



Parent Handbook

Policies and Procedures

Version October 2026

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This handbook explains enrollment, tuition, daily care, health and safety practices, family responsibilities, and the procedures Belle's & Beau's follows while caring for children.

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Welcome and Enrollment

Introduction

Welcome to Belle's & Beau's Childcare Center. Our classrooms serve children from 6 weeks through 5 years old. We allow children to grow at their own pace while being mentored and challenged by their teachers and peers. We create individualized learning opportunities so children can continue developing skills as they are ready. Our goal is for students to enter kindergarten prepared and excited for the journey ahead.

This handbook explains our childcare philosophy, business policies, and family expectations. Please read it carefully and discuss any questions with the Director.

Admittance Policy

Families interested in enrollment are asked to tour the Center and meet with management before enrolling. This helps both the family and the Center decide whether our program is the right fit. Open communication is essential to a child's care, education, and school experience. Families and educators work as a team, and both should be comfortable with that partnership.

Waiting List

When a class is at capacity, a family may place a child on the waiting list by completing the form at bandbchildcare.com. Siblings of currently enrolled students receive priority. When enrollment is offered, the family must respond within 48 hours. If the offer is declined or no response is received, the child will be removed from the list. A new waiting-list form is required to be considered again later.

Childcare Philosophy

Belle's & Beau's Childcare Center's mission is to provide positive, safe, and secure childcare in a healthy, upbeat environment for children ages 6 weeks through 5 years. Our program is grounded in southern hospitality, respect, and care for others. We emphasize the foundations children need for formal schooling while providing a nurturing, creative setting in which they can grow and explore. Open communication between families and caregivers supports a cooperative, hands-on approach to education.

Communication

Good communication between families and the Center is essential. We welcome questions, feedback, and discussions focused on a positive outcome for each child. Sensitive concerns will be discussed privately. Families may request a conference at any time.

Daily information, curriculum topics, upcoming events, closures, and other notices are shared through the Procure Connect app. Messages sent by a parent may be viewed by management and the child's teachers. Families may update contact information in Procure and may resubmit enrollment forms at bandbchildcare.com/parent-portal when information on file changes.

Enrollment Policy

The Center must receive all required forms and documentation before assuming responsibility for a child. There are no exceptions. Incomplete records can jeopardize the Center's license. Forms must be updated annually, or sooner when information changes. Forms are available at bandbchildcare.com/parent-portal.

- Parent Enrollment Packet
- Parent Handbook acknowledgment
- New Family Orientation
- CACFP Enrollment Form

- CACFP Income Eligibility Form
- Infant Feeding Form for children enrolled as infants
- Immunization record and current well-child documentation
- Registration fee of \$100
- All About My Infant, Toddler, or Child form based on age

Families will receive separate instructions from My Food Cloud for required Child and Adult Care Food Program forms. Parents must promptly report changes to addresses, telephone numbers, emergency contacts, authorized pickup persons, and any other information in the child's record.

The Center accepts children with properly documented immunization exemptions. The Center does not disclose another child's immunization status. A child with an exemption may be excluded during an outbreak or exposure when required or recommended by public health or Child Care Regulation.

Trial Period

The first six weeks of enrollment are a trial period. During that time, either the parent or the Center may end the childcare arrangement. After the trial period, two weeks' written notice is required, subject to the Withdrawal and Termination Policy.

Tuition and Attendance

Tuition and Payment Procedures

Age or program	Classroom	Monthly	Weekly	Daily amount
0-4 months	Tadpoles	\$900	\$215	\$43
4-8 months	Toads	\$900	\$215	\$43
8-12 months	Caterpillars	\$900	\$215	\$43
12-17 months	Grasshoppers	\$880	\$210	\$42
18-24 months	Butterflies	\$860	\$205	\$41
2 years	Ladybugs	\$835	\$200	\$40
3 years	Tot School	\$815	\$195	\$39
4 years	Preschool	\$800	\$190	\$38
Part time	All classrooms	\$600	\$145	\$48.33
Harmony after care	Tots and Pre-K	\$475	\$115	\$23

Drop-in care is \$55 per day. A child must have current enrollment paperwork on file. Drop-in care is available only when requested in advance and when space is available. A missed part-time day cannot be exchanged for a different day. An additional day may be requested at the drop-in rate when space is available.

Harmony Pre-K instructional tuition is funded through the partnership. Families using care outside Harmony instructional hours are charged the Harmony after-care fee shown above. The fee remains due according to the family's selected payment schedule regardless of attendance.

