



3015 N. MacGregor Way

Houston, TX 77004

832-217-3300

Hours of Operation: 6 am – 6 pm

www.bjipreschool.com

Parent Handbook

Revised: August, 2022

USING THIS HANDBOOK

Dear Parents and Families,

Welcome to the Barbara Jordan International Preschool! Our goal is to provide a welcoming, safe and developmentally appropriate environment for every child.

The purpose of this handbook is to outline the program's policies and procedures to ensure that your family has a rewarding experience with BJIP. We strive to work closely with parents in a partnership that will facilitate the transitions between home and school. Daily communications and a sense of trust between parents and teachers are vital.

Our goal is to provide the highest quality care and education in an atmosphere of love and respect that fosters growth in moral and spiritual values. To accomplish this, we depend on parents to be responsible and active child care consumers. We expect parents to read this handbook, follow the policies and procedures outlined, provide us with any necessary information, and be open and honest with us regarding feedback about the program. We welcome your comments, questions, concerns and suggestions about your child's experience and BJIP. We understand that nothing is more important than your child's early education and care experiences.

Given the nature of an ever-changing quality early education and care program, this handbook is a "living" document. You will be notified of formal policy changes during the year via a written policy notice through email. In addition, the handbook will be updated as needed.

We will look after the health and education of your child while at school, and present a planned program to provide a beneficial and educational experience.

Thank you for entrusting your child with us! Come and talk with us should you have any suggestions, questions or concerns.

Barbara Jordan International Preschool

TABLE OF CONTENTS

ABOUT US.....	5
BOARD OF DIRECTORS	5
ADVISORY COMMITTEE.....	5
CURRICULUM.....	5
NON-DISCRIMINATION POLICY	5
OUR PRESCHOOL PHILOSOPHY	5
ANTIVIRUS AND SANITATION PLAN.....	6
BIRTHDAY CELEBRATIONS	6
BREASTFEEDING.....	6
CAMPUS EMERGENCY PREPARDNESS PLAN	6
CHILD ABUSE REPORTING REQUIREMENTS	7
COMPLAINT & CONFLICT RESOLUTION	7
DAILY ITEMS PROVIDED BY PARENTS	7
DISCIPLINE AND GUIDANCE	8
ENROLLMENT.....	9
FIELD TRIPS.....	9
HEALTH POLICIES.....	9
MEALS AND FOOD SERVICE PRACTICES	10
MEDICAL EMERGENCIES.....	11
MEDICATION AUTHORIZATION.....	11
SLEEP TIME	11
OUTDOOR PLAY	12
PARENTAL COMMUNICATIONS.....	12
PARENTAL PARTICIPATION IN ACTIVITIES.....	12
PROCEDURE FOR THE RELEASE OF STUDENTS	12
REMINDERS	13
RESTROOM POLICY.....	13
SCHOOL CLOSURES.....	13
SAFETY & SECURITY.....	13
VACATION CREDIT	13
VISITS	13
WEEKLY TUITION AND FEES	14
ACKNOWLEDGMENT OF RECEIPT OF PARENT HANDBOOK.....	15
TUITION AND FEES AGREEMENT.....	16

The guidelines in this handbook were adopted from the Texas Department of Protective and Regulatory Services through the division of Child Care Licensing. It is our goal to comply with their rules and standards. We appreciate your help and support of our goal to ensure a safe nurturing environment for all of the students in our care. A copy of our most recent licensing report is posted at our center and the Minimum Standards is available for you to review. Please direct your request to the BJIP Director regarding either of these documents. The child care information line at 1-512-438-4800 has information about local licensing offices or you may review their website at www.dfps.state.tx.us

ABOUT US

WHO IS BARBARA JORDAN?

Texas congresswoman Barbara Jordan rose to the national stage from Houston's Fifth Ward, becoming a public defender of the U.S. Constitution and a leading presence in politics for two decades. She was the first Black woman elected to the Texas state senate and the first Black Texan in Congress. Jordan graduated magna cum laude from Texas Southern University and was accepted at Boston University's law school. Three years later, Jordan earned her law degree as one of only two African American women in her class.

