

1324 Thorne Street

Dallas, Texas 75217

Phone Number: 469-544-2071

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 Serving families of children ages (6 weeks-12 years)

**Parent Handbook**

**2022**

This policy is reviewed annually and updated as necessary

**Welcome to Our Home Learning Center:** We are pleased you have chosen Davis Second Love Learning Center for your childcare needs. To facilitate greater understanding between us, we have created this handbook.  It covers the childcare philosophies, business policies, and expectations. To make our relationship as enjoyable as possible, the following pages contain mutually beneficial requirements, which are necessary to ensure that there are no misunderstandings between either party. Please read this handbook carefully, and feel free to discuss with me any questions that you may have.

**Mission Statement**: Davis Second Love Learning Center mission is to provide a high quality, developmentally appropriate, love, safe, and nurturing learning center for early head start children.

**Philosophy Statement and Goals**: Davis Second Love philosophy believes having parent, teacher, and child relationship is very important to a child’s education as we are working hand in hand with parents. Every little person has his or her own personality. Each child develops in their own unique way, children learn best by doing and participating in different types of activities such as playing, singing, hands on training and writing. There is not one child that develops on the same level; therefore, we must encourage growth within each child by treating them as individuals. Our program will provide health nutritional meals and stimulating educational curriculum. Our children are the most important part of our lives, and we will give them the tender loving care they need while they are away from home by providing a happy, safe, secure, learning, fun and developmental environment for children.

**Goals**: To educateand encourage children with their individual needs, and to help provide children with strategies that help them develop the emotional, social, and cognitive skills needed to become lifelong learner along with providing any additional needs which may be needed.

**Curriculum Goals**: Davis Second Love Learning Center currently uses Frog Street Curriculum and is subject to change based on the developmental needs of the children. Frog Street provides developmentally appropriate learning opportunities to encourage your children to be confident, successful, life-long learners. The activities, games, and experiences are all formulated to engage a child’s natural curiosity and provide a foundation for lifelong success. Weekly Curriculum lesson plans are implemented to teach the children. There are five developmental domains that are covered daily, the following domains are: language, cognitive, social-emotional, self-help, gross and fine motor skills.

**Texas Rising Star (TRS)** We are a 4-star TRS registered home provider. This program is a voluntary, quality-based childcare rating system of childcare rating system of childcare providers participating in the Texas Workforce Commission’s subsidized childcare program.

**Guidelines for Arrivals**: It’s always challenging to start somethng new. It is normal for your child to cry on arrival, especially for the first few weeks. Your child will need your reassurance in a new place with new people. The crying usually stops within seconds of your departure sometimes it could take days, and or months depending on the child. Our staff are trained to help your child cope with and overcome worries about separating from mom and dad so they can began to feel comfortable in their learning program.

**Drop-off Procedures: Sign In**- We require parents to sign their child/children in each day at the time of drop off every day using the program attendance procedure. Children adapt very well to routines and greatly benefit from arriving at a particular time every day. We understand different situations may arise where arriving at this time is not possible. We ask that in these situations, a parent contact us immediately. Otherwise, we may be unable to accept children in the home after 9:01am. If your child will be absent or late, please notify us within 30 minutes prior to our opening time. If there is no call, no show after 3 days youwill be dropped from the program. All children arrivingmust be in the learning center at 9:00 am not9:01 (no exception). DO NOT LEAVE CHILDREN UNATTENDED IN CAR WHILE CHECKING IN/OUT OF PROGRAM. NO PHONE USAGE IS PERMITTED IN THE PROGRAM.

**Sign Out Procedures/ Release of Children:** We require parents to sign their child/children out each day. The parent and/or person who picks up the child will be asked the child’s/children names whom they are picking up. Then, identification is requested, and enrollment form will be verified before child is released to person. if we are not familiar with the parent or person. Identification will be made and place in the child’s folder before child is released to the person if the person is/ not on the enrollment form with valid identification. If you are going to be late contact us immediately.

Our staff will not release a child to anyone who is not an authorized pickup. We must have on file the name and phone number of each adult who has permission to pick up your child from the registered home learning program.

If someone other than you or the authorized person is to pick up the child, we must be notified in advance by writing, or if a situation occurs you can contact us by phone. The pickup contact must provide a state issued ID and they must sign your child in or out. If it is possible, designate another person to pick up your child. Children can be picked up only by a parent or by someone who has been designated during enrollment as having your written permission to pick up your child (a picture ID/driver’s license, will be required). During emergencies, we may accept your verbal permission for a different person to pick up your child, but we prefer that you stick to your written list of approved individuals who can pick up your child. We will not release your child without your authorization. Note: A child will not be release to anyone who appears to be under the influence of alcohol or drugs. The assigned pick-up persons cannot be younger than 18 years of age and must have an ID. **When picking up your infant or toddler please, be advised not to have other** **siblings handle toys in the Learning Center for health and safety reason. Other children must wait outside the gate in the classroom with parents.**

**Attendance:** Regular attendance is important in a child’s life. It can enhance your child’s experience with other children and increase his/her chance of having a rewarding and positive educational experience during their early years of learning. It establishes a positive pattern by getting the child on a good schedule to help with the child’s education both now and in the future. Normal hours of operation are Monday- Friday from 7:00 a.m.-5:30 p.m. We serve children ages 6 weeks to 12 years.

