



# Parent Handbook

**Small World Early Childhood Enrichment Center, LLC**

**425 Engelking Street Sealy, Texas 77474**

**979-885-7076 Phone SWI 979-885-6200 Phone SWII**

**979-203-5531 After Hours Emergency Number**

**WEBSITE: [smallworldsealy.com](http://smallworldsealy.com) EMAIL: [smallworldcecec@live.com](mailto:smallworldcecec@live.com)**

**Linda Gafford – Owner, Director**

**Reviewed Annually - Revised 11/18/25**

**“We are not just any daycare. We are Small World”**

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## **Mission Statement**

The Goal of Small World Early Childhood Enrichment Center, LLC is for your child to have a loving Christian atmosphere for learning. Pre-School is very significant in the life of a child. He/She begins to form opinions and attitudes toward school and begins behavior patterns that will help or hinder Him/Her as He/She progresses in His/Her school life. At Small World we are interested in the “whole” child. It is our intention to present a well-rounded program which contributes to the physical, social, mental, and emotional needs of each individual child.

### **We Will Work Hard to Develop the Following:**

- Intellectual Skills to His/Her level or ability.
- Phonics and Number concepts will be stressed.
- The ability to Observe, Experiment, Discover, Think and Generalize.
- An understanding of His/Her physical world through Concrete Learning Experiences.
- The ability to express thoughts and feelings more creatively through Language, Movement, Art, and Music.
- Listening Skills, as well as, Auditory and Visual Discrimination.
- Social Skills which will enable Him/Her to interact with His/Her peers and adults.
- Attentiveness to Personal Health and Cleanliness.
- Muscle Coordination, Strength, and Physical Skill.
- Self-Confidence and Independence.
- Positive feelings toward school and learning, plus Self-Motivation for learning.

## **Curriculum**

Small World Early Childhood Enrichment Center, LLC is a consecutive twelve-month enrollment program. The staff will use Experience Early Learning Curriculum to implement teacher and student led activities within their daily schedule which meets the individualized needs of each student. Our program emphasizes Hands On developmentally appropriate play experiences along with the integration of technology to help your child become ready for today's world. The school environment is carefully planned to provide quality childcare. We recognize the uniqueness of each child and provide for individualized experiences to help children reach their maximum potential.

## **Texas Rising Star Quality Certification**

The Texas Rising Star Program is a quality rating and improving system for child care programs. It offers three levels of quality certification: Two-Star, Three-Star and Four-Star to encourage child care and early learning programs to attain progressively higher levels of quality. Childcare and early learning programs that achieve Texas Rising Star certification, offering quality care that exceeds the Texas Health and Human Services Commission Child Care Regulation minimum standards, are in a better position to positively affect the physical, social-emotional, and

cognitive development of children. As programs advance through the levels of TRS certification, they are increasingly able to positively affect the development of the children they serve daily.

### **Screen Time**

We understand that technology is an important part of today's society and have multiple types imbedded in our curriculum. We keep screen time to a minimum. TVs are used only at opening and closing hour and to provide music, dance, and other forms of physical activity during scheduled times. There is no screen time allowed for infants ages 6 weeks to 12 months or for toddlers ages 12-24 months of age. Screen time is limited to 30 minutes a day for transition of student ages 24 months to 12 years of age.

### **Hours of Operation**

6:00 A.M.—6:00 P.M. Monday through Friday  
Please be Considerate of the Teachers and Children;  
Be on Time - Class Starts at 8:00 A.M.

If bad weather occurs, we will follow Sealy ISD procedures for closure, will open 1 hour before the school in the event of a delayed start and will close 1 hour after the school in the event of an early release.

### **Holidays Observed**

Small World ECEC, LLC will be closed on the following days:

New Year's Eve/New Year's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Friday after Thanksgiving Day  
Christmas Eve/Christmas Day

Should the traditional holiday occur during a weekend or be rescheduled for a long weekend, Small World will observe the holiday in accordance with the National Monday Holiday Bill. Any other scheduled days off will be posted 3 months in advance. Small World reserves the right to adjust the days closed or early pickup with one month notice to parents.

### **Arrival and Departure**

When bringing your child into the center, or picking your child up, you are required to sign in on our Attendance sheets or Finger Print System. We also ask that you leave your child with a staff person.

Children will only be released to a person over the age of 18 and who are listed on the Enrollment Sheet. Picture ID's will be required for identification.

To ensure that Small World follows any Court Orders pertaining to the custody of your child, we require a Certified Copy of the current custody order. We will keep this information confidential. It is our policy to remain neutral in custody matters.

For the safety of your child and other children please refrain from phone use when dropping off or picking up children.

Please have your child to school by 9:30 AM each day if possible. We want to ensure they have a normal routine and do not miss out on educational activities.

### **Enrollment Process**

Acceptance to Small World ECEC is not automatic even if space is available. You must follow certain steps to ensure your child has been accepted.

1. Schedule a tour. We are available to tour most days Monday through Friday.
2. If you decide Small World is right for your child and we have space or an anticipated space available you may pay the \$100 registration fee to ensure we save a spot for your child. We will notify you as soon as the space is available or if unknown the soonest date the space could be available. This fee is nonrefundable.
3. Once a space is confirmed and registration is paid, please fill out our online registration forms found on our website [www.smallworldsealy.com](http://www.smallworldsealy.com) You can also find our Parent Handbook, Emergency Handbook, fee schedules and misc. forms online.
4. You will also need to gather shot records and physician health clearance before enrollment.
5. All forms and fees are due 72 hours prior to the first day of enrollment.

Small World ECEC does not discriminate on the basis of race, color, religion, national or ethnic origin, or sex in the administration of its policies, admissions, and other school directed programs.

### **Updating Child Information**

For the staff to provide your child with the highest standards of safety, the parent must be of assistance in updating your child's enrollment information as necessary.

The safety of your child is important to us. To make sure we have the latest information concerning your child please make sure to regularly update your child's information in Brightwheel. This will include emergency contacts, pick up lists, phone numbers, change of job, etc. The most important information to update is a change of telephone numbers for emergencies. As your child is immunized, please be sure to provide the director with a copy of your child's current records. All children are required to be current on their immunizations. Any child that is not up to date on their immunizations will not be allowed to attend school unless an exemption has been filed with the State of Texas and has been submitted to us for our files. TB testing is not required by the local Texas Health Department.

### **Immunization Schedule**

Birth	Hepatitis B
2 Months	Hepatitis B; Polio (IPV), Diphtheria; Tetanus; Pertussis (DTP); Hemophilus B (Hib); Pneumococcal diseases (PCV)
4 Months	IPV; DTP; Hib; PCV
6 Months	Hepatitis B; IPV; DTP; Hib; PCV
12-15 Months	DTP; Hib; Measles; Mumps; Rubella (MMR); IPV; PCV; Varicella
4-6 Years	IPV; DTP; MMR; Varicella
11-12 Years	DTP; Meningococcal Disease (MCV4); Human Papillomavirus (HPV)

### **Children with Disabilities**

Small World's policy is to accept children in compliance with the Americans with Disabilities Act (ADA), its regulations, and any other applicable local, state, or federal laws pertaining to the provisions of services to those with disabilities. We will review each family's situation on a case-by-case basis. Please discuss your child's needs with the director prior to enrollment in the center. We will evaluate your child's needs and refer you for additional services available when necessary. We will provide a space and accommodate your child's needs as needed.

### **Hearing and Vision Requirements**

All children age four by September 1<sup>st</sup> are required by state law to have Vision and Hearing Screening. Please make sure your child is seen by their pediatrician or doctor when they turn four years of age for this screening. Please provide a copy of the results to the office for their student file.

### **Licensing Information**

Small World ECEC is licensed by the State of TX Department of Family and Protective Services.

**You can contact the local licensing office at:**

1110 Avenue G Rosenberg TX, 77471  
(713) 940-3009

We are regularly inspected by the Sealy Fire Marshall to ensure that we meet the State of Texas requirements as well as our own high standards of Quality Safety. As a parent you have the right to ask to view a copy of the Minimum Standards for the State of Texas and recent Licensing Inspection Report at any time. You can visit their website at [WWW.TDPRS.STATE.TX.US](http://WWW.TDPRS.STATE.TX.US) or ask for a copy of our most recent Licensing Report to review. A copy of the Minimum Standards can be located in the kitchen area or office in each building.

**To report Child Abuse or Neglect:**

(1-800) 252-5400

**Child Protective Services Web Site:**

[WWW.TXABUSEHOTLINE.ORG](http://WWW.TXABUSEHOTLINE.ORG)

**Child Abuse and Neglect**

Preventing and responding to abuse and neglect for children are required as part of the staff's annual training.

**Recognizing Child Abuse:** The following signs may signal the presence of child abuse or neglect.

**The Child:**

- Shows sudden changes in behavior or school performance
- Has not received help for physical or medical problems brought to the parents' attention
- Has learning problems (or difficulty concentrating) that cannot be attributed to specific physical or psychological causes
- Is always watchful, as though preparing for something bad to happen
- Lacks adult supervision
- Is overly compliant, passive, or withdrawn
- Comes to school or other activities early, stays late, and does not want to go home

**The Parent:**

- Shows little concern for the child
- Denies the existence of—or blames the child for—the child's problems in school or at home
- Asks teachers or other caregivers to use harsh physical discipline if the child misbehaves
- Sees the child as entirely bad, worthless, or burdensome
- Demands a level of physical or academic performance the child cannot achieve
- Looks primarily to the child for care, attention, and satisfaction of emotional needs

**The Parent and Child:**

- Rarely touch or look at each other
- Consider their relationship entirely negative
- State that they do not like each other



## **Types of Abuse**

The following are some signs often associated with particular types of child abuse and neglect: physical abuse, neglect, sexual abuse, and emotional abuse. It is important to note, however, that these types of abuse are more typically found in combination than alone. A physically abused child, for example, is often emotionally abused as well, and a sexually abused child also may be neglected.

### **Signs of Physical Abuse**

Consider the possibility of physical abuse when the **child**:

- Has unexplained burns, bites, bruises, broken bones, or black eyes
- Has fading bruises or other marks noticeable after an absence from school
- Seems frightened of the parents and protests or cries when it is time to go home
- Shrinks at the approach of adults
- Reports injury by a parent or another adult caregiver

Consider the possibility of physical abuse when the **parent or other adult caregiver**:

- Offers conflicting, unconvincing, or no explanation for the child's injury
- Describes the child as "evil," or in some other very negative way
- Uses harsh physical discipline with the child
- Has a history of abuse as a child

### **Signs of Neglect**

Consider the possibility of neglect when the **child**:

- Is frequently absent from school
- Begs or steals food or money
- Lacks needed medical or dental care, immunizations, or glasses
- Is consistently dirty and has severe body odor
- Lacks sufficient clothing for the weather
- Abuses alcohol or other drugs
- States that there is no one at home to provide care

Consider the possibility of neglect when the **parent or other adult caregiver**:

- Appears to be indifferent to the child
- Seems apathetic or depressed
- Behaves irrationally or in a bizarre manner
- Is abusing alcohol or other drugs

### **Signs of Sexual Abuse**

Consider the possibility of sexual abuse when the **child**:

- Has difficulty walking or sitting
- Suddenly refuses to change for gym or to participate in physical activities

- Reports nightmares or bedwetting
- Experiences a sudden change in appetite
- Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior
- Becomes pregnant or contracts a venereal disease, particularly if under age 14
- Runs away
- Reports sexual abuse by a parent or another adult caregiver

Consider the possibility of sexual abuse when the **parent or other adult caregiver**:

- Is unduly protective of the child or severely limits the child's contact with other children, especially of the opposite sex
- Is secretive and isolated
- Is jealous or controlling with family members

### **Signs of Emotional Maltreatment**

Consider the possibility of emotional maltreatment when the **child**:

- Shows extremes in behavior, such as overly compliant or demanding behavior, extreme passivity, or aggression
- Is either inappropriately adult (parenting other children, for example) or inappropriately infantile (frequently rocking or head-banging, for example)
- Is delayed in physical or emotional development
- Has attempted suicide
- Reports a lack of attachment to the parent

Consider the possibility of emotional maltreatment when the **parent or other adult caregiver**:

- Constantly blames, belittles, or berates the child
- Is unconcerned about the child and refuses to consider offers of help for the child's problems
- Overtly rejects the child

If child abuse is suspected, parents need to contact a director and appropriate authorities. We are here to assist you in contacting the appropriate authorities and services.

### **Community, Statewide, and National Services for Abuse and Neglect**

**In an emergency call 911**

**Help and Hope**

<http://www.helpandhope.org>

HelpandHope.org features a Find Link page to point parents to services and resources in their communities in categories, such as:

- Parenting skills
- Stress, anxiety, depression, counseling
- Drugs and alcohol abuse

- Jobs and child care
- Food, clothing, housing, and health care
- Family violence
- Legal assistance

**Childhelp® National Child Abuse Hotline**

1-800-4-A-Child (1-800-422-4453)

**National Domestic Violence Hotline**

1-800-799-SAFE (1-800-799-7233)

**Texas Abuse and Neglect Hotline**

By Phone: 1-800-252-5400

Online: <https://www.txabusehotline.org>

**Texas Council on Family Violence**

Call 2-1-1

**Youth and Family Services (Columbus and Sealy)**

979-732-8355

Crisis 1-866-301-9498

**Family Service Center**

281-822-4219 or 1-800-366-3025

**DePelchin Children's Center**

713-730-2335 or 1-888-730-2335

**Family Ties (Waller)**

1-866-675-1199 or 936-931-2299

**Gang-Free Zones for Child Care Centers**

**What is a Gang-Free Zone?**

A Gang-Free Zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The Gang-Free Zone is within 1000 feet of your child care center.

**What does it mean for my day care center?**

A child care center must inform parents of guardians of children attending the center about the new Gang-Free Zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

## **Accidents or Illness**

Parents of children who become ill with a temperature of 101 degrees or higher, diarrhea or vomiting will be notified immediately. When we contact you, we will expect you to pick your child up or make necessary arrangements to do so within one hour of notification for the comfort and safety of the child. Children must be fever free, have no symptoms of diarrhea or vomiting for at least 24 hours before returning.

Any symptoms of the usual childhood contagious diseases such as Strep, Influenza, Staph, Ring Worm, Scarlet Fever, Fifth Disease, Hand Foot and Mouth, German Measles, Mumps, Chicken Pox, Whooping Cough, Hepatitis, Pink Eye or Head Lice should be reported to the director immediately. These children must be removed from the center to avoid infecting other children. Children must be Fever-Free, have no symptoms of diarrhea or vomiting for at least 24 hours and a note from your child's physician stating they are well enough to return to childcare. Children with head lice must be checked by a director before returning to the center. Staph and Ring Worm must be completely covered for your child to return to Small World.

All staff members of Small World are certified in CPR and First Aid. If your child receives minor injury; scrape, cut, bite, etc., the child's teacher will be able to treat the wound and comfort the child. In the event of a more serious injury, parents will be notified as soon as the child's medical needs have been met. In case of a serious accident or illness, parents will be notified as an ambulance is dispatched. If a parent is unable to be reached, the child's physician may also be consulted for medical advice.

## **Biting Policy**

Biting is unfortunately not unexpected behavior for infants/toddlers. Many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. Biting is a difficult and uncomfortable issue to deal with for parents. If your child is the victim, you may feel angry and outraged. If your child is the biter, you may feel embarrassed or frustrated. Take heart! Most toddlers who bite only do so for a short while. Paying close attention to the reasons (teething, frustration, attention, irritation, tiredness, etc.) will help come up with some useful solutions. Soon the biting will end. This biting policy has been developed with both ideas in mind. As a daycare, we understand that biting, unfortunately, is part of a day care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be notified. Names of the children are not shared with either parent.

### **When Biting Does Occur:**

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children.

For the child that was bitten:

1. First aid is to be given to the bite. It is cleaned with soap and water. If the skin is broken then the bite is covered with a bandage.
2. Parents are notified and an incident report is completed and signed by the director and parent at pickup.

For the child that bit:

1. The teacher will firmly tell the child "No. Do not Bite."
2. The child will be placed in time out for no longer than the child's age (one year = one minute)
3. The parents are notified and a daycare created report is completed and signed by the director and parent at pickup.

When Biting Continues:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the staff to determine what is causing the child to bite. (teething, communication, frustration in expressing his/her needs or wants, or is threatened by new or changing situations, experimental biting, using muscles in a new way, learning to play with others, etc.) The director(s) may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behaviors.

When Biting Becomes Excessive:

1. If a child inflicts 3 bites in a one-week period (5 consecutive days) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If a child again inflicts 3 bites in a one-week period (5 consecutive days) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark the child will be suspended for 2 business days.
3. If a child once again inflicts 3 bites in a one-week period (5 consecutive days) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to remove the child for 2 weeks (10 business days).
4. Once a child returns from the two-week suspension if that child bites 2 times in a one-week period (5 consecutive days) the parents will be asked to make other daycare arrangements. The child will be expelled from the center until they are of an age where biting does not occur.

If a child, who has been through steps 1 and/or 2, goes 3 more weeks (15 business days) without biting, we will go back to step 1 if the child bites again. If the child bites twice in a 4-hour period, the child will be required to be picked up from the daycare within one hour for the remainder of the day. This will not count towards the 2-day suspension.

### **Challenging Behaviors**

If you or the center is experiencing challenging behaviors with your child we will work as a team to make necessary adjustments to best help your child overcome this phase in their development.

### **Behavior Expectations**

We encourage each child to make appropriate choices and sometimes use the “calm down” and “think about it” area for children to take a moment away to calm down. Staff are trained to help children with practices that help them calm down, process choices and redirection. In cases where there is an issue of constant inappropriate behavior, parents will be required to attend a parent conference to outline and agree on a behavior modification plan. Follow-up will be made with the parent daily until the issue is resolved. If you or the center is experiencing challenging behaviors with your child we will work as a team to make necessary adjustments to best help your child overcome this phase in their development.

### **Vaccine-Preventable Disease Policy**

Currently, no vaccinations are required of the Small World staff.

### **Medication Policy**

Small World ECEC does not administer medications of any kind. If your child needs medication such as pain relievers, cough medication, breathing treatments, prescription medication, and other non-emergency medications, during the day the parent or a person designated by the parent may administer the medication at the center in the office. The medication being administered by the parent or their designated person must be in its original container. Any medication being administered must be documented on our form before the medication is administered noting child’s name, type of medication, dosage, time, and by whom. Then signed and dated by the parent or designee and director.

Small World ECEC will not administer emergency medications of any kind such as Epi Pens, inhalers, or suppositories. (This includes medications not listed.)

If your child cannot participate due to their symptoms regardless if they have no fever, diarrhea or vomiting then they must be removed from the center within one hour of being notified.

### **Nutrition Education and Meals**

Breakfast is not offered currently. Children are allowed to bring their own breakfast items into center if they are already prepared and ready to eat. Please make sure any drinks you may send for breakfast are 100% juice or unsweetened milk products. (ie. – no chocolate milk)

Children attending full day are provided with a nutritious meal and two snacks. 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 action plan must be completed by an authorized medical official. This is a state requirement. Our center is a peanut free environment for students attending the white building. Our red building may occasionally have products that contain nuts. If your child brings their lunch there must be a signed statement on file stating that Small World Early Childhood Education Center, LLC is not responsible for the child's nutritional needs for that day. Our 10-week rotational menu meets state guidelines for nutrition. Staff does not reward good behavior with food of any kind. During special occasions such as birthdays, holidays, etc. only commercially packaged foods are allowed. Educational information about nutritional meals and snacks can be found in our parent resource library. Snacks are served mid-morning and mid-afternoon. Snack is served to afterschool children as they arrive in the PM. Lunches, which are served between 10:40 and 12:00, include milk, protein, grains, fruit, and vegetables. Foods and liquids hotter than 110 degrees are kept out of reach of children. Menus are posted in each building and online at [smallworldsealy.com](http://smallworldsealy.com).

Small World provides additional support and/or resources to families and staff regarding the overall health and safety of the child. We provide other information such as oral health, breast feeding, preventing choking at mealtime, nutrition, screen time resources, and common food allergies.

### **Breast Feeding**

Parents may breast feed their child in our Infant One room in one of our rocking chairs or provide bagged or bottled breast milk for their child. If you would prefer, we have an additional room with more privacy available. Please make sure to label all bags or bottles with date and child's first and last name.

### **Parental Involvement**

Small World ECEC, LLC has an Open-Door Policy. Parents are welcome to visit the center at any time during hours of operations, to observe their child, the center's operation, and program activities, without having to secure prior approval. Parents are welcome to participate in the child care center's operation and activities by getting prior approval from the center's director. Parent involvement is very important to the success of not only our program, but also your child (ren). There are several ways that families can get involved with the center and activities to ensure that your experience while enrolled in our center will be a great one! Opportunities for parent involvement include:

- \* Class parties
- \* Parent/teacher conferences
- \* Fieldtrips
- \* Graduation

\* We will occasionally send out parent/child activities we find outside of our center which can be fun and education.

We also welcome parent input and want your feedback on our services. You can talk to a director, message us through Brightwheel or place a message in our suggestion box. You will find blank cards and survey cards next to our suggestion box in the foyer of our white building. Just fill one out and let us know what you think. If you would like to further discuss questions or concerns about the policies and procedures of the center, please call the center's director to set up a conference time.

### **Parent Conferences**

We schedule parent conferences two times a year for PreK students and as requested for Infants through 3 year old students via phone, Brightwheel messages, and scheduled meetings. Progress Reports go home MOY and EOY for PreK students.

### **Parental Notification**

Parent notices will be posted on the outside of each door; at each building, along with a personal notice going home with each child. You will also receive notifications through Brightwheel, flyers, emails, website, and social media.

### **Transportation**

Transportation is provided by bus through the school system (Sealy ISD) for kids attending Selman Elementary and Sealy JH. We provide transportation for children attending Sealy Elementary. We do not provide transportation to children attending Early Childhood and Pre-School classes or Special Ed Services (i.e.: Speech) at Selman/Sealy Elementary or Sealy JH.

If your child will not ride the bus to Small World from Selman Elementary or Sealy JH, parents need to notify the office. If your child does not get off the bus at Small World, a director will notify a parent, if we have not been notified previously by the parent. If the parent cannot be reached, we will call the school to see if the child was in attendance.

### **Water Activities**

Toddlers and Pre-School age children participate in water table activities during the year and sprinklers during the summer. For your child to participate in water activities you must give consent on the enrollment paperwork. Children not potty trained are required to wear a swimmer's pull up.

School age children—summer field trips include swimming at the public pool. Your child must be signed up each week.



### **Field Trips**

Field Trips are offered during the school year to our four-year-old program only. The trips are posted and must be signed with the parent's signature before the child may attend. Summer field trips are offered to all school-age children during the summer months. Children must be signed up weekly for all trips. If any time a child's behavior puts Him/Her or other children at risk, the child will be taken back to the center and may not be able to attend future field trips. All cost of the field trips is responsibility of the parents.

### **Indoor/Outdoor Activity**

There are many benefits of physical activity and outdoor play. Regular physical activity can help children and adolescents improve cardiorespiratory fitness, build strong bones and muscles, control weight, reduce symptoms of anxiety and depression, and reduce the risk of developing health conditions. Outdoor play leaves kids with more advanced motor skills than their "indoor" peers, including coordination, balance, and agility. Kids who play outside are more likely to move in ways that challenge their muscles, bones, and physical endurance. Small World will include a minimum of two daily opportunities for outdoor play, weather permitting, in which a child makes use of both small and large muscles. Infants birth through 12 months of age may engage in outdoor play for an amount of time as tolerated by the infant. An infant 13 months through 17 months of age, a toddler, or a pre-kindergarten age child will engage in outdoor play for a minimum of 60 total minutes daily weather permitting. Small World will provide a balance of active and quiet play that incorporates group and individual activities, both indoors and outdoors. A minimum of 60 minutes of moderate to vigorous active play for toddlers and a minimum of 90 minutes of moderate to vigorous active play for pre-kindergarten age children.

Small World will accommodate weather and air quality conditions by adjusting the scheduled outdoor play, the length of time outdoors, and children's clothing. We will increase the time of indoor physical activity, so the total amount of physical activity remains the same. School age children will receive 20 minutes of outdoor play for every three hours they are at the center. Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space. Please make sure children have appropriate clothing for the expected weather conditions. Children must wear closed toe shoes, preferably tennis shoes, for outside play.

### **Animals**

Animals are not allowed at Small World.

### **Personal Belonging**

A small lightweight blanket is needed to use during rest time. Your child may bring a special soft item needed for rest time. Otherwise, toys from home are NOT ALLOWED. A change of clothing is required for every child, including underwear and socks, to leave at school in case of an accident. Be sure every article of clothing is labeled with your child's name.

### **Birthdays**

We love to celebrate birthday! If you wish to send a special snack for your child's birthday, please make arrangements with your child's teacher in advance. Healthy snacks are suggested.

### **Enrollment Procedures**

Before a child may attend Small World Early Childhood Enrichment Center, LLC we must have a completed Admission Enrollment package and Immunization Record on file. A registration fee is required to ensure a spot for your child. The registration fee is a non-refundable fee. First week's tuition is due the first day of attendance. Parents will be notified of any policy changes by posting a notice on each door of each building and a personal notice sent home with each child.

### **Tuition/Fees**

All families are required to pay a Tuition Deposit Fee. The tuition deposit will be equal to two full weeks of tuition. This payment will be divided into two payments and due by the end of the first full month of enrollment. If you withdraw from Small World ECEC, with written notice, the deposit will be used to pay for your last two weeks of tuition. If you have given a written two-week notice and have a credit balance after the deposit fee has been used for tuition, you will be given a refund check for the remaining balance.

Families enrolling more than one child full time will receive the following discount: A 10% discount on the oldest child and 5% off each child thereafter excluding the youngest child. Only one discount per family. Discounts only apply to children enrolled full time year-round.

Other Discounts: Military, Police, Firefighters, and Certified Teachers receive 5% off one child's tuition if enrolled full-time year-round. Only one discount per family. Discounts only apply to children enrolled full time year-round.

In the event of an unscheduled day off from Sealy ISD school calendar each after school child in attendance on the unscheduled day will be charged an additional \$10. If the school is closed for 5 consecutive days, then the summer rate will be charged for that week instead of \$10 per day.

In the event of a natural disaster where the center is closed for 5 consecutive days you will be required to pay ½ price for that week. For example, an ice storm and rolling blackouts which causes us to close for a week.

**Registration fees** are assessed annually in the spring for the upcoming school year. Parents who voluntarily terminate during the year and decide to return will be required to re-enroll and pay an additional registration fee. Registration fees are used to purchase classroom supplies.

**Late Pick Up After 6:00 P.M.** is \$1.00/child every minute past the closing time.

**Late payment fees** are \$25.00 a week until the entire balance is paid in full.

**Returned check fee** is \$35.00 and collected on cash basis only. Payment may be requested on a cash only basis in the future.

**Collecting Cost** arising from fees for legal services for the collection of accounts will be added to the original amount due as incurred.

**Other charges** may be incurred for testing, field trips, photography, etc. These are offered to the parents only on a voluntary basis.

### **Weekly and Late Charges**

Weekly Charges are due and payable on Monday in advance of the week and considered delinquent at 6:00 P.M. on Wednesday at which time a \$25.00 late charge will be assessed. Weekly charges are due regardless of attendance or holidays.

If your child is enrolled in Pre-School classes only, the tuition is due on the first day of class each month. If not paid by the 5<sup>th</sup> of the month, a \$25.00 weekly late charge will be assessed. Pre-School tuition is based on a yearly charge not a monthly charge and is paid in full each month regardless of attendance or holidays.

Late Charges are assessed until the entire balance is paid in full. Services will be terminated if an account is overdue two weeks. After two weeks you will be required to re-enroll your child and pay additional registration fees. Small World Early Childhood Enrichment Center, LLC may not be able to hold your child's spot for more than one week.

Tuition deposits are not considered part of your weekly payment or other fees therefore the tuition deposit does not make an account considered paid in full.

Prices are subject to change at any time during the year upon posted or written notice.

### **Vacation**

Small World is a consecutive twelve-month enrollment program. After one year of full-time enrollment, our policy is to offer one week of vacation, tuition free per year based on your child's anniversary date, if the Child/Children are not in attendance for the entire week. Students that do not attend year-round will not earn vacation time. Vacation time cannot be used when the center is closed. Vacation time does not carry over to the following year.

### **Attendance**

If your child will be/is absent from the center please give notice through Brightwheel or by calling the center. After 5 consecutive days without notice services will be terminated.

### **Notice of Intent to Withdraw**

A two-week notice is required before withdrawing from Small World. The Two-Week Deposit Fee will not be refunded unless a written two-week notice is given even if it is more than your current two-week rate. If you withdraw from Small World ECEC with written notice, the deposit will be used to pay for your last two weeks of tuition. If you have given a written two-week notice and have a credit balance after the deposit fee has been used for tuition, you will be given a refund check for the remaining balance.

### **Forms of Payment:**

**Brightwheel:** Payments are made through Brightwheel. Please be aware there is a .90 fee per transaction for payments made through your bank account. There is a 2.9% fee for payments made through a credit or debit card. You can set up automatic payments through Brightwheel.

**Check and cash are also accepted.**