Stretch-N-Grow is required for every enrolled child age 12 months or older, including Harmony Pre-K children. The activity fee is \$6.92 per week or \$30 per month. Stretch-N-Grow provides age-appropriate fitness activities that build strength, endurance, flexibility, balance, and healthy habits.

Tuition is due by drop-off on Wednesday each week. Tuition is a flat fee and is owed regardless of attendance. This includes, but is not limited to, illness, vacation, holidays, staff-development days, scheduled early releases, weather closures or delays, utility interruptions, city-required closures or repairs, emergency closures, and other missed or shortened days. Unless the Center announces a credit in writing or applicable law or a subsidy agreement requires a different result, tuition and required fees remain due because the child's enrollment space and Center operating obligations continue. Before- and after-school children pay the full-time rate during school breaks and vacations. The Center accepts cash, credit card, or check while the account remains eligible for checks. Checks should be payable to Belle's & Beau's Childcare Center.

A late payment fee of \$10 per day applies when payment is not received. Late fees begin Friday for weekly and biweekly accounts and on the fifth day of the month for monthly accounts. Repeated late payment may result in termination of care. Automatic card billing may be enabled in the Procure Connect app for weekly, biweekly, or monthly billing.

A registration fee of \$100 per child is due at enrollment.

Late pickup is charged at \$1 per minute, per child, after the family's contracted pickup time. Charges are added to the account monthly and are due when invoiced. Habitual late pickup may result in termination. If no authorized person can be reached and a child remains at the Center more than one hour after closing, the Center may contact law enforcement or the appropriate child welfare agency. The child will receive appropriate supervision, activities, and snacks while awaiting pickup.

A returned check is subject to a \$35 service charge plus any costs the Center incurs. Childcare services may be suspended until tuition and returned-payment charges are paid in cash or by credit card. The Center may require future payments by cash or credit card.

Payments are nonrefundable unless the Center made a billing error. If a child withdraws midweek on a weekly plan, the full weekly tuition remains due. If a child withdraws midmonth on a monthly plan, the remaining monthly tuition is not refunded. Please contact management promptly about billing questions.

CCS Attendance and Family Fees

Families receiving Child Care Services assistance must follow both Center procedures and the attendance requirements of the Texas Child Care Connection system. The person who actually brings the child to the Center must record the child's arrival, and the person who actually removes the child from care must record the child's departure. Attendance must be recorded at the time of arrival and departure and must accurately reflect the child's care.

The state attendance system requires photo verification of the person recording attendance. Each authorized adult must use that person's own account, identity, and verification process. Families may not clock a child in or out for another person, share credentials, or ask Center staff to record attendance on their behalf. If the system is unavailable or an entry is incorrect, the family must notify the office promptly and follow the approved correction procedure.

A CCS family may be assigned a parent copayment based on the family's eligibility and circumstances. The assessed copayment and any permitted fees or charges not covered by CCS remain the family's responsibility and are due according to the Center's payment schedule. Families must promptly report authorization, schedule, eligibility, or copayment changes to the office.

Hours of Operation

Normal hours are Monday through Friday, 6:30 a.m. to 6:30 p.m. Children must arrive by 9:00 a.m. to remain in care that day, except as provided for documented morning medical appointments.

Add-on days and schedule changes may be accepted only when space is available and are handled on a first-come, first-served basis. Please provide as much notice as possible so the Center can plan staffing, meals, sleep arrangements, and activities.

Open Door Policy

Parents are welcome to call or visit during operating hours. Please consider the classroom schedule because visitors can be exciting or disruptive for children. Staff may be unable to answer the telephone while supervising children; leave a message or contact the Center through Procure. The open-door policy does not mean exterior doors remain unlocked. Doors are secured to protect children and prevent unauthorized entry or unsupervised exit.

Arrivals and Departures

Brief, positive goodbyes generally make morning separation easier. At drop-off, the parent must sign the child in on the foyer iPad, use the assigned family code to enter, escort the child to the classroom, and directly transfer supervision to a teacher. Give the teacher the supplies and information needed for the day.

The Center releases a child only to a parent or another person authorized by the parent, subject to any valid court order in the child's file. Notify the Center in advance when an authorized person will pick up.

Written authorization is required to add a person who is not already listed. The Center will check photo identification when staff do not personally know the person. At pickup, the authorized adult must sign the child out, enter using the family code, notify the classroom teacher, and collect the child's belongings. Questions about custody, parental access, or release documentation must be directed to management before pickup.

Absences and Late Arrival

Tuition is not reduced or adjusted for illness, holidays, days off, or other absences because the child's place remains reserved.