**Health Checks**: Because we want to make sure that we have a safe and comfortable environment for all children, we will discreetly **check for symptoms of illness** each morning. The person bringing the child a child to the family learning home should stay with the child until the check in process is compete. We will conduct daily health checks upon arrival daily and throughout the day. The health check shall include some of the following:

* Handwashing and Temperature will be checked upon arrival & after nap.
* Fever
* Coughing
* Behavior changes
* Discoloration of skin (Cuts, sores, rashes, or bruises).
* If a child is in pain or is not feeling well
* Eating and sleeping disorders
* Any type of discharges (nose, eyes, mouth, etc.)

This information will be recorded on the daily health check log. Parents will be informed on any changes and required to pick up your child within one hour of receiving notification that your child is ill. If teacher discovered illness during Health Check with a child during drop-off, the parent will be required to take your child home and communicable diseases will require a physician’s release form before returning.

**Divorce Records/ Custody Agreements /Common Law:** Divorced parents are required to provide a copy of custody papers to be kept in the child’s file. Without custody papers, we have no legal way of preventing the child’s non-custodial parent from removing them from the childcare home. If the non-custodial parent enrolls the child and decides they cannot pick up the child we must have legal documents in the child folder, we have no legal way of preventing this. If we do have copies of papers, we can call the police if the non-custodial parent shows up and tries to take the child. If there are violent or disruptions on the premises or in the childcare home, we will terminate care immediately.

**Care of Children with Illness:** Davis Second Love want what is best for both the sick child and the other children in the program. If your child is sick, we will call you to pick up the child. If you received a call to pick your child up due to illness, please come or send your emergency backup person right away.

**Illness & Exclusion:** Every child will be observed for symptoms of illness. Any child showing symptoms of illness will be separated from other children. Parents will be notified who will ensure that their child will be picked up immediately.

**Children cannot come to the learning center if they have one or more of the following:**

1. The illness prevents the child from participating comfortably 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 in care.
3. The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the child-care activities:
4. Oral temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness.
5. Rectal temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms illness.
6. Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness.
7. Symptoms and signs of possible severe illness, such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, wheezing, lice, pick eye, discharge from nasal, eyes, or ears (colored discharge), consistently sneezing, persistent cough, sore throat, behavior changes, or other signs that the child may be severely ill; and
8. Signs of communicable/contagious disease (head lice, impetigo, measles, infected sores, chicken pox, ring worms of the scalp, etc.)
9. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

**NOTE**: Children who are sent home due to illness such a fever, vomiting must not return until they have been symptom free for at least 24 hours (2 full days), without the use of medication.

**Medical Emergencies**: If a child is injured or becomes seriously ill, we will take appropriate steps to meet their immediate needs. Steps include:

1. Contact 911 or other emergency medical services
2. Administered CPR and First Aid
3. Contact the parent
4. Contact the child’s doctor listed on the admission form
5. Contact Child Care Licensing

**Prescriptions and over-the-counter medications:**

1. Child’s requires medication, you must sign a Medication Permission Form before medication can be administered.
2. The prescription must be completed by a licensed health provider and non-prescription medication cannot be given unless prescribed by a doctor.
3. Parents must give the medication to Mrs. Davis or delegated staff and sign an authorization and include times for caregivers to administer each medication according to label directions.
4. The medication must be in the original container labeled with the child’s full name, the doctor ‘s name, current date, instructions for dosage visible and the date brought to your child-care home. We cannot accept medication delivered by your child or a sibling.
5. We will administer the medication in amounts according to the label directions by a physician.
6. We will administer the medication only to the child for whom it is intended; and
7. We will not administer the medication after its expiration date. All expired or unused medication will be returned to the parent & the parent will sign receipt of medication.

**Recurring Medical Needs:** If a child has a periodic and recurring medical problem, such as headaches, asthma attacks, or allergic reactions, the parent or the child’s health-care professional may sign a medication authorization allowing you to administer the medication for up to a six-month period. The authorization must include symptoms to watch for and parents will be notified immediately after administering the medication and document this in the child’s record. Medication logs will be maintained for three months.

**Children Health Information:** Parents are responsible for keeping all appointments and maintaining current immunizations. Proof of your child’s current immunizations is required prior to the date of admission to the program.

**Immunizations:** Parents must produce a copy of immunization records for the child’s file. If a child immunization is not current, they will not be able to stay in care and tuition fee will still be due in full to protect your child’s space. If you have chosen not to have your child immunized, please ask the director for a Texas immunization waiver form. Immunizations may be waived for certain reasons, please discuss with Mrs. Davis.

**Hearing & Vision Screening:** All children enrolled in a licensed facility who are 4 years old or older must have hearing and vision screenings. If your child is currently 4 years of age, we must have this at the time of admission. When they turn 4, bring a copy of their well child checkup, which include updated immunizations & their hearing & vision results.

