

ALL STAR KIDS ACADEMY

January 1st 2018.

Welcome to **ALL STAR KIDS ACADEMY** in Houston TX. We are happy that you have chosen us to care your children. We hope that this handbook will help you to introduce you to **ALL STAR KIDS ACADEMY** and answer many of your questions. Whether it is for infant, toddler, three, four, five years old or school age care, we are here to meet your needs and expectations of excellent service.

Our Mission is to not only provide state of the art Child Care services but also work as a Learning Center for all age groups that serves the families of our community with touch of professional excellence and focus on developmental needs of our children.

Our Goal is to provide affordable, convenient, dependable and progressive child care service and to create child care setting for social, cognitive and physical development of your child.

Our professional staff members create and maintain positive, educative and stimulating atmosphere, where children are being cared and groomed for and respectfully. Your child is very special and important and it is our ultimate target to fulfill all of his/her personal and developmental needs through professional expertise.

TUITION

- The **Payment** for the current week is expected in full by **TUESDAY**.
- **NCI co-payments** are due on the **15th of every month**.
- A Late Fee of \$5.00(per child and per late payment) will be charged for each late day after due Day or Date.
- All Parents will be charged regular Registration Fee of \$100 for one child and \$75 for a family of two or more children.
- Last week tuition promotion will be in effect if Registration Fee is waived off. Regular Late Payment fees and other unpaid fines will be deducted from the Last Week's Tuition (paid in advance) in case of payments or late charges not paid timely.
- There is a \$35.00 charge for the returned Check. Upon two returned checks it is mandatory for the parents to pay through cash or debit card only.
- Full tuition is due if your child is present 1 to 5 days of the week.
- Half tuition is due if your child is absent for 5 days of the week.
- There will be \$25 extra charge per day for schoolers in case of a day off at school (school holiday etc.)

DAYS AND HOURS OF OPERATION

- **Monday to Friday = 6:00 A.M. to 8:00P.M.**
- **Cut Off time is 10:00AM** (to ensure minimum standards Ratio and perfect attention to your child)
- After Schoolers must reach at Academy at 6:45 AM (to ensure in time breakfast serving and proper drop off to the school).

LATE PICK UP FEE

Academy will charge \$10:00 for the 1st Minute after 8:00pm, \$1.00 per minute after until 8:30pm, and \$2.00 per minute on and after 8:31pm, Mon-Fri (no exceptions please). The Late Charges Must be paid at the time of late pick up to the attending teacher.

HOLIDAYS & Early Dismissals

New Year, Good Friday, Memorial Day, July 4th, Labor Day, Thanks Giving, Black Friday, Christmas Eve & Christmas. (off days may vary in case of Sunday as holiday day). There May be an early Dismissals a day including but not limited to Bad Weather Days. Please look for the sign at the front desk.

RELEASE OF CHILDREN

Children will only be released to person listed on the enrollment form as designated person to whom the child may be released. **Driver's license/ State Issued ID will be checked and copied prior to releasing the child. Academy also may take a picture of the person picking up the child.** Person to whom child is released must sign the child out prior to leaving the facility.

PARENT VISIT PROTOCOL

Parents and all authorized persons (by parents) can visit their children or call at any time during our regular business hours. Only authorized (listed on enrollment pack) persons will be allowed to visit the Academy.

ILLNESS AND EXCLUSION

The following symptoms will prevent a child from being admitted for care

- Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs/symptoms of illness.
- Rectal temperature of 101.4 degrees or greater, accompanied by behavior changes or other signs/symptoms of illness.
- Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs/symptoms of illness.
- Symptoms or signs or possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, 2 or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling or other signs/ symptoms of illness.

A health care professional has diagnosed a child with a communicable disease and the child does not have medical documentation to indicate that the child is no longer contagious.

If a child becomes ill in care, the child's parents will be contacted to pick the child up. The child will be cared for apart from the other children until parents arrive.

MEDICATION

Parents must sign an authorization and include times for medication to be administered. Medication must be in original container with the child's full name. All medication will be administered according to label instructions or as amended by a physician. Medication will not be administered after the expiration date. The director will administer all medication. Academy will not administer medication, if the medication form is not signed and/or not filled completely.

Over the counter fever reducing medication will not be administered without a written request for the child's parent.

MEDICAL EMERGENCIES.

If critical illness or injury requires immediate attention by a physician, emergency medical services will be contacted or the child will be taken to the nearest emergency room. First –aid treatment or CPR will be administered when needed and parent will be contacted.

