**Rules and Regulations**

**Enrollment Rules**

* **Please be advised ALL PAGES OF THE ENROLLMENT PACKAGE MUST BE COMPLETED AND SIGNED BEFORE YOUR CHILD CAN BE ENROLLED INTO LBJ CREATIVE IDEAS LEARNING ACADEMY.**
* **Shot records for Non-school aged children are required to be enrolled and up to date with immunizations!!!**
* **The state of Texas in law grants and acknowledges the right of parents to exempt their children from vaccination requirements for day care, school, and college for reasons of conscience including a religious belief or for medical reasons. Children excluded from Immu2nizations will have to have a Texas Vaccine Exemption Affidavit completed, notarized and on file.**
* **It is a must to have Emergency Contact information on file for emergency situations. NO EXCEPTIONS.**
* **\*\*In the event a parent is not available to pick up their child, an Authorized to Pick Up Form is to be completed by the parent authorizing anyone else to pick up their children. Completed with Name, Telephone Number, Date and Signature of the parent. At time of pickup, that person will have to show their ID to identify themselves as authorized.**

**Facility Rules**

* **No Smoking inside the facility.**
* **Daycare Hours are from 5:30am- 10:00pm. \*Please be advised late pickups will be subject to late fees.**
* **Breakfast ends at 8:30 am.**
* **Our attendance time is 9:00am. We will not receive any children after this timeframe, unless you have appropriate documentation. (EX. doctor office excuse, Jury Duty, Dental office etc.)**
* **While School is in session, school age children (schoolers) are not allowed to come and remain at the Center. This includes days children are ill, suspended or any other reason they are out of school during school hours.**
* **All children are allowed 10 hours of care per day with a maximum of 12 hours.**
* **Children are not allowed to chew gum.**
* **Children are not to enter daycare with soiled/ soaking wet pampers, pull ups or clothing.**
* **Children are not allowed to bring electronics, or cell phones.**
* **The center is not responsible for your child's jewelry or pocket change.**
* **There will be no refund for services rendered**
* **According to state guidelines, no open toe shoes, sandals, flip flops are allowed. No Exceptions!!!**
* **Please make yourself aware of our Financial Policy, Parent Involvement, Emergency Evacuation & Fire Procedures, Gang Free Zone Memo, located within this packet.**

**Transportation**

* **Children riding the Transportation Van to school in the morning must arrive by 6:45am. The van will depart at this time and parents will be responsible for taking their children to school afterwards.**
* **Transportation Authorization must be completed, signed and on file to transport your child. (Located within enrollment pack.)**
* **Please be advised, child can be written up for behavior issues while be transported in the van.**
* **Updated copies of your child's immunizations must be kept on file.**
* **We do not Transport children in Inclement weather and/or Hazardous conditions. Please see our Bad Weather Policy located within this packet.**

**Assessments and Illnesses**

* **If your Child is ill they will not be allowed to attend, please make other arrangements. This includes but not limited to runny nose w/ discoloration, fever, diarrhea, pink eye, ringworm, chickenpox, or unknown skin irritations, etc. This is a sign of infection and can be contagious to other children. In some cases, your child will have to be out for 24 to 48hrs and have been seen by a physician. A doctor’s excuse will be needed upon their return.**
* **At the beginning of each day, a Caregiver will give your child a Full Daily Body Health Check Assessments. Pictures will be taken if necessary and all information will be logged for any reference’s purposes.**
* **According to state regulations, LBJ is required and will report suspected child abuse or neglect.**
* **All parents will be advised of our Child Abuse and Neglect Policy within this Enrollment pack.**
* **The center will only issue prescribed medications when it is absolutely necessary. \*\*\* If a child is needing medication administered, documentation from a physician is needed and is to be properly labeled with all pertinent information in the original bottle along with instructions from the doctor. Over the counter medications should be given at home prior to coming to the daycare and afterwards.**
* **Expired Medication will not be accepted at any time. No Exceptions.**
* **All parents are required to complete an Authorization for Dispensing Medication form for Prescribed Medication (located in enrollment pack).**
* **Child Assessments forms, Allergy Emergency plan, Special Health Care Plan, Seizure Response Plan are to be completed ( if necessary) for child health awareness. (Located within enrollment pack).**
* **Please be advised, LBJ Staff is required to have annual training regarding the care of your child, including Child Abuse and Neglect Training, Section Code 746.501**
* **Vacation time will only be allowed during the summer months. A vacation fee will apply.**
* **There will be no deductions in tuition when your child is absent, bad weather days, holidays, illnesses, etc.**

**Infants**

* **If your child is four years of age or younger, 2 change of clothes must be supplied daily. Infants have 6 or more pampers per day with baby wipes. Please supply these as well.**
* **According to Safe Sleep Policy and Minimum Standards guidelines, Infants are required to sleep on their backs as a sleep position. Please refer to our Operational Policy on Infant Safe Sleep (Form 2550) located within these enrollment packet.**

**Child Discipline and Behavior**

* **In the event your child is being disruptive within the facility or against another child or staff member, Discipline Actions may be necessary. We strive to provide disciplinary action to be positive and corrective in nature, where ever possible. The severity of the discipline administered shall be no greater than necessary to achieve the desired result. The parent will receive discipline form and/or notified by phone call.**
* **Types of Disciplinary Actions:**
	+ **1) Oral Discussion**
	+ **2) Written Warning**
	+ **3) Suspension (1 day or more on a case by case basis)**

**The safety of your child is our top priority. All family members and friends must provide a state photo ID prior to release of your child. These rules will be strictly enforced for every staff member. No child will be released to anyone other than those who are designated, or the parent has given prior written consent.**

**Hours of chosen care must be consistent from day to day. LBJ will remain in compliance with state regulations and child/teacher ratio. Parents must notify the center in writing & BE APPROVED BY THE CENTER DIRECTOR before changing your hours of care.**

**Please sign below your acknowledgement that you have read all the information listed in the Rules and Regulations of this Enrollment package. \*\* Please be advised any updates will be posted in lobby and given to parents as a needed.**

**Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**