**Safe Sleep Policy:** All staff will follow the Safe Sleep policy for Infant to 11-month-old. Each enrolling family will complete the safe sleep form which indicate we will put infants to sleep on their backs unless you provide an Infant Sleep Exception Form 2710 signed by the infant's health care professional. Infants will sleep on a firm mattress, with a tight-fitting sheet. They will not have any blankets, pillows or toy items in the sleeping area & unattached pacifiers will be allowed during sleep.

**Infants**: Awake infants will have supervised “tummy time” several times daily. This will help them strengthen their muscles and allow developmental floor time to encourage independence

**Nutrition**: Our childcare is a participant in the Child & Adult Food Care Program, ensuring safe meal practices (including but not limited to liquids and foods hotter than 110 degrees which are kept out of reach of children. Children enrolled will receive two nutritious meals and a snack or one meal and two snacks. Breakfast will begin at 7:15 am-8:30am, Lunch 11:00am, snack 3:00-3:30pm

During Lunch time, we will eat together and teach the children family style dinner manners; this will allow communication between the caregivers and children as well as encouraging proper table manners depending on the age. Our menus are planned carefully to provide children with foods they will enjoy while providing the necessary nutrients for a balanced, healthy diet. The menus are posted weekly for your review.

**Special Diet: Please let us know if your child has any allergies, special/medical diet needs, or religious food preference**. A medical note signed by a recognized medical professional will be required for special diet that are medically based (allergies, intolerance, gluten free, etc.) A written statement signed by the parent will be requested for all other non- medical diet request (such as religious, cultural, or vegetarian). To help better served your child, please fill out information concerning what a child does not like or what one is allergy to. We will try to encourage a child to eat or try something new; we will never force the child to eat. Children are not allowed to bring any outside foods unless medically prescribed by doctor**.**

**Breast Feeding:** Our learning center encourages mothers to nurse their infants. A comfortable place with a seat, table with resources and petition will be made available for parents in a private area that enables a mother to breastfeed her child. (Upon request). Also, parents have the right to provide breast milk for their child while in care. Parent are required to label their child(ren) name and date on the milk and the milk will be stored in the center of the freezer. **Formula can be kept at the daycare with the child’s first name and last name initials on it.**

**Birthdays Celebrations**: Birthdays a special event in a child’s life. Children enjoy sharing this exciting day with their friends and families. If you would like to plan something special for this occasion, please make arrangement with us, in advance and we will be happy to accommodate. Please keep in mind, children may have various allergies, advance menu items must be approved prior to the party. Parents may bring party favors (stickers, party hats, etc.) I/we will provide a birthday cake for all the birthday children in the classroom.

**Clothing & Supplies**: It is important for your child to be dressed comfortably in washable play clothes, as children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing. Coats, hats, and gloves must be provided in the winter months. Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes for the safety of the children.

An extra set of clothing should always be left at the in-home childcare with the following guidelines: All items need to be marked clearly with the child’s name. Davis Second Love Learning Center is not responsible for damage to or loss of and articles of clothing.

**Infants: (birth Through 17 months)**

* All clothes/supplies should be marked with child’s name
* A package of diapers, caregivers will notify you when low.
* Baby food or cereal.
* Diaper wipes
* 3 changes of clothing with names marked on them.
* Formula and bottles.
* Jacket, sweater, and cap, (according to the weather)
* Toothbrush/toothpaste is recommended for older infants.

**Toddlers: (children 18 months to 3 years old)**

* 2 changes of clothing with names mark on them.
* Packs of diapers or pull-ups, and baby wipes if your child needs them caregivers will notify you when low.
* One item that the child sleeps with (soft)
* Jacket, sweater, and cap, (according to the weather)
* Toothbrush and small toothpaste. (Teaching children person hygiene)

**Multi-age: (3-5)**

* 2 changes of clothing with names mark on them.
* Jacket, sweater, and cap, (according to the weather)
* Toothbrush and small toothpaste. (Teaching children person hygiene)
* One item that the child sleeps with (soft)

**Jewelry:** Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program.

**Toilet/Potty-training**: With cooperation from the parents, our program will help toilet train children. When the parents and staff agree the child is ready for toilet training, they will discuss training methods should be consistent between both at home and during childcare times. Since independence in dressing and toileting is an important goal for children to achieve and we require elastic pants or shorts. We require additional change of clothes as we are working on toilet training.

**Rest Period/Quiet Time:** There will be a time in everyday that your child will be required to “rest”. While most children will take a nap during this time, others who do not nap will be required to lie down or read silently. Our Rest Period is from 12:00PM-3:00PM. Infants and young toddlers sleep on demand. Diapers will be checked every two hours. Infants shall be placed on their backs to sleep unless the child’s physician signs the “Sleep Position Waiver”.

* No child is permitted to rest or nap on floor.
* Rest or nap areas will have adequate light to allow the provider to supervise the children.
* Any child who does not fall asleep shall have an opportunity to engage in quiet activities.
* Evacuation routes shall not be blocked, and the provider shall have a clear path to each resting child.