FOOD ALLERGY EMERGENCY PLAN

In case of any Food Allergy to the child, Parent must provide a Food Allergy Emergency Plan dually signed by the parent and the Health care Professional.

PARENTAL NOTIFICATIONS

If a child has been injured and injury required medical attention by a health care professional parents will be notified immediately after the child is safe.

Parents will be notified of their child has signs or symptoms requiring exclusion from the childcare center.

All parents will be notified if a child or staff has contracted a communicable disease that the law requires child care facilities report.

** Parents will be notified of less serious injuries when the parent picks the child up, Less serious injuries include but are not limited to, minor cuts and scratches.

DISCIPLINE AND GUIDANCE

Only positive methods of discipline that encourage self esteem, self control, and self direction will be used at *ALL STAR KIDS ACADEMY*. At *ALL STAR KIDS ACADEMY* we use praise and encouragement of good behavior rather than focus only upon unacceptable behavior. The use of brief supervised separation or time outs from the group (when appropriate for the child's age) will be used as well.

MEALS

Nutritious breakfast, lunch snacks and dinner served daily at no extra charge. Parents must provide infant formula, baby food, etc., for infants.

CHILD AND STAFF IMMUNIZATIONS

Before being admitted into academy, your child must be current on all immunization and the complete immunization record must be on file at *ALL STAR KIDS ACADEMY*. Parents must ensure that their child received all required immunizations as recommended by Texas Department of Health. If immunization record is not current at all times the child may be dismissed from care without future notice or refund. Current immunizations are important for the health and safety of all children and staff. ***ALL STAR KIDS ACADEMY* do not require their staff immunization records.**

A Vaccine-preventable disease is an infectious disease for which an effective preventive vaccine exists. If a person acquires a vaccine-preventable disease and dies from it, the death is considered a vaccine-preventable death. Although, getting vaccinated against Vaccine Preventable Disease is important; however, it is not a requirement for the staff or children at this time. The vaccines preventable Disease include but not limited to the as : Anthrax, Cervical Cancer, Diphtheria, Hepatitis A, Hepatitis B, Homophiles influenza type B (Hip), HPV, H1N1 Flu, Influenza, JE, Measles, Mumps, Peruses, Pneumococcal, Rabies, Rotavirus, Rubella, Shingles, smallpox, Tetanus, tuberculosis. TB Scan test may be asked.

TUBERCULIN TESTING

ALL STAR KIDS ACADEMY will require you to have a TB test on file for your child, as this becomes required by the local health authority. This test is not required for the staff members.

HEARING AND VISION SCREENINGS

As per the Vision and Hearing Screening program, Texas Health and Safety Code children 4 years of age will require a hearing and vision screening to be on file at *ALL STAR KIDS ACADEMY*.

ENROLLMENT PROCEDURES

Before or upon admission to *ALL STAR KIDS ACADEMY* your child must have a complete child care enrollment form on file at the facility.

Parents must sign the *ALL STAR KIDS ACADEMY* operational policies on or before their child's date of admission. We feel that sharing clearly written policies regarding our facility's day - to day operations will help ensure you as parent are aware of the services your child receive here at *ALL STAR KIDS ACADEMY*.

TRANSPORTATION

A licensed, insured vehicle equipped with seat belts is provided by *ALL STAR KIDS ACADEMY* for transportation of children on field trips and to and from school. Fees charged for school transportation and for some field trips. You will receive prior notice in the event of planned field trip.

We must know well in advance of the van if your child will not be riding in the van to or from school. Please notify us immediately of any change in your child's schedule.

ALL STAR KIDS ACADEMY policy is not to transport children under three (3) three years of age. However, in some states, the minimum age we are allowed by law to transport is four (4) years.

ALL STAR KIDS ACADEMY is not responsible for transportation other than to *ALL STAR KIDS ACADEMY* approved programs. Any arrangements made for transportation outside *ALL STAR KIDS ACADEMY* programs will be the responsibility of the parent.

We provide transportation to and from school. Parents must notify schools if they want us to pick and drop their child from and or to school.

- **6:45 am** is the last time to drop your child to the Academy if you want us to drop your child to the school.
- To have your child breakfast at the Academy you must drop your child early to the center. **(8am Cut Off Time)**
- In case of Miss behavioral complaints about the child in the Van, we may stop providing transportation services after two notifications. The behavioral notice will be signed and filled by the Van driver.

