



THE VILLAGE LEARNING CENTER

PARENT INFORMATION

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Welcome

We would like to thank you for enrolling your child in The Village Learning Center. It is our goal to offer your child a total learning experience in a safe, loving, caring and child oriented environment. We strive to inspire children to learn and grow through an educational curriculum that is challenging, fun and developmentally appropriate. Our program is designed to help your child develop creatively, socially, emotionally, physically and intellectually. The following are the policies of The Village Learning Center. Should you have any questions or require further information, please speak with the center director. We hope that you and your children will enjoy your experiences with us.

Center Policies

HOURS OF OPERATION & HOLIDAYS

The Village Learning Center is open from 6:30 am to 6:00 pm Monday through Friday year round. However, the center will be closed for the following holidays or the day in which the holiday is observed; New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, and Christmas Day. Note: In some cases, if the holiday falls on a Saturday or Sunday, the center may close the day before or the day after the holiday. Parents will be updated on each year's holidays.

TEACHER IN SERVICE DAYS The Center will be closed 2 days a year, one day in the spring and one day in the fall, for our staff to attend professional development training. The state requires all staff to have 24 hours of training each year.

CLOSURES

In the event the daycare has to close for any reason (weather, pandemic, building issues, etc) tuition will still be charged. Depending on the length of closure, tuition may be reduced to half rate.

REGISTRATION

On or before your child's first day of attendance, you must return the completed "Financial Agreement," the "Enrollment Form", the "Medical Form", (and in the case of an infant) the "Infant Information" form, plus the registration fee. The Medical form must be completed and signed by a physician before enrollment. **The registration fee, charged at the time of admission and each July thereafter, is \$ 100 per child. This fee is non-refundable.**

Children with Severe Allergies

If your child has a food allergy, we need a written statement from your doctor stating:

- Exactly each food the child is allergic to;
- Possible symptoms if exposed to a food on the list; and
- The steps to take if the child has an allergic reaction

If your child has a restricted dietary need due to religion or culture, we need a written statement from you. When a child has a food allergy or intolerance, it is the parent's responsibility to provide an appropriate food substitute.

ENROLLMENT INFORMATION

It is very important that The Village Learning Center maintain current and accurate enrollment information on each and every child. Should any information provided in the enrollment forms change (ie. Phone numbers, persons authorized to pickup, special needs etc,) please notify the center as soon as possible with the updated information. At least once per year, we will ask each family to review the information on file with the center and update any information necessary.

Vaccination Record

Parents must provide the child's vaccine record stating they have received the required vaccines per the Texas Health Department and Licensing. A notarized affidavit request for exemption from school or childcare immunizations for reasons of conscience is required if the child does not have the required vaccines.

VACCINE- PREVENTABLE DISEASE Protecting children from vaccine-preventable diseases.

The staff at The Village Learning Center are not required per the Texas Health Department to show proof of vaccines. It is the discretion of the staff to get additional vaccines if they choose.

SPECIAL CARE NEEDS

Caregivers will provide planned activities that meet the individual needs and development level of each child. Children with special care needs will be cared for to the best of our ability in a natural environment with various methods, procedures, and equipment. Our staff will utilize any adaptive equipment that is provided to the center for the child's use. The child may receive services from outside qualified service providers at our facility. Our staff will include activities that integrate children with and without special needs. Parents must provide the center with any physical restrictions and/or limitations on the child's activities and a note stating the accommodations recommended by the health care professional or a qualified professional affiliated with the local school district or early childhood intervention program. If there is adaptive equipment provided, instructions for how to use the equipment must be provided. Parents will need to provide the center with any symptoms or indicators of potential complications related to a physical, cognitive, or mental condition that may warrant prevention or intervention while the child is in our care.

ADDITIONAL FEES

If your child regularly attends elementary school, and school is not in session due to a holiday, teacher in-service, inclement weather etc., an additional fee will be charged for that day.