Each child will receive their own mat/cot as well as a small blanket and a soft pillow if he/she is over the age of 1 year old. The child’s mat/cot will be marked with their name and will pillows, and blankets will be laundered twice a week. **No outside pillows or blankets please.**

**Inclement Weather Policy:**  In the event of inclement weather, we will follow the WFAA or NBC weather reports & follow the guidance of Dallas ISD. If they are closed, we are closed, and parents must seek alternate care. If DISD is delayed opening, we are delayed; if they close school early, we will close early & parents are required to pick up within one hours of closing time. Parents will be notified through Bright wheel mobile app, text message, and/or phone call. When in doubt, call before you make the trip to your child’s program.

**Severe Weather:**  In the event of a severe weather drill or actual weather advisory, we will seek shelter in the middle bathroom and hallway of the home which is surrounded by other rooms. Children will be directed to the shelter area designated for each room. Students should remain silent in the halls. Upon reaching the designated area, children will kneel, place head on knees with hands on head until it is all clear.

We will keep children calm during the drill or severe weather, as much as possible. We will keep all infants & children with special needs near us as we assist them in their duck and cover positions.

**Emergencies/Accidents:** In the event of an emergency or if your child has an accident, you will be informed immediately. If your child needs immediately medical attention, you will be asked to come to the home to pick the child up and take the child to the nearest medical facility. If you cannot be contacted, we will attempt to contact your designated person(s) on the Emergency Contact List.

In the event emergency services need to be called to provide treatment, care and or transportation for your child to an emergency facility, the parent is responsible for any bills occurring from this incident. In case of a medical emergency, we will call 911 and attempt to contact you immediately. If we are unable to reach you, we will start calling the people designated as your emergency contacts. If immediate intervention is required, we are certified in infant, child, and adult CPR and First Aid and will take appropriate action including calling 911 to transport your child to the nearest hospital. WE WILL NOT TRANSPORT.

Actions to be taken by the provider, employee, and staff in the event of a general emergency:

CALL 911 AND FOLLOW THE EMERGENCY PLAN BELOW:

The provider shall send the child’s “Child Enrollment and Health Information” form with the child who is being transported to a source of emergency assistance. A first aid box shall be on the premises and readily available to the provider but shall be kept out of reach of children.If serious incident/injuries occur, the “Serious Incident for Child Care” form will be completed, and this incident report will be given to the caretaker the same day and childcare licensing will be contacted. The original will remain in file.

**Field trips**: Parent will be notified at any time there is a field trip, and a permission form will be provided. We will provide 48-hour notice of all field trips. This notification will include the destination of our field trip, the time we will be on the trip & any additional contact information. Parents will be provided a permission slip to attend & we will adhere to all transportation & field trip guidelines. From time to time the children will be taking “walking trips” in the immediate neighborhood. These are supervised walks within a short distance of the home, from the stop sign to the other stop sign. We require a permission slip for your child to participate. Your signature will allow your child to participate in these “walks”.

**Water Activities**:From time to time the children will also engage in some water activities on the property. Weoffer sprinkler play as our outdoor water activity. We ask all parents to leave swim wear at the learning center and apply sunscreen prior to arrival or leave sunscreen at the childcare.

**Animals**: Davis Second Love has family pets, dogs by the names of Pumpkin and Sugar Mama. They are kept in a separate room during childcare hours with no interaction with the children. Both dogs are up-to-date on immunizations and the veterinarian health statement is on file.

**Holiday Closings:** Davis Second Love will be closed for the following national holidays: New Year’s Eve, New Year’s Day, Martin Luther King’s Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day and the following day after, Christmas Eve, Christmas Day, and Day after. (If the holiday falls on a Saturday or Sunday, I (we) will observe the holiday the Friday before the holiday or Monday after the holiday.

**Parent Vacation:** Parents are required to give a two-week notice when your child will be out for vacation.  If you take one-week vacation, you will receive that week free. In event that you take 2 weeks’ vacation, parents are required to pay one week in full to hold your child spot. Full tuition is due for the week you are on vacation will be paid the Friday prior to the vacation. This secures that your child will have his/her spot upon returning off vacation and there are no exceptions.

**Provider Vacation:** The Provider will take two weeks’ vacation per year; We will provide a 30-day notice of the dates. Parents should arrange for alternate care and whether the vacation is paid or unpaid will be notified from Mrs. Davis.

**Provider Sick Policy:** There may be an occasion when the provider is ill to provide childcare and unable to find an alternate care at such short notice. Parents will be contacted as soon as possible. The Parent should always have an alternate care in place for emergencies such as these.

**Permission to Photograph/Videos Release**: Children participating in our programs may have pictures or videos taken from time to time as updates for our childcare website or social media. Additionally, we may hang pictures in our learning center, place photos in a photo album and/or appear in a brochure, or other publicity materials. Photograph permission forms are signed during enrollment.

**Emergency Preparedness Plan**: In the event of a site relocation, we will line all the children up, grab our evacuation backpack, take the infants & children with special needs, along with all children and proceed to the SUV. Once we are all in the SUV, we will conduct a name to face attendance & proceed to one of our relocation sites. Upon arrival, we will engage the children in educational activities while contacting the emergency personnel, all parents and childcare licensing. We will follow our same pick-up requirements at our offsite location & ensure proper supervision of all children.