BOARD OF DIRECTORS

The Hope for Families Board of Directors oversees the operations of the Barbara Jordan International Preschool and is responsible for defining its mission. The Board develops and defines boundaries between the functions of the Board and staff and provide guidance for the Executive Director's duties. Therefore, the Executive Director remains exclusively responsible for all matters involved in the operation and management of the school. This governance creates alignment between the Board, the Executive Director and the school's 'Owners' who are defined as staff, students, families and other members of the BJIP community.

ADVISORY COMMITTEE

The BJIP Advisory Committee was established to address concerns of the center. The committee is made up of BJIP parents, church and community leaders, and staff. The purpose of the committee is not to make policy but to give opinions and advice and advocate for the success of students, parents and staff with the primary goal of promoting and maintaining a positive environment.

CURRICULUM

Barbara Jordan International Preschool utilizes the comprehensive, research-based Frog Street curriculum to educate and engage our students. Frog Street's early childhood programs are built on four key cornerstones: Early Brain Development Research, Intentional Instruction, Developmental Learning Domains, and Social and Emotional Development Emphasis.

NON-DISCRIMINATION POLICY

Barbara Jordan International Preschool does not discriminate on the basis of gender, race, color, national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

OUR PRESCHOOL PHILOSOPHY

Our staff views the learner as a "whole child," and strives to meet each child's developmental needs in terms of mental, physical and social-emotional education. ***Excellence is not our goal - it is our standard!*** We teach from a carefully chosen curriculum, enhanced with creative teaching techniques, varied learning opportunities and use of technology. Barbara Jordan's parents and teachers work hand in hand to prepare our students to be life-long learners.

ANTIVIRUS AND SANITATION PLAN

WE MUST STOP THE SPREAD OF THE COVID-19 VIRUS. If you or your child has been exposed to the virus, please notify the preschool and keep your child at home for at least one week for testing, receipt of the results and observation.

Cafeteria Protocol

- All adults MUST wear gloves any time they are in the cafeteria and food is present.
- All adults MUST wear masks unless they are eating.
- All adults MUST practice social distancing when eating.

Daily Screening Procedures

- Everyone that enters the building MUST have their temperatures checked at the door. All temperatures will be documented.
- Everyone that enters the building and/or re-enters the building must sanitize hands upon entry/reentry.

Everyday Preventative Actions

- Wash or sanitize hands after every transition* with alcohol-based hand sanitizer with at least 60% alcohol. Hands that are visibly dirty must be washed with soap and water.
- All surfaces MUST be wiped down with designated sanitizing products after every transition. This includes door knobs; student cots and the sinks students use to wash their hands.
- Adults must wear masks whenever they are in the presence of students or in common shared spaces. Teachers can remove masks when eating.
- Adults must wear gloves and a mask when food is being served.
- Administrative staff should be made aware of any children with concerning* coughs or excessive sneezing. *A “concerning cough” would be coughs not associated with conditions families have identified in application process or to administrative staff. (i.e., a child has a record of having asthma or allergies that often involve a cough.)
- All seating for children must include at least one chair, seat or desk between each child.
- Children are required to cover their mouth and noses when coughing or sneezing. Administration should be made aware of any children with concerning coughs or excessive sneezing.

*Transition means every time an individual leaves a space a space and returns to their assigned space. For example, when a child or adult leaves the classroom, they must wash or sanitize their hands EVERY time he/she returns to class.

BIRTHDAY CELEBRATIONS

Most children enjoy celebrating birthdays with their preschool friends. Parents may send cupcakes or other treats to share with the class. Please make arrangements with the Director and your child’s teacher at least a week in advance. **Birthday celebrations are limited to two parent or adult visitors.**

BREASTFEEDING

BJIP believes that breastfeeding provides a healthy start to an infant’s life. Mothers have the right to breastfeed and provide breast milk for their child while they are in our care. A comfortable place in our center or within a classroom will be made available upon request for mothers to breastfeed.

CAMPUS EMERGENCY PREPAREDNESS PLAN

Monthly fire drills and Shelter in Place drills are conducted to teach students how to respond quickly in the event of an emergency. The Management Team will ensure that children and their parents/guardians or

authorized adult emergency contacts are reunited in a safe, organized manner, should relocation be required.

