



POLICIES AND PROCEDURES

WELCOME TO OUR SCHOOL

QUALIFICATIONS:

Little Miracles is open to the community and offers a wonderful program to all children infants to twelve years old. It is our commitment to parents and young children to provide them with the best environment academically, socially, and physically. We base our program on love and personal interaction.

We believe that children have wonderful minds and they learn so much within the first year of life. We recognize this by allowing the children to explore and choose their own activities and also have planned activities that the children will engage in when they are ready. Although our program is based on the children learning and interacting at their own pace, we also have limits to what is considered to be over stimulating.

LMM policies are subject to change. If any changes were to be implemented all parents will be notified in writing. They will also receive a copy of updated policies and procedures.

OPERATING TIMES:

We are open Monday – Friday 6:30 am – 6:00 pm. Schedule subject to change due to lack of enrollment. In the event of bad weather or traffic please be patient, every effort is made to open on time.

IMMUNIZATIONS:

All children that will attend or are attending LMM will need to have current immunizations for their age and maintain a current immunization record. If you are not immunizing your child we will need an affidavit from the State of Texas Child Care Licensing.

Parents must bring an updated shot record each time your child gets vaccinated. We also need a health statement from your child's pediatrician stating that your child is well and is able to attend daycare.

VISION AND HEARING SCREENING:

Parents are responsible to have their child's vision and hearing screened when the child turns 4 years old. A copy of the screening will be needed for your child's record.

ABSENCE, ILLNESS, AND MEDICAL RELEASE:

The health, safety, and welfare of all children is our primary concern. We request that children who have excessive nasal discharge, draining ears, eye infections, diarrhea, vomiting, harsh or persistent cough, fever, or rash remain at home and cleared by a physician. Children who are not well enough to be involved in outdoor play should be cared for at home. The office should be notified when your child misses school, when your child is ill, and what is the diagnosis and plan of treatment.

Children with fever will not be able to attend daycare until they are free of fever for 24 hours. Please do not send your child if you know they had fever the night before.

MEDICATION:

We prefer not to administer medication and would rather the parent give it at home or come and give it to their child. If a child must receive medication at school, please make sure: medication is placed in a safe place, NOT left in your child's bag, medication release forms have been signed, and directions are clear to a designated staff member. Proper medication cup or syringe will be needed and marked with your child's name and dosage. Prescription medications need to be in the original container and labeled.

Please do not place any diaper ointment, sunscreen, teething solution, or any type of ointments/powders, in your child's cubby. If you have some in a diaper bag please make sure that your diaper bag or purse is always out of reach of children.

ACCIDENT AND ILLNESS

Every effort is made to safeguard the children from any mishap. Any type of injury, however, will be reported to the parent on occurrence by phone and documented by an accident report.

If a child gets ill during the hours that they are in care, we will notify the parents in a timely manner. If the child has fever of 100.4 under the arm, they will need to be picked up immediately and may not return to school for 24 hours and the fever has subsided or if they are cleared by their pediatrician and have a note stating that they may return to school.

Parents please be considerate and make sure you have taken proper precautions as to not exposing the other children to illness. Please do not bring your child to school if they had fever, diarrhea, or vomiting over night. We depend on your feedback and attention to help minimize illness at daycare.

HANDLING MEDICAL EMERGENCIES

In the event of an emergency, we will call 911 or take the child to the nearest hospital. The medical center is 5 minutes from us, and we would get there faster than waiting for an ambulance. The parents would be notified of any emergency as quickly as possible. Parents will also need to sign an emergency medical release form.

DISCIPLINE AND GUIDANCE PRACTICES:

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
- (2) Reminding a child of behavior expectations daily by using clear, positive statements.
- (3) Redirecting behavior using positive statements.
- (4) Children may be separated from the other children but are never told that they are in time out or humiliated in any way.

There will be no harsh, cruel, or unusual treatment of any kind.

ANIMALS AT SCHOOL:

If we decide to have a class pet for the children, parents will be notified. Proper vaccination records from the veterinarian will be kept.

It is the parent's responsibility to inform Little Miracles if their child has allergies to any animals.

ENROLLMENT PROCEDURES AND FEES:

In order for a child to be enrolled at Little Miracles, parents must first fill out an admissions form in its entirety. Even if you are not sure put N/A and fill in every blank. A \$200.00 non-refundable registration fee is also due if you would like to reserve a space for your child. A \$600.00 non-refundable deposit is required to secure a spot.

A written 30 day notice of withdrawal must be given to the office not your child's teacher in order for you to receive full credit of your deposit. Notice should be 30 days before your next tuition is due not in the middle of any month. As per policy your deposit will be applied toward the last month once proper 30 days notice has been received. Two or more children enrolled require at least 60 days notice not 30. We will not pro-rate for the last month. In order for your child to start at Little Miracles they must be current in all of their immunizations and have a health statement from their pediatrician stating that they are well and are able to attend day care.

A \$75.00 supply fee is due three times a year, January, May, and September. This fee is for supplies that we use every day for the children. This will be art supplies, learning materials, decorations, safety and sanitation supplies.

We reserve the right to disenroll a child at our discretion. We will make every effort to accommodate a child, however, if the child demonstrates dangerous or aggressive behavior that will endanger other children or staff we will have to expel them from our program. If a parent, guardian, caregiver of a child demonstrates unruly or dangerous behavior we will have to ask you all to leave.

TUITION:

Tuition is due in advance, payable on the 24th of the preceding month. Tuition is due whether a child is in attendance or not, as it assures a place for your child in the class. A late fee of \$45.00 will be charged if payment is not received within six days of the date due.

Proper notification will need to be provided of withdrawal from the program. Notification should be written and given to the Director 30 days prior to withdrawal. A 60-day notice will be required for families with more than one child enrolled at LMM. If the parents fail to notify Little Miracles in writing they will be responsible for full tuition payment for the next month. There will be no exceptions. Please refer to enrollment procedures and fees.

We will not pro-rate the last month of attendance and we will only pro-rate when your child starts in the middle of the month from the 15th on. If your child starts LMM anytime before the 15th full tuition is due.

VACATIONS AND HOLIDAYS:

Tuition is due regardless of attendance. Anytime LMM closes for holidays or breaks, tuition is due in full. Full tuition is also due when you travel. If you will be vacationing please keep in mind that in order for LMM to save your space you must pay the full tuition.

If you plan to travel for a long period of time (a full month), please follow proper withdrawal procedure. You will need to give a full 30 day notice. If you plan on bringing your child back to LMM then re-enrollment is required. Submitting a deposit, registration fee, and tuition for the month you plan to return will secure a space when you come back.

CHILD CARE AFTER 6:00 P.M.:

A late fee of \$10.00 for the first ten minutes will be charged with an additional charge of \$5.00 for each additional five-minute period. Lateness is a difficult issue. Please be aware that our teachers work hard to provide a safe and stimulating environment for the children. Some of my staff live outside the Houston city limit and drive long distances and have their families to get home to, so please make every effort to respect their right to leave on time.

PROGRAM VISITATION:

You are encouraged to visit the classroom. If children are napping or engaged in activity, please be sure to be as quiet as possible and not disturb the classrooms. If you wish to schedule a conference, please contact your child's teacher or the director. Please understand that having parents visit a classroom can sometimes change the character of the class and children will act out and sometimes cause difficult behavior. We like to keep the classes free of distractions and ask that parents quietly observe without interrupting engaged activities. This is also imperative on the playground. Please remember that although it is play time outside keep in mind that any distractions can affect the children's personalities and behavior.

DROPPING OFF AND PICKING UP:

Children must be released directly to a staff member upon arriving at school. A staff member must always be notified when a child is picked up. Children may only be released to their guardian. If a person other than the child's guardian picks them up, proper notification from parent should be provided and the person picking up should supply proper identification in the form of a picture I.D. with their name.

CHILDREN MUST BE SIGNED IN AND OUT EVERYDAY!

Please drop off quickly so that you do not disturb the classrooms. If the teachers have already started their line or lessons please be respectful and drop off your child quickly even if your child seems upset because the longer you stay the more difficult it becomes. If you do not feel comfortable please feel free to call or wait outside the classroom and a teacher will let you know how your child is doing. Also, with technology, we can always send you picture messages or short videos to help you and your child in transition.

FOOD SERVICE AND BIRTHDAYS:

We provide catered meals for lunch Monday through Thursday. On Friday's all children must bring their own lunch. The menu will be posted each month of the catered meals. Parents who bring their own food for their child and you will be responsible for you child's nutrition. Children are encouraged but never forced to eat. Snacks must be provided by parents. Every food item must be labeled with your child's name and last initial. Please do not place anything in the refrigerator that is not labeled. Please remember that children may not touch any food in the refrigerator or open the refrigerator door.

For your child's birthday, you may bring in a cake or snack. If you would like to provide lunch please let us know at least a week in advance. Please schedule a time with your child's teacher. Presents should not be brought to these parties.

Your child's nutrition is very important to us so please send healthy snacks. You may send juices or their own milk labeled with their name. Please do not send candy, cookies, cupcakes, chips, to have as a snack at school, we will not be able to serve it to them

INFORMATION REGARDING GANG FREE ZONES:

Little Miracles is in a gang free zone.

FIELD TRIPS AND WATER ACTIVITIES

Please make sure that you sign the permission form. All field trips will be at LMM and all permission slips will go out accordingly. Each year a splash permission form will also go out to parents.

BREASTFEEDING

We at LMM strongly believe in breastfeeding. If you are able to come and breastfeed at anytime during the day please let your child's teacher know that you will be coming. This will help in gauging when a baby will be ready to eat. We do not provide a private area to breastfeed.

PARENTAL NOTIFICATION

In the event of an emergency, LMM will notify parents in a timely manner by phone. If there is no emergency and we are just needing to give information out to our parents, we will text or email.

EMERGENCY PREPAREDNESS PLAN

Our plan in case of an emergency is to call 911.

If there is a tornado, hurricane, heavy wind etc we will go to the middle bathroom where there are no windows. If that space is not big enough to accommodate all children we will go to the back where the kitchen is (Sunset location)

At our Holcombe location we will go to the bathrooms and closet.

In case of a fire we will evacuate the building and relocate outside away from the building.

For children younger than 24 months of age, children with limited mobility, and children who otherwise may need assistance in an emergency, including a child who is mentally, visually, or hearing impaired. We will use cribs for infants that are not able to walk. We will also utilize our Bye Bye baby buggies for small infants/toddlers that are not walking well. For children with special needs, it will be handled on a case by case scenario. They will walk in line with rest of children or wheeled out if they are in a wheel chair. The plan will be to exit or relocate the same way we do for each age group. An emergency evacuation and relocation diagram that includes at least two exit paths from each room are posted on wall by the door. A list all of children in attendance is with the teacher at all times.

In the event of a life threatening event where we must seek alternate shelter such as an explosion or hostage/terrorist situation we would relocate at McDonald's located at 2249 W. Holcombe Blvd., Houston TX. 77030. If we do not need to seek shelter but evacuate we will relocate at Old Braeswood Park located at 2300 -2370 Kelving St. Houston, TX. 77030.

Every precaution will be taken to ensure the safety of all the children at LMM. Parents will be notified in a timely manner after we get children out safely. We will try communicating the best we can considering the circumstance.

TEACHER REQUIREMENTS

LMM does not require our teachers to have any immunizations or Tuberculin testing.

- All teachers are required to wear gloves when handling or cleaning body fluids**

- If a teacher has an open wound or injury that inhibits hand washing they will not be allowed to prepare any food or have close contact with children.
- If a teacher has any respiratory infection or symptoms they will be required to wear a mask while taking care of children.
- Teachers will also wear mask while caring for children with respiratory infections.
- Teachers will remove gloves and wash hands after each task to prevent cross-contamination to other children.
- If a teacher shows signs of illness they will be excluded from direct care of children.

PREVENTING AND RESPONDING TO ABUSE AND NEGLECT OF CHILDREN

All teachers at LMM are required to attend annual training to look for warning signs that a child may be a victim of abuse or neglect. Training is done in all the following areas.

- Physical Abuse
- Physical Neglect
- Sexual Abuse
- Emotional Maltreatment

If a teacher suspects abuse or neglect they will notify the director to also examine the situation. If LMM determines that there is a valid reason to notify the appropriate community organization that will be done.

LMM will also perform health checks if needed.

REVIEW OF LICENSING INSPECTION REPORT:

Parents may at any time request to review the minimum standards and Little Miracles' most recent Licensing inspection report. These documents are posted on the bulletin board in front entry, and parents may contact the director for any reason.

Parents may contact the local Licensing office, PRS child abuse hotline, and PRS website by the following:

Child Care Licensing Houston office: 713-940-3009

Website: www.tdprs.state.tx.us

Child abuse hotline: 1-800-252-5400

Questions or Concerns:

If by any chance you have any questions or concerns regarding these policies please call the director: Perla at Sunset location 713-522-9933

Monica at Holcombe 713-668-7300

PARENT ACKNOWLEDGEMENT FORM

This form is to acknowledge that you have read and understand LMM's Policies and Procedures
Please initial each statement below, sign and date:

- _____ Tuition is due in advance on the 25th day of the preceding month.
- _____ Registration fee and deposit are non-refundable should we cancel our reserved spot.
- _____ Deposit is applied to the last month of attendance provided I give the Director written notice of withdrawal. Giving the teacher notice is not acceptable.
- _____ I must give a minimum of 30 days notice of withdrawal for one child and 60 days for 2 or more children.
- _____ Notice of withdrawal is given the first of the month not in the middle of the month.
- _____ Tuition is due regardless of attendance this includes illness, travel, school closings.
- _____ I will pay tuition and supply fees on time or late fees will be assessed.
- _____ The last month of attendance will not be pro-rated.
- _____ If I fail to give proper notice as stated in policies, I understand that I forfeit my deposit and payment for the following month will be due.
- _____ I also understand that in the event that our family will need to travel for an extended period of time, I will be responsible for full tuition in order for LMM to save a space for my child/children. I realize that Little Miracles has a waiting list and turn away prospective families on a daily basis.
- _____ I also understand that these policies are put in place to effectively enroll and staff Little Miracles. I will respect and adhere to the policies outlined above and I have read the Policies and Procedures that I received at enrollment in its entirety.

Signature of parent: _____ Date: _____

Director Signature:  Date: 06/07/2019

Monica Ramos