**Alternate Shelter- (1st choice)** Fireside Recreation Center, 8601 Fireside Dr., Dallas, Texas 75217

**Alternate Shelter** - (**2nd choice**) Umphress Recreation Center, 7616 Umphress Rd., Dallas, Texas 75217 (214-670-0956)

**Alternate Shelter – (3rd choice)** 1202 Morrell Ave., Dallas, Texas 75203 (mother’s home)

**Fire –** In the midst of a fire, children will be led out of the safest exit depending on where the fire is located. There are two exits and an alternate exit that will be taken. All children will be lineup, all infants & children with special needs will be in our arms & we will take attendance once we reach our location spot out front. When it is safe or the drill is over, we will return to the classroom.

**Lock-Down-** If we are notified of a situation occurring in our area, we will proceed to the emergency location, lock all doors, close all curtains, keep children entertained with quiet activities until we are able to return to the classroom. We will keep all infants & children with special needs near us.

**Communicable disease –** If there is a communicable disease or outbreak, the parent must pick the child up immediately. We will notify the parents/guardian immediately, childcare licensing and the Health Department, if required.No children/staff will be allowed to return until cleared by physician and our preschool will be sanitized & disinfected immediately.

**Texas Health & Human Services**: Our Childcare is regulated by THHS-Childcare Licensing, Dallas Office: 8700 North Stemmons Freeway, Suite 104, Dallas TX. Phone: 214-951-7902. Child abuse complaints may be registered at that same number at: 1-800-252-5400 or on their website: [www.dfps.state.tx.us](http://www.dfps.state.tx.us). You can also access 747 Minimum Standards and Search Texas Childcare to see our inspection reports, we also have copies of our minimum standards in the childcare & our recent inspection report posted on our licensing board.

**Emergency Declaration & Natural Disasters**: In the event of an Emergency Declaration and Natural Disaster we will follow the recommendation and requirements of the Texas Health and Human Services Child Care Licensing, Center of Disease and Control (CDC), The Local Health Department and Our Governor Officials’. Our opening and closing schedules will be at the disclosure of the Director

**New Enrollment**: There is a nonrefundable enrollment fee of $65.00 per family due at the time of enrollment. Upon enrollment the following forms must be completed before the child attends.

* Enrollment Forms
* Notification letter (Animal in home)
* Emergency Information Card.
* Medical Forms/Immunization Records.
* Nutrition Form
* Physician Health Statement
* Account Agreement
* Acknowledgement of Receipt of the Parent Handbook
* Release Forms.

Current valid copy of parent I.D. Card or Driver’s license

**Fees**: Each family will be asked to sign a “Tuition and Fee Agreement” that clearly states the amount owed each week. All fees are due on Friday for the upcoming week and are considered late if paid after Friday.

**FEE STRUCTURE**

**Weekly Rates**:

* + - * + Infants (0-17 months) $216.65
				+ Toddlers (18-35 months) $196.65
				+ Preschoolers (3-5 yrs.) $171.65
				+ Schoolers (6-12 yrs.) $146.65
				+ Half days $ 146.65 (4 hours or less)
* Weekly fees due on Friday in advance for the week and will be late on Saturday at 6:00 a.m. “NO EXCEPTIONS”
* Semi Monthly fees – are due on the 1st and the 15th of every month and are late on the 2nd and 16th.
* Monthly fees – are due on the 1st and are late on the 2nd.
* Tuition payments are non-refundable unless other arrangements are made in writing by director/provider.
* Weekly tuition rates are not discounted or prorated due to your child not attending, being sick, weather, emergencies, vacations, holidays or off for any other reason to effectively hold your child’s spot at your contracted weekly rate. Tuition rate is the same price whether the child is here 1, 2 or 3 days. (NO EXCEPTION) **Half -Days/Part Day** **are 4 hours are less (Monday-Friday)** anything hours over 4 hours are considered full-time will be charge full time rate for the week.

* Payment may be made in the form of cash, money order or credit cards (visa, master, etc.). CHECKS ARE NOT ACCEPTED
* If your child does not attend on Friday or Monday, you are still responsible for ensuring tuition is paid by the due date to avoid a late payment fee of $25.00 per day.
* CCA Recipients- co-pays are due on the 1st of the month. (Unless arrangements are made) Delinquency payments will be reported to **Childcare Associate (CCA)** on or before the 15th of the month for the initiation of termination process can begin or services may be drop.
* Davis Second Love Learning Center will offer a 5% discount to families with more than one child enrolled. This applies to full-time enrollment only. This discount does not apply to parents who receive subsidized payment for childcare. Each additional child after the first enrolled in the program will be eligible for the 5% discount. To apply for the discount, speak to the director Myshundre Davis or email her at davissecondlovechildcare@gmail.com

**Late Fee:**  The registered home closes at 5:30pm.  A $10.00 late fee will be charged for every child not picked up by 5:30p.m. After 5:31 pm, a charge of $1.00 every minute will be charged per child. Late pick up fee’s must be paid in cash before the child(ren) returns to the center. This fee is due upon pick-up and is given to the person in charge. If this becomes an ongoing problem your childcare services may be terminated. If you are unable to pick your child up on time, please arrange to have another authorized adult (listed on the emergency card) do so for you.

