



# Parent Packet

# **Mimi's Creative Kids**

## **Learning Center 2025 Packet**

### Philosophy Statement:

My name is Kim Walker aka Mimi, and I am the owner/director for Mimi's. The following is a brief mission of what I want Mimi's Creative Kids to be. I truly believe that it takes a village to raise children at the age we live in. In the following packet you will see I reference "we" when talking about Mimi's. This is because I have done my very best to hire individuals who feel the same as I do about the mission of this Childcare Center. I honestly feel I have put together the VERY best team possible to help with your children in your absence. I do not want this to be just any other daycare, and I hope if you entrust the care of your precious little ones to us, you grow to feel the same way.

Mimi's Creative Kids purpose is to provide quality preschool education in an adventuresome, creative, accepting environment where we encourage the students to explore their own individualism and help them to cultivate a strong sense of self-worth as well as an acceptance for others. We want all the students to grow under knowledgeable guidance in all aspects of education and creativity.

We believe that when children are encouraged and supported completely, they will grow and develop into positive, productive adults. We encourage parents to bring suggestions to the class as well as participate in hand-on time in the classroom with their children. We believe that when discipline is needed it can be carried out in a positive way, so children understand what they did wrong - without tearing down the child's self-esteem.

We believe that Mimi's Creative Kids is a family-based environment for childcare when the parents need to be elsewhere. We believe that all children should want to go to Mimi's house, and all parents should have satisfaction and comfort in knowing their child is happy to be there, and that they are safe.

## **Mission Statement:**

In a safe, loving, respectful environment, children have the greatest opportunity to grow and develop. It is our belief to go above and beyond safety, love, and respect. We as educators strive to create an environment that is filling, enriching and supportive of all possible learning and growing opportunities. We believe the best environment for learning is a balance of both cognitive lessons and lessons embedded in developmentally appropriate play. The time your children spend at our center is an important part of their lives. It is beneficial if all the people concerned work as a team to provide your child(ren) with the opportunity to explore, discover, create, and learn.

## **Curriculum Goals:**

We provide an environment nurturing in each child with a love of learning. The curriculum includes developing social interaction, intellectual stimulation, spiritual direction, physical and emotional growth through the five senses - seeing, hearing, smelling, tasting, and touching. We value a curriculum respecting and inclusive of:

## **Texas Rising Star:**

We are a Texas Rising Star provider. Texas Rising Star is a voluntary, quality based childcare rating system of providers working to improve the quality of the Texas Workforce Commission's subsidized childcare program. As a participating provider, we work toward meeting and maintaining program criteria exceeding minimum standards for childcare licensing.

# **Goals:**

The following are the basic goals for the children who are in our care:

## **Emotional**

To become independent and learn to be in control of their emotions

To be able to express and deal with the emotions they have

To learn how others, express and deal with emotions

To develop empathy with others

## **Social**

To be able to interact effectively with others, regardless of perceived differences

To be able to respect others and the property of others

To be able to function well in a group setting

To be able to understand why they should cooperate with others

To be able to develop meaningful friendships

## **Physical**

To develop large and small motor skills

To learn the importance of good nutrition and good hygiene

To develop lifelong, healthy habits

## **Intellectual**

To develop a lifetime love of learning

To learn observation and discussion skills

To build upon natural curiosity

To develop the foundation needed to advance in the primary grades

## **Our 2026 Schedule:**

Mimi's Creative Kids school year will begin and end in conjunction with Athens ISD. We truly want to be a service for the community and the families we serve, so we will be open and offer extra days/hours that you will not find with most childcare centers, to help alleviate the stress parents go through when trying to find childcare.

### **Hours of Operation:**

Monday thru Friday - 5:30 am till 6:00 pm

Friday and Saturday - We will be open as needed.

Early Arrival is 5:30-6:00. There is an additional cost of \$25 per week for this service and must be paid in advance.

### **Holiday Schedule:**

**Martin Luther King, Jr., Day** – Monday, January 19, 2026

**Good Friday** – Friday, April 3, 2026

**Memorial Day** – Monday, May 25, 2026

**Independence Day** – Friday, July 3, 2026

**Labor Day** – Monday, September 7, 2026

**Thanksgiving and the Day After** –

Thursday, November 26, 2026 & Friday, November 27, 2026

**Christmas Week** –

Close at noon on Wednesday, December 23, 2026

Closed all day on Thursday December 24 & Friday, December 25, 2026

**New Years Eve at noon (if during the week)** - Thursday, December 31, 2026

**New Year's Day** – Friday, January 1, 2025

Thursday, May 21, 2026, and Friday, May 22, 2026 – **Staff Development**

Thursday, July 23, 2026, and Friday, July 24, 2026 – **Staff Development**

### **Fees and Payments:**

Payments are to be made by Wednesday each week by 10:00 am, if not paid a \$25 late fee per child will be charged per day until the account is current. **For any accounts past due more than 1-week, other arrangements must be made for childcare until account is current. A one-week written notice of termination of care must be given to end your tuition liability.**

The returned check fee is \$35 each occurrence.