A copy of the complete Campus Emergency Preparedness Plan specifying full lock down and shelter in place procedures is available upon request.

CHILD ABUSE REPORTING REQUIREMENTS

Barbara Jordan International Preschool staff are **REQUIRED** by Texas State law and licensing requirements to report child abuse. Texas law says anyone who thinks a child is being abused, neglected, or exploited must report it to the Texas Department of Family and Protective Services. Anyone who does not report suspected abuse can be held liable for a misdemeanor or felony. If any member of our staff has reason to suspect child abuse, it will be reported.

COMPLAINT & CONFLICT RESOLUTION

If you have a complaints or differences with a teacher, another parent, or any employee at the BJIP, please contact the Director or Executive Director at 832 217 3300. We will follow-up with all concerns immediately. Our aim is to resolve any conflicts that may arise in a peaceful and professional manner.

DAILY ITEMS PROVIDED BY PARENTS

Infants: Parents of infants who are 6 weeks-12 months old are required to provide the following items:

- Baby water
- Bibs
- Bottles
- Crib sheet
- Diapers
- Diapering extras (rash cream, powder, lotion etc.)
- Formula or Breast Milk and age-appropriate food/cereal
- Wipes
- At least 2 changes of clean clothes (shirts, pants and socks or onesie)
- Any comfort items (ex. pacifier, toys, teethingers)

Toddler and Two-Year Old's:

- Diapering extras (rash cream, powder, lotion, etc.)
- Pull-Ups and wipes
- 2 complete changes of clothes (potty training can be messy ☺)
- 1 blanket (must be able to fit in the child's cubby)
- 1 crib sheet (optional)

Pre-School Students (Ages 3 and up):

- 1 complete change of clothes
- 1 naptime blanket (must be able to fit in the child's cubby)
- Sheets are laundered weekly if not picked up on Fridays.
- 1 crib sheet for their nap mat (optional)

Please label all of your child's belongings with their first name and last initial, otherwise the child's teacher will label belongings in a permanent way.

Please leave all valuable items/toys at home. BJIP cannot be responsible for broken or lost items. Please ensure these items are safe at home.

Clothing

All students must have a complete change of clothing available at school at all times. Parents are asked to **clearly mark this extra set of clothes with the child's name.** (Clothing includes shirts, bottoms, socks and underwear).

DISCIPLINE AND GUIDANCE

The Discipline and Guidance policy of Barbara Jordan International Preschool is in compliance with SECTION 746.2803 of the Texas Administrative Code, as outlined below. Discipline must be:

- Individualized and consistent for each student;
- Appropriate to the child's level of understanding;
- Directed toward teaching the child acceptable behavior and self-control; and
- A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
 - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - Reminding a child of behavior expectations daily by using clear, positive statements;
 - Redirecting behavior using positive statements; and
 - Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device.

Employees who have their own children enrolled at BJIP may discipline their own children during operating hours as long as the employee does not violate the requirements outlined above.

Suspension and Expulsion

Recent research suggests that school expulsion and suspension practices are associated with negative educational and life outcomes. At BJIP, we work hard to prevent, severely limit, and work toward eventually eliminating the expulsion of young students in our early learning setting. Nonetheless, we also have an obligation to ensure that all students are in a learning environment that is safe and secure. If a student at BJIP exhibits behavior that is consistently disruptive and creates a danger to himself or others, and/or prevents the teacher from teaching, the parent will be notified that a suspension from school is warranted and will be in effect. Students may be suspended for a maximum of two days.

If interventions do not improve the student's behavior, a student may be permanently expelled from BJIP. Expulsion is a last resort that would be in place only after addressing the child's social-emotional and behavioral health with their parents.

ENROLLMENT

Students must be a minimum of six weeks of age on the date of enrollment. Our preschool accepts children up to 4 years of age. Four-year-olds who have a late birthday and become 5 after September 1 may also participate in the preschool program. Our school-age summer program accepts students up to age 12.