After 30 minutes of not hearing from you, we will attempt to reach your emergency contacts on file, and after 1 hour of no contact, we will contact the Dallas Police Department for a safety check and Child Protective Services (CPS).

**Note:**  CCA Recipients will be notified and reported to Child Care Associates if you are late picking up your child from the learning program and service may be terminated.

**SERVICE AND CONTRACT FEE AGREEMENT**

CHILD’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B\_\_\_\_\_\_\_ FIRST DAY OF CARE: \_\_\_\_\_\_\_\_

Write in your drop off and pick up time for each day of service that you use:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| Drop Off: | Drop Off: | Drop Off: | Drop Off: | Drop Off: |
| Pick Up: | Pick Up: | Pick Up: | Pick Up: | Pick Up: |

**PAYMENT PROCEDURES**

Your specific rates will be outlined in your Service and Fee Agreement. The weekly daycare fee is due in advance every Friday, with no deduction for absence or holidays. Myshundre Davis/ Davis Second Love Learning Center will accept cash or money order as a form of accepted payment. If the weekly fee is not paid, a late payment of $25.00 dollars a day will be applied. The late fee amount shall not exceed over two weeks. If this occurs a child will lose his/her spot and will not be permitted to return to care until payment is made in full. After two late payments, you are subject for termination.

All tuition fees are due in full regardless of absences, closed holidays, or suspensions. No refunds are given for late arrivals, early departures and that also includes children that go home for any illness.

\_\_\_\_\_\_\_\_initial here

**OVERTIME FEES**

Overtime fees are paid anytime you are late picking up your child. A $10.00 late fee will be charged for every child not picked up by 5:30p.m. After 5:31 pm, a charge of $1.00 every minute will be charged per child. It is important that parents pick up their children on time. We understand job pressures, traffic, and weather conditions **occasionally** affect your ability to arrive on time. If you are unable to pick your child up on time, please arrange to have another authorized adult (listed on the emergency card) do so for you. After 30 minutes of not hearing from you, we will attempt to reach your emergency contacts on file, and after 1 hour of no contact, we will contact the Dallas Police Department for a safety check and or Child Protective Services (CPS).

 \_\_\_\_\_\_\_\_\_Initial here

**PARENT’S REPONSIBLITIES**

Parents/Guardians agree to the parent’s responsibilities that are listed in the parent handbook.

\_\_\_\_\_\_\_\_\_Initial here

Tuition Fee $\_\_\_\_\_\_\_\_\_ Co-Payment Subsidized Fee $\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ Initial here

By signing this childcare and fee agreement, you are agreeing that you have read, understand, and agree to adhere to these policies and procedures. Additionally, you acknowledge and understand that the policies and procedures at Myshundre Davis Second Love Learning Center are legally binding and subject to change without advance notice and that any changes made will supersede any current policies, procedures, or contractual agreements, including but not limited to payment and attendance policies, illness policies, and other operational policies and procedures.

Signature #1 Print Name

Signature#2 Print Name

**COMMUNICATION**

**Communication with Staff:** There is so manyactivities during drop off and pick up times as the teacher/director I will be able to answer questions or give you support by scheduling an appointment with me so I can provide you with my full attention.

**Notes and Flyers:** These will be distributed many times during the year to let you know of activities, etc. Please check your child’s folder in the hallway.

**Parent/Provider Conferences:** Parent conferences are held annually in September, January, and May. Parents are encouraged to meet at the registered learning program to discuss any concerns you, the parent, may have about your child or the program that is offered to your child(ren). Parents are encouraged to participate in the curriculum development for their children. During this time, it allows me to share with you your child’s assessment data and other developmental information. There will be a parent teacher conference form completed and signed by parent and teacher. Parents are encouraged to request a meeting at any time should the need arise.

**PARENT INVOLVEMENT**

**Family Participation-**

The Davis Second Love Learning Center provides a variety of opportunities for parents to be involved in the program. Parent input and participation are encouraged on a regular basis. Parents are encouraged to participate in decision making processes for their children (ex: volunteering in classroom, food pantry for Christmas, coat give away, Appreciate Day for Parents, etc.). The program has an open-door policy and parents are always welcome to visit and volunteer.

**Parent Surveys –** Parents surveys are conducted annually. We greatly appreciate the time and effort you take to complete these surveys. The survey provides us with important information about our program and ways to improve.

**Open Door /Visitation Policy-** You are welcome to observe and visit Davis Second Love Learning Center while your child is here. Parents, please understand your presence can disrupt the other children and your child(ren) might think it is time to go and get upset when you leave. We want to make sure to prepare them the best we can, so we are asking that you schedule ahead of time for a 30-minute observation time. You are asked to avoid visiting during rest time as much as possible.

If you must pick up at naptime, please send a text message so that we can prepare your child to leave. During pandemics or any type of emergency declaration, Davis Second Love Learning Center will limit visitations to ensure the health and safety of ourselves as well as the children in our care.