Late fee is \$75 for the first 15 minutes and an additional \$10 for every 15 minutes until picked up.

- We will do everything in our power to keep the cost of childcare to a minimum.
- We will have an annual registration fee for students of \$50 per family This will automatically be charged each January.
- There is a 10% discount given to families with 2 or more full-time children. Infant slots are not eligible for discount.
- In August we will have a supply fee of \$50 for the Explorer, Step Up, Head Start and Pre-K classes. This covers the curriculum we will use during the school year.

### **Tuition Policy:**

All tuition is due in advance and can be paid weekly or monthly. If you pay weekly, it must be paid by Wednesday each week. If paid monthly, it must be paid by the 5th of each month. Failure to pay by 10:00 am Wednesday each week will result in a \$25 late fee per child being charged per day until the account is current. For any accounts past due, other arrangements must be made for childcare until your account is current. A one-week written notice of termination of care must be given to end your tuition liability.

### **Enrollment Procedures:**

Mimi's Creative Kids MUST HAVE a completed registration form filled out by the parent or legal guardian and on file before the child will be admitted in the program. These are required by the State of Texas Minimum Standards and Guidelines.

1. An enrollment application
2. Emergency Contact Person
3. Authorized Pick-Up Person
4. Physician Statement
5. Immunization Record

6. Authorization for Emergency Medical Attention
7. Authorized to Pick Up Agreement
8. Parent Acknowledgement and Summary
9. Financial Agreement

### **Arrival and Departure Procedures:**

Young children depend on a routine for their own sense of security. We recommend that you establish fixed hours for dropping off and picking up your child.

We will not allow any child to come past 10am, without previous notification from a parent or guardian (doctor appointments, dentist appointments, etc.) It is suggested you not leave your child for longer than 9 hours, since it makes for a very long day for your child.

Parents and guardians of designees are required to sign children in upon arrival and out at departure. Please accompany your child through the classroom door and alert a staff member after your child arrives.

At departure, please allow a few minutes for your child to clean up and check their cubbies. Children will not be released to any person not listed on the emergency contact list. A driver's license or other picture identification is required when picking up any child. For this reason, please have your identification with you when picking up your child. Please understand this is for the protection of your child.

A parent or designated person is required by law to sign in and out each child upon arrival and departure. To maintain safety, a phone call, note or personal visit from the "registered parent" (the one who originally registered the child with the center) is required for anyone, other than parent or guardian, to pick up a child. At that point, the administration office will notify teachers. The designated person will need to bring with them a driver's license or picture ID. Only after the director checks the license will the child be released to them.

Information about a child in our care will NOT be given over the phone under any condition. We do not have a way to verify who is on the phone, so we will not deny or confirm ANY information about ANY of our children.

**\*\*Children must arrive NO LATER than 8:15 each morning unless there is an appointment with the doctor etc. After 8:15 no food or drink can be brought in the center.\*\***

**Nondiscrimination Policy:**

We are an equal opportunity childcare center for children ages 6 weeks through 13 years. We do not discriminate based on race, color, religion, gender, national origin, or handicapped conditions. Our ability to provide childcare to a child with a handicapped condition is dependent on the severity of the condition and the staff's ability to care for the child safely and properly.

**Accommodation/Inclusion Policy**

We request parents/guardians to complete a child/family questionnaire indicating any needs they or their child may require. If a need is indicated, we will provide appropriate accommodation within our capabilities in accordance with the ADA. Accommodation may include Translation Services, providing an area for therapy sessions, adapting lessons to child's abilities.

**Parent/Family Involvement is an integral part of our program**

Parents and family are the single most important influence in a child's life. They are children's first teachers and role models in how to act and experience the world around them. By nurturing and teaching children during their early years, families play a significant role in making sure children are ready to learn when they enter school. Our program welcomes parent participation, and we want you to feel free to visit as often as you wish during our hours of operation to observe your child, our daily operations, and program activities. We welcome all suggestions as we constantly strive to improve the quality of our program for your child.

If You want to visit the center and bring something for the children to look at or an activity, please schedule a time through the office. Usually, the best time to visit is the time when you can take your child with you. If it is impossible, you can come at other times. Any hobbies or special interest you have and would like to share with us would be greatly appreciated.