Emergency Plan

All Star Kids Academy have a detailed Emergency Plan in case of Fire, Severe Weather, Gas Leaks. The execution plans are posted in each and every room and also in the office. We administer the Fire Drills every month and severe weather drills every three months. Records are kept in the office for reference.

Emergency evacuation preparedness plan:

Step By Step Procedure:

- If an emergency occurs at the Daycare Facility, the children will be transported to the designated shelter, they will be moved to

**Emergency Evacuation Destination = THE CHURCH OF JESUS CHRIST.
Located at 3450 S. Dairy Ashford Rd Houston TX 77082
(281) 679-9760.**

- Infants and under 24 months, we will put them into the Cribs, carry all their belongings and transport them to the vans.
- Toddlers will follow straight lines with their personal belongings.
- Follow by 3 year old, transport on van and use booster seats to strap them in.
- 4 & 5 will follow a straight line with their personal belongings.
- After Schoolers will follow a straight line with their belongings.
- All children will be transported using Daycare vans. Parents will be once again notified about the emergency and the location.

In case of severe weather

- Infants and 24 months, we will put them into the cribs, carry all their belongings, bring them to the Designated Hallway and put them on the mats.
- Toddlers will follow a straight line with their personal belongings to Designated Hallway.
- 3, 4 and 5 year old will follow a straight line to Designated Hallway.
- All caregivers will keep their classroom sign in / out sheets and front page of enrollment forms for their emergency numbers and contacts for roll call as well as the emergency contact list of each child.

As in any emergency situation, children will be evacuated from their primary exit or playground exit on the side.

Child Abuse and Neglect

All Star Kids Academy conducts periodic and annual staff trainings for child abuse and neglect. . If there is any Physical sign of abuse and neglect on the child, parent or the office can report to the authorities. . We have a detailed strategy in case of any incident, designed and consulted with DFPS. DFPS is also our main source as far as any updates or improvements are flourished in this respect.

SUSPECTED CHILD ABUSE/NEGLECT POLICY

State law requires all staff members to report suspected child physical, emotional and sexual abuse, and neglect.

Staff members who suspect any case of child abuse or neglect must immediately report it to directly to Childcare Licensing and also to our Director. Once the case has been reported, Department of Family and Protective Services will investigate and notify the school. The DFPS Statewide hotline is 1-800-252-5400.

Procedures:

Director

1. The Director must report all suspected child abuse cases to the Child Abuse Hotline. A person may not make the independent determination of whether a report is necessary or not.
2. The Director must send a written report of suspected child abuse to the Department of Family and Protective Services (DFPS) of the alleged abuse within 48 hours.
3. The Director must immediately report all suspected cases to the Owner.

Employees

1. You must immediately report a suspected case of child abuse to the Child Abuse Hotline and to the Director.
2. When reporting suspected cases of child abuse, you must include the following information:
 - a. Name of child
 - b. Age of child
 - c. Child's present location
 - d. Type and extent of abuse
 - e. Name of individual making the report
 - f. Individual's title
3. Due to the confidential nature of such reports, no information concerning the incident can be shared with other staff members or parents.

Preventing and responding to abuse and neglect of children requires:

STAFF TRAINING

ALL STAR KIDS ACADEMY will provide training for all staff on the identification and reporting of suspected child abuse and neglect each program year. The director will provide this training for new staff at an orientation within 7 days of their hire date. Any new staff hired during the school year and will document such orientation in the employee's file. All employees must complete at least one clock hour of annual training from the Department of Family and Protective Services Website: <http://www.dfps.state.tx.us/Training/Reporting> or other source including but not limited to face to face and /online training.

PARENT EDUCATION

The Child Abuse and Neglect Policy will be given to all parents at Parent Orientation in the operational policies handbook. The policy will be discussed with parents at the time they receive it. Parents will be offered training on the prevention of abuse and neglect and will be informed of available community resources from the National Association for the Education of Young Children and the Department of Family and Protective Services Community-Based Child Abuse Prevention Program (CBCAP Program).

The CBCAP program makes parents aware of prevention services in their communities and encourages them to use them. It also strengthens community and parental involvement in child abuse prevention efforts. CBCAP funds a variety of contracts with community-based organizations to provide child abuse and neglect prevention services. These include Respite and Parent Education, Fatherhood and Leadership for Effective Parenting, Multidisciplinary Approach to Prevention Services, Family Support program, as well as various special initiatives. These includes the Help for Parents, Hope for Kids campaign, which reaches out to parents with advertising and inspirational testimonials, and gives them a website: <http://www.helpandhope.org> (to connect them with prevention and support services statewide).

