

Early Learners Of Pearland

Policies & Procedures



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Mission Statement

At Early Learners of Pearland, we provide a secure, nurturing, and enriching educational environment where every child can flourish. We are committed to promoting a unified parent-teacher learning approach, ensuring that the needs of each child remain our utmost priority. Together, we guide students to become responsible, considerate, and contributing members of society.

Philosophy

We believe young children thrive in environments that encourage curiosity, creativity, and hands-on learning. Our academic approach supports the whole child socially, emotionally, physically, and cognitively through meaningful experiences rooted in play and exploration.

Objectives

At Early Learners Of Pearland will employ 3 Fundamental objectives that will serve as the driving forces for the service offered:

- * To educate and provide a comprehensive approach to early childhood education; we want our students to have the opportunity to grow physically, emotionally, socially, and intellectually by playing, exploring, and learning with others in a fun, safe, and healthy environment.
- * To encourage and extend affordable opportunities in providing an environment that fosters healthy cognitive, physical, and social-emotional development. We create a classroom community by establishing a relationship between the children, the families, and the teachers. Our programs are based on a sense of respect and belonging.
- * We are committed to design an enriched curriculum, providing unique learning opportunities for children, and enhance their potential. To develop programs that provides values and the opportunity to meet the needs of each child.

Curriculum

Early Learners Of Pearland is an academic theme-based center, our goal is to meet the needs of each child hands on learning experiences and academic based unit. We are currently using Circle curriculum created by CLI Engage for all students ranging from infant- 5 years of age, Circle curriculum is age-appropriate curriculum designed to foster development in the cognitive, physical, and social-emotional areas through daily active learning opportunities, this curriculum is implemented through small group and whole group throughout the day.

Circle Curriculum is a research-based curriculum that engages all learning styles. This curriculum aligns with the states early learning guidelines/ standards. All teachers are **REQUIRED** to complete the ITELG and Pre-K ELGs as part of annual professional development training. Teachers are also required to complete the Lesson Planning using Curriculum training prior to being placed in the classroom. This training will help provide you with the tools needed to use the curriculum when developing lesson plans for your classroom. This training is offered as a part of ongoing professional development and is to be completed annually. In addition to this training, teachers are also provided with the support listed below to help with implementation of the curriculum in the classroom:

- * Weekly planning time
- * Access to resource room for materials
 - * Monthly resource orders
- * Owner/Director support meetings
 - * Peer learning group supports

Developmental Milestone Checklists

We dedicate time to each child in their natural play environments assessing each child's learning styles, strengths, and abilities to better meet their needs. For age groups 0-48, we utilize the CLI Developmental Milestones and other self-developed assessments. We also use developmental checklists, anecdotal records, literacy ratings, portfolios and whatever else is necessary to assure your child is thriving. Assessments are implemented to facilitate instruction and foster the development of your child. We share the findings immediately following assessments.

Hours of Operation

The hours of operation for Early Learners Of Pearland are from 6:00a.m. To 6:30p.m Monday- Friday year-round. Although the center is open for twelve and a half hours a day, for the convenience of parents work hours, we strongly encourage that No Child is left in care more than 10 hours a day.

Early Learners of Pearland **closes at 6:30p.m.** Late pick up is \$35 and \$2.00 for every minute after 6:30pm. Late pick-up fees must be paid in cash. All fees paid to the school are non-refundable.

Calendar

We provides a monthly calendar that will always be posted on the Parent Board and via Procure this is a way all parents can keep up with all the special events as well as Closures.

We will be closed 1 week yearly to allow for a reset; this gives the provider an opportunity to complete the annual training that is required by Childcare licensing in a retreat setting. This allows providers to gain more clarity and to continue providing a positive and healthy environment for your child to continue to thrive in both their learning and social development.

This week may vary from year to year based on scheduled availability. Parents will receive at least a 60-day notice. Tuition is still required as normal scheduled.

Holiday Closure

We will notify all parents in advance of any days that we will be closed however; we will be closed for the following holidays:

- * New Year's Day (Depending on the day New Years fall on the center could possibly be closed the day before, after, or both)
 - * Good Friday
 - * Memorial Day
 - * Independence Day

- * Labor Day
- * Thanksgiving Day/ Friday after Thanksgiving
- * Christmas Day (Depending on the day Christmas falls on the center could possibly be closed the day before, after, or both)

Inclement Weather

In the event of inclement weather and the school is not open, parents will be notified via Procure to all contact numbers provided, email, and other media outlets such as our social media pages. Our closures correspond with our School Districts Closures so please listen to our local news stations in the event of severe weather.

For any additional closure days all parents will be notified in advance

Enrollment

We enroll all times and every day of the year up until we reach our CCL capacity. You can enroll by picking up an enrollment packet at the center or we can email one to you. A non-refundable registration fee of \$100 is required at Enrollment. A non-refundable supply fee of \$100 is also required at the time of Enrollment, this fee is annual. We offer a 10% sibling discount for each child after the youngest. We do not offer any discounts in our infant (0-18mos) classrooms. We offer Teacher and First Responders Discount of 10% (these fees can subject to change and cannot be combined with any other specials).

Withdrawal

Parents are required to submit a two week written notice to this email earlylearnerspearland@gmail.com, in order for any tuition to be refunded if applicable. Providing a two-week notice allows us to either call families that are on the waiting list or to plan accordingly for your child's open spot. Your account is to be cleared with Early Learners of Pearland; any delinquent accounts will result in not being able to re enroll in the future and/or reporting to the credit bureau.

Tuition Payment/Late Fees/Delinquent Accounts

Our payment here at Early Learners Of Pearland we will be invoicing thru Square Invoicing. This is our preferred method of payment. Every parent will receive a payment link each Thursday for the upcoming week. Tuition payments are due on Thursday of each week, for new students at time of enrollment. If your payment has not been received by the end of business hours on Friday (6:30pm) a late fee of \$35 will be applied and an additional \$15 per day will be billed daily until paid in full. We strongly suggest setting up auto pay on all accounts. If the payment has not been paid in full along with the attached fees by Monday Midnight, your child will not be able to attend the school program on Tuesday and will only be able to return once account is cleared. This also applies to any payment that was made on time but came back insufficient. Please contact the Director to see what arrangements can be set-up to bring account current.

*Tuition is nonrefundable; on a case by case basis we will consider providing a credit**

Parent Conferences

Parent teacher conferences will be offered as requested up to three times throughout the academic school year, one in person and two via zoom. During conference time, each parent will receive information on their child's behavior and their academic development. Parents will have the opportunity to set goals with teachers based on the results from the developmental assessments conducted by the teacher. Please do not use the drop/off pick-up time to communicate lengthy concerns with your child's teacher as this can be a distraction to the care of the other children in the classroom. Parents can request a conference to discuss any concerns as needed basis.

Attendance/Absences/Holding Fees

If you enroll your child for full-time care full tuition is due weekly regardless of absences due to illness, holidays, or inclement weather. Your weekly tuition is what secures your child's spot and provides for consistency in meeting our expenses.

However, your child will be eligible for 4 holding fees per year after completing 90 calendar days in care. This will allow you to pay equal to $\frac{1}{2}$ your child's weekly fee up to 4 times yearly (from your enrollment date to your enrollment anniversary date), this fee will also be due on scheduled Thursday payment and will incur the \$35 late fee if not paid on time. If you have received any discount in your fee, please be aware that your holding fee is $\frac{1}{2}$ our regular fee, not your discounted rate. You can only receive 1 discount at a time. Please inform the center in advance of holding week this can be used toward vacation, illness, spring break, etc. Holding fees cannot be carried over from the prior year and cannot be used during Holiday weeks. If your child will not be attending the program on a particular day you must contact the center. If your child is going to be absent, please call or email us. Children will be automatically withdrawn after two weeks of no call no show.

Vacation

If you plan to take your child out of school for vacation during the year, you will need to contact the Director. However, you are still required to pay the regular weekly fee just as if your child was at school to hold their spot unless you have holding fee availability as described above.

Procedures for Drop off & Pick Up

Upon arrival (drop off) parents are required to walk their child into the center and sign them in and out via our Sign-In Sheet or Procure, if you do not drop off or pick up every day and have someone designated on those days, please ensure your pick up person has your code and an ID on file with us. For the safety of our children and oversight of all areas, we must escort all children to their assigned areas. All age groups will be escorted by administrator when dropping off and picking up.

Parents are responsible for having Preschoolers at the daycare by 8:00 am. All other ages must be at the center by 9:30 am unless there is a doctor or dentist appointment, please provide a doctor's excuse or note.

If your child is not here by 9:00 am then your child will have to attend the PM session which begins at 3 pm. Please notify the Director the day before of appointments. Breakfast is served from 6:30am - 8:00am. Children are not allowed to enter with breakfast food after 8:00 am. Before School age children will need to arrive prior to 6:45am for breakfast and transportation.

The early part of the morning involves some of the most challenging activities of the day and when children are most responsive. Children arriving late disrupt the ongoing activities and find it more difficult to become involved. Teachers are not always free to greet late arrivals and being that the kids are still young they require more attention, and we want to make sure we provide the attention that's needed, which is why being punctual is important for us here at Early Learners Of Pearland.

Staff Immunizations

In the state of Texas there is no statewide requirement for childcare facility employees to receive vaccinations. Furthermore, the Centers for Disease Control and Prevention discourage the use of certain tests and vaccinations for people who have no risk factors for exposure. Therefore, at Early Learners of Pearland we do not require our employees to receive vaccinations.

Health/Immunization

- * For the protection of all children, if a child is ill with a communicable condition (sore throat, conjunctivitis (pink eye), chicken pox, vomiting, diarrhea, fever, etc.), attendance must be discontinued until the child is symptom free and fever free for 24 hours.
- * Children with obvious symptoms of illness will be sent home.
- * If a child becomes ill at school, a parent will be promptly notified, and the children will be cared for until a parent or designated person comes to pick up the child.
- * Parents are responsible for keeping emergency contact information, such as phone numbers and alternate contacts, up to date.
- * Each child must have a physical examination by a physician within 90 days prior to admission into the program. In addition, all immunizations must be up to date. The required medical form must be filled out by a physician and returned before care can be provided.
- * Each child must have a physical examination by a physician on an annual basis. Immunizations for each child must be kept up to date. The required medical form must be completed by a physician and returned for the child to continue attending the program.
- * Tuberculosis testing is not required to attend Early Learners of Pearland.

Parent Notification

Early Learners of Pearland will notify parents in the event of a child's illness or any event that requires their awareness, either by phone, email or Procure.

Medication

- * Prescription medication to be administered during the hours of childcare must be labeled and in the original container. The medication must be accompanied by written instructions from the prescribing physician. Parents must sign an authorization form and include times if Early Learners of Pearland is to administer medication according to pharmacy instructions.
- * No over-the-counter medications will be administered without a doctor's signed permission.
- * We administer medication to help with the well-being of your child; however, it is not required that we do so and can discontinue administering at any time.

Insect Repellent & Sunscreen

We will no longer be applying insect repellent and sunscreen at our center. Please make sure that if your child needs insect repellent and/or sunscreen that it is applied at home before dropping off at the center.

Accidents & Emergency Medical Treatment

- * Parents are required to sign and have an up-to-date Emergency Care form for each child.
- * Parents are responsible for keeping all emergency contact phone numbers up to date.
- * In the event of a **minor accident** the provider will administer first aid, according to the provider's training and experience. The provider will contact a parent immediately if it is necessary.

In the case of a **serious accident or the need for emergency medical treatment** the provider will:

1. Administer first aid, if possible.
2. Call an ambulance to transport the child to the Emergency Room.
3. Call a parent (or emergency contact if a parent cannot be reached).
4. Stay with the injured child until a parent or appointed contact person arrives.
5. In all cases of accident or injury, the provider will fill out an accident report form, which will be signed by both the provider and the parent of the child involved.

Discipline and Guidance

Early Learners Of Pearland is trained at guiding and taking behavioral situations in a positive direction. We believe that every child should learn from their mistakes and be taught how to handle themselves in situations properly. Appropriate behavior will be highly praised. Inappropriate behavior such as biting, hitting, scratching, kicking, pinching, spitting, and profanity will not be tolerated. We praise positive attitudes, redirect and use calm down corner to allow time to gather emotions and reflect on their behavior.

Challenging Behaviors

At times we will have children with challenging behavior. We strive to keep open communication and address any concerns. We make sure we have ongoing communication with parents when working with children to improve challenging behavior. During this time, conversations to meet the needs of the students will be made throughout this process. Parents are also encouraged to share strategies that may improve the child's behavior. Listed below are steps taken in collaboration between the director and the child's parents.

- * Meet with parents
 - * Create a plan to help improve behavior with parent input
 - * Allow 2 weeks to monitor with a plan in place and strategies
- * Conference with teachers, director and parents on the improvements or changes needed with the plan
 - * Either update plan or discuss termination from program
- * If you are terminated from the program the Director will give them two weeks, or we will continue with strategies

Our objectives regarding the children's behavior are framed around the following:

- * Positive redirection when challenging behavior is present
- * Verbal praises are given and encouraged throughout the center
 - * Observe and track the behavior
 - * Identify reasons for the behavior
 - * Create behavior support plan
- * Implement the support plan and track the strategies that are used.

When all these are fully implemented families are informed verbally after each objective is used to ensure open communication.

Child Release

1. Children will be released only to an adult, age 18 or older. Do not send a child under 18 to the door to escort siblings to the car. Names of those permitted to pick a child up from school should be stated on the Child Information Form.
2. Anyone picking a child up from school should bring proper photo identification with them.
3. Parents should make the school aware in advance of any alternate pick-up arrangements. If arrangements are not made in advance, a parent or guardian must send the school written release authorization for anyone who is not pre-authorized, and the parent will receive a phone call from a Early Learners Of Pearland staff to verify pick-up authorization.

4. Children who are being picked up by authorized people other than their parents will be escorted to the front office by a Early Learners Of Pearland employee where the child will be released to the authorized person. Or a Early Learners Of Pearland employee will escort the authorized person to the classroom to pick up the child.

If any contact information needs to be updated, please do so through Procure, email or through an administrator

Transportation

We provide transportation for before and after school students. We will pick up and drop off students to neighboring schools only. Students must be at the center by 7:00am. The van leaves at 7:00am to drop students off at school. If your child does not attend school that day or is picked up early, you must notify the center. If your child has been disruptive while on the bus, you will be notified. Continual inappropriate behavior will result in your child not being able to ride the bus for safety reasons. The following rules also apply to transporting your child:

1. If it is necessary to transport your child, all seat belt/car seat laws will be adhered to.
2. Parents must sign a Transportation Authorization Form for each child.

When going on field trips, you will be notified ahead of time. A signed permission slip for the specific field trip will be required.

Transportation Emergency Procedure

In the event of an accident or medical emergency the Staff will:

1. Pull over to a safe place and make sure all children are safe.
2. Assess the situation and determine if immediate medical attention is needed. If a child needs immediate first aid, it will be applied.
3. Once the situation is under control the driver will call 911 if there is still an emergency situation.
4. While waiting for assistance from 911 the driver will call the center to inform the Director of the situation at hand. Staff from the Center will immediately be dispatched to get the children not involved in the emergency (if applicable) and bring them back to the Center. The driver will then call the parent and inform the parent of the child involved of the situation.
5. If 911 determine that the child or children need medical attention the driver will accompany the child or children to the emergency center until the parents arrive.
6. Once the staff arrived back at Center, the appropriate documentation will be completed and follow up with parents will be initiated.
7. CCL will be notified of the incident.

Family Participation

Family involvement at Early Learners of Pearland is very important to the success of not only our program, but also your children. There are several ways that families can get involved with the center and activities to ensure that your experience while enrolling in our center will be a great one!

Opportunities for parent involvement include:

- * Parent/teacher conferences
 - * Parent meetings
 - * Holiday programs
 - * Graduation
- * Various Specialty Programs (Ex. Donuts with Dads, Muffins with Moms, Grandparents Luncheon)

Nursing Mothers

We provide comfortable seating for nursing moms within a calm area, and storage for breast milk. Please ensure the bottles are labeled with your child's first name and last initial.

Minimum Standards

We will provide a copy of the minimum standards for the parents to review at any time. There will be a binder labeled at the front entry for parents to see and will be notified of any changes. We will also post the most recent Licensing inspection report for parents to see as well.

Custody & Visitation Issues

If there are custody or visitation issues to address, we must have a copy of any custody and visitation orders or agreements signed by a judge to enforce them. If there are no orders signed by a judge Early Learners of Pearland staff cannot acknowledge the orders or any orders given by the parents.

Termination of Services

We reserve the right to terminate a child for the following reasons (but not limited to):

- * Failure to pay.
- * Routinely late picking up child
- * Lack of parental cooperation
- * Serious illness of a child
- * Physical or verbal abuse of any person on the property by a child or parent
 - * Our inability to meet children's needs.
 - * Lack of compliance with policies
- * Failure of child to adjust to the center after a reasonable amount of time.

**Center administration has the right to give verbal notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance*

Health and Nutrition Practices

We follow the guidelines recommended by the Department of Agriculture for all meals served at our school. Menu items are always posted. We have a two-week menu rotation. Also, we are a part of the CACFP program, in which the Child and Adult Food program helps child /adult day care facilities to improve the nutritional quality of the meals they provide to the individuals receiving services at our facility.

Due to the increasing number of children that are allergic to peanuts, we are a peanut free campus. Birthdays are a special occasion. If you provide a special birthday snack for your child and classmates on this day, make sure you have informed the Director. All snacks must be bought in the store. Homemade goodies are no longer allowed. Birthday candles are against the fire marshal's regulations. During the regular school day, the children will be provided with nutritious meals and snacks. Students and parents are educated on proper nutrition during the year. We currently provide breakfast, lunch and afternoon snacks. Our menus and food program follow guidelines under the state requirements (milk must be served with breakfast and lunch). We do not charge an extra fee for meals and snacks.

Breakfast is provided at 7:00 a.m. Lunch is served at 11:30. Afternoon snack is served at 2:30 for those that participate in the full-day center-based program and starts at 4:00 for after school children. Because we serve various schools with varying dismissal times, snacks are served to after school students as they arrive. All meals are approved by the CACFP program for their nutritional appropriateness. Our center provides healthy meal options which include milk, fruit and fresh vegetables. Foods and Liquids hotter than 110 degrees are kept out of reach of children. If your child is on a special diet or has a food allergy the office must have a copy of the doctor's report. An emergency food allergy plan must be completed by an authorized medical official. This is a requirement of the state. Our center is not Peanut free so please inform us of ALL allergies. Staff does not reward good behavior with food of any kind.

During special occasions such as birthdays and holidays, only commercially packaged foods are allowed

Allergies

If your child has any type of allergies, please indicate such on the enrollment application. If your child has severe food allergies we will require all meals to be provided.

Fire Drills

Fire drills will be conducted monthly. Children will be instructed as to why we have fire drills and what is expected of them.

Toys

Children should leave all toys, burettes, earrings of value, etc. at home. The toys and activities provided by Early Learners of Pearland are carefully chosen to suit the ages of all children in care. We **are not responsible** for any lost or stolen items. If any clothing is brought to school, it must have your child's first and last name on it.

Screen Time/Electronic Devices Policies

Screen time will only be used during educational time, less than one hour a day for children that are age appropriate, screen time will be without restriction for homework for school-aged children.

Screen time will not be used during mealtimes, snack times and rest times, free from advertisement and violence. Screen time will not be used for children under 2 years old.

Children may not bring electronic devices. The center has devices for learning that are age appropriate. However, during the summer or some planned time during the year teachers may request your child to bring their device for electronic day. School age kids that have cell phones are to leave them in their backpacks; we are not responsible for loss, stolen or damaged phones.

Hygiene

Children will be encouraged to learn good hygiene habits. Children will be guided by teachers to wash their hands with soap and water before and after meals and snacks, after using the restroom, before engaging in any cooking activity or water play, and after coming in from outside.

Uniforms

1. Children ages 18 months to 5 years old that attend the school program must wear school uniform daily: Cobalt Blue Polo shirt and khaki or blue jean pants or skorts. Polo Shirts will be available for purchase at the front desk.
2. Children need to be in comfortable clothes, appropriate for both indoor and outdoor activities. In the interest of safety, flip-flops or sandals should not be worn. We recommend that all children wear sneakers.
3. To foster independence, parents are encouraged to purchase bottoms that the children can easily manipulate.
4. Children must keep a complete change of uniform clothing on hand at school for spills and other emergencies. All items and garments should be labeled.
5. During the winter months, children may wear long sleeves under the uniform.
6. Additional uniform shirts can be purchased
7. Fieldtrip and Friday T-shirts will also be available for order

Diapers & Toilet Training

Toilet training can continue at school, only if parents are starting at home. Toilet training research shows that children who stay dry longer than two hours at a time are ready for toilet training.

During toilet training your child will be taken every two hours (for no more than 10 minutes), or when a child verbally lets us know or shows signs of wanting to go to the toilet, by either holding themselves or squirming in their seats, before the two hours. Remember that every child is different, and everyone learns at their own pace. Please have plenty of extra clothes to change your child into in order to prevent a phone call during your workday because accidents happen. The toilet training process must remain consistent for your child to succeed at toilet training.

Photos

Early Learners Of Pearland loves sharing with others how wonderful our kids and school are, so we are on Facebook and love posting photos of our students. Only students who have signed permission forms will be eligible to have photos posted.

Fieldtrips

Children going on field trips must have a signed permission form from a parent or guardian to attend. Each child will have a shirt and/or name tag with the center's name and phone number. All field trip t-shirts can be purchased at the front desk. (Coming soon)

Naps

1. Children will be given the opportunity to take a scheduled nap during the day.
2. Any child who does not take a nap will be encouraged to still lay down and rest but if not, they will be allowed a quiet time instead. There will be books, puzzles, and other materials available for the children during this time.
3. Each child must bring a blanket to use while napping. Please remember to label everything and take home at the end of the week for cleaning.

Birthdays

Birthdays may be celebrated at our school. Please contact your child's teacher a week before the celebration to help with planning. For health regulations, it is required that all food be store bought. Food may not be prepared at home.

Holiday Celebrations

Holidays represent opportunities for young children to learn about the celebrations that various cultures observe. Certain holidays are recognized in the preschool classrooms in ways that are consistent with the individual program's curriculum and the age of the children. Examples include (but are not limited to)

Halloween, Thanksgiving, Hanukkah, Christmas, Kwanza, and Easter. The school staff, however, recognizes, understands, and values other holidays which reflect the culture diversity represented among

our families. Teachers encourage all parents to propose the observance of additional holidays that reflect their family background and traditions. Such celebrations represent unique opportunities for children to experience and understand various cultural heritages.

Accommodating Families and Children

To accommodate all families and children we provide cultural events such as celebrating cultural holidays, providing flyers in Spanish and English and involving different languages in classroom instruction. Children in need of therapy will also be accommodated with a quiet environment for their therapy sessions.

Child Abuse and Neglect

Early Learners of Pearland provides literature to staff and parents on preventing and responding to abuse and neglect of children, including:

1. Methods for increasing employee and parent awareness of issues regarding child abuse and neglect such as warning signs that a child may be a victim of abuse or neglect.
2. Methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect.
3. Strategies for coordination between the center and appropriate community organizations.

Special Needs

Parents, please let us know upon enrollment if your child has any special needs, requires any additional assistance in specific areas, is on any personalized behavior or learning plan at his/her school, is 3 yrs or older and not potty trained, has any daily medical needs or medications etc. This will help us to better care for your child and will also help us determine if our facility can properly care for and accommodate your child's needs. All Therapists are required to submit a background check form for processing. All Therapists are required to remain in the designated area. We do not allow Therapist to perform therapy in our classroom setting. We offer 2 Week trial period for all children with Special Needs or Behavioral Issues. We determine our ability to continue care after this period.

Physical Activity

Our daily schedule provides opportunities for children to engage in physical activities. Children participate in age appropriate outdoor and indoor activities as part of the daily curriculum.

Water Play

Child Care Licensing requires that all admission forms be checked for water play activities, as Early Learners of Pearland does participate in such activities during the year for example, water table, sprinkler play, and water related activities. When the center is participating in such activities, notices will be sent home to inform parents of the days and times of the activities.

Gang-Free Zone

Certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of Early Learners of Pearland is a violation of the law and is therefore subject to increased penalties under state law. Early Learners of Pearland does its best in making sure all bulletins and notices issued by the United States Consumer Product Safety Commission regarding unsafe children's products have been reviewed and followed.

Non-Discrimination Clause

We do not discriminate based on race, culture, religion, or ability

Policy Changes

Please be aware that policies change over time and if such changes occur, you will be asked to re-read the policy and sign a parental agreement once more. If you have any questions or concerns about the policies, please contact the Director to review or discuss any policy of procedure change.

Procare

Here at Early Learners Of Pearland our source of communication is an app called Procare, Procare will allow you to communicate with administrators, get daily updates on your child, and updates on school activities, holidays, and closings.

Parent Rights

A parent or guardian of a child at a child care facility has the right to: (1) enter and examine the child care facility during the facility's hours of operation without advanced notice; (2) review the child care facility's publicly accessible records; (3) receive inspection reports for the child care facility and information about how to access the facility's online compliance history; (4) obtain a copy of the child care facility's policies and procedures; (5) review, at the request of the parent or guardian, the facility's: (A) staff training records; and (B) any in-house staff training curriculum used by the facility; (6) review the child care facility's written records concerning the parent's or guardian's child; (7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that: (A) video recordings of the alleged incident are available; (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording; (8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child; (9) be provided the contact information for the child care facility's local Child Care Regulation office; (10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and (11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights. I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility by acknowledging receipt of this Parent Handbook.

Parent Feedback

In effort to maintain and improve the quality of our early learning program, we appreciate your comments and suggestions. The survey and suggestion box will remain anonymous and will be used only as a guide in planning future policies.

Licensing Office Contact Information

Texas Health and Human Services/Child Care Regulations

1330 E 40th St.

Houston, Texas 77022

Phone: (713) 287-3228

<https://www.hhs.texas.gov/providers/child-care-regulation>

Child Abuse and Neglect

Child Abuse Hotline Phone: 1-800-252-5400

I acknowledge that I have read, understand, and received a copy of the written operation policies and procedures for Early Learners of Pearland.

Please sign and return on or before that first day of your child's attendance.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

**YOUR COPY, PLEASE SIGN AND LEAVE
ATTACHED.**

I acknowledge that I have read, understand, and received a copy of the written operation policies and procedures for Early Learners Of Pearland.

Please sign and return on or before that first day of your child's attendance.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

**OUR COPY, PLEASE SIGN AND SUBMIT
WITH ENROLLMENT PKT.**