

5258 Louetta Rd, #190
Spring, TX 77379
281-379-4014



26501 Border St.
Spring, TX 77373
281-350-4012

PARENT HANDBOOK

PHILOSOPHY

The Philosophy at Beginnings and Beyond is that every child is entitled to the opportunity to grow and develop to his or her fullest potential. This goal is achieved by providing your child with caring, responsible adults, a developmentally appropriate and safe environment, and materials that stimulate imagination, investigation and individuality. We also believe children learn through play. Therefore, your child will have many opportunities for individual as well as group activities every day.

HOURS

We are open Monday through Friday, 6AM to 6:30 PM year round. Daily programs start at 9:00 AM. Please be sure your child is on time. Consistency and routines prepare your child for the transition to Kindergarten and beyond. **Children will not be allowed to be dropped off between the hours of 10:00 and 2:00.**

ENROLLMENT FORMS

All necessary forms must be completed and on file **BEFORE** you child will be admitted. This will help us comply with state regulations. These forms include an Admission Information form, Parent Agreement form, copy of their immunizations, doctor statement, food program form, and child release form. In some cases a notarized custody declaration may be required. **Please keep this information updated for your child's safety. You can stop by the office or email any changes.**

DRIVER'S LICENSE

A copy of each parent's drivers license and anyone authorized to pick up your child will be kept in your child's file.

HANDBOOKS

Our policies and procedures are outlined in this handbook and reviewed annually. Each family will receive one upon enrollment and as changes are made. You must return the signed parent agreement before your child will be admitted.

IMMUNIZATIONS

Upon enrollment your child should be up to date on his immunizations. A copy of this record will be kept on file and must be updated as necessary. At this time, the CDC does not require a TB test.

MEDICAL REQUIREMENTS

A statement signed by a physician licensed to practice medicine, shall certify that your child has been currently examined by the physician and is physically able to participate in the school's programs.

TUITION

Tuition is due on Monday for that week. Tuition is considered late at close of business on Tuesday and a **\$10.00 daily late charge** will be assessed. We accept checks, cash, MC, Visa, Discover, Debit Cards and **Paypal**. A drop box is located in the office for payment. No refunds will be given upon disenrollment. See tuition schedule for current rates.

REGISTRATION

A **non-refundable** registration fee is required upon enrolling your child. See tuition schedule for current rates.

SUPPLY FEE

A supply fee is due upon enrollment and yearly in August. See tuition schedule for current rates.

ATTENDANCE

Full weekly tuition is due whether or not your child attends the full week. **Please notify the office if your child will be out.**

05/01/2019

ABUSE/NEGLECT

The Director, Owner or Teacher will notify Child Protective Services or the local enforcement officials by telephone when it appears that a child is being seriously neglected or abused away from the school. Our staff is trained yearly on recognizing and reporting signs of abuse and neglect. Visit www.helpandhope.org for more information.

BABYSITTING

We do not forbid our staff from babysitting outside of daycare. However, if you choose to use any of our teachers, we will not be held responsible for any situations/circumstances that may occur while an employee is on her personal time.

BEHAVIOR

Our teachers work with students to follow our rules and routine. We use positive discipline and guidance. However, aggressive, violent or inappropriate behavior will not be allowed. Warnings will be given based on the severity of the act. Disciplinary actions include call to the parents, immediate suspension and expulsion for a period determined by the act. Written documentation, including the parents signature, will be kept in the child's file.

Should management determine that a child is not able to adjust to our program or a child's **or parent's** behavior is deemed inappropriate, threatening or abusive, we reserve the right to refuse service and will disenroll the child immediately.

BREASTFEEDING

We offer a comfortable chair and an area within our Infant room for any moms that prefer to breastfeed their infants. Resources are available at the front office and link on our website.

CURRICULUM

Our current curriculum is Frog Street. This is a researched-based program that includes all areas of development. From birth to age 5, we use developmental checklists to be sure your child is on the right track. We also have weekly themes that encourage learning of many different aspects.