HOW DO I KNOW IF IT'S ABUSE OR NEGLECT? HOW DO I KNOW IF IT'S ABUSE OR NEGLECT?

DFPS uses definitions of abuse and neglect found in the Texas Family Code (TFC): <http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.261.htm>

DFPS defines abuse and neglect as the following acts or omissions by a person:

Physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including any injury that is at variance with the history or explanation given. This does not include an accident or reasonable discipline by a parent, guardian, or managing possessory conservator that does not expose the child to a substantial risk of harm.

Sexual conduct harmful to a child's mental emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of young child or children under Section 21.02, Penal Code, indecency with a child under Section 21.11, Penal Code, sexual assault under Section 22.011, Penal Code or aggravated sexual assault under 22.021, Penal Code.

Mental or emotional injury to a child that results in observable and material impairment in the child's growth, development, or psychological functioning.

Neglect includes the following acts or omissions by a person:

Placing a child in or failing to remove a child from a situation in which a reasonable person would realize requires judgment or actions beyond the child's level of maturity, physical condition, or mental abilities and that results in bodily injury or a substantial risk of immediate harm to the child.

Failing to seek, obtain, or follow through with medical care for a child with the failure resulting in or presenting a substantial risk of death, disfigurement, or bodily injury or with the failure resulting in an observable and material impairment to the growth, development, or functioning of a child.

The failure to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

What if I'm not sure it's if it's neglect?

While it would be ideal to have a clear-cut guide that would determine whether any given situation constitutes abuse or neglect, there are many factors that determine whether a situation warrants an investigation. When in doubt, always err on the side of the child's safety by making a phone or Internet report to the Texas Abuse Hotline.

In case of any incident parents can call 1-800-252-5400.

Child Abuse Neglect information is posted on the notice board for reference.

FIELD TRIPS

- *ALL STAR KIDS ACADEMY* administers Educational and Fun Field Trips in spring, summer and winter Vacation times. WE will notify parents about the plan and contribution fee (if any), and will take children on trip only by having parent's written approval. We follow State Minimum Standard rules in this regards.
- The Parent Authorization is Must along with all required steps taken as advised for that particular Field Trip or activity.
- Kids Must wear All Star Kids Academy (provided color) T shirts on all Field Trips and in door Activities.

PLAY GROUND / WATER ACTIVITIES.

- The play ground is available for children to use twice a day on daily basis, depending on the weather conditions.

- All classrooms and age groups play in the play ground separately with their age groups, monitored by the teachers according to the minimum standard rules.
- There may be water/sprinkler play activities during the summer months. Parents will be notified in advance of activity and if items to provide for your child's water/sprinkler play activity day. This activity does not entail a swimming pool.

WITHDRAWAL NOTICE

ALL STAR KIDS ACADEMY require (2) Two week's written notice prior to withdrawal from Academy. This will include Two (2) Week's tuition as well. In case of immediate withdrawal, and if there is no two weeks' notice presented two weeks ahead of the withdrawal day or date, parent must pay 2 weeks tuition fee.

SUSPENSION AND EXPULSION POICY

All Star Kids Academy Can Terminate Or Revoke Any Enrollment If :

- 1- The student is involved in any unethical activity
- 2- The student have three or more disciplinary write up on same or similar type of offence
- 3- The tuition is not paid in time and no payment is past due for 5 days (regular and NCI)
- 4- The student fails to comply with dress code of any clause of parent's policy book.
- 5- In case of any unfortunate event, involving but not limited to the student, parents or any relative not abiding ASKA and or DFPS rules.

SAFE SLEEPING

All Star Kids Academy makes sure that the infant are provided appropriate and up to the standard cribs as advised by DFPS.

The infants needs to sleep on their back all the times except those who are aged enough to roll their selves over by their selves. Parents must provide Doctor's note for the children they want to sleep other than face up or on their backs if their child is not able to roll his or herself.

INSECT REPELLENT

Academy allows kids to go outside as per their scheduled time twice a day along with an announced outdoor special activity. Parents are required to provide us the insect repellent of their choice to apply on their child while having outdoor activities.

CHILD INCIDENT FORM

In case of any incident, an accident report is made by our staff. A copy of incident form with your signatures will be kept in child's file. A child coming with any sort of injury will also have an incident report signed by you and the staff member to ensure the safety of your child.