TUITION

All tuition fees are charged on a weekly basis and are due and payable, in advance, on Monday of each week. All tuition fees paid after Wednesday will be assessed a \$10.00 late fee. A \$20.00 bookkeeping fee will be assessed for each check returned by the bank for any reason. **You can also sign up for Tuition Express for Automatic bank withdrawal. If you pay with a debit or credit card there will be a \$10.00 fee for each card transaction.**

Families, whose account balance exceeds two weeks regular tuition, will not be admitted to center until the account balance is paid in full.

NEIGHBORHOOD CENTERS INCORPORATED (NCI)

The Village Learning Center doesn't not accept NCI.

ABSENTEE POLICY

Upon your child's enrollment at The Village Learning Center space in the appropriate classroom is immediately reserved exclusively for your use. You may use our services for as many or as few hours as you require during our normal operating hours. For that reason, **if your child is in attendance for one or more days during the week, the full regular weekly tuition is due. If your child is in attendance for 0 days, 1/2 the regular weekly tuition will be charged.**

Each child will be permitted a maximum of 6 weeks, charged at one-half regular tuition per year. After a total of 6 weeks charged at one-half regular tuition within a one-year period, the regular full tuition rate will be charged, regardless of attendance, for the remainder of the year.

ARRIVAL/ DEPARTURE OF CHILDREN

Upon your arrival at The Village Learning Center, please be sure to lock and secure your vehicle before entering the center. You should always accompany your child into and out of the building. Parents must walk their child to their classroom door or to the lobby area where a staff member will greet them. Parents are not allowed to leave their child at the entry way. During departure, please do not allow your child to leave the building ahead of you. Children are not allowed to enter the code to enter the building or press the red release button to open the door when leaving. Your cooperation will help ensure the safety of your child.

Children must be dropped off by 9:00am to get the most of learning time. Children may not be dropped off after 10am unless they have an appointment or have spoken to the director ahead of time. After 12pm, children may not be dropped off or return to the center.

SIGNING IN AND OUT

A staff member will sign the child in and out upon arrival and departure. Each day, children must be signed in and out of the center at the time clock located in the lobby. The system is used for recording your child's arrival and departure as required by the state.

RELEASE OF CHILDREN

Parents will provide The Village Learning Center with the names of all persons authorized to pick up their children. It is important that the director or the assistant director be notified, in writing, whenever there is a change in persons authorized to pick up a child. Parents must provide written permission for children to leave the center with persons not listed on the enrollment record. Anyone picking up your child should be prepared to show proper identification. A photo copy of their ID will be made and placed in the child's folder.

LATE PICKUP CHARGES

The Village Learning Center is open from 6:30 a.m. to 6:00 p.m., Monday through Friday. For each child remaining at the center after 6:00 p.m. there will be a **late charge of \$5.00 per child for each 5-minute increment or part thereof**. This fee must be paid in cash, at the time of pickup. If the fee is not paid at the time of pickup, you will have 5 days to pay or your child will not be admitted back into the center until it is paid. If the fee is left unpaid for a total of 10 days, your child's spot will no longer be available at The Village Learning Center. After being late more than 3 times, we may disenroll the family from the center.

CUSTODY SITUATIONS

Without a court order, we cannot deny a parent access to his or her child. If a custody document is present, we will notify the custodial parent of any contact made by the unauthorized parent, and we will notify the authorities.

Sometimes, our staff is placed in a difficult situation regarding custody disputes. Staff members are instructed to not put themselves or other children in danger to mediate a family dispute or enforce a court order. If a parent chooses to leave a child in our care with a court order in force, the custodial parent will be required to sign an acknowledgement stating the center's inability to physically obstruct a hostile effort to take the child from the center.

ILLNESS

Although our focus is to keep parents at work when a child doesn't feel their best, state regulations do not allow us to care for sick children. We ask your cooperation in keeping children home when signs of disease or illness are present. In general, your child should remain at home when temperature is high (**over 100 degrees**), when acute symptoms of a cold are present, or when diarrhea, vomiting or drainage from the eyes occur. Your child should remain at home at least one day after the symptoms subside. Should your child contact a contagious disease (such as chicken pox, mumps, strep throat, pink eye, flu, impetigo, etc.) please contact the director so parents of other children can be notified, if necessary. A complete "Illness Policy" is included in your enrollment information.

If your child becomes ill while at The Village Learning Center, we will contact you immediately for pick up. Parents need to pick up children within 1 hour of notification. In such an event your child will be isolated from the other children until your arrival.

WITHDRAWAL

A two (2) week written notice is required before withdrawing your child from The Village Learning Center. This time provides the center an opportunity to fill your child's vacancy. Parents will be charged the regular tuition rates for this period if the required notice is not given.

In addition, if your child is absent for two (2) consecutive weeks and the appropriate fee, as specified under the "Absentee Policy", has not been paid, your child will automatically be dis-enrolled from the center. Your child may be re-admitted to the center upon payment of all unpaid tuition and another registration fee should the space remain available.

MEDICAL FORMS

In the interest of your child's health, the safety of all children enrolled in the center, and as required by state law, you must submit to the center, your child's current medical and immunization forms on or before the first day of attendance. Also, it is important that your child's physician and hospital of choice be listed with the center. If this information should change, please notify the center immediately. In addition we ask that all medical information and immunizations be updated on a **regular basis**.

MEDICATION

The Village Learning Center will be glad to help you in administering the necessary medication to your child. Medication is given at 11:00 a.m. and 3:00 p.m. daily. However, we must insist, that the following safety rules be strictly adhered to: 1. A "Medication Authorization" form for each medication must be filled out and signed by a parent or guardian. This form must be updated at the beginning of each week. 2. All medication must be in its original container and clearly labeled with your child's name and date. 3. Absolutely no medication will be given contrary to the labeled instructions.

BITING

Biting is a common issue in early child development. The best way to deal with biting is consistency between providers and parents. Biting could occur for multiple reason. Proper communication will help determine why a child is biting. The Village Learning Center will work with parents when biting becomes a problem. We will make every effort to solve the issue as soon possible.

MEALS

The Village Learning Center provides nutritious meals and snacks for children enrolled at the center full time. Breakfast **(7:00a.m.-8:15a.m.)** and Lunch **(11:00a.m.-11:30a.m.)** are served daily as well as an afternoon snack. Menus for the month are posted in the lobby. Meals and snacks are provided at no additional charge. If your child would prefer, you may bring a sack lunch from home. Arrangements can be made with the director if you would like to provide a snack for your child's class for a birthday party or other special event.**(No Cupcakes or Cake)**

PERSONAL ITEMS

We ask that your child not bring toys from home. We ask this for two reasons. First, most toys are not constructed to take the wear and tear of so many children; consequently we do not want your child to be disappointed should damage occur. Second, our rules for sharing cannot be applied to toys from home; therefore hard feelings may develop among children. At times, children will have the opportunity to bring items from home on "show and tell" days, or other special occasions.

POTTY TRAINING

The staff of The Village Learning Center will work in cooperation with parents during the important period of potty training. It is important for children to have a consistent potty training routine both at home and at the center. During this period we ask that you provide us with at least 6 sets of **"labeled"** clothing and an extra pair of shoes each day.

REST PERIODS

A regular rest time contributes to your child's health and enjoyment derived from full participation in the activities of the center. For the benefit of your child, a rest period is scheduled each day. A rest cot and light blanket will be supplied by the center.

DISCIPLINE & GUIDANCE

The discipline of children is first and foremost the responsibility of the parent. However, when discipline is necessary, the staff and the director will work in conjunction with the parents and child to correct any inappropriate or disruptive behavior.

The discipline policy of The Village Learning Center consists of positive reinforcement and time out. Positive discipline is used to encourage and influence children through encouragement and praise. "Time Out" is used to provide a child a few moments to sit quietly and think about the actions that were inappropriate or disruptive. "Time Out" is used in most age groups and is generally about 1 minute per year of age. Our staff strives to redirect the child and find ways to correct the behavior through positive reinforcement. In the event that all our of techniques and strategies to correct the behavior do not work, the parent will be called to talk to the child, come talk to the child, or come pick the child up and take them home for the day to avoid a disruption in our program.

If your child is experiencing a change in the home environment that may result in changes in behavior, it is important to let his or her

teacher know. The director will keep you informed as to any behavioral problems which may occur with your child at the center.

Should you have any specific concerns regarding discipline techniques, we urge you to discuss them with your child's teacher and center director. The use of physical punishment is never permitted.

DIMISSAL

To be fair to all of the children in our care, we reserve the right to dismiss any child if it is determined that the child has not been able to adjust to group care, the child's needs cannot be met, the child's behavior becomes disruptive to the program or the child's behavior poses an unsafe situation for the children in our care or for our staff. Improper behavior will be documented and reported to parents. If the behavior continues and/or becomes extreme or excessive the child will be suspended or expelled from the center. Depending on the severity of the behavior, notice may not be given.

PARENT CODE OF CONDUCT

Please understand, young children are present in our building. Some adult language is not appropriate for young children. The Village Learning Center prohibits swearing or cursing on our property. Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. The Village Learning Center has the right to terminate care in the event of disruptive behavior from a parent or guardian. The Village Learning Center must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All Adults, including parents, must follow these rules while on our property.

SAFETY

Providing a safe environment for your child is extremely important to us, and we promote safety rules and regulations to minimize accidents. However, should an accident occur, parents will be notified immediately. For this reason we ask that you notify the director of any changes in emergency medical information such as your child's Doctors name and phone number, parents phone numbers and other relevant information.

In addition, The Village Learning Center facility is equipped with an electronically controlled front door entry system and an electronic sign in and sign out system. **Children are not permitted to enter codes for the front door or sign-in sign-out system.**

TRANSPORTATION

The Village Learning Center provides transportation to local elementary schools. Transportation is provided via Cypress Fairbanks Independent School District buses or by center vans. If your child is regularly transported to or from elementary school and will not be riding the van either to or from school, it is important that you notify the center at least two hours in advance.

VIDEO

As a means of supervision and observation, The Village Learning Center is equipped with a video monitoring system. This system is used as a management tool to observe the progress of both children and staff. Parents are welcome to observe their child's room at any time by viewing the cameras in the front office. Parents are not given permission to access the cameras personally.

OBSERVATION

The Village Learning Center has an open door visitation policy. Parents are welcome to observe the children at the center, providing that observation does not disrupt the children's activities. Parents may schedule an observation time with the center director or observe informally at any time.

PARENT PARTICIPATION

Throughout the year there will be opportunities for parents to participate in center activities with their children. Prior to each event, parents will be notified of the event details and how they may help or participate.

MEDICAL EMERGENCY

In the event of a minor medical emergency, the center staff will administer the necessary medical attention until a parent can be notified. In the event that neither parent can be reached, the center will call the names listed by the parents in the enrollment information in the section *"Person or persons to contact in an emergency should both parents be unavailable."* In the event of an extreme emergency, Emergency Medical Services (911) will be called immediately. Parents must update emergency contact information to ensure persons listed can be contacted if needed.

VISION & HEARING SCREENING

The Texas Health and Safety Code Requires The Village Learning Center to maintain Vision and Hearing Screening results for Children four years of age or older.

POLICY CHANGES

From time to time it may be necessary to modify the policies and procedures of The Village Learning Center. When changes are necessary, parents will be notified in writing at least 14 days prior to the effective date of those changes. Should you have any questions or concerns regarding the policies and procedures of the center you may contact the director in person or by phone to review and discuss any of the policies and procedures of the center.

PARENT NOTIFICATIONS

From time to time it is necessary for the center to communicate with the parents on various matters. General information will be posted on the front entrance door of the center as well the easel located in the lobby. Specific information concerning your child or family will be communicated in writing or in person by your child's teacher, assistant director or center director. We also send information through the remind app. The Director can provide information on joining to ensure parents receive all notifications via text message.

FIELD TRIPS/ SPECIAL ACTIVITIES

In addition to the regular program activities, field trips and special events will also be planned. Fees will be included in your tuition for field trips/activities scheduled during the summer or teacher in-service days. The director will keep you informed as these trips and activities are scheduled.

OUTDOOR PLAY & PHYSICAL ACTIVITY

One of the most exciting part of the day for kids is getting to play. It is important for children to have structured and unstructured play time for their mental, physical, and emotional growth and development. Children will engage in the classroom, lobby and outside on the playground and black top with various structured and unstructured activities. Each classroom has assigned playtime on their daily schedule. This includes table toys, stations, free play, and 30 minutes in the morning and afternoon, weather permitting. In the event that they cannot go outside due to extreme weather or health risks, staff will provide indoor activities such as creative dance, ribbons, parachute, or free play to allow the children to have a brain break and move around physically.

WATER ACTIVITIES

Throughout the year, children will engage in water play and have opportunities to participate in "splash days" which includes both sprinkler activities on the playground and trips to the neighborhood pool. A schedule will be posted on the bulletin board at each classroom with additional information when water activities will occur.

CLOTHING

At The Village Learning Center we encourage children to participate in a wide variety of both indoor and outdoor activities. We ask that you dress your child in suitable play-clothes; clothes which are washable, roomy to allow freedom of movement and easy for the child to handle. **Especially important are your child's shoe. Shoes must be appropriate for running, jumping, climbing and other outdoor activities. Flip flops, open backed sandals and other loose fitting shoes can cause or contribute to injuries and should not be worn.** At times accidents and spills do happen. A "labeled" change of clothing should be kept at the center for your child for instances such as this.

INSECT REPELLANT AND SUNSCREEN

Parents are responsible for providing insect repellent and sunscreen for their child, both need to be aerosol spray and not lotion. Staff members will apply insect repellent and sunscreen before going outside. Parents need to apply a thorough application before dropping the child off if the child is sensitive to bug bites or sunburn.

GANG FREE ZONE

PHOTOGRAPHS

The Village Learning Center will be taking pictures during daycare hours of normal day to day activities and/or of special events on different occasions such as birthdays, holidays, and fieldtrips. Pictures may be posted and shared via facebook. If parents choose to take pictures at events held at the center, they may only photograph their child.

CELL PHONE POLICY/SMOKING POLICY

The Village Learning Center has a **“no cell phone”** policy inside the center. If you must take or make a phone call, please step outside to do so. Transitions are made easier when your child has your full attention at drop off and pick up, and your full attention allows for clearer communication between teachers and parents.

The Texas department of family and protective service do not allow smoking on the premises , either indoor or outdoor.

REGULATION AND INSPECTIONS

Childcare centers in the state of Texas are regulated and inspected periodically by the Texas Department of Protective and Regulatory Services. Each center is required to follow certain rules and procedures as outlined in the Departments Minimum Standard Rules for License Child-care Centers. These Standards, as well as the centers last inspection report, are available at the center for your review and reference. Please notify the Director or Assistant Director if you would like more information or would like to review the Minimum Standards or last inspection report.

If you need more information you may contact the local Childcare Licensing office at (713) 287-3238, the PRS Child Abuse Hotline at 1-800-252-5400 or the PRS website at <http://www.dfps.state.tx.us>

REPORTING ABUSE AND NEGLECT

Texas Law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement.

PREVENTION OF CHILD ABUSE AND NEGLECT

We care about children and want to keep all children strong and safe. To help protect children, The Village Learning Center provides annual training to our staff regarding warning signs, risk factors, and preventions techniques concerning child abuse and neglect. We work with community partners such as Texas Children’s Hospital and Child Protective Services to stay informed and increase awareness. We also provide information through our monthly newsletters and/ or notices to parents. Parents are not alone. The Web site www.itsuptoyou.org contains information on how to prevent child abuse, where to go to get help with parenting skills, and what to do if you suspect a child is in danger. Parents can contact their local Child Protective Services office to get more information. Child Abuse can be reported at 1-800-252-5400. It’s up to all of us to prevent child abuse. We must work to put our children first.

Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained mark or bruises on opposite sides of the body, and child hygiene issues.

Parent’s Rights

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

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

Safe Sleep Policy

All staff, substitute staff, and volunteers at The Village Learning Center will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [§746.2415 and §747.2315].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2415 and §747.2315].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2426 and §747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes ecigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2428 and §747.2328].

The Village Learning Center

ILLNESS POLICY

An ill child will not be admitted for care if one or more of the following exists:

- A. The illness prevents the child from participating comfortably in facility activities, including outdoor play.
- B. The illness results in a greater need for care than the staff can provide without compromising the health, safety and supervision of the other children.

Or

The child has any of the following:

1. Oral temperature of 101.0 or greater, armpit temperature of 100.0 or greater. (It is the practice of The Village Learning Center to take a temperature from under the armpit.); **accompanied** by behavior changes or other signs or symptoms of illness until medical evaluation indicates that the child can be included in the facility's activities or all symptoms of illness have subsided.
2. Symptoms and signs of possible severe illness (such as lethargy, uncontrolled breathing, diarrhea, vomiting, (two or more episodes in 24 hours), rash with fever, mouth sores with drooling, wheezing, behavioral change, discharge in eyes, rash, or other unusual signs until medical evaluation indicates that the child can be included in the facility's activities.
3. The child has been diagnosed with a communicable disease, until medical evaluation determines that the child is no longer communicable and is able to participate in the facility's activities.

In addition, a child can not be re-admitted to the center unless they are symptom free for at least 24 hours, **without** fever reducing medication (ie. Motrin, Tylenol etc.)

A child must stay out one complete day after being sent home.

Parents need to pick up children within 1 hour of notification.

Please remember that fever, diarrhea, vomiting etc. are the visible signs of an illness. Although we can use medications to treat and reduce the symptoms, it does not necessarily indicate that the child is well. For the safety, health and consideration of the well children and staff, please help us by ensuring that your child is well before returning to the center.

When the center has multiple cases of viruses or bugs going around, a child sent home with symptoms must stay home for 48 hours. If the child returns and still show signs or symptoms of being ill, the child will be sent home and will not be allowed to return without a doctors note stating they have been evaluated in clinic.

If a child is sick within 4 weeks of being sent home or out sick, the child must be seen by a physician stating they can return to daycare. Teledoc is not considered a reliable evaluation by a medical physician.

Any admittance to the center contrary to the above policy must be accompanied by a physician's letter indicating the diagnosis and that the child has no contagious illness or condition **and** approval from the center director.

What are we doing to prevent the spread of illness?

Notification & Response– In the event of any bugs or viruses going around the center, parents will be notified.

Self-monitoring- Children and Staff screen daily for symptoms. If symptoms are experienced or present, children and staff should stay home and not come into the center until getting evaluated by a licensed healthcare provider.

Handwashing and good hygiene practices–All children are required to wash their hands with soap immediately upon entering the building and key times throughout the day (meals, restroom, coughing/sneezing, etc.). Children are reminded and monitored throughout the day to wash their hands with soap thoroughly, use hand sanitizer, and to cover coughs and sneezes.

Disinfecting – VLC has increased the use of hospital grade disinfectant spray and additional cleaning of high frequently used areas throughout the day. This is in addition to our already in place procedure of cleaning and disinfecting the classrooms, bathrooms, and toys daily.

Ventilation- VLC changes the air filters frequently, sprays hospital grade disinfectant in air returns throughout the day, increases air filtration by lowering the thermostat, and will increase ventilation with outside air by opening windows as needed.

What to expect

VLC follows the recommendation of CDC and The Texas Department of State Health Services. We understand it is not ideal and/or convenient to keep your child home, especially for a number of days. We do not always agree with the recommendation but to ensure the health of all, this is unfortunately what has to happen.

In the past we have not charged tuition if your child was required to stay home. However, in order for us to provide regular service to our families the rest of the time, we have a number of fixed bills that don't stop if a class, or the entire facility, is to shut down. A few to list are internet/phone, waste management, fire and security monitoring, and insurance. As you know, you have bills that you are still required to pay even if you aren't using the "service" the same amount each month. Moving forward, if your child has to stay out due to illness, exposure, or any type of closures, you unfortunately will be responsible for paying half tuition. It will not count against your vacation weeks.

I assure you that we take each case/situation seriously and do not want to inconvenience or place a burden on our families by not being able to provide childcare. Thank you for your understanding and continuous support.

Sincerely,

Melissa Knight, Owner