CLOTHING

Simple clothing that is washable will allow your child to participate comfortably in playground activities and messy art activities. We request that your child wear appropriate shoes such as gym shoes. Flip-flop type shoes and sandals without backs are a safety hazard and are not allowed. Clothes that are easy to pull up and down are necessary for your child if they are able to potty by themselves and/or are potty training. These would include elastic waist shorts/pants.

COMMUNICATION

Daily sheets are sent home with our infant through two's class. This contains information about your child's day, diaper changes and feedings. Weekly folders are sent home with each child in our three's and Pre-k classes during the school year. These will include activities your child has done as well as information from the teacher about your child's behavior and class performance.

Our teachers will be happy to discuss any questions and comments with you. You may send a written note or a phone number that they may call on their break. If necessary, we will be happy to set up a conference time. Parent/Teacher conferences can be scheduled to discuss your child and our program upon enrollment, mid-year or any other time as necessary. Please contact the office.

You may also direct any questions, comments and concerns to the Director or Assistant. Phone the office and she will get back with you as soon as possible.

CONSUMER PRODUCT SAFETY COMMISSION

Recall information on children's products may be viewed at www.cpsc.gov. Or you will find a link on our website. We review their notices to assure our center does not have any recalled products.

DISCIPLINE

Positive reinforcement and appropriate guidance techniques will be used as needed. Cooperation and communication between parent and teacher is essential to the overall well-being of your child. Please help us by reinforcing good behavior and respect for other children as well as supplies and equipment. Please read and sign our separate Discipline and Guidance Policy.

DISCOUNTS

Families with more than one child enrolled in a **full time (5 day)** program, will receive a 10% discount off the oldest child's weekly tuition.

05/01/2019

DISENROLL

Please contact the office if you need to disenroll your child. A two week notice will be required. You are encouraged to speak to the Director if you have any concerns or questions.

DROP IN CARE

Drop in care is contingent on space availability. Prices are available at the office.

DROPPING OFF/PICKING UP

When dropping off your child in the morning, please take him to the classroom to a teacher. Do not drop him off at the front door. When picking up your child, please look for any work or notes that need to go home.

Please be sure to address the teacher so she is aware of your child. We ask that you not be on your phone so that we can directly communicate with you as necessary.

EMERGENCY PREPAREDNESS PLAN

Fire and emergency drills are practiced to help acquaint your child with the evacuation procedures. All classes participate in these drills. Fire drills are required to be practiced monthly.

We have procedures in place and our teachers are trained in handling a variety of emergencies such as fire, weather, vapor, intruder and missing child. You may ask to review this plan at the front office.

If we are required to relocate due to an emergency, we will call 911 to assist in transporting all children to the other Beginnings and Beyond. Their address is at the top of the first page.

FIELD TRIPS

Some of our older classes occasionally go on field trips. A permission slip will be given prior to the trip. All field trips will be posted at the office.

FOOD ALLERGY

If your child was diagnosed by a Health Care Professional having a food allergy, you must provide an emergency plan that includes a list of foods, symptoms and steps in case of an emergency. This must be signed by your Health Care Professional and the parent. Our school is a PEANUT FREE school. All staff are trained in food allergies and are aware of all children with any allergies.

GANG FREE ZONE

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

HEALTH CHECK

We conduct a health check on every child when they arrive to daycare. Licensing defines health check as a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance.

HOLDING FEE

If your child will be out for more than 2 weeks, we will require a non-refundable holding fee, after the two week period, of \$75.00 per child to keep that spot open. You may use your vacation weeks first (if not previously used).

HOLIDAYS

We are closed on the following major holidays:

New Years Day	Good Friday	Memorial Day	Independence Day
Labor Day	Thanksgiving & the following Friday	Christmas Day	

Hours on Christmas Eve and New Year's Eve will vary and will be posted ahead of time. Regular weekly tuition is due even if a holiday falls in that week. Our rates are pro-rated to include these closures.

We celebrate traditional holidays with parties. We also celebrate BIRTHDAYS. We welcome your participation with these special days.

ILLNESS

The health of all children at this center is very important. If your child has a fever of 100 (armpit) or greater, diarrhea or vomiting, or other contagious symptoms, you will be notified and required to pick up your child immediately. She must be **fever-free** and **symptom-free** for **24 hours** without medication before returning to school. If a doctor visit is required, a return to care form must be obtained before returning to school.

A child with fever, vomiting or diarrhea or other contagious symptoms within 24 hours of coming to school, should stay home until all symptoms have cleared. It is extremely important for ALL children to follow this rule in order to maintain a healthy environment.

INFANT ROOM

We ask that only parents picking up infants be allowed in our infant rooms. Because of their age, sleep habits and health and safety of our babies, siblings and other visitors will not be allowed to enter the room.

Infants not able to turn over on their own must be placed in a face-up sleeping position in the crib. No blankets are allowed in the crib. Infants falling asleep in a restrictive device will be immediately placed in their crib.

Only diaper creams and other medications supplied by the parent can be used for the child.

LATE PICK UP CHARGES

Late charges for children picked up after 6:30 PM are \$1.00 per minute per child. We are not licensed to care for children after 6:30pm.

MEALS

Breakfast and lunch with milk and afternoon snack with juice are provided each day. Water is available at all times and served with every meal/snack. A menu is posted in each classroom monthly. Breakfast is served until 8:30.

Our lunch count is made at 9:30 AM, please call if your child will be late.

These meals are provided in compliance with the Child and Adult Care Food Program through the Texas Dept of Agriculture. Food is prepared in our kitchen that is inspected by Harris County Health Department. Healthy snacks are available to school-age children. Liquids and foods hotter than 110 degrees are kept out of reach of children.

We also provide cereal and formula for any child not ready for table food and milk. If you prefer, you may provide your own formula or breast milk.

MEDICAL EMERGENCIES

We strive to protect all children in our care. However, if an emergency occurs, we will call 911 and then the parents if transportation to the hospital is required. The Director or Assistant Director will accompany your child to the emergency room.

MEDICATIONS

DO NOT LEAVE any medicine with your child or in their classroom. A medication form must be filled out and signed at the office along with the medicine in its original container with the child's name on the bottle. Medication is given only at **12:00 and 4:00** by the office personnel.

All prescription and over the counter medications will be given per parents directions as long as they follow the directions on the attached label. If there are any changes to these directions or if the medication is to be given for an extended period of time (longer than per the directions on the label), a doctor's written approval will be required.

Insect repellent and sunscreen must be provided by the parent and a signed authorization form must be filled out and signed.

MOVIES

We may periodically show movies/shows to children that correspond with our lesson plans and/or activities. G and PG movies will be pre-screened by our staff to insure that they are age-appropriate. Please see the office for a list of PG movies that we may show. No screen time is allowed for children younger than two.

NAPTIME

A nap/rest period is provided after lunch for all children. We provide a sanitized mat for each child. Please furnish a small pillow and blanket with the child's name on it. These must go home each Friday to be washed.

NON-DISCRIMINATION

Beginnings and Beyond does not discriminate against any child based on the child's race, color, national origin, sex or religion.

OPEN DOOR POLICY

We have an "open door" policy and value your input and participation. We invite you to drop in at any time and participate in our daily operation and activities. Your child will appreciate your interest in their classroom. Early childhood education is very important to us.

OUTDOOR PLAY

Your child will have many opportunities daily to experience a variety of activities outside. Please provide sunscreen and mosquito repellent for your child. Appropriate clothing and shoes (such as gym-type shoes) are required. If the weather does not permit, alternate activities for movement and gross motor skills will be provided.

OUTSIDE FOOD

No outside food is allowed to be brought into our center. For special occasions, only food that is store bought is allowed.

PARENT NOTIFICATION

Parents will be notified of any policy changes by sending home written documentation. Important information will be posted on the front door.

PERSONAL BELONGINGS

Please be sure your child's name is on all items. A change of clothes should be sent daily or can be kept in their cubby. Please keep all toys and extra sippy cups at home.

PEST CONTROL

This school periodically applies pesticides. Information concerning these applications may be obtained from the following: Director JoAnn Butler 281-379-4014 or 281-350-4012
Champions Pest Control 281-370-5678

PRAYER

A prayer is said and your child is encouraged to repeat this prayer before snacks and lunch. We use the simple "God is Great" prayer.

RELEASE OF CHILD

Persons authorized to pick up your child should be listed on the Admission Information form. If other arrangements must be made, a written, signed note stating the name of the person will be required. A copy of their driver's license will be made and kept in your child's file.

For custody issues, we choose not to get involved. In the event a court order is on file, we will not acknowledge which party is responsible for payment of tuition fees. These arrangements must be coordinated between the two parents. Late fees and withdrawal guidelines will still apply regardless of which parent is responsible for payment.

RETURNED CHECK

A \$25.00 return check charge will be assessed for all returned checks. All future payments after an NSF must be made by cash, money order, credit/debit card or paypal.

SCHOOL CLOSURES

In the event of bad weather or other disaster, we will close based on the recommendation of Spring/Klein ISD. Please be sure to listen to the news. An email alert will be sent out prior to opening with any closures. During summer months, closures will be based on new/weather reports and recommendations.

SPECIAL PROGRAMS

Extracurricular classes are sometimes scheduled to help in your child's development. These may incur an additional fee for your child to participate.

STATE INFORMATION

Beginnings and Beyond is licensed by the Department of Family & Protective Services. We strive to provide care above the minimum standards (a copy for your review is available in the office). All of our license, inspection reports and certificates are posted in the office. You can access them online at www.dfps.state.tx.us or at 713-940-3009.

TOYS

PLEASE DO NOT allow your child to bring toys from home. Ask your teacher about special Show and Tell days. We are not responsible for any lost or broken toys.

TRAINING

Our staff and teachers receive yearly training in recognizing and reporting abuse/neglect, child development, CPR & First Aid, and other topics required by the State.

TRANSPORTATION

Bus service is available to and from some area schools. Please be sure your child is here by the designated time. **Please notify the office if your child will not be riding by 2:30. A trip charge of \$5.00 will be assessed if we are NOT notified when your child is absent or will not be riding with us.**

VACATION

Two weeks' vacation is given to each family during the calendar year (Jan to Dec). No tuition is due for this week. You child cannot attend during these vacation weeks. Please let the office know in advance.

VACCINE-PREVENTABLE DISEASES

At this time, Beginnings and Beyond does not require staff to obtain any immunizations recommended by the CDC.

VISION AND HEARING SCREENING

Vision and hearing screenings are required by the State Health Dept. for all children 4 and older. You may provide a copy from your doctor for your child's file.

WATER ACTIVITIES

Summer time includes various water activities. A permission slip will be sent home and must be signed and returned before your child can participate. Water play/table activities are year round in all of our classrooms.

WEBSITE & FACEBOOK (SOCIAL MEDIA)

Our website and Facebook page has information about our child care facilities. We post pictures of our classrooms in action and update them from time to time. Your child may appear in these pictures, however, names will NOT be included. Your approval is required on the Parent Handbook signature page.

YEAR-END STATEMENT

We provide a statement by the end of January of tuition paid for the previous year. Please make your request at the office.

PHONE INFORMATION

www.beginningsandbeyondchildcare.com

Beginnings and Beyond - Spring 281-350-4012 Beginnings and Beyond - Klein 281-379-4014

Department of Family and Protective Services 713-940-3009 website www.dfps.state.tx.us

Texas Abuse & Neglect Hotline 1-800-252-5400 information on abuse at **www.helpandhope.org**

Poison Control 1-800-222-1222

5258 Louetta Rd, #190
Spring, TX 77379
281-379-4014



26501 Border St.
Spring, TX 77373
281-350-4012

Parent Handbook

I have received and read the Beginnings & Beyond Parent Handbook. I/we understand and agree I/we will abide by all policies and procedures of the handbook, including the tuition agreement.

Parent Signature

Date

Parent email for communication

WEBSITE / FACEBOOK PERMISSION

Beginnings and Beyond HAS permission to post pictures of my child(ren) to the website and/or facebook page. I understand that names will not be used. I may revoke this permission at any time by sending a letter to the Director stating the name of my child(ren) and my signature.

Child(ren)'s name

Parents signature

Beginnings and Beyond DOES NOT HAVE permission to post pictures of my child(ren) to the website and/or facebook page. I may give my permission at any time by sending a letter to the Director stating the name of my child(ren) and my signature.

Child(ren)'s name

Parents signature