Each child receives five tardy passes at the beginning of the calendar year for arrivals after 9:00 a.m. After all passes are used, a child arriving after 9:00 a.m. cannot remain in care that day. A child whose documented morning medical appointment extends beyond 9:00 a.m. may attend when advance notice is given and a note is presented at drop-off. Late drop-off is not accepted during nap time.

Closures Delays and Tuition

Tuition and required recurring fees remain due when the Center closes, opens late, or closes early because of weather, loss of utilities, a city-required repair or closure, an emergency, a licensing or public-health direction, or another circumstance outside the normal schedule. No attendance-based credit or exchange day is provided unless the Center announces one in writing or applicable law or a subsidy agreement requires otherwise.

Closed Holidays and Staff Development

Belle's & Beau's will be closed on the following 2026 dates. Tuition remains due as provided in the Tuition and Payment Procedures section.

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|------------------------------|------------------|
| • January 1 - New Year's Day | • July 3 |
| • January 19 | • August 14 |
| • February 16 | • September 7 |
| • April 3 | • October 12 |
| • May 25 | • November 26-27 |
| • June 19 | • December 21-25 |

Scheduled early releases: October 30, November 25, and December 31. Families will receive the specific closing time through the Center's normal communication channels.

Daily Care

Clothing and Attire

Children should arrive dressed for active, hands-on learning, messy activities, and outdoor play. Clothing must be comfortable and appropriate for the weather. Families should provide hats, mittens, boots, and coats when needed, along with a complete change of clothing. Infants from birth through 17 months may not wear amber teething necklaces because of licensing and safe-sleep requirements.

Personal Belongings

A child may bring a toy from home when it supports the morning transition, but it must be safe and available to share with the group. Do not send toys with small parts or other choking hazards. A comfort item intended for nap will be available only at rest time. The Center is not responsible for loss or damage. Label all personal items with the child's name.

Supplies

Families must supply diapers or pull-ups, two cups or bottles, a nap mat or blanket and pillow when age appropriate, a complete change of clothing including socks and underwear, and any other items the child needs. A full package of diapers may be stored at the Center. Soiled clothing will be sent home and replacement clothing must return the next day. Label supplies with the child's name or initials and replenish them promptly. If the Center must purchase a required item, the cost may be added to the family's next bill.

Daily Schedule

Young children benefit from a predictable schedule with appropriate flexibility. Teachers follow the posted classroom schedule as closely as practical and adjust it when children's needs or events require. Families should avoid arrival or departure during nap. The Center does not accept drop-off during nap time. Field trips require advance notice and written parental permission.

Meals

The Center provides breakfast, lunch, and an afternoon snack at no additional charge. A child arriving after a scheduled meal should eat before arrival. Menus are posted at bandbchildcare.com. When a family supplies food or snacks, the family is responsible for their nutritional value and for meeting the child's daily food needs.

The Center participates in the Child and Adult Care Food Program and follows its meal-pattern requirements. CACFP supports nutritious meals and snacks for eligible children enrolled at participating childcare centers.

Cleanliness and Hygiene

The Center maintains regular cleaning, sanitizing, and handwashing practices. Children wash hands before and after meals and after toileting. Staff wash hands frequently and follow required hygiene procedures. Children have separate eating utensils, cups, sleeping equipment, and storage areas. Nap linens are cleaned weekly and whenever soiled. Family-provided bedding is sent home weekly for cleaning, or sooner when soiled.

Toilet Learning

Toilet learning is handled in a relaxed, cooperative manner. Readiness includes physical control, understanding how to use the toilet, and willingness to participate. Families should begin the process at home and coordinate a consistent plan with the child's teacher. Clothing should support independence;

elastic-waist pants or shorts and simple dresses work best. Avoid belts, overalls, onesies, and difficult snaps or zippers. Provide two complete changes of clothing, including socks.

The family and teacher will decide when underwear or pull-ups are appropriate. The group setting may distract a child from recognizing or responding to the urge to use the toilet. Staff will communicate about readiness and progress so home and school can remain consistent.

Naps and Quiet Time

The daily schedule includes a designated nap or rest period. Children must sleep or rest quietly. Rest supports children's comfort, behavior, and ability to participate through the afternoon. Family assistance may be requested when a child has ongoing difficulty resting safely and quietly.

Infant Safe Sleep Policy

This policy applies to every infant from birth through 12 months of age and is followed for every nap and sleep period. Infants are always placed on their backs to sleep in an individual, safety-approved crib unless the Center has a current, signed Form 3019 Infant Sleep Exception or other documentation permitted by Child Care Regulation from the infant's healthcare professional. An infant who can independently roll from back to stomach and stomach to back will still be placed on the back initially and may remain in the position the infant assumes independently.