Upon acceptance of enrollment, the BJIP requires that an Enrollment Packet be completed (*Enrollment Form, Child Food Program Application, Tuition & Fees Agreement, medical consent forms including health statement, and immunization records, Emergency Contact, etc.*). **The following forms must be filled out completely, and on file before the child can begin at BJIP.**

- **Health Statement:** Parents must provide a health statement which will be kept on file at BJIP. This health statement must be updated annually. A health statement is a written statement from a health care professional who has examined your child within the past year, indicating your child is able to take part in a child-care program.
- **Hearing & Vision Screening Requirements:** Child Care Licensing requires that students four years old or older must be screened for possible vision and hearing problems. Screening by your child's doctor is acceptable, and must be completed when your child reaches his/her fourth birthday. Parents must provide BJIP with signed written documentation regarding the results of the vision and hearing screening. The Department of State Health Services (DSHS) requires that all child care centers report Vision and Hearing Screenings annually to their office.
- **Tuition Agreement:** Parents must sign and acknowledge receipt of the tuition and fees charged for the preschool.

Parents will be issued a copy of the Parent Handbook, which includes our operational policies and procedures upon enrollment. Parents will be notified in writing if there are policy changes during the school year. Parents must sign and date in receipt of the Parent Handbook, as well as for any policy changes or updates.

FIELD TRIPS

We provide field trips for the students during the school year and during the summer. Transportation for field trips may be provided via a Good Hope Missionary Baptist Church vehicle. State law requires:

- Vehicles transporting students shall be in safe operating condition and drivers shall have a current Texas State Driver's License.
- There will be at least one (1) adult supervisor, other than the driver, when there are more than five (5) preschool aged students in the vehicle.
- Each child must use a car seat/ booster seat (provided by the parent).
- Students shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.
- Students will be protected by family liability and medical insurance.
- A child will not be taken on field trips unless a parent or guardian has signed permission forms.

HEALTH POLICIES

Illness

Parents must make other arrangements for the care of their children when they have fever and/or show symptoms of communicable disease. If a child becomes ill at BJIP, a director or teacher will notify the parents immediately. The child will be isolated until taken home. **STUDENTS MUST BE FEVER FREE AND HAVE NO REOCCURRENCE OF VOMITING OR DIARRHEA FOR 24 HOURS BEFORE RETURNING TO BJIP.** Students will not be permitted at the BJIP with any of the following conditions:

- An oral temperature above 101 that is accompanied by behavior changes or other signs or symptoms of illness;

- A tympanic (ear) temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
- An axillary (armpit) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
- Eye discharge or conjunctivitis (pink eye). Students can be readmitted after medical diagnosis to rule out bacterial or viral infection, or after 24 hours on antibiotic treatment;
- Open oozing sores and scabs, unless properly covered and 24 hours on antibiotic treatment;
- Head lice – until treatment is effective and a follow-up check has been made by school personnel;
- Refusing to take food or drink.

A child who was ill may return to BJIP when the child is free of symptoms of illness for 24 hours; or the parent presents a doctor's statement that the child no longer has an excludable disease or condition.

In case of minor injury or accident, the staff will administer basic first aid. Parents will be notified of all injuries or illnesses.

Illness Handling

- If a person (adult or child) is sick and has to remain in the building, they must wait in the Isolation Room. The Isolation Room can only be occupied by one sick person at a time. If it is a sick child, an adult must accompany the child. The adult MUST have on a mask and gloves while waiting with the child. If the child comes in contact with the adults clothing, the clothing must be changed before the adult can re-enter the work space. Regular sanitizing procedures for hands should continue.
- The Isolation Room is sanitized 24 hours after the sick person leaves and cannot be occupied for at least an hour after sanitizing process.
- Once a person (child or adult) is sent home, they cannot return without a doctor's note. Persons exhibiting COVID-19 or contagious sicknesses must be cleared by a test or a doctor before returning to the building. Return is determined by the Preschool Director.

Physical Examinations

Students in full day care are required to have a yearly physical examination. For students 4 and older, this examination must include vision and hearing screening. This information must be included in our health records, as BJIP must report vision and hearing screening annually. Please inform BJIP when this examination takes place.

MEALS AND FOOD SERVICE PRACTICES

Breakfast is served from 7 – 8am; lunch is served from 11am – 12pm and snacks are provided at 2:30pm. BJIP will serve meals and snacks that are recommended by the USDA. Students are encouraged to taste all foods but are not forced to eat. Meals will never be used as a punishment or as a reward. Parents may provide meals and/or snacks for their children if they desire to do so. However, if you are choosing to provide a snack, the childcare center is not responsible for its nutritional value or meeting the child's daily food needs. If you choose to provide a meal but not a snack, BJIP will provide a snack. Parents MUST provide safe and proper storage for all individual meals and snacks. BJIP does not allow food to be shared between students. BJIP cannot supply students with allergies with an alternative meal or snack. Parents MUST bring snacks and meals for their children with allergies and the preschool will ensure students are fed accordingly.

BJIP IS A NUT FREE ZONE

MEDICAL EMERGENCIES

In case of a medical emergency requiring immediate professional care, the staff will call 911. Staff members are CPR certified, and will administer CPR as needed. Parents will be notified immediately if there is a medical emergency. If parents are unavailable, those individuals designated as emergency phone contacts will be notified.

All students must have an emergency medical release form on file. Texas Department of Protective and Regulatory Services requires BJIP to call EMS for illness such as fever over 101.0, uncontrollable crying in infants, suspected broken bones, or other behavior demonstrated by a child as related to pain.

BJIP staff cannot transport students to a hospital or doctor's office. Injured students must be transported for medical emergencies by parents or by calling 911 for an ambulance following initial triage from local EMS. EMS will make the final determination to transport a child if a parent or guardian is not present.

If a child ingests or comes in contact with a poisonous substance, staff will contact the Poison Control Center at 1-800-222-1222.

MEDICATION AUTHORIZATION

We prefer that parents administer medication to their child. Please inform your physician that your child is in full day schooling and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember the BJIP is designed for **well** students.

If medications *must* be administered at school, the following conditions must be met:

- Prescription medication will be accepted only if it is in the original container with the child's name listed.
- Before any prescription medication can be administered, including sunscreen, we must have permission in writing. Please fill out the medication forms and enter instructions into the Daily Medication Log Book. Please bring a copy of the information given to you by the pharmacy.
- Medication will go home after the last date that the medication is administered.

Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current.

SLEEP TIME

We provide a supervised sleep or rest time after the noon meal for all students 12 months of age or older who are in care five or more consecutive hours, or according to the child's physical needs. The sleep or rest time will not exceed three hours. We do not force a child to sleep. Parents may provide a clean blanket and sheet (optional) for naptime and take home each Friday for washing. Blankets must fit into the child's cubby.

The following guidelines will be in place at BJIP to ensure safe sleep for our infants:

- Each infant must have a supervised nap period that allows the infant to maintain his or her own pattern of sleeping and waking periods.
- An infant may remain in the crib for up to 30 minutes after awakening, as long as the infant is content and responsive.
- If an infant falls asleep in a restrictive device, the infant must be removed from the device and placed in a crib as soon as possible. Infants may sleep in a restrictive device if parents have provided us with a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that the child sleeping in a restrictive device is medically necessary.

- Infants not yet able to turn over on their own must be placed in a face-up sleeping position in the infant's own crib, unless the parent has provided us with a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that a different sleeping position for the child is medically necessary.
- We do not lay a swaddled infant down to sleep or rest on any surface at any time unless the parent has provided us with a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that swaddling the child for sleeping purposes is medically necessary.
- Infants will never have their heads, faces, or cribs covered by items such as blankets, linens, or clothing at any time.

OUTDOOR PLAY

BJIP provides two 30-minute activity times outside for all students 24 months and up. Students will not go outside if the temperature falls below 60 degrees. If you do not want your child to participate in outdoor play, you must submit a note for your child's file for the days you would not like them to participate.

PARENTAL COMMUNICATIONS

Parents will be notified if a child suffers any injury. A message will be left if we are unable to speak with you. We will contact the designated Emergency Contact if there is a serious injury.

Notices regarding billing, center updates, policy changes or notifications for parents will be distributed via Smartcare, via the Parent Notification Area in the front foyer of the center, via email or text, and/or will be placed in your child's classroom cubby/box or backpack.

