

TINY TOT LEARNING CENTER



Tiny Tot Learning Center
A FOUNDATION FOR THE FUTURE

221 N Main
Fort Stockton, TX

Phone:
432-336-6433

Hours of Operation
Monday-Friday 8:00 a.m.-5:15 p.m.
Elida Fabela-Owner
Georgieana Fabela-Director/ Linda Flores-Director
www.tinytotfs.com/ tinytotfs@yahoo.com

Parent-Provider Agreement

Mission Statement:

Tiny Tot Learning Center is set to provide a safe, high quality learning environment which focuses on child development and growth. We focus on your child to provide them the necessary skills to be school- ready all while having fun!

Welcome to our Program

Thank you for taking the time to invest in your child's future. Whether you're looking for quality care to have your child interact with other kids or because are a working parent, Tiny Tot Learning Center understands the needs of today's parents. We work hard to ensure that you have a good, dependable daycare program for your children. At Tiny Tot Learning Center rest assured that your child will LEARN and have fun while doing it!

Please read over the parent agreement and review our policies. This information is provided to you; the parent to know what information is needed for enrollment, payments, health/safety requirements, lesson plans for your children's classroom, fee/rates, and much more.

We know you have a choice in your daycare provider for your child, **Thank You** for choosing Tiny Tot Learning Center.

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Enrollment Policy

The following information is needed **before** we enroll your children in our daycare program. All forms must be filled out and returned **before** beginning childcare.

Enrollment Paperwork

- Admission Form
- Parent Handbook
- Parent agrees to submit (on or before the first day of care) a copy of each child's **current** immunization records.
(We cannot enroll any child who is behind on shots).
- Food (CACFP) Enrollment Form
- Hearing and vision screening for all kids 4 yrs and older.

Payment: (Please see payment schedule page for rates)

First week's payment (see rates)

Deposit =1 week (see rates)

Registration Fee-\$20.00 non-refundable

Activity Fee-\$20.00 non-refundable

**(\$40.00+Weekly Rate= First week payment) **

Classroom Items

Change of Clothes-Please label all items clearly

Mat-Nap time

Reusable Water Cup Bottle

Diapers/Wipes *(if applicable)*

Infants will receive separate list of items to bring.

**In this agreement TTLC is also Tiny Tot Learning Center.

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Payment Policy

Program Fees & Policies

The following information will provide you with our fees and payment schedule for your children’s care. Please note we **do not** send out statements and receipts are available day of payment.

Tiny Tot Learning Center is able to accept the following types of payments:
Cash/Check/Money Orders/ Cashapp \$tinytotfs
Payments must be paid in advance.

Please read and fill out the information below:

This agreement contains the financial terms that are agreed between
Tiny Tot Learning Center and Parent: _____

Address _____ Phone: _____

For the care of _____ DOB ___/___/___ Age _____

For the care of _____ DOB ___/___/___ Age _____

For the care of _____ DOB ___/___/___ Age _____

Hours & Days of Childcare

The hours and days I am requesting Tiny Tot Learning Center to provide care for my child/children are:
Please note you are only allowed to have your child in care for 9 hours a day.

Failure to pick up child in the 9 hour time frame will result in late pick up fee and overtime rate applies.

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop-off					
Pick-up					

***If you need childcare earlier or later than the times that you requested, you must inform TTLC in advance so that we can ensure that there will be adequate staff available.**

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1. Basic Rates and Payment Policies

The price for full time care includes 9 hours a day, five days a week. Charges are for the full week if the child comes for one day or all five. **New Rates go into effect on 3/7/2022.**

\$210.00	Infants: 6 Weeks- 18 Months
\$190.00	Toddlers: 19 Months-3 Yrs old (not potty trained)
\$175.00	Pre-K 3-5 Years old
\$90.00	After school Rate
\$160.00	After school full time rate

Additional Fees:

\$40.00-Enrollment fee (nonrefundable) covers Kids Registration and Activity Fee

- ✓ Activity Fee is for materials/art supplies that are for the classroom purchased throughout the year.
- ✓ Registration Fee is for administrative fees.
- ✓ We only have full time enrollment available, and we do not offer multi- family discounts
- ✓ If your child is not fully potty trained by age of 3 the toddler rate does apply.

1. I agree to pay according to the following schedule:

Please keep in mind all payments are due in Advance.

\$ _____ () Weekly () Bi-weekly () Monthly
() drop-in () CCMS

B. Billable Services:

Overtime rate: \$1.00/per minute
Late Pick Up fee \$ 10.00
NSF Checks \$30.00/item
Late payment fee \$15.00/day

Please note that when you are late picking up your child you will be charged a late pick up fee of \$10.00 and the \$1.00/per minute fee applies.

C. Payments

- Payments are the parent's responsibility; individual reminders for payment will not be made.
- Payments are due on Friday by 5:30 p.m. or Monday of next week. If not made a \$15.00 late fee (Daily) will be applied on the following Tuesday's, **No exceptions.**
- Post-dated checks **WILL NOT** be accepted. Checks must be dated for the day services are being paid.
- Returned checks will be assessed fees payable by cash or money order only for:

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- The full amount of the check
- A \$30.00 service fee
- And any additional fees that incurred as a result of your returned check.
- Future payments must be cash/money order or through automatic draft with HiMama.
- We will no longer accept checks for payments if you have a returned check on file.
- If full (including fees) payment is not received by **Tuesday**, your child will not be allowed back to the center until all fees are paid in full.
- While we understand there may be custody issues, Tiny Tot Learning Center will not get involved. Parents and payments are still due even if the other parent has not paid.
- No refunds will be given if your childcare is paid for in week/months in advance you must finish out your paid weeks. We do not offer credit or refunds.

School Calendar

Minimum Standards 746.501

Tiny Tot Learning Center is open from 8:00 am-5:30pm, Monday-Friday, year round. We close to observe the following holidays: holiday schedule will be posted yearly and my change at owner's discretion.

- New Year's Day,
- President's Day
- Good Friday,
- Memorial Day,
- Independence Day,
- Juneteenth
- Columbus Day
- Labor Day,
- (2 days) Thanksgiving
- (2 days) Christmas Day

NOTE: In some cases, if the holiday falls on a Saturday or Sunday, TTLC may close the day before or the day after the holiday. TTLC may close early on certain days during the holiday season. We will notify you in advance of the closure dates that are not on the holiday dates above.

Payment is still expected if we are closed due to inclement weather days.