- Each crib will have a firm, flat mattress designed for that crib and a tight-fitting sheet. The mattress will remain in the manufacturer-recommended position.
- The crib will remain empty. Blankets, pillows, quilts, comforters, sheepskins, bumper pads, toys, stuffed animals, sleep positioners, loose bedding, bibs, and other soft or weighted items are not permitted.
- Infants may wear properly fitted sleep clothing or a non-weighted sleep sack that allows free movement. An infant will not be swaddled when rolling or attempting to roll, and weighted swaddles, blankets, and sleep products are prohibited.
- Pacifiers may be offered when authorized by the family, but they may not be attached to the infant, clothing, a toy, or the crib by a cord, clip, ribbon, or similar device. Bottles may not be propped or left in a crib.
- An infant who falls asleep in a car seat, swing, bouncer, stroller, carrier, or another restrictive device will be moved to a crib as soon as possible. Restrictive devices are not used as routine sleep spaces.
- The infant's head and face will remain uncovered. Cribs will not be covered, and airflow around the crib will not be blocked.
- Caregivers will maintain required supervision, remain able to see and hear sleeping infants, and make direct visual checks throughout the sleep period for breathing, skin color, body position, and signs of distress.
- Awake infants will receive supervised, developmentally appropriate tummy time and opportunities for unrestricted floor movement each day. Tummy time is never used when an infant is asleep.
- Smoking and vaping are prohibited on the premises. Amber teething necklaces and other jewelry that create a strangulation or choking risk are not permitted during care.

Families must provide complete sleep and medical information at enrollment and promptly report changes. Center staff will review safe-sleep expectations with infant families, and any requested exception must be approved and documented before staff may change the infant's sleep position or sleep environment.

Learning and Activities

Core Knowledge Curriculum

We want school to feel safe, nurturing, and enjoyable. Teachers use planned play and familiar interests to build early literacy, math, physical, social, and problem-solving skills. Children are challenged according to

their development and abilities rather than being limited solely by age. Learning remains active, engaging, and appropriate for young children.

The following skills describe areas many students develop before kindergarten. They are program goals and are not kindergarten admission requirements:

1. Recognize, name, and write uppercase and lowercase letters.
2. Connect letters with their common sounds.
3. Recognize, spell, and write the child's first and last name.
4. State a phone number and address when developmentally ready.
5. Recognize, count, and write numbers 1 through 20 forward and backward.
6. Explore simple addition and subtraction.
7. Recite the days of the week and months of the year.
8. Say the Pledge of Allegiance.
9. Dress independently except for skills still developing, such as tying shoes.
10. Use the toilet independently.
11. Interact appropriately in a group.
12. Speak with confidence in a small group.
13. Jump, hop, skip, climb, and walk backward.
14. Count to ten in Spanish and learn basic Spanish vocabulary.
15. Cut, glue, and color independently.
16. Follow three-part directions.
17. Sit and participate during story or group time.
18. Stand and move safely in a line.
19. Recognize a variety of animal sounds.
20. Sort and categorize objects.

Families receive a daily summary. Discussing the day with a child supports communication, recall, and learning through repetition.

Assessments and Milestones

Teachers complete developmental and academic observations during the year to evaluate curriculum and track progress. Families may request available assessment information. Procare may be used to record milestones and assessments. These observations help staff plan appropriate activities and identify areas that may need additional attention; they are not medical diagnoses.

Friday Activities

Friday may include a G-rated afternoon movie selected through an age-appropriate classroom vote. Children may also choose a small reward for positive choices during the week. Staff use recognition to reinforce classroom expectations and encourage responsibility.

Birthday Celebrations

The Center recognizes each child's birthday. Families may send a treat such as cookies or cupcakes after coordinating with the classroom in advance. Belle's & Beau's is a nut-free Center. All food must comply with classroom allergy and food-safety requirements.

Physical Activity and Outdoor Play

Daily physical activity supports physical health, coordination, strength, balance, confidence, emotional regulation, social development, and readiness to learn. Teachers provide both structured and unstructured movement throughout the day and adapt activities to each child's age, development, abilities, and individual care plan.

The Center's activity plan provides the following opportunities during a full day of care:

- Infants from birth through 12 months receive at least two outdoor opportunities as tolerated, weather permitting, along with supervised tummy time and frequent unrestricted floor movement while awake.
- Infants 13 through 17 months, toddlers, and pre-kindergarten children receive at least two outdoor-play opportunities totaling at least 60 minutes daily, weather permitting.
- Toddlers receive at least 60 minutes of moderate-to-vigorous active play daily through a combination of indoor and outdoor activity.
- Pre-kindergarten children receive at least 90 minutes of moderate-to-vigorous active play daily through a combination of indoor and outdoor activity.
- Daily schedules include child-initiated movement and at least two caregiver-initiated activities that promote movement. Activity may be divided into shorter periods appropriate for the age group.

Structured activities may include Stretch-N-Grow, teacher-led movement games, dancing, obstacle courses, stretching, ball play, group games, and gross-motor skill practice. Unstructured activity includes playground play, supervised exploration, riding toys, climbing equipment, and active classroom learning centers. Activity may occur in classrooms, approved indoor common areas, the playground, and designated outdoor spaces.

Children must arrive in clothing that allows free and safe movement. All children must have and wear appropriate footwear indoors and outdoors. Shoes should fit securely and be appropriate for running, climbing, and playground surfaces. Infant footwear will be handled according to the infant's age, mobility, and safe-sleep needs. Clothing must be appropriate for current weather, including coats, hats, and other protective items when needed.

Outdoor activity may be shortened, moved indoors, or cancelled when conditions create a health or safety risk. Staff consider the actual temperature, heat index, wind chill, precipitation, lightning, severe-weather alerts, air quality, playground conditions, and children's ages and health needs. The Center generally does not take children outdoors when the temperature is above 100 degrees Fahrenheit or below 50 degrees Fahrenheit. When outdoor time is limited, classrooms provide indoor gross-motor activity such as music and movement, dancing, stretching, guided exercises, movement games, or age-appropriate obstacle courses so physical activity continues.

The Center supplies sunscreen with SPF 15 or higher and natural DEET-free insect repellent. Families may provide an alternative product with the required authorization.

Behavior and Safety

Safety and Drills

The Center maintains written evacuation, sheltering, and lockdown procedures and practices required emergency drills. Fire safety and age-appropriate emergency preparation are incorporated into the program. Staff work to keep drills calm and developmentally appropriate.

Center Rules

Children are taught rules that protect people and property. Hitting, pushing, biting, grabbing, kicking, spitting, and pinching are not permitted. Children may not stand or climb on tables or chairs. Obscene, derogatory, or disrespectful language is not allowed. Children and adults are expected to treat people, toys, furnishings, and property respectfully. Smoking and vaping are prohibited on the premises.

Discipline and Guidance

Teachers use positive guidance, reminders, redirection, choices, and brief developmentally appropriate limits. The classroom strike system is a teaching tool. A first strike is a reminder and warning. A second strike redirects the child to a different activity or learning area. After a third strike, the teacher may temporarily limit the child's choice of activity while helping the child regain control and understand the expectation. Guidance is individualized to the child's age, development, behavior, and circumstances.

Teachers also recognize helpful choices such as cleaning up, using manners, sharing, and treating others kindly. Rewards and affirmations are intended to reinforce positive behavior.

Aggression that creates a safety risk may require early pickup. When repeated behavior occurs, management and the family will create a plan that may include parent communication, conferences, intervention, or a daily three-incident limit. A child who reaches the agreed limit may be sent home and may return the next day unless a different written plan applies. Repeated or severe unsafe behavior may result in suspension or termination when the Center cannot maintain safety or meet the child's needs.

The Center does not use corporal punishment, physical abuse, verbal abuse, humiliation, name-calling, isolation, or the withholding of food, water, sleep, toileting, or active play as punishment.

Television and Video

Television or video may be used for Friday movie time and limited transition periods during arrival or pickup. Media use is age appropriate and does not replace daily learning, active play, or social interaction.

Biting Policy

Biting is common during some stages of early childhood, but the Center must also protect every child. Teachers respond promptly, care for the child who was bitten, address the biting behavior, document the incident, and communicate with the affected families while protecting confidentiality.

A child who bites three times in one day may be sent home to reset and may return the next day. A bite that breaks the skin or causes bleeding may require pickup sooner. When a pattern develops, generally after repeated attempts or bites over three to five consecutive days, management may place the child on a two-week probation plan. During probation, more than two bites in one day may require pickup. A two-week period without biting ends probation; a new bite may restart the period.

After five early pickups during probation, management may place the child on a suspension plan. Under that plan, more than two bites in a day may result in a 48-hour suspension. Three suspensions may result in termination. Tuition remains due while the child's place is held. Management may adjust, extend, or end a plan when necessary to protect children and may consider a temporary part-time schedule. The family will be informed of the plan and expected to participate in its implementation.

Health

Illness Exclusion and Return Policy

Belle's & Beau's Childcare Center is a well-child facility and does not provide sick-child care. The Center uses exclusion and return requirements to protect children and staff and to maintain safe supervision. These requirements apply even when an illness is mild, a child has not yet received a diagnosis, or a healthcare provider has written a note.

When a Child Must Stay Home or Leave Care

A child must remain home or be picked up when the child:

- is unable to participate comfortably in the regular program, including outdoor play;
- requires more care than staff can provide without affecting the health, safety, or supervision of other children;
- has a condition or behavior suggesting a communicable illness or a risk of spreading illness;
- is visibly unwell, unusually lethargic, persistently irritable, or not acting like the child's typical self;
- has any symptom or combination of symptoms listed below.

Symptoms That Require Exclusion

The Center may exclude a child for one significant symptom or for a combination of symptoms. Exclusion examples include:

- Fever of 100 degrees Fahrenheit or higher.
- Two or more episodes of vomiting within four hours, or one episode accompanied by another symptom or an inability to participate.
- Two or more loose or watery stools within four hours; stool that is bloody, unusually frequent, or not contained by a diaper or toilet use; or diarrhea accompanied by another symptom.
- Persistent, uncontrolled, or worsening coughing; difficulty breathing; wheezing; rapid breathing; blue or gray coloring; or respiratory symptoms that interfere with participation or rest.
- A new or unexplained rash, rapidly spreading rash, open or draining sores, blistering lesions, or a rash accompanied by fever, pain, unusual behavior, or other symptoms.
- Eye redness with drainage, swelling, pain, light sensitivity, or eyelids matted after sleep.
- Repeated scratching with suspected lice, scabies, ringworm, or another contagious skin condition.
- Severe sore throat, significant ear pain, confusion, unusual sleepiness, dehydration, or a significant allergic reaction.
- Any combination of symptoms within a four-hour period, such as vomiting with diarrhea, fever with a rash, or diarrhea with unusual lethargy.

Call 911 for a life-threatening emergency. The Center will provide first aid and follow the child's emergency plan while contacting the family and emergency services as appropriate.

Becoming Ill at the Center

Children are observed at arrival and throughout the day. When exclusion is required, a parent or guardian will be contacted and must arrange pickup within 60 minutes. If the parent or guardian cannot be reached or does not arrive, the Center may contact an emergency contact. The child will be supervised away from the group as practical while awaiting pickup.

General Return Requirements

Unless a disease-specific rule below requires a longer period, a child may return only after the symptom or symptoms that caused exclusion have been completely absent for 24 full hours without symptom-suppressing medication. The 24-hour period begins after the last occurrence of the symptom.

- Fever: 24 full hours without fever and without fever-reducing medication.
- Vomiting: 24 full hours after the last episode, while tolerating normal food and fluids.
- Diarrhea: 24 full hours after the last excluded stool, with bowel movements returned to the child's usual pattern and able to be contained.
- Other symptoms: 24 full hours without the symptom or symptoms that caused exclusion, unless management approves return under a written diagnosis of a noncommunicable condition and the child otherwise meets all return criteria.

At return, the child must be able to participate comfortably in all normal activities, including outdoor play, and must not require care beyond what staff can safely provide. The Center may require additional exclusion when a specific illness, public-health instruction, or licensing requirement calls for it.

Healthcare Provider Notes

A healthcare provider note does not automatically guarantee admission and does not replace this policy. Management may delay or refuse return when the child remains visibly ill, is not acting normally, cannot participate, requires excessive care, or continues to meet an exclusion criterion. A note must identify any diagnosis, whether the condition is communicable, any treatment started, and the recommended return date when that information is relevant.

Hand Foot and Mouth Disease

A child with suspected or confirmed hand, foot and mouth disease may not attend while new spots or lesions are appearing. The child may return only when no new lesions have appeared for at least 24 hours, existing lesions are dry, scabbed, or clearly healing, no lesions are open or weeping, the child has been symptom-free for 24 full hours, and the child can participate normally. A healthcare provider note does not shorten these Center requirements.

Conjunctivitis and Suspected Pink Eye

A child with suspected pink eye must be evaluated by a healthcare provider and may not return without written documentation. When infectious conjunctivitis is confirmed and medication or drops are prescribed, the child may return no sooner than 24 hours after the first dose, even if a provider gives an earlier release. When the provider determines the condition is noninfectious, the documentation must state that determination. In every case, the child must also meet the general return requirements and have no drainage or symptoms that interfere with participation.

Other Communicable Illnesses

A child diagnosed with influenza, strep throat, RSV, or another communicable viral or bacterial illness must remain out until the disease-specific exclusion period has been completed, treatment requirements have been met when applicable, the child has been symptom-free for at least 24 full hours, and the child can participate normally. Management may request a provider note or public-health guidance before return.

Head Lice and Similar Infestations

A child with live lice may not remain in care and must receive appropriate treatment before returning. The Center may request confirmation that treatment has been completed and may recheck the child at arrival. Other infestations are handled according to the diagnosis, treatment instructions, licensing requirements, and the child's ability to participate without posing a transmission risk.

COVID 19

CDC community respiratory-virus guidance does not use a fixed five-day stay-home period. It states that a person may resume normal activities after symptoms have been improving overall for at least 24 hours and any fever has been gone for at least 24 hours without fever-reducing medication. The CDC then recommends added precautions for the next five days because the person may still be able to spread the virus.

Those added precautions may include cleaner air, enhanced hygiene, a well-fitting mask, physical distancing, and testing. Young children in group care cannot reliably wear a mask, separate themselves from others, maintain physical distance, perform enhanced hygiene independently, or test throughout the childcare day. Because the Center cannot consistently implement the individual precautions recommended for an early return, a child who tests positive for COVID-19 must remain out for five full days.

Day 0 is the day symptoms began, or the date of the positive test when the child has no symptoms. The earliest possible return is Day 6. Before returning, the child must also meet the Center's general return requirements: the symptom or symptoms that caused exclusion must have been absent for 24 full hours without symptom-suppressing medication, any fever must have been gone for 24 full hours without fever-reducing medication, symptoms must be improving overall, and the child must be able to participate normally. Management may require a longer exclusion period when symptoms continue, a public-health authority directs it, or the child cannot safely follow the regular program.

Families must promptly report a positive test, household exposure, or a healthcare provider's diagnosis. The Center will provide required notices while protecting individual medical privacy. Exposure without a positive test will be handled using current public-health and licensing guidance and the child's symptoms.

Parent Disclosure and Cooperation

Families must provide accurate information about symptoms, diagnoses, testing, medication, and known exposure. A child may not attend after receiving fever-reducing, anti-diarrheal, anti-nausea, or other symptom-suppressing medication solely to meet admission criteria. Failure to disclose an illness or repeated failure to arrange timely pickup may result in additional restrictions or termination of care.

Medication

Parents must provide all prescription and over-the-counter medication needed by a child. The Center requires written authorization before administering any medication. Medication must be in its original container with the pharmacy or manufacturer label, the child's name, dosage instructions, current date when applicable, medication name, and administration times. All medication must be delivered directly to the office or designated staff member and stored as required. Medication may not remain in a child's bag. Staff will document administration as required.

Medical Emergencies

Minor injuries receive appropriate first aid. For a serious injury or illness, the Center will contact the family as soon as possible and will call emergency services when needed. The child may be transported to the nearest appropriate medical facility, where the parent or guardian must meet the child. Families must keep emergency contact information current and remain responsible for costs associated with medical treatment and transportation, subject to applicable law.

Reporting Suspected Abuse or Neglect

Texas law requires childcare professionals and other persons to report suspected child abuse or neglect. Reports must be made immediately as required by law and may not be delegated. The Texas Abuse Hotline is 1-800-252-5400. Call 911 when a child is in immediate danger. The Center will cooperate with authorized investigators and protect confidentiality as required.

Family and Administrative Policies

Family Participation and Involvement

Families are welcome and encouraged to participate in classroom parties and Center events. Teachers and management will share dates, times, and volunteer opportunities. Events may include family breakfasts, classroom celebrations, and the annual fall Trunk-or-Treat or fall festival.

Transportation, Water Activities, Field Trips, and Animals

Transportation: The Center does not currently provide routine transportation to or from the Center, a child's home, or school. If transportation is offered in the future, families will receive the applicable written procedures and must provide written authorization before a child participates.

Water activities: The Center does not currently provide swimming, wading pools, or off-site swimming activities. Supervised classroom sensory or water play may occur and is not considered swimming. Families will receive advance notice and any required permission form before a special water activity.

Field trips: The Center does not currently conduct routine off-site field trips. If a field trip is offered, families will receive advance written notice describing the destination, date, transportation, supervision, emergency arrangements, and any required permission.

Animals: The Center does not currently maintain resident classroom animals. Families will receive advance notice before a planned animal visit or activity. The Center will consider allergies, health and sanitation requirements, age-appropriate supervision, and child safety before permitting participation.

Emergency Procedures

During an emergency affecting the Center, staff will move children to a safe area, maintain supervision and attendance records, and notify families as soon as practical. The main Center number is 806-993-2273. The Director's phone number is 806-559-8795.

The primary off-site meeting point is the southeast mailboxes in Belle's & Beau's parking lot near the street. If greater distance is needed, the secondary location is the Church Without Religion parking lot, 6007 66th St., Lubbock, TX 79424. In a missing-child emergency, staff will notify law enforcement and the family and follow the Center's emergency procedures.

Disaster Plan Summary

Tornado or severe storm: Children move to designated interior areas away from exterior windows. Staff take emergency supplies, maintain attendance, supervise the group, and communicate with families as conditions allow.

Fire or evacuation: Staff evacuate children using posted routes and account for every child at the designated meeting point. The secondary location is used when the primary location is unsafe.

Lockdown: Teachers secure classroom doors, turn off lights, move children away from doors and windows, maintain quiet supervision, and await instructions from authorities or management. Families are notified when it is safe and appropriate to do so.

Tax Information

The Center provides a year-end summary of childcare fees paid for tax purposes by the end of January or when services end. A family may request an account statement at any time.

Infant Feeding and Breastfeeding Support

Breastfeeding parents are welcome to feed their babies at the Center and may use a glider in the infant room when available. Families may provide properly labeled breast milk for use during care. The Center

partners with UMC of Lubbock and can provide additional breastfeeding resources and support upon request.

Withdrawal and Termination

The Center may terminate care for reasons including, but not limited to:

- failure to pay required fees;
- failure to complete or update required records;
- lack of parental cooperation or repeated failure to follow Center policies;
- a child's inability to adjust after a reasonable period;
- physical or verbal abuse of a person or property;
- the Center's inability to safely meet the child's needs;
- serious or repeated unsafe behavior;
- serious illness affecting the Center's ability to provide care;
- harassment, threats, or knowingly false statements that substantially interfere with operations.

After the trial period, families must provide two weeks' written notice of withdrawal, including families receiving CCS assistance. Tuition for the two-week notice period remains due regardless of attendance. If required CCS payments do not cover the full amount, the family is responsible for the remaining tuition allowed under the applicable program rules.

The Center generally provides two weeks' notice when it terminates care, and tuition remains due for that period. The Center may terminate immediately when a person's conduct or another circumstance creates a safety risk, materially disrupts operations, or affects the well-being of children or staff. Management will attempt to resolve concerns before termination when it is safe and practical to do so.

Product Recalls

The Center checks Consumer Product Safety Commission recall information at cpsc.gov. Recalled toys, equipment, or furnishings found at the Center are removed from use promptly.

Handbook Revisions and Licensing Information

Families receive this handbook and sign an acknowledgment at enrollment and when required updates are issued. The Center may revise rates, schedules, and policies as needed. Families will receive written notice of changes. The Center will obtain and retain a signed and dated acknowledgment of updated operational policies as required by Child Care Regulation. The Center will attempt to provide at least two weeks' notice when practical, except when an immediate change is required for health, safety, law, or licensing compliance.

To file a complaint about the facility, contact Texas Health and Human Services Child Care Regulation, 5121 69th St., A4, Lubbock, TX 79424, at 806-698-5510. Current Minimum Standards for Child-Care Centers are available through hhs.texas.gov. Information about reporting abuse or neglect is available at dfps.texas.gov.

Under Texas law, an area within 1,000 feet of a childcare center is a gang-free zone where certain organized-criminal-activity offenses may carry enhanced penalties.

Handbook Acknowledgment Parent Copy

I acknowledge that I received and had an opportunity to read Belle's & Beau's Childcare Center's Parent Handbook, Version October 2026. I understand that I am responsible for following the policies that apply to my family and for asking management about anything I do not understand.

Belle's & Beau's admits children on a space-available basis and follows applicable nondiscrimination requirements. The handbook provides operational policies and information and is not a promise that every circumstance will be handled in only one way. The Center may revise its policies as needed and will provide written notice and obtain acknowledgment when required by Child Care Regulation.

By signing below, I acknowledge receipt of the handbook and agree to provide current enrollment, health, emergency contact, and authorized pickup information.

Parent or guardian name

Date

Parent or guardian signature

Child's name or names

Keep this copy with your records.

Handbook Acknowledgment Center Copy

I acknowledge that I received and had an opportunity to read Belle's & Beau's Childcare Center's Parent Handbook, Version October 2026. I understand that I am responsible for following the policies that apply to my family and for asking management about anything I do not understand.

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By signing below, I acknowledge receipt of the handbook and agree to provide current enrollment, health, emergency contact, and authorized pickup information.

Parent or guardian name

Date

Parent or guardian signature

Child's name or names

Return this signed copy to the Center.