

Please note this is not the official handbook but rather a condensed version to help the parent reference it as needed.

Tiny Tot Learning Center – Parent Handbook

*not official copy

1. Welcome & Mission Statement

Welcome to Tiny Tot Learning Center! We are committed to providing a safe, nurturing, and high-quality early learning environment that supports your child's development, promotes school readiness, and fosters joy in learning.

2. Program Options & Operating Hours

Hours of Operation: Monday–Friday, 8:00 a.m. to 5:15 p.m.

- Full-Time Care: Up to 9 hours/day, 5 days/week
- Part-Time Care: 2 days/week for ages 3–5
- After School Care: Available for school-age children during the academic year

3. Enrollment Requirements

To comply with Texas Minimum Standards (§746.501), all families must submit the following:

- Admission Form
- Immunization Records
- CACFP Food Form
- Hearing & Vision Screening (age 4+)
- Signed Parent Handbook Acknowledgement

4. Tuition & Payment Policies

Tuition is billed weekly and due in advance by Friday or Monday morning. Accepted payment methods include Cash, Check (if in good standing), Money Order, or CashApp: \$tinytotfs.

Tuition Rates:

- Infants: \$210/week
- Toddlers (not potty trained): \$190/week
- Pre-K (potty trained): \$175/week
- After School: \$90/week
- After School Full-Time: \$160/week
- Part-Time: \$100/week or \$120 if not potty trained

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Late Fees:

- \$15/day for late payments (beginning Tuesday)
- \$10 flat late pick-up fee + \$1/min after 9 hours
- \$30 returned check fee

No refunds or credits for absences, holidays, or early withdrawals.

5. School Calendar & Closures

- We follow a year-round schedule and close for the following holidays (subject to change):
- New Year's Day,
- President's Day,
- Good Friday,
- Memorial Day,
- Juneteenth,
- Independence Day,
- Labor Day,
- Columbus Day,
- Thanksgiving (2 days),
- Christmas (2 days).

Full payment is required for holiday weeks and weather closures.

6. Health & Safety Policies

In compliance with Texas Minimum Standards (§746.501), we follow strict health and safety guidelines:

- Sick children must be kept home if they have fever, diarrhea, vomiting, or contagious illness.
- Children must be symptom-free for 24 hours (without medication) before returning.
- Medication is not administered at the center.
- Emergency medical care will be initiated if needed. Parents will be contacted immediately.
- Emergency evacuation plans and monthly fire drills are conducted regularly.
- Updated emergency contact and health info is required at all times.

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7. Discipline & Guidance

Our approach to discipline is positive, individualized, and developmentally appropriate:

- Expectations are clearly explained using positive language.
- Time-out is used as a last resort (1 minute per year of age).
- Prohibited practices: yelling, physical punishment, humiliation, threats, or withholding food.
- Parents will be contacted if a child exhibits unsafe or disruptive behavior.
- Excessive aggression or noncompliance may result in dismissal.

8. Child Supervision & Drop-off/Pick-up Procedures

- All children must be signed in and out daily.
- Drop-off must occur by 9:00 a.m. unless prior approval is given.
- Only authorized adults (with valid photo ID) may pick up a child.
- Parents must walk children to and from the classroom.
- Repeated late pick-up may result in suspension or additional fees.

9. Parent Rights & Conduct

Parents have the right to visit the center at any time per licensing (§746.501). Please notify staff in advance:

- Respectful conduct is expected at all times.
- Inappropriate behavior (e.g., yelling, threats, intoxication) may result in immediate dismissal.
- Parent involvement is encouraged. Volunteers must complete background checks.
- Custody orders must be on file to limit access by a parent.

10. Nondiscrimination Policy

Tiny Tot Learning Center does not discriminate on the basis of race, color, religion, sex, national origin, disability, or any other protected category. We are committed to providing an inclusive and respectful environment for all children.

11. Handbook Acknowledgement

I acknowledge that I have received, read, and agree to follow all policies outlined in this Parent Handbook. I understand that failure to follow these guidelines may result in suspension or termination of services.

Please note that this is not the full parent agreement but is a synopsis of important information for you to read and understand.