CHILDREN BEHAVIORAL FORM

- An incident from will be filled out by our staff if your child exhibits non acceptable behavior which do not adhere to the classroom discipline policy.
- Authorizing Individuals to pick up your child
- You must mention possible people who can pick up your child. WE will not allow your child to leave with any person not listed in enrollment form. Please keep your forms update in this regards.

MEALS

Menus will be posted in each class room and main notice board. All meals served at the center meet the nutritional guidelines set by the Department of Human Services. We participate and follow the guidelines designed by the State of Texas while serving Breakfast, lunch, PM snacks and Dinner. Kindly fill in the food program forms with full details.

- Parents can bring meals for their child with permission from the director.
- Birthdays, holiday's treats or special treats are permitted. Please check with your child's teacher so that you would know what and how much to bring in such events.

BREAST FEEDING

ALL STAR KIDS ACADEMY encourages Mothers to Breast Feed their Child. We provide a comfortable place with a seat in our infant room where she can breast feed her child/ children. Mothers can also provide Breast milk for their child / children at the center.

CLOTHING

From **October 1st 2016**, it is mandatory for all **full time students** (except infants) to wear **ALL STAR KIDS ACADEMY T SHIRT** every day (Monday to Friday). Mark all your items with your child's name. Make sure your child has indoor shoes, which helps us keep center clean for all kids, including yours. Try to send an extra pair of clothes for any emergency change. We are not responsible for damaged clothes or shoes.

SEVERE WEATHER or GOVERNMENT WARNINGS

Academy will remain close if there is a City or State Advisory due to **BAD WEATHER** conditions and or the area schools are closed as per safety precautions. Academy may also BE CLOSED following the alert warnings by city or state.

NO GUNS / NO GANG / NO DRUGS / NO PHONE, CAMERA RECORDING

All Star Kids Academy is no guns, no gang, no drugs and no video or voice recording zone. Phone or any other device recording is strictly prohibited, which includes but not limited to all staff members, parent, people affiliated and or not affiliated to the staff or parents.

MISCELLANEOUS

Parents are asked to not allow children bring gum, candy or toys to the facility unless specified by a teacher. Please **DONOT** bring personal belonging to the center including but not limited to Toys, Games, and CDs etc. Academy will not be responsible for the damage, lose or an alteration of any personal items.

ALL STAR KIDS ACADEMY is as equal opportunity provider. Applications for enrollment are accepted without regards to race, religion, sex, national origin.

A copy of these policies will be given to the parents and the signed portion will be placed in the child's file. Parents can request and take the copies of their Child's file only through in writing request and receiving. Parents may address concerns or questions regarding their operational policies and procedures to the Director. Please call the director and schedule a parent conference to ensure that your questions and concerns are addressed promptly.

Parents may visit the Academy at any time during hours of operation to observe their child, the childcare centers operation, and program activities without having to secure prior approval.

Parents are welcome to participate in event held at the facility. Occasionally *ALL STAR KIDS ACADEMY* may have events that necessitate parent involvement, such as Holiday parties etc. If you would like to donate your time or expertise in some way please inform the administrative staff.

ALL STAR KIDS ACADEMY certifies that we are in a **WEAPON & GANG FREE ZONE** and it is within 100 feet of this center. For more information about what constitutes a gang free zone, please consult section 71.028 & 71.029 of Texas Penal Code.

A copy of Minimum Standards hand book is available for review at the front office. Parents may review *ALL STAR KIDS ACADEMY* most recent licensing inspection report at any time. This report remains ported on the bulletin board at the entrance of the facility.

Parents may contact the local childcare licensing office at (713 940 3009). The childcare licensing website is www.txchildcaresearch.org

The child abuse hot line is (800) 252 – 5400.

In unfortunate event that your child is unable to adjust, given a reasonable amount of time, *ALL STAR KIDS ACADEMY* reserves the right to withdraw/ terminate him or her from the program and this agreement will be terminated at anytime at the discretion of *ALL STAR KIDS ACADEMY*.

**This agreement is subject to change in whole or in part by *ALL STAR KIDS ACADEMY*.
ALL STAR KIDS ACADEMY must receive a 2 Week's Notice before your child is withdrawn.
Please look for a NOTICE/SIGN at the Front Desk in case of an already known event.**

NOTES

I have received the Parent Hand book for _____, _____, _____

Director's Signature

Date

Parent's Signature

Date