**Volunteering In Classroom -** In volunteering in your child’s classroom, it enhances the development of parent skills, self-confidence, and awareness that you are your child/children’s first and most important teacher. Parents are encouraged to volunteer twice a month. Some daily volunteering opportunities include:

* Check the child’s temp
* Wash child’s hands
* Assist with classroom needs
* Assist with child brushing teeth

**Parent-Child Home Activity:** Davis Second Love encourages parents to take it an extra step beyond the classroom. We encourage learning to extend outside the classroom and parent involvement can be utilized by providing activities for parents to complete with their children at home. These activities will correspond with the curriculum to extend learning into the home. Parent may complete the activity form and return it to the program to count this time as their in-home activity participation time

**Physical Activities/Outdoor Activities Play:**

This early learning program follows the childcare regulation minimum standard list below:

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**1 HOUR A DAY (10:00am-10:30am) and (3:30pm-4:00pm) Times may vary**

**Nature Walk:** The children will learn how to garden, water and taste what they have grown from the garden and look at the different flowers as they watch the different types of Lepidoptera or hummingbirds that lands on the flowers. The children will explore different types of materials such as rocks, sand, dirt, and mulch as we discuss these items etc.

**Bubble Machine Play:** The Machine will blow the bubble out as the children will jump up and down and hit at the bubbles trying to pop them.

**Balls:** Children will play with balls, which including climbing over the ball, throwing, kicking, bouncing, passing, rolling, and catching the ball. These activities depend on the age of the child**.**

**Hula Hoops:** Children can jump in a hoop around the yard. An infant can be placed in a hoop on a mat looking at the colors or with toys around it so they can play with it. Older children can learn how to hula hoop with them. Hoops are used to play the Simon said game teaching children how to follow direction and using grossing motor skills.

**Sand/Water table-** To explore water and sand. To learn how water feel and/or sand feel on a child hand. This activity can also include sprinkler play. We ask parents to leave swim wear at the learning center &apply sunscreen prior to arrival or leave sunscreen at the childcare. Note: Parent boy must have shirts on during water play and no two-piece swimsuits for girls.

**Cars/House-** Children usespretend playing while driving the cars and having a playhouse. As they are knocking on the door the other child is answering the door.Children are pretending cooking. The children are using their imagination

**Bird watching**- Children can watch birds as we are discussing the colors of birds, the size of the birds, are they flying high or low. The different sounds the birds are making. Watching the birds eat.

**SCREEN TIME POLICIES (per Child Care Regulations)**

This early learning program follows the childcare regulation minimum standard listed below:

747.2105 May I use a screen time activity with a child?

(a) You may not use a screen time activity for a child under the age of two years.

(b) You may use a screen time activity to supplement, but not replace, an activity with a child who is older than two years.

(c) If you use screen time, you must ensure that the activity is related to the planned activity, is age-appropriate, does not exceed one hour per day, is not used during mealtimes, snack time, naptime, or rest times, does not include advertising or violence, and is turned off when not in use.

(d) school-age children may use screen time without restriction for homework.

**DISCIPLINE & GUIDANCE POLICY**: Positive discipline methods are the practice at Davis Second Love Learning Center

Discipline will be:

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

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

* Using encouragement and praises of good behavior instead of focusing only upon the unacceptable behavior.
* Reminding a child of their behavior expectations daily by using clear and positive statements towards them.
* Redirecting their behavior using positive statements; and
* Using brief supervised separation or time out from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of the child’s age.
* The time out method is only utilized for age three and above.
* There will not be any harsh, cruel, or unusual treatment of any child.

**Insurance Liability:** Our Childcare/Family Home is regulated by THHS-Childcare Licensing. It is a requirement for our learning program to inform the parents that the operation has liability insurance that covers injury to a child that occurs while the child is in care, regardless of whether the injury occurs on or off premises of the operation.

**Note:** If I choose to no longer carry the Liability Insurance, I must inform all parents immediately and a Parental Notification of Lack of Liability Insurance form will have to be signed by parents THHS- Childcare Licensing.

**Procedure for Updating Contact Information:** Davis Second Love learning program process allows parent to update contact or pickup information without having to ask a staff member for assistance. This process could be done via email, voicemail, or a website database. The website is <https://www.davissecondlovechildcare.com/> and an email is davissecondlovechildcare@gmail.com Davis Second Love Learning Center staff still ensures that the changes are effective by sending a confirmation to the parents once information has been received.

**Provider Watch**: If your childcare account remains unpaid for any reason, be advised that your account will also be reported to Provider Watch immediately. Provider Watch is a national childcare credit reporting agency, especially for daycare providers to run checks on clients.  Many daycare providers in Texas now uses this service. Your delinquent account being reported to [Provider Watch](http://www.providerwatch.com/v2/) will likely make it more difficult for you to find childcare providers willing to accept your children until any such accounts have been reported paid in full. You may contact Provider Watch if any childcare provider informs you that their decision not to accept your children is based in whole or in part on information received from this agency. Provider Watch will disclose any delinquent account information on record so that you may resolve those accounts.
Provider Watch, (1.866.267.3691); [www.providerwatch.com](http://www.providerwatch.com)

**Two-Week Trial Period:** There will be a two-week trial period to ensure that your child(ren) will be a good fit for the program as well as our program is a good fit for you and your family. You will be advised daily on how your child is adjusting to being in our care. If at any time during this period you or Davis Second Love Learning Center cannot adjust, the childcare facility reserve the right to void this contract agreement without any notice. Please be advised childcare payments will not be refunded in the event of termination based on the violations and/or guidelines that are stated below. There will be subsequently actions taking leading up to termination.