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff.
- Pick up and read the notices and information left for you in your child's folder.
- Pick up your child's papers/projects daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.

BJIP encourages parents to meet with the Director and their child's teacher to discuss, question, or review any policies pertaining to the center. Consult with the Administrator to schedule an appointment to ensure adequate time is allowed.

PARENTAL PARTICIPATION IN ACTIVITIES

Parents who desire to participate in BJIP's operation and activities should make requests to the Director. The Director will meet with the parent, and discuss the proper protocols for visitors. (Due to the COVID-19 pandemic, the pre-school has limited visitation to appointments only.)

PROCEDURE FOR THE RELEASE OF STUDENTS

Individuals picking up a child must be age 18 years or older. The parent code must be entered into Smartcare verifying the child's name by the individual picking up the child. Only individuals designated on the enrollment form may have a child released to them.

Telephone calls regarding the release of a child will not be permitted unless the individual listed on the enrollment document is the person designated in the phone call to pick the child up. Release of a child to an individual not designated will not be permitted. For the safety of your child, NO EXCEPTIONS will be made!

BJIP management may require proof of identification from an individual attempting to pick up a child. Proof of identification should be a State Driver's License or DPS ID.

REMINDERS

- In order not to confuse school toys with a child's personal property, we ask that students not bring playthings from home. The BJIP staff cannot be responsible for lost or broken personal toys.
- Please do not allow your child to bring any gum or candy to the BJIP. Nutritious snacks will be served to the students.
- Periodically check on your child's supply of extra clothing. Please take-home soiled clothing promptly.

RESTROOM POLICY

The following is the procedure used by preschool staff:

- Preschool students shall be accompanied by an adult when they need to use the restroom.
- The teacher/assistant will assist the child, if needed, but will encourage the child to learn to take care of his/her toileting needs himself/herself.
- When a child has an accident and wets or soils his/her clothes, the teacher/assistant will assist the child in changing his/her clothes in the restroom. The teacher/assistant will put on rubber gloves, help remove the soiled clothing, clean the child, and help put on dry/clean clothes. The soiled clothing will be put in a plastic bag and put with the child's other belongings. The parents will be informed of the soiled clothing.
- The teacher/assistant will teach the students how to wash their hands thoroughly after using the restroom.
- Teachers and staff will ALWAYS wear gloves when assisting students using the restroom and changing student's clothes.

SCHOOL CLOSURES

BJIP may close in the event of inclement weather. Announcements of school closures will be issued by the local news stations and via text messages and emails to parents.

SAFETY & SECURITY

Barbara Jordan International Preschool is located on the first floor of the Center for Hope building on the Good Hope Missionary Baptist Church campus. All exterior doors at the Center for Hope are locked at all times. The entry door on North MacGregor is manned and locked at all times.

Parents are required to sign in and get a visitors' badge when visiting (visiting hours are 10am – 6pm) In an effort to maintain a safe flow in the preschool and ensure that visiting does not take the staff's attention off their duties, congregating in the classrooms or hallways is not permitted.

VACATION CREDIT/SICK LEAVE

Parents are given four (4) weeks every year that can be used as vacation/time away or sick leave and your child's spot will be held at the center at no charge. As a courtesy, the Administrator should be alerted at least 5 days before the planned absence. Students must be absent the entire week to receive this credit. We appreciate notice of unplanned absences as soon as possible. This option is not available for part time students.

VISITS

We welcome parents however due to the COVID-19 pandemic; the preschool will only take visitors by appointment. We must follow the Center for Disease Control's guidelines as mandated by Child Care Licensing to ensure the environment is safe. Please feel free to call or email the center at any time to schedule an appointment.

HOURS OF OPERATION: 6 a.m. – 6 p.m. Monday – Friday

DROP OFF TIME CUT OFF: 10:00 a.m.

WEEKLY TUITION AND FEES

- **Enrollment Slot Hold:** Parents are required to pay for child care even if the child is absent and on shortened holiday weeks. This secures the student’s spot in the preschool.

Classroom	Full Time (M-F)	Part Time (MWF)
Infants (6 weeks -18 months old)	\$230	n/a
Toddlers (19 months – 23 months old)	\$220	n/a
Two-Year-Old Class	\$210	n/a
Three-Year-Old Class	\$200	\$180
Pre-K Four	\$190	\$171
Initial Registration Fees Non-Refundable	\$135 \$185 (2 children) \$200 (3 + children)	\$135 \$185 (2 children) \$200 (3 +children)
Annual Registration Fee (Due 1 year from enrollment day)	\$70	\$70

Only 1 discount will be applied to tuition***

- 10% off tuition for active members of Good Hope Missionary Baptist Church
- 10% off tuition only for two or more students in the same household (Students must register on the same day or the multiple family member discount will NOT apply)
- 10% off tuition for employees of MD Anderson Hospital
- Discounts are not available to part time students.

All students must arrive at school by 10:00 a.m. If the student arrives after 10:00 a.m., the parent will be charged \$1/minute. After 11:00 a.m., students will not be accepted without a doctor’s note. You must let the director know 24 hours in advance of an appointment or you will be charged \$1/min.

If your child has an appointment after arrival, they are not allowed to be dropped off after 2 p.m.

Payments can be made by check, money order, or through Smartcare. All payments are due on Friday for care the following week. Late charges (\$20.00 per week) will be assessed on Tuesday. Please see Tuition and Fees Agreement.



ACKNOWLEDGMENT OF RECEIPT OF PARENT HANDBOOK

The Parent Handbook contains important information about the Barbara Jordan International Preschool and I understand that I should consult the Director regarding any questions or concerns I may have.

Since the information, policies, and procedures described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will be communicated in writing through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. I also understand that I must sign and date any policy revisions and that my signed copy will be placed in my child's folder.

I understand that I am expected to read the entire handbook. **My signature below states I have received the Parent Handbook and the Tuition and Fees Agreement for my child. I will sign and date the Tuition and Fees Agreement and return it to school within a week of receiving the Handbook.**

STUDENT NAME

PARENT/GUARDIAN NAME

PARENT/GUARDIAN NAME – SIGNATURE

DATE



3015 N. MacGregor Way |Houston, TX 77004 |832 217 3300|www.bjipreschool.com

TUITION AND FEES AGREEMENT

Child's Name _____ Child's Birth Date: _____ Age: _____

Parent or Guardian's Name (s) _____

Weekly Tuition Amount: _____ Registration Fee: _____ Discount Type (if applicable) _____

PAYMENT. I understand that Barbara Jordan International Preschool (BJIP) is funded solely by tuition. Payment for my child's program is due on Friday of each current week for the following week of care, as specified in the current rate schedule. Tuition is payable according to the tuition schedule **whether or not my child attends.** _____

ABSENCE CREDIT. I understand that I must notify BJIP in writing at least a week in advance to receive an absence credit equal to one half of my weekly tuition rate. This credit will be applied to my account for the following week's payment. _____

ACTIVITY FEE. I understand that during summer months and holidays an activity fee for additional activities outside normally planned curriculum, may be charged. BJIP will notify me at least 30 days in advance of when the activity fee is due. _____

DELINQUENCY If at any point my account becomes delinquent, I understand that any credits or discounts will be removed from my account. (i.e., absence credit, corporate or, multiple child discounts etc.) _____

EARLY DROP OFF FEE. BJIP is open Monday through Fridays from 6am to 6pm. I understand that I will be charged \$1/minute per child for any drop offs between 5:45am and 6am. _____

LATE PAYMENT FEE. I understand that a \$20 late fee will be charged for all late payments (received after Monday). If tuition and/or late fees are not paid by Friday, then I understand that my child cannot return until paid. _____

LATE PICKUP FEE. BJIP is open Monday through Fridays from 6 am to 6pm. I understand that I will be charged \$1/minute per child after 6 pm that I pick up my child. _____

NO CALL NO SHOW FEE. I understand that curriculum, food preparation and activities are planned for the total number of enrolled children. Failure to notify BJIP Administration of any absences will result in a \$5 No Call No Show Fee. _____

I have read and agree to the Barbara Jordan International Preschool Tuition and Fees Agreement.

PARENT/GUARDIAN SIGNATURE _____

DATE: _____