- **To reserve your child's spot, if your child is gone for vacation/holiday/hospital stay while enrolled you are still required to make your payment. This is done to reserve your spot and ensure you have childcare available when you return.**

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- Please note payment may be paid in advance if your child will be out on vacation. Otherwise, payment is expected on Friday according to the payment schedule you selected.
- Failure to pay childcare fees for the vacation period, could result in your child's slot being made available to another child.
- All payments will be deposited on or same day including holiday/closing/vacation.
- All payments must be received by **Tuesday**, or your child will not be allowed back to the center until all fees are paid in full.
- If Tiny Tot decides to close for **Vacation time** you will not be billed for the time we decide to close for a designated vacation. We will notify you in advance of the closure dates.
- **Pandemic/Emergency closure:** If the event we have another closure due to an emergency (weather, health pandemic, terroristic threat, etc.) out of our control you will not be required to pay for future weeks. If we have to close mid-week due to the pandemic, you will not be refunded or credited for that week.
- In the event that we are short-staffed we may have to close a classroom or send children home. We will make every effort to ensure we have staff. No refunds will be made if having to send a child home due to this reason.
- **If you pay in advance for any services, your account will be credited, but no refunds will be given if you decide to withdraw your children. Please understand this if you are paying monthly or bi-weekly you must keep those services pre-paid and it is your choice if you bring your child. We still require a two week notice for all children needing to withdraw.**

Late Pick up Fee/Overtime Fee

- Late pick up fee (\$10.00 flat rate) will be charged anytime you pick up your child past the 9 hour a day limit.
- In addition, an overtime fee will also be charged if you exceed the 9 hours provided. Overtime fee is calculated at \$1.00 for every minute exceeding the 9 hours per child.
In other words, you will be charged \$10.00 late pick up fee flat rate **and** \$1.00 a minute for each minute you are late after the 9 hour limit per child.
- If payment is not received by **Tuesday** your child will not be allowed back to the center until all fees are paid in full.

Termination-Dismissal from Program

To terminate Daycare services for your child the following process applies: **Two week notice is required in writing.** You may write your own or we have a form for you to fill out.

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*If you choose to not bring your child during the 2 week time period, be advised that payment is still expected for the remaining two weeks.

This agreement will come into effect on : _____ / _____ / _____ (Date of enrollment)

Subsidized Care

We contract with CCMS as a service to our community for those families who qualify. We reserve a few spots for this service so please check if there is availability before applying. If you qualify for these services, the following information applies to you.

The following rules applies:

- Payment is set by CCMS and all parent fees are due on the 1st of each month.
- All CCMS clients will be balance billed the remaining amount of money that is not paid by CCMS to our center. Please note that the balanced bill amount varies when center or CCMS rates change. Parents will be notified when this happens.
- Late fee of \$15.00 will apply daily after the 1st. If 1st falls on the weekend payment is expected the following Monday
- Attendance is crucial with this program. Failure to swipe your card for attendance could result in your child to be dropped from the program.
- CCMS will be notified any time you are late with your payment, which could result in you being terminated from the program.
- If at any time you are no longer receiving services from CCMS you will be billed at our regular rates and all payment policies that previously listed apply. Please see office staff to set up your payment schedule if this does occur.
- Any day's that are missed by the parent is the responsibility of the parent to correct.
- Excessive swipes missed could result in termination of services.

I/we understand that in the event Tiny Tot Learning Center is not paid for services rendered the following applies:

First action: **Tiny Tot Learning Center** reserves the right to give written notice and take action by not providing care for my child/children until payment is made for services.

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Second action: Tiny Tot Learning Center reserves the right to give a written notice and take action at which time the matters will be taken to small claims court where court & attorney fees and loss of income will also be added to the bill.

By signing this form, you agree to:

- Abide by all rules and guidelines stated in this agreement.
- Submit payment in a timely manner and in accordance to the agreed upon schedule.
- Give a two-week written notice to Tiny Tot Learning Center if any information in this contract changes or needs to be altered in any way.

By signing below, you agree that this is a legally binding form. Providing false information could be grounds for termination of childcare services, forfeiture of retainer, or both.

This agreement will come into effect on: ____ / ____ / ____
(Date of Enrollment)

Parent Signature:	Date
Tiny Tot Learning Center	Date

Tiny Tot is committed to providing a safe, nurturing, and inclusive environment for all children, families, and staff. We believe in promoting diversity, respecting individual differences, and ensuring equal opportunities for everyone involved in our daycare community. Discrimination based on race, color, ethnicity, national origin, religion, gender, sexual orientation, gender identity, age, disability, or any other protected characteristic is strictly prohibited and will not be tolerated.

Our Non-Discrimination Policy applies to all aspects of our daycare services, including admission, enrollment, participation in programs and activities, access to facilities, and employment. We strive to create an inclusive atmosphere that fosters respect, understanding, and appreciation for the uniqueness of each child and family.

We are committed to upholding this Non-Discrimination Policy and fostering an environment where everyone feels valued, respected, and included. Any violation of this policy will result in appropriate disciplinary action, which may include termination of employment or termination of enrollment, depending on the circumstances.

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By implementing and promoting this Non-Discrimination Policy, we aim to create a daycare community that celebrates diversity, promotes equality, and nurtures the growth and development of every child in our care

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Childcare Policies

Confidentiality Agreement

Minimum Standards 746.501

Tiny Tot Learning Center has an open-door policy and agrees to respect all opinions and comments made by parents and to provide the best of care for the child/children whom they are enrolling. If at any time during and after services are provided there is a problem/concern or question with our program, please see the director first to get clarification and resolution to the problem.

Due to the nature of our business, we ask that any information you learn while with our center about our policies, children or staff be kept confidential. Tiny Tot Learning Center will prosecute any person who provides any confidential information for public knowledge.

Licensing

State Licensing Authority Minimum Standards 746.501

Tiny Tot Learning Center is licensed and registered by the **Health and Human Services Commission**. The State of Texas regulates licensed daycare providers to ensure they are following the Minimum Standards set forth by the state of Texas. If you have any questions you can visit the website at: <https://www.hhs.texas.gov/> or by calling: 432-334-5612 and 1-800-252-5400. You may also view a copy of Minimum Standards on the website as well as most current copy of TTLC's inspection report. You may also see the most current licensing inspection on our parent board located in our center. These regulations/standards are included as part of this Parent Handbook as if they were written herein and it is the responsibility of every parent to read, understand and follow these regulations. Employees are required uphold the regulations and standards always issued by The Texas Department of Health and Human Services Child Care Minimum Standards. Employees are required to immediately notify the School Director of any violations of licensing regulations by any person in the organization.

Abuse/Neglect Protocol

As a childcare provider, it is our responsibility to report all suspected child abuse and/or neglect. We cannot turn our back on a child that has been abused. Therefore, if we assume that there is any kind of child abuse committed on any child in our care, and if I perceive or think that anything questionable is present as far as abuse or neglect is concerned, I will IMMEDIATELY contact the Police Department as well as Children's Protective Services. Please report any child abuse to 1-800-252-5400.

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Parent Involvement

Tiny Tot Learning Center also encourages participation by parents in our program. At times we will ask for volunteers to come help with various activities. During Covid or national health pandemic we will not ask for any volunteers for the safety of our children. We may ask for you to submit a background and fingerprint check. This information will be both a criminal and CPS background check. **You must get approval from the director to participate in any classroom and center activities.**

Parents are also able to come and observe their child in the classroom at any time we request a phone call or notification of your visit. Keep in mind if you here longer than 15 minutes we will be required to run a background check which will come back in 2-3 days. Cameras for security are in each classroom and safety of the children. Due to confidentiality of other children's, parents are not allowed to view videos.

Participation/Volunteers Minimum Standards 746.501. Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the childcare center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent. TTLC reserves the right to make Volunteer assignments. TTLC does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.

Parent's Right to Immediate Access Policy

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at TTLC, as provided by law. In cases where the child is the subject to a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) TTLC must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order. In the absence of a court order on file with TTLC, both parents shall be afforded equal access to their child as stipulated by law.

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TTLC cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, TTLC suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. TTLC staff will contact the local police should a conflict arise. Visitors are asked to schedule appointments with the School Director and are allowed in the childcare facility only at the discretion of the School Director.

Parental Code of Conduct

In order to obtain the integrity of our program we ask that parents **refrain** from the following behavior/actions:

- Swearing or cursing while at the childcare center
- Threatening staff, parents, and children
- Physical/verbal punishment of your children or other children
- Smoking at the facilities
- Not following safety rules
- Quarreling with other parents and staff
- Violating Confidentiality Policy
- Must not be under the influence of drugs/alcohol

In the event that we suspect you are under the influence of drugs/alcohol Tiny Tot Learning Center will ensure the safety of the child first. Police will be notified to help with the situation.

Dismissal Policy

Keep in mind that Tiny Tot Learning Center reserves the right to refuse services to any person. If at any time we are not able to meet your needs, Tiny Tot Learning Center reserves the right to terminate your services without your approval.

The following instances will be considered immediate dismissal from our program:

- Parent/Family Member/ Pick up Person is suspected to be intoxicated or under the influence of a controlled substance.
- Parent/Family Member/ Pick up Person is abusive towards any member of staff.
- Parent/Family Member/Pick up Person is abusive with each other while at the facility. (inside or outside the building)
- Unable to resolve a problem/concern with our program or policies or if we are unable to accommodate your request services will be terminated.
- 3 late payments in a 12-month time frame.
- 2 weeks late with your payment.

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Field Trips

We will notify all parents of field trips 1 week prior. Permission slip must be signed for your child to attend. If your child is late to ride the bus you are not allowed to drop the child off at the field trip location. You are more than welcome to stay at the field trip with the child and bring them back to the center when over. We will post our Field Trip information near room 5 bulletin board as well as HiMama notification.

Parental Notification

Tiny Tot Learning Center has several ways to notify parents of things going on at our center.

1. Monthly Newsletter
2. Website: www.tinytotfs.com
3. Facebook Page: www.facebook.com/tinytotlearningcenter
4. Hi MAMA (app download)

In the event of an emergency, we will be notifying parents with the above methods. In the event we must call you we will be using our cell phones & center phone in case of an emergency. Please ensure your current phone number is on file with office staff. Parents please message on HiMama any updated changes to your contact information or you can also email us at tinytotfs@yahoo.com

Babysitting Policy

Employees of Tiny Tot Learning Center are not allowed to babysit outside of work hours.

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.

Photo Release Form

Your child photo may be taken for various classroom project and labeling. We will also take picture of events at our facility to post on our website and face book page. This is verifying that you allow your child's picture to be taken and used for education and advertising purposes. **If you do not wish to have your child photographed for educational and promotional items please notify office staff in writing.**

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Items from Home

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys and/or electronic items from home, unless specifically requested by the classroom teacher for use as part of the curriculum. This includes cell phones and video games. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the Director should they find their child is having difficulty with this policy.

Medical Emergencies:

In the event that your child must be transported to the hospital via ambulance we will call 911 immediately and notify the parent next. It is very important that you please list any medical issues for your child. The Emergency Form you will fill out with enrollment is the paperwork that is kept with teacher and office staff. Please ensure that all your information is correct!

In case of an emergency we cannot stress enough that you MUST have all addresses, phone numbers and emergency contact #'s & address updated.

Fire Drills and Severe Weather Drills:

Minimum Standards 746.501

Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans. During a fire/emergency drill or real fire/emergency, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete. Sirens will be set off during the time drills are practiced to ensure the staff and children are aware of sounds during an actual fire or weather emergency .

- In the event of an actual fire or severe weather children will be escorted to the following designated areas:
- ✓ **Severe weather:** Children will gather in bathroom area, middle hallway (next to kitchen), and employee breakroom. In the event children do not have time to meet in those areas we will instruct them to gather under tables in the classroom.
 - ✓ **Fire:** There are three exits front door, side door leading to the playground and back door entrance. Children will be escorted to the back parking lot behind our center. Known as the Pioneer Parking lot.

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ALTERNATE SAFE LOCATION

Min Standards 746.501(23)

Should the administration Tiny Tot Learning Center or any emergency services personnel determine the building which houses the childcare agency to be too dangerous to be occupied, the staff and children will be taken to an alternate location detailed in the Tiny Tot Learning Center Preparedness Plan. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 1 hour of the telephone call. In the event of an evacuation Tiny Tot Learning Center will meet at the following locations: **1. "The Pioneer" (newspaper) parking lot behind our center.** **2. City Parking Lot-Walking Distance** **3. Zero Stone Park.** We will transport children to safest location possible away from the danger in the event the area is not safe. Parents will be notified of location via: Facebook, HiMama app, website and by phone. **A detailed evacuation sheet will be provided at enrollment for the parent to keep.**

In the event we must evacuate the building we will meet at the empty park lot located by Tiny Tot Learning Center next to "The Pioneer".

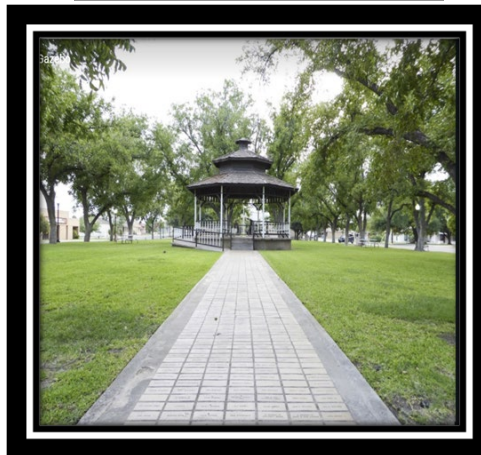
If children are not safe being at our first evacuation area we will move them to the following two locations:

1. Zero Stone Park located in front of St. Joseph's Catholic Church
2. City Hall Park Lot

Tiny Tot Learning Center



Zero Stone Park



City Hall Parking Lot



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Infant Care

Breast Feeding:

Breastfeeding Minimum Standards 746.501

Tiny Tot Learning Center understands the need for working mothers and we provide a comfortable space that enables a mother to breastfeed her child. Breastfeeding area will be in the directors office or in the additional office as needed. Signs will be posted for the area's that are for breastfeeding. We also encourage all mothers who are breastfeeding to provide breast milk to be stored so that we can provide breast milk to your child. Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher.

Infant Sleep Safety

Minimum Standards 746.501

Tiny Tot Learning Center follows the Infant Sleep Safety Guidelines as listed in the Child Care Minimum Standards and as outlined by the Consumer Product Safety Commission. All infants will be placed on their backs to sleep. To avoid suffocation, nothing is allowed in the crib but the infant, including blankets and stuffed animals. Sleep positioning devices are prohibited unless instructed by the child's health care professional. An "Infant Sleep Exception" form must be completed by the health care professional. All cribs at TTLC meet the CPSC safety guidelines. Crib compliance documents are on file in the front office. **Pacifiers are allowed, however straps that attached to the child's clothing and pacifiers with stuffed animals attached are prohibited**

Parent Conferences:

Minimum Standards 746.501

If at any time you want to speak with your child's teacher. Here is our procedure:

1. **Informal Parent Conferences:** are daily conversations you have with your child's teacher. To allow for proper supervision while in classroom we ask that you keep those **conversations to 2 minutes or less.**
2. **Formal Teacher Conferences:** If you are needing to speak with your child's teacher for longer than 2 minutes please get with Director to schedule a time.

Feedback/Evaluation: Parent conferences will be set up to go over student progress. Teacher will schedule a time if you would like to go over student progress in person or by zoom. Teachers can also

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www.tinytotfs.com/ tinytotfs@yahoo.com

provide feedback of child's behavior /classroom progress or other information at this time. Director will sit in on these feedback meetings. Students will be tested 3 times a year.

Center Policies

Curriculum Goals

We are excited to share with you the curriculum goals we have set for our daycare center. Our curriculum is designed to foster holistic growth, encourage exploration, and provide a nurturing environment for your child's development. Below are the key areas of focus:

Social and Emotional Development:

- Building positive relationships and empathy skills.
- Encouraging self-regulation and emotional awareness.
- Creating a safe and inclusive environment where every child feels valued.

Cognitive Development:

- Stimulating curiosity and fostering a love for learning.
- Promoting critical thinking, problem-solving, and decision-making skills.
- Introducing foundational concepts of language, mathematics, science, and the arts.

Physical Development:

- Developing fine and gross motor skills through engaging activities.
- Providing ample opportunities for active play and outdoor exploration.
- Enhancing coordination, balance, and spatial awareness.

Language and Literacy Development:

- Cultivating a passion for language and effective communication.
- Encouraging vocabulary development, listening skills, and early literacy.
- Engaging children in storytelling, reading, and language-rich activities.

Cultural and Social Awareness:

- Celebrating diversity and teaching respect for different cultures.
- Introducing children to various traditions, music, art, and literature.
- Fostering an environment that promotes inclusivity and understanding of others.

Health and Safety Education:

- Promoting healthy habits, personal hygiene, and safety awareness.

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Teaching nutritious food choices, physical exercise, and proper hygiene practices.
Establishing routines and rules that ensure your child's well-being.

Play and Creativity:

Recognizing the importance of play in your child's development.
Providing open-ended materials and activities that encourage imagination.
Supporting problem-solving skills and independent thinking through play.

We believe that a strong partnership between parents and our daycare center is crucial for your child's success. We will regularly communicate with you regarding your child's progress, daily activities, and upcoming events. We also encourage your active participation in your child's learning journey and welcome your feedback and suggestions.

If you have any questions or would like further information about our curriculum goals, please don't hesitate to reach out to us. We look forward to working together to provide the best possible care and education for your child.

As part of our ongoing efforts to promote diversity and inclusivity, we strive to accommodate children with special needs to the best of our abilities. We understand that each child is unique, with their own strengths, challenges, and requirements. To ensure that we meet the individual needs of every child effectively, we kindly request that parents/guardians provide us with relevant information and documentation regarding their child's special needs. To facilitate this process, we kindly ask that you provide us with a doctor's note outlining the specific needs of your child. The note should include details such as any diagnosed conditions, recommended accommodations, medication instructions (if applicable), and any other relevant information that will help us create a suitable care plan.

Please understand that this requirement is not intended to discriminate against or exclude any child from our center. On the contrary, it is meant to ensure that we have a comprehensive understanding of your child's needs so that we can provide the appropriate support and make any necessary adjustments to our programs and facilities. This will help us maintain a safe, nurturing, and inclusive environment for all children in our care.

We assure you that any information provided will be treated with the utmost confidentiality and will only be shared with staff members directly involved in your child's care. Our team members are trained in respecting

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and safeguarding sensitive information, and we adhere to all relevant privacy laws and regulations. Should you have any concerns or questions about this request, we encourage you to reach out to us. We are more than willing to discuss any specific requirements your child may have and address any concerns you may have about their inclusion and care in our center.

Thank you for your understanding and cooperation in this matter. By working together, we can create a supportive and inclusive environment for all children in our care.

Attendance

We encourage high attendance rates for our center. Here a few important reasons why:

Learning Opportunities: School provides a structured environment where students acquire knowledge, develop skills, and gain a deeper understanding of various subjects. Regular attendance ensures that students do not miss out on valuable classroom instruction, discussions, and interactive activities that contribute to their educational growth.

Academic Success: Consistent attendance is strongly linked to academic achievement. When students attend school regularly, they have the opportunity to engage with the curriculum, participate in class discussions, ask questions, and receive immediate feedback from teachers. This active involvement enhances their comprehension, retention, and overall performance in assessments.

Social and Emotional Development: School is not only about academics; it also plays a significant role in a child's social and emotional development. By attending school, students have the chance to interact with peers, make friends, develop social skills, and cultivate relationships with teachers and other staff members. These interactions contribute to their overall well-being and help them build essential life skills.

Building Responsibility and Discipline: Regular attendance instills a sense of responsibility and discipline in students. By adhering to a daily routine and showing up to school consistently, they develop habits that are essential for future success, such as punctuality, time management, and self-discipline.

Continuity of Learning: School curriculum is typically designed in a progressive manner, with each lesson building upon previous ones. Regular attendance ensures that students follow the curriculum sequentially,

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avoiding gaps in their learning. Consistent attendance also helps students maintain a consistent pace with their peers, preventing them from falling behind or feeling overwhelmed by missed material.

Access to Resources and Support: Schools offer various resources and support services to aid students' learning and personal growth. These may include libraries, computer labs, counseling services, extracurricular activities, sports facilities, and specialized programs. Attending school regularly enables students to access these resources, seek assistance when needed, and take advantage of the opportunities available to them.

Preparation for the Future: School attendance establishes a foundation for future endeavors. It not only prepares students academically but also equips them with essential life skills, critical thinking abilities, and a sense of responsibility. Good attendance habits formed during school years often translate into strong work ethic and reliability in the professional world.

In summary, regular attendance at school is vital for maximizing learning opportunities, academic success, social and emotional development, fostering responsibility and discipline, maintaining continuity in learning, accessing resources and support, and preparing for future endeavors.

Limited Screen Time

We are committed to providing a safe and nurturing environment for your children, where their well-being and development are our top priorities. In line with our dedication to their overall growth, we would like to bring your attention to our screen time policy. In today's digital age, we understand that screens have become an integral part of our lives. However, research has highlighted the potential negative effects of excessive screen time on children's physical, cognitive, and social development. We will be implementing a limited screen time policy at our child care facility. The purpose of this policy is to promote a well-rounded and balanced experience for your child, encouraging their engagement in a range of activities that foster creativity, physical activity, social interaction, and cognitive development.

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Clothing and Supplies:

Children's belongings must have their name clearly written on it somewhere. **Tiny Tot Learning Center is not responsible for lost or damaged items.** Please dress your children appropriately according to the weather; the children are taken outdoors daily. All clothing items must be clearly labeled with the child's first and last name.

Your child is required to have a change of clothing, socks, if not potty-trained diapers/pullups and wipes at the center.

- Parents will supply a change of clothes, even if their child is fully potty trained. These will be kept at center and sent home if used.
- Parents are responsible for diapers, wipes, and special-needs food.(see Food Program section for details.)
- Parents of infants must provide a clean crib sheet, 3-6 bottles (prefilled daily with water) per child and formula.
- Every child must have a plastic kinder mat for nap time. Please note we will send home any mats which are torn. **Those mats must be replaced with a new one that is not torn at the parent's expense.**

Arrival Procedures

Attendance tracking is crucial to our program's success. We offer 3 ways of tracking each child's attendance at the center. This is done to ensure we have an accurate count of each child at all times. If parent forgets to clock in out on computer, badge in/out and does not sign the sign in sheet, we have no record that the child was not checked into our care!

To avoid this from happening we have the following polices in place:

1. You are required to sign in/out on the sign in/out sheet located in your child's classroom.
2. Notify Tiny Tot Learning Center before scheduled time of arrival if you will be late or not coming in that day.
3. You must walk your child to your car.
4. Parents/Pick up person will pick up their child/children and walk up to where the child is at.
5. Only the designated persons we have on file will be allowed to pick up the child/children.
6. Pick up person must be able to provide picture identification if asked by any staff member to ensure safety and security of children.

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7. We ask you to bring your child by 9 am to give your child ample time for classroom activities and socializing in the day. This also helps to establish a routine much like one they would follow if enrolled in public school.
8. Because of disruption to the classroom and routine you are not allowed to drop children off after 9:00 am.
9. If your child is attending any type of appointment, you will **not** be able to return the child to our center once they leave. It is very important that they do not disrupt our learning schedule.

SCHOOL'S RIGHT TO REFUSE ADMISSION

TTLIC reserves the right to refuse admission to any child at any time with or without cause. Possible reasons for the refusal of admission include but are not limited to:

1. The need to maintain compliance with Licensing Regulations.
2. Staff deems the child too ill to attend.
3. Domestic Situations that present a safety risk to the child, staff or other children enrolled at TTLIC and Education if the child were to be present at the center.
4. Parents failure to maintain accurate, up to date records.
5. Parents' failure to complete and return required documentation in a timely fashion.

Badge Policy

Our center's doors are equipped to be opened by badge activation. This is a great security feature which will allow us to monitor who comes in/out of the building. Keep in mind the badge will only work during the hours you specify in the contract and will not open past the 9-hour time frame. If you have forgotten your card or need to get into the building you must buzz in and notify office staff, you are here. If you are sending someone who does not have a badge to enter the building, please call and notify office staff to avoid confusion.

1. Each family will receive one free badge to enter the building.
2. We ask that you not walk into the building without badging in or while someone else opened the door with their badge to enter the building.
3. If your card is lost/stolen you must get a replacement card.
4. Fee for replacement is \$20.00. Once paid, office staff will create a new card.
5. You can purchase additional cards at a cost of \$20.00 each card.

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Illnesses

In the event that your child becomes ill while in our care the following protocol will be in place. Understand that we are looking out for the well-being of **all children** who attend our program. If you have a child who is sick and does not feel good, we ask that you make a good faith judgment on bringing them to our center.

- Parents should notify the staff if there has been an illness in the family over the weekend.
- Children are not allowed to stay at the center if he/she has fever, diarrhea, or other contagious symptoms.
- **Medications will not be administered at the center. Please give your child medication before or after they attend.**
- If your child has restrictions on not being able to go outside, we ask that you keep them home. All children must have outdoor time at least 2 times daily according to minimum standards (weather permitting). This will include moderate and vigorous activities to promote a healthy body.
- At times during care, we may have children whose parents have opted them from having immunizations due to personal creed or religious beliefs. Please see office staff to get paperwork needed to claim an exception.
- If you are called that your child is sick and must be picked up your allowed **15 minutes** after we have called you to pick up the child.
- In the event of a communicable diseases outbreak we must follow protocol and notify licensing and health department staff. Doctor's note (or personal notice from Doctor or Dr's staff) must follow the communicable disease (example chicken pox, whooping cough, Covid etc.)
- In most cases a doctor's notes are required for children to return to care.

Agreements:

- When my child is ill, I understand and agree that Tiny Tot Learning Center will not accept my child for care. **This includes: fever, diarrhea, vomiting, bad cough, discharge from nose/eyes of any color than clear, and all communicable diseases.**

Parent Signature:	Date
Tiny Tot Learning Center	Date

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Sick Child Policies

This is a **well child** childcare center. This means that if your child is not feeling well, for any reason, you will need to find alternate care. **Control of communicable illness among children is a prime concern.** Policies and guidelines related to outbreaks of communicable illness in our center have been developed with the help of the Health Department and Pediatricians. In order to protect the entire group of children, as well as your own child, We ask that parents assist by not bringing their child if he/she has a contagious illness or exhibits any of the following symptoms:

- Fever of 100°4F under the arm
- Signs of a newly developing cold or severe coughing/sneezing
- Vomiting, in excess of typical infant spit-ups or upset stomach
- Diarrhea (1)
- Conjunctivitis ("pink eye")
- Unusual or unexplained loss of appetite, fatigue, irritability, or headache
- Consistent complaints of ear or stomach pain
- Bleeding other than minor cuts and scrapes
- A communicable disease (measles, mumps, chicken pox, etc.)
- Excessive colored discharge from eyes or nose, indicating possible infection
- Head lice
- Unexplainable rash

In general, if your child is too sick to go outside and play, then your child is too sick to attend childcare. If your child becomes ill during the day, you will be phoned and asked to pick your child up immediately.

If your child has a common cold (slight cough, sneezing, clear runny nose and/or a temperature not exceeding 99° F) your child may attend daycare. However, if your child reaches a point when he/she requires constant attention, will not play, cries continuously, whines and wants to be held constantly, then your child will need to stay home. **Please dispense all medications at home. Medications will not be administered**

Signatures below indicate acknowledgement of receipt of this form and agreement to adhere to these policies. Failure to abide by these policies could be grounds for termination of childcare services, forfeiture or childcare retainer, or both.

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Parent Signature:	Date
Tiny Tot Learning Center	Date

Child Pick-Up Form

For your child's safety and security, we ask that you inform Tiny Tot Learning Center of authorized persons who are allowed to pick up your child/children. All persons who are on this list must comply with policy and rules associated with Child Sign in/out procedures listed above.

- Parents/Pick up person will pick up their child/children and walk up to where the child is at as well as walk the child to the car.
- Only the designated persons we have on file will be allowed to pick up the child/children.
- All people on the list must be able provide picture identification if asked by any staff member
- Must keep children under control when you are picking them up. We ask that they do not run around.
-

I authorize the following people to pick-up my child/children from the Tiny Tot Learning Center

1. Name: _____ Relation: _____
Address: _____ Phone: _____
2. Name: _____ Relation: _____
Address: _____ Phone: _____

Child Pick-Up Form cont.

- B. The following people MAY NOT pick-up my child(ren) from Tiny Tot Learning Center. Please see custody agreement section for more information on this regarding parents.
1. Name: _____ Relation: _____
2. Name: _____ Relation: _____
3. Name: _____ Relation: _____

Please note that Tiny Tot Learning Center cannot go against a court order, nor do we get involved with child custody issues. If there are custody issues associated with any child, we ask that you please provide a copy of the **court order regarding custody** to keep on file.

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Tiny Tot Learning Center will not get involved in any custody issues between parents and payments are still due even if the other parent has not paid.

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Discipline and Guidance Procedures

Minimum Standards 746.501

In case of disciplinary measures, the center uses positive guidance/re-direction. Licensing does specify Discipline must be:

- Individualized and consistent for each child
- Appropriate to the child's level of understanding.
- Directed toward teaching and child acceptable behavior and self-control.
- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, positive statements.
- Reminding a child of behavior expectations daily by using clear, positive statement.
- 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 child's age

The following types of discipline and guidance or punishment is prohibited: 746.2805

- There must be no harsh, cruel, or unusual treatment of any child.
- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training.
- Pinching, shaking or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive or profane language;
- Placing a child to harsh, abusive and profane language;
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

You are not allowed to use physical discipline on your children while at the center. While we understand your right as a parent to discipline your child, due to Safety and Discipline guidelines for our center prohibits you from using this method while child is at our center.

- Time out is removing the child from the situation and placing a child by themselves for a period of one minute for each year of the child. Please note that Time out is used as a last resort.

Children who exhibit out of control behavior, using profane language, hitting, biting, punching, kicking and are being abusive to staff or other children will not be tolerated.

- **First Offense** -Parents will be asked to come pick up the child.
- **Second Offense**- Parents will be asked to come pick up the child and child will be suspended for 1 week.
- **Third offense**-Services will be terminated.

If the child has an excessive disciplinary problem, parents will be notified so we can take a course of action together to rectify the problem. Understand while in care your child maybe scratched or bitten by another child. This and all other

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incidents where a child gets hurt will be followed up by an incident report stating what happened. A copy will be provided to the parents.

Food Program

Nutrition is a very important part of my program. We plan our menus to fit appropriate nutrition-education activities meet your child's needs. We are regulated by the USDA food program. Under this program we do get reimbursed for meals provided for each child. You have already received the food application which asks for your income level this is done to figure out our reimbursement rate for each child.

Tiny Tot Learning Center menu is posted so that you may review it and know what your child is eating. Food program serving sizes are set based on age of the child this determines how much each meal component and drink sizes we must meet. Please note that these serving sizes are not the same as what you will find today at home or at fast food restaurants. If you have any questions regarding serving sizes and meal components, please see office staff.

The components that are required with a lunch meal is: meat, bread/grain, milk, fruits and vegetables. Breakfast requires bread/grain, milk and fruit. These components make up a whole meal your child will get while at our center. We do encourage all children to eat all their food especially their veggies.

The following is our food schedule:

9:00-10:00	Breakfast	12:00-1:00	Lunch	3:00-3:30	PM Snack
		4:00-4:30	PM Snack for after schooler's		

The following rules applies for our center food program:

- We do not serve anyone breakfast after 9:45.
- Children must finish all breakfast/lunch from home before you enter the building.
- You are not allowed to bring any food to school for any of our mealtimes.
- If your child is a picky eater or does not eat what is served, they will not get something else or may not get more of an item they like.
- **Children cannot be dropped off during** lunch time or after 9:00 am (without prior authorization from the director)
- 3:00 is the last time your child will have something to eat. If when picking them up from our center and they did not eat their breakfast, lunch or snack they may be hungry when they go home!
- We do teach proper nutrition in our curriculum, and we ask for you help us by getting your child to eat veggies and drink their milk at home.
- Special requests can be submitted to office staff but will not always be granted.
- If your child has a food allergy it must have a Dr's excuse.

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Health Screening

Health Checks Minimum Standards 746.501

Tiny Tot Learning Center will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual, they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects. Tiny Tot Learning Center staff member may complete a "Incident Report" to document these situations.

Hearing and Vision Screening

25.13 Minimum Standards 746.501(12) Hearing and Vision Screening for possible vision and hearing problems is required by the Special Senses and Communication Disorders Act, Texas Health & Safety Code, Chapter 36, for children who are 4-years old.. Parents may also bring in screening proof from their local pediatrician.

All children 4 years and older must have a hearing and visit screening done. Please schedule the visit with your child's doctor.

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Health Information

In the event that we must provide your child with emergency care we ask that you fill this information out. This information will be given to any emergency medical staff concerning your child's health situation. This is needed knowledge in case EMT is asking for any allergies to medication and medical history.

Health Report:

Name: _____

Age: ____ Sex: ____ DOB: ____/____/____

Child's health history and current health problems:

Any special medical conditions, including chronic health problems:

Any special medications and/or restrictions:

Are your child's immunizations up to date? _____ Catchup schedule will need to be on file if your child is not current. If not, what vaccines are needed? _____ TTLC will review and notify you of what is needed. This could affect your enrollment start date.

Has your child had any of the following common childhood illnesses?

Chicken Pox Yes No	Measles Yes No	Whooping Cough Yes No
German Measles Yes No	Mumps Yes No	Rubella Yes No
Scarlet Fever Yes No	German Measles Yes No	Rheumatic Fever Yes No

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Is your child prone to:

Ear Infections Yes No	Headaches Yes No	Sore Throats Yes No
Stomach Upsets Yes No	Colds Yes No	Heart Disease Yes No
Diabetes Yes No	Upper Respiratory Infections Yes No	Other:

Does your child have any speech, hearing, or visual problems?

Has your child ever been tested for any of the above? If so, describe: _____

Has your child ever had any surgeries? _____ When? _____

Describe: _____

Any known medical problems: _____

Allergies: _____

Last tetanus shot: ____/____/____ Reaction?: Yes No

To my knowledge, I certify that my child is in good health, and free of disabilities that would endanger him/her or other children.

TTLC will also be observing your children for child development milestones. If we feel your children need additional assistance, we will make the appropriate referrals. We work with ECI and FSISD special services to help children. If at any point, we feel that your child's needs are too much for our center we will notify you if we will have to drop services due to this. Please understand that our staff does receive training and education on some forms of special needs. Due to the nature of each child we look at each child to determine if we are able to care for the child with any special needs.

TINY TOT LEARNING CENTER



Tiny Tot Learning Center
A FOUNDATION FOR THE FUTURE

221 N Main
Fort Stockton, TX

Phone:
432-336-6433

Hours of Operation
Monday-Friday 8:00 a.m.-5:15 p.m.
Elida Fabela-Owner
Georgieana Fabela-Director/ Linda Flores-Director
www.tinytotfs.com/ tinytotfs@yahoo.com

Authorization for Emergency Medical Care

In the event that I cannot be reached to make arrangements for emergency medical care for my child at the time of an illness, accident, or injury, I give my permission for:

Tiny Tot Learning Center

To obtain whatever treatment may be deemed necessary for:

Name of Child #1 _____ (D.O.B) _____

Name of Child #2 _____ (D.O.B) _____

Name of Child #3 _____ (D.O.B) _____

Emergency Parental Consent

When there is a medical emergency, or when a child needs immediate medical treatment, Tiny Tot Learning Center will take all reasonable steps to see that the children in their care receive adequate medical care. When appropriate, Elida Fabela or staff. will call 911 and the parent(s).

Name: _____ Phone: _____

Name: _____ Phone: _____

If the parent(s) cannot be reached, Elida Fabela or Staff will call the person(s) listed below who are authorized by the parent to give permission for the medical treatment of the child. Any expenses incurred for ambulance fees will be paid by the parent.

Authorization for Emergency Medical Care cont.

If the parent(s) and the authorized person(s) cannot be reached, Elida Fabela or Staff will call the child's doctor identified below. If the child must be taken to a hospital, the child will be taken to the hospital identified below. If, under the circumstances it is more reasonable to take the child to another hospital, Elida Fabela or Staff will do so. In the situation where the parent(s) and the person(s) authorized to give permission for medical treatment cannot be reached, the parent authorizes the child's doctor to provide the appropriate medical treatment for the child.

Name of Doctor:	Phone Number:
Address:	
Name of Dentist:	Phone Number

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Address:	
Name of Hospital/Clinic:	Phone Number:

Emergency Contact Information

Child's Name:		Date of Birth:
Street address:		
City, State, Zip Code:		
Sibling(s) Name:	Date of Birth:	Living in Child's Home?

Mother's (Guardian) name:	
Home street address (if different):	
City, State, Zip Code:	
Home Phone:	
Father's (Guardian) name:	
Home street address (if different):	
City, State, Zip Code:	
Home Phone:	

The following people can be contacted in an emergency in case the parent(s) or guardian(s) cannot be reached:

1 st Alternate Contact:	
Relationship to child:	

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Home street address:	
City, State, Zip Code:	
Home Phone:	
Is this person authorized to make medical decisions for your child if you cannot be reached? Yes _____ No _____	

2nd Alternate Contact:	
Relationship to child:	
Home street address:	
City, State, Zip Code:	
Home Phone:	
Is this person authorized to make medical decisions for your child if you cannot be reached? Yes _____ No _____	

3rd Alternate Contact:	
Relationship to child:	
Home street address:	
City, State, Zip Code:	
Home Phone:	
Is this person authorized to make medical decisions for your child if you cannot be reached? Yes _____ No _____	

Child's Doctor (or name of clinic):	
Preferred Practitioner:	
Street Address:	
City, State, Zip Code:	

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Telephone Number:	
-------------------	--

Child's Dentist (or name of clinic):	
Preferred Practitioner:	
Street Address:	
City, State, Zip Code:	
Telephone Number:	

INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be provided to the parent by the classroom teacher. A HiMama notice will be put on the report so that you are made aware of the incident. We will follow up with an incident report. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the day. Please note that TTLC has 48 hours to provide the written report to you on the Incident Report.

Activity Authorization Form

I hereby grant permission for my child/children named below to use all of the play equipment and participate in all of the activities at the Tiny Tot Learning Center.

Name of child: _____ Age: _____
Name of child: _____ Age: _____
Name of child: _____ Age: _____

Note the following restrictions: _____

I understand that ride-on toys, chairs, sandboxes, and other toys are used on a regular basis (weather permitting). Helmets, along with knee and elbow pads, will not be provided by Tiny Tot Learning Center, but are encouraged

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to be provided by parents for activities that do not have three/four wheels, such as bike riding, roller blades, skateboards, etc.

I will not hold Tiny Tot Learning Center responsible for any injuries incurred while my child is using equipment at the center, provided the children are being supervised and the equipment is in good repair.

Indoor and Outdoor Physical Activity:

Tiny Tot Learning Center promotes a healthy active body. We encourage our children to build both small and large motor skills which require different activities throughout the day. When children participate in a regular physical activity and their bodies build healthy bones and muscles it helps improve muscular strength and endurance. It also aids in helping other factors such as self-esteem, reduce stress and anxiety as well as reduce the risk of chronic diseases. Infants will also be given an opportunity for physical activity, including opportunities for physical activity, including supervised tummy time, reaching, grasping, pulling up, creeping, crawling, and walking in a safe, clean, uncluttered area. Infants will go outside daily (of walking or crawling age) as weather permits. Toddler age children to school age children will participate a minimum of 60 minutes of moderate to vigorous active play each day.

Opportunities for active play may overlap with outdoor play when weather permits. Tiny Tot Learning Center will promote active play in moderate to vigorous activities to raise their heart rate and get them active. These activities may include running, climbing, dancing, skipping, and jumping to the extent of their abilities.

Our children will participate each day in the following:

- 2 Occasions of active play outdoors when weather permits.
- 2 or more structured or teacher-led activities or games that promote movement over the course of the day.
- Continuous opportunities to develop and practice developmentally appropriate gross motor skills and movement skills. Physical activities may take place in the classroom, hallway or in the classroom.
- Clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing.

Examples of appropriate clothing/footwear include:

Tennis shoes or study shoe equivalent.

Clothing for the weather, such as lightweight and breathable.

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Examples of inappropriate clothing footwear include:

Footwear that can come off while running or that provides insufficient support for climbing
Clothing that can catch on playground equipment, such as those with drawstrings or loops.

When weather conditions prohibit outdoor play, physical activities will occur in the hallway or classroom during the schedule outside time. Classroom teachers have activities planned for days children are not able to go outside

Please keep in mind that we do not accept requests that your child not be allowed to stay inside on days when he or she is not feeling well. Children must be able to participate in normal daily activities which includes outside play.

In the event that significant events accompany severe weather, such as a loss of power or water, the school will close. In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by HiMama message, postings on the school's social media page, and/or by email. Should the school need to close in the middle of the day, the director will attempt to reach the child's parents first to arrange for pick up. Should the director be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. The director will notify the parents or emergency contact person at the time of the call, of the pickup location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated. Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than five school days.

Extreme Weather Conditions Extreme Weather Conditions

With the changing seasons and unpredictable weather patterns, it becomes necessary for us to take precautions to ensure the safety of our students during their outdoor activities. We believe it is essential to provide a safe environment that minimizes the risk of accidents or adverse health effects caused by exposure to extreme weather conditions. Please note the following guidelines regarding outside playtime. Please see charts below for more information

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)

		Wind Speed in mph								
		Calm	5	10	15	20	25	30	35	40
Air Temperature	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43	

Comfortable for out door play Caution Danger

Heat Index Chart (in Fahrenheit %)

Child Care Weather Watch

INFANTS AND TODDLERS

- Are unable to tell you if they are too hot or cold.
- NO sunscreen for infants younger than 6 months. Keep infants out of direct sunlight and stay in the shade. Limit the amount of time outdoors.
- Infants older than 6 months of age and toddlers, apply sunscreen to all exposed areas avoiding eyes.
- In cooler or cold months, dress infants in layers to keep them warm.
- Will tolerate shorter periods of outdoor play.

YOUNG CHILDREN

- Remind children to take rest breaks and drink water.
- May insist they are not too hot or cold because they are enjoying playtime.

OLDER CHILDREN

- Need a firm approach to wearing proper clothing for the weather.
- May resist applying sunscreen and drinking water.

Condition GREEN

Children may play outdoors and be comfortable. Watch for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen, and beverages for all child age groups.

Condition YELLOW

Use caution and closely observe the children for signs of being too hot or cold while outdoors. Follow guidance in condition green as well.

Condition RED

Infant/toddlers and young children should not play outdoors due to the health risks. Older children may play outside for a very limited time with proper precautions.

What clothing, beverages, and protections are appropriate?

- Clothe children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing).
- Drinking water helps the body maintain a comfortable temperature. Water should be readily available both inside and outside.
- Sunscreen use is important for children and infants over age six months. Use a sunscreen labeled as **SPF-15 or higher**. Look for sunscreen with **UVA** and **UVB** protection. Sunscreen needs to be reapplied every 2 hours. Read and follow all label instructions for the sunscreen product.
- Shaded play areas protect children from the sun. Make sure to have shade available in your outdoor play area.

The weather forecast may be confusing unless you know the terminology:

- **Blizzard Warning:** There will be snow and strong winds that produce a blinding snow, deep drifts, and life threatening wind chills. Seek shelter immediately.
- **Heat Index Warning:** How hot it feels to the body when the air temperature (in Fahrenheit) and relative



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Rainy Weather: In the event of rain, our policy is to limit outside playtime to ensure that students do not get wet or excessively exposed to the elements. We will make alternative arrangements to engage students in indoor activities, promoting their physical and mental well-being.

Extremely Hot Weather: During periods of intense heat or high temperatures 95 degrees and higher, we will limit outside playtime to prevent heat-related illnesses. We encourage parents to apply sunscreen on their children before they come to school. We will provide shaded areas for outdoor activities and encourage hydration breaks to keep students adequately hydrated.

Severe Weather Conditions: In cases of severe weather conditions such as thunderstorms, heavy snowfall, or strong winds, we prioritize the safety of our students and will suspend all outside playtime. In such instances, we will ensure that students engage in indoor activities that are both enjoyable and educational.

We understand the importance of physical activity and play for the development and well-being of children. Therefore, during days with inclement weather, we will make every effort to provide alternative indoor activities that are engaging, educational, and promote physical fitness.

We kindly request your support and cooperation in ensuring that your child comes to school dressed appropriately for the weather conditions. This may include raincoats, boots, jackets, or additional layers during colder temperatures. By doing so, we can collectively contribute to the safety and comfort of all our students.

I will not hold Tiny Tot Learning Center responsible for any injuries incurred while my child is using equipment at the center, provided the children are being supervised and the equipment is in good repair.

Parent Signature:	Date
Tiny Tot Learning Center	Date

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External Preparation Form

I hereby give Tiny Tot Learning Center permission to apply one or more of the following external preparations, in accordance with the directions for use on the container.

- () Baby wipes*
- () Band-aids
- () Neosporin or similar ointment
- () Sunscreen*
- () Insect repellent*
- () Non-prescription ointment (such as A & D, Desitin, Vaseline)*
- () Other: (please specify) _____*

*** Must be provided by the parent.**

I release Tiny Tot Learning Center from any liability for administering these preparations.

Parent's Guardian's Signature	Date
Tiny Tot Learning Center	Date

Permission to Apply Sunscreen

I, _____ (parent's name) hereby grant permission for my provider, Tiny Tot Learning Center to apply sunscreen to the following children:

_____	_____
Name of Child	Age
_____	_____
Name of Child	Age
Beginning on: ____/____/____	

Parent Signature:	Date
Tiny Tot Learning Center	Date

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Letter Of Termination

FILL OUT ONLY IF YOU NEED TO DROP CHILD

You must fill this information out when wanting to drop your child from care. Please see office staff to get form. **Two week notice must be given to terminate care for your child.**

This letter is to inform your childcare services for:

Child Name	Date Of Birth	Age	Sex
1:			
2:			

Will be terminated on ___/___/___. Services will be provided until this date.

In accordance with Tiny Tot Learning Center Parent/Provider Contract & Agreements, payment for fees will be calculated up to the last day of service stated, whether or not your child is present during that time.

Please Note: In the event that fees are not paid in full by 5:30 p.m. on the last date of service, Tiny Tot Learning Center reserves the right to file a claim in Small Claims Court and report the delinquency to the credit bureau.

Parent/Guardian's Signature	Date
Tiny Tot Learning Center	Date

Office Use Only:

File Name _____

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File # _____ Reason for termination _____

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COVID PROTOCOLS

Due to the new Virus and mandates to our licensing we must due the following procedures for our center. TTLC is doing our best to combat the virus in our center. Our staff has and will continue to sanitize classroom and toys to help fight off any germs in our classrooms. All Badge access will be denied at this time.

Arrival Procedures Upon arrival at Tiny Tot Learning Center, the parents or the adult dropping the child off must sign the child into care on the sign-in sheet or tablet located at the door. You also have the ability to do this on your HiMama app. We encourage you to do this for an easy drop off process.

The current procedures are:

1. If a temperature above normal or signs of a possible illness, the child will be excluded from care. Children will be dropped off at the front door and escorted to class by a member of management or designated staff.
2. Illness Exclusion Children will not be admitted into care if they have the following symptoms: Cough Shortness of breath or difficulty breathing, chills repeated shaking with chills, Muscle pain, Headache, Sore throat Loss of taste or smell Diarrhea that cannot be contained in a diaper, feeling feverish or a measured temperature greater than or equal to 100.0 degrees When children are ill, they must not return to the facility until they are symptom free without medication for 72 hours.
3. Personal Protection Equipment Employees and children may use Personal Protection Equipment such as masks, gloves and faces shields as needed, as long as this is done in a way that does not harm or scare the children.

Please note that:

- We are not giving tours until Further notice.
- Cut off Time to drop off children is 9am.
- Any child who is showing signs of fever, runny nose, sore throat, diarrhea, or cough will need to stay home.
- Parents will not be allowed in the building to limit the # of people entering our building. Only Staff and children will be allowed inside.
- Temperature will be checked prior to entering our center. If fever is detected, child/staff will be sent home.
- Positive case of anyone in the household child is not allowed to come to our center. They must quarantine the same number of days.
- **If your child tests positive you must notify us and provide a Dr. Excuse with information of quarantine information. We are required to notify parents and licensing when we have a positive case in our center.**

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Parent's Rights

A parent or guardian of a child enrolled in a childcare center has the right to:

- Enter and examine the childcare center during its hours of operation and without advance notice.
- File a complaint against the childcare center
- Review the childcare center's publicly accessible records.
- Review the childcare center's written records concerning their child.
- Receive inspection reports and information about how to access the childcare center's online compliance history.
- Have the center comply with a court order that prevents another parent or guardian from visit or removing the child.
- Be given the contact information for the childcare center's local Child Care Regulation office.
- Inspect any video recordings of an alleged child incident of abuse or neglect involving their child provided that: video recordings of the alleged incident are available; the parent or guardian does not retain any part of the video depicting a child that is not their own; and the parent or guardian of any other child in the video receive prior notice from the center.
- Obtain a copy of the childcare center's policies and procedures handbook.
- Review the childcare center's staff training records and any in-house training curriculum.
- Exercise these rights without receiving retaliatory action by the childcare center.

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Parent Handbook Acknowledgement I, _____, (Parent/Guardian Name)

have been given a copy of Tiny Tot Learning Center Parent Handbook, I have read the policies outlined, and given the opportunity to ask questions regarding Tiny Tot Learning Center policies. I understand the policies and will agree to follow the policies outlined in the Tiny Tot Learning Center Parent Handbook. I understand that Tiny Tot Learning Center has the right to terminate care at any time if the parent policies are not followed.

Child(ren)'s Name(s): _____

Parent/ Guardian Name: _____

Signature: _____ Date: _____