**Suspension and Expulsion/ Termination of Contract Guidelines**

The child may be terminated from the program based on violations of the leaning center policies. If there are any violation of the rules and guidelines, the follow steps will be taken:

1. Parent conference.
2. Written warning.
3. Child will be suspended for 3 days (tuition is still required in full)
4. Termination from the program with a written notice

The contract shall be terminated if any one or more of the following occur:

1. Attendance
2. The tuition/fees are delinquent (unpaid).
3. Parent fails to cooperate with Davis Second Love Learning Center policy and procedure Handbook.
4. Parent becomes belligerent with the staff. Professional/respectful conduct is expected and should always be given by both parties.
5. Behavioral (disruptive or dangerous to others/self)
6. Repeated late pick up after hours.
7. Any other contract or handbook violations

**Withdrawals:** If parents decide to withdraw your child from our care, we require a two-week written notice prior to the withdrawal of your child from the program. If this notification is not provided parents agree to pay all tuition and fees for two weeks, whether the child attends the program or not. When your child is withdrawn, he or she will only be eligible for re-admission based upon availability and all other enrollment criteria. During re-enrollment a new contract will be signed with a non-refundable registration fee. If there is any outstanding balance (including tuition or fees) when your child was withdrawn, you will be required to bring the account current prior to completing a re-enrollment application. All fees (Tuition, Registration, or Activity) are non-refundable.

In the event the provider terminate care, the reason of termination and the last day of service will be provided to each family. If the violation requires immediate termination, you will be notified in writing and by phone the reason & the current day will be the last day of services. Refunds are not provided.

**Contract Changes**: We reserve the right to make additions and deletions, tuitions increase to this contract at any time. We will provide families 10 (ten) days’ notice prior to exercising this right and we request parents to sign the change(s). After receiving the signed agreement, the changes will be as binding as this original contract

I/We have read and understand all the statements above regarding tuition at Davis Second Love Learning Center. I/We understand if I/We do not abide by these statements, it may result in dismissal of my child(ren) from Davis Second Love Learning Center. I/We have received a copy of the following documents where applicable:

**ACCOMMODATING FAMILES AND CHILDREN**

This document outlines our policy and process in supporting families and children who may need additional accommodations, to include home language, differing abilities and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the public and in the parent’s primary language. Please notify the director if you or your child require accommodations and we will ensure that we do our part in making sure your needs are met.

Below are ways that our program will partner with families:

1. If specific therapies are needed during the day while the child is in our care, we will provide space to accommodate sessions.
2. Participation in all comprehensive care meetings if needed.
3. Complete supporting documentation from authorized medical professional for any accommodations related to child’s physical or developmental needs.
4. Provide materials and resources in parents/child’s primary language.
5. Provide a bulletin board posting information for families and parents on the program’s policy of cultural inclusiveness.
6. Provide lesson plan strategies that meet the needs of children requiring accommodations.

*As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, our Early Learning Program does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.*

**ADDRESSING CHALLENGING BEHAVIORS**

When a child in care displays challenging behaviors on a reoccurring basis, a behavior management program will be implemented over a two-to-four-week trial period, no longer than four weeks. This program will be devised based on the individual needs of each child. A behavior management program will usually consist of the following steps:

1. A formal discussion will be carried out weekly with the child’s parents to gain information regarding the child’s behavior and to discuss ways of dealing positively and consistently with the challenging behavior. Parents will be encouraged to implement similar strategies from the program at home to reinforce positive behavior. Examples of strategies used in the program will be:
	1. praising good behavior,
	2. advising the child that his/her behavior is inappropriate and try to guide the child into using more appropriate ways to communicate.
	3. listening to the child,
	4. setting limits by choosing a few simple rules, explaining the rules, and repeating them periodically.
	5. incorporating activities into the curriculum to reinforce good behavior for example through role play, arts, crafts, and reading favorite stories at story time etc.
	6. If necessary, the child may be given a short time away from the rest of the class.
2. All incidents will be recorded and shared with the child’s parents. Confidentiality will be respected, and information will only be shared with the parties concerned.
3. At the end of the 4-week period of the behavior timeline, if the behavior has not been resolved, the parents will be informed about their child’s needs for future childcare, they will be provided two weeks to find alternative childcare arrangements.

Parents may be advised to refer their child to other Professional Services, such as Early Childhood Intervention (ECI). These services can assist parents with identifying if their child’s needs are being met and if they require any additional support. The importance of early cooperation in a behavior management program by parents is imperative to complete a successful behavior management program.

Please sign indicating you understand our policy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Name (Printed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Date

* Acknowledgement of Receipt of Parent Handbook

Parent(s) Name: Date:

Child’s Name: Date:

Parent(s) Signature: Date:

Director/Provider: Date:

Comments: