instead Mini Texans celebrates Harvest Day. Please refrain from bringing any Halloween related items to school. **This includes clothing, snacks and decorations (Pumpkins with faces are Halloween related).**



Parent Handbook Acknowledgment Form

I have read the parent handbook and I understand all the policies and procedures set forth by Mini Texans Christian Learning Center and agree to abide by them.

Signature of Parent/Guardian

Date

Student's Name: