



# Parent Handbook

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

**425 Engelking Street Sealy, Texas 77474**

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**979-885-7877 Fax 979-203-5531 After Hours Emergency Number**

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

**Linda Reichle – Owner, Director**

**“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.

### **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 a thematic based Pre-School Curriculum, Creative Curriculum, to assist in their daily schedule. 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.

### **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.

### **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 is in compliance with 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.

### Current Enrollment Information

In order 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 most important information to update is a change of telephone numbers for emergencies. Please provide this information to the director as soon as a number has changed. 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. 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.

### **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. We will provide Vision and Hearing Screening at the center in the fall of each year. The cost of this service is the parent's responsibility.

### **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

#### **To report Child Abuse or Neglect:**

(1-800) 252-5400

#### **Child Protective Services Web Site:**

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

We are regularly inspected by the Sealy Fire Marshall and the City of Sealy Health Department to ensure that we meet the State of Texas requirements as well as our own high standards of Quality Health and 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 the director for a copy of the most recent Licensing Report to review. A copy of the Minimum Standards is located in the kitchen area or office in each building.

## **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 authority.

## **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 have to be completely covered in order 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.

### **Medication Policy**

Medication will be administered at 8:00 A.M.; 12:00 P.M.; 2:00 P.M.; and 4:00 P.M. DAILY MEDICATION MUST BE IN THE ORIGINAL CONTAINER LABELED WITH THE CHILD'S NAME, DATE, DIRECTIONS, AND THE PHYSICIAN'S NAME. Small World Early Childhood Enrichment Center, LLC will not administer prescription medication that is prescribed for another person or is expired. NON-PRESCRIPTION MEDICATION MUST BE IN THE ORIGINAL CONTAINER LABELED WITH THE CHILD'S NAME, DATE, AND DIRECTIONS.

Nonprescription medication may only be administered for the suggested number of days as labeled on the medication.

Medical authorization forms must be filled out each day medications are to be administered. Forms are located in the kitchen area in each building. Medication should be taken home on a daily basis. Only emergency medication may be left at the school on a long-term basis, along with appropriate forms.

### **Meals and Food Service**

Breakfast is not offered at this time. Children are allowed to bring their own breakfast items into center as long as 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)

A hot lunch is served each day. If your child brings their lunch there has to 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. Snacks are served mid-morning and afternoon; all menus are posted in each building.

### **Breast Feeding**

Parents may breast feed their child in our Infant One room in one of our rocking chairs.

### **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. To view and discuss questions or concerns about the policies and procedures about the policies and procedures of the center, please call the center's director to set up a conference time.

### **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.

### **Transportation**

Transportation is provided by bus through the school system (Sealy ISD).

We do not provide transportation for children attending Early Childhood and Pre-School classes or Special Ed Services (ie: Speech) at Selman Elementary.

If your child will not ride the bus to Small World from Selman Elementary or Selman Intermediate, 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 are not notified. 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 during the summer months you must sign them up each week. The sign-up sheet is located in your child's classroom. 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 field trip forms are sent home to notify parents and have to be returned 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. Children attending field trips must wear a Small World t-shirt. The shirts are for safety and can be purchased from the office. They include the name and phone number of the center. 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.

### **Animals**

Animals are not allowed at Small World.

## **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 weeks 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**

**Effective 1/31/14 any new family will be 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.

### **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 week. 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 full time enrollment, our policy is to offer two weeks of vacation (Jan – Dec) at half price, if the Child/Children are not in attendance for the entire week. Students that do not attend year round will not earn vacation time. Effective 1/31/14 new public/private school teachers' children will not receive vacation time during Christmas Break or Spring Break unless their child is enrolled year round.

### **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.

**Families enrolling more than one child** full time will receive the following discount: A 10% discount on the oldest child and each child thereafter. Discounts only apply to the number of children in attendance.

**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 per 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.

#### **Forms of Payment:**

If you are a Wells Fargo Customer, you can make tuition payments online by entering the following information in Online Transfers:

Small World Account Number: **8147518040**

Account Holder Name: **Linda Reichle**

Email account: **smallworldecec@live.com**

Please make sure to include the description your name or your child's name so we may properly credit your account.

**Check, online bill pay payments, and cash are also accepted.**



## **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.