**Parent Conference**

Conferences are scheduled twice a year in April and October. Dates, times, and sign-up sheets will be in the parent resource area. Conferences are also available throughout the year on request.

**Parent Surveys**

We ask parents to complete an annual survey to ensure we meet their expectations. If, at any time, you have questions or concerns about the policies and procedures of the child-care center, please come by the daycare office to speak with the director anytime. If the director is unavailable, please call and make an appointment to meet.

## **Technology and Screen Time**

We have plenty of fun and educational activities for your child(ren) to do while in our care. Therefore, we DO NOT have computers in our classrooms. We may have some aspects of technology available for us with learning activities.

## **Emergency Closings**

Mimi's Creative Kids will follow Athens ISD closing due to inclement weather (snow, ice etc). We will announce the closing on our Facebook page and KCKL 95.9 and Region 56 news.

## **CCS**

Parents of CC's children are required to report their children's attendance by using the Childs Automated Attendance (CCAA) System. Reporting attendance and absences is the responsibility of CCS parents and providers. Parents must use the CCAA Card in a Point of Service (POS) machine located in their childcare center. Parent Fees MUST BE PAID BY THE 5th OF EACH MONTH OR WILL BE REPORTED.

## **Family Information Changes**

Families frequently have changes: new homes, new jobs, or new telephone numbers. Please keep CCS and this center informed. Accurate information is critical for efficient, professional handling of emergencies. Parents should inform program staff if they will be in any other location other than the primary location listed on the child's enrollment form. In addition, parents must provide a telephone number for this new location. We provide information update forms in the parent resource area.

## **Cell Phone Policy**

We are a NO CELLPHONE ZONE! Out of respect for your children and our staff, please refrain from cell phone use while in the center. Thank you for complying.

## **Discipline and Guidance:**

We believe all children will at some point need discipline. Now, how much discipline or how severe well, that will vary. What we know is that if children are disciplined in a positive, loving way they will learn right from wrong and will grow because of the situation. We truly believe in how discipline is performed and the environment in which it is made will make all the difference.

There are numerous things that a child might be disciplined for, and we will address each situation individually as it arises. We do have a few guidelines that we will follow no matter what the situation. We will also have ongoing training for the staff to understand why different situations arise that require our intervention. We believe if everyone (staff, parents, support staff) is on the same page with what a child might be experiencing at that moment, we will be better equipped to help them through the process.

*Guidelines that will always be followed:*

- Accident/Incident Report will be given THE day when something occurs.
- If there is more than one child involved, you will only know your child's actions; we will not under ANY condition reveal the other child/children involved.
- We will always be consistent with each child and appropriate to the child's level of understanding.
- We will always offer positive reinforcement, redirection, and praise for good behavior.
- We will NEVER use corporal punishment, yelling or abusive language, shame, or humiliation.

**Illness/Medication/Schedule of Attendance:**

Reasons why your child will not be allowed to attend or that you will be called:

- Fever above 99.5 degrees under the arm. If sent home with fever MUST be fever-free (without medication) for 24 hours
- Diarrhea/Vomiting with more than 2 episodes within a 24-hour period.
- Pinkeye/Head Lice/Scabies child will be excluded from care for 48 -72 hours once treatment has begun.

Medication forms must be completed daily and include the full name of child, name of medication, date/time, and amount of -the medication to be given and parent's signature. Over-the-counter medications must be in original container, and prescription medications must be labeled with the child's name, date, and dosage clearly visible.

**Sick days/absences/vacation - our fees are based upon the number of children enrolled. The absence of your child does not reduce the expense of the childcare center; therefore, we are unable to allow deductions or refunds on how many days your child was not here.**

**Safety and Security:**

All doors have alarms on them, so we are aware when one is opened or closed. All doors except the front door will remain locked during the day. We are ADT cameras in classrooms, hallways, and common areas used by children that will always be monitored by Mimi. We hope, in the future, we will be able to install code entry on the two main doors as well as cameras that you will be able to log in and see your child.

There are fire alarms in all rooms as well as fire extinguishers and carbon monoxide alarms. We do regular bad weather, fire, and emergency lock down drills with our children and the teachers are trained and continue to train on best course of action in all circumstances.

During evening hours or at the weekends all doors will be locked and only the front entrance will be utilized, and even then, the outside person will have to be let into the building. During sleeping hours, the children as well as staff will be locked in the building, safe from anyone unless the door is opened from the inside. They will, however, have access to emergency

exits if that becomes necessary. The front desk will have a staff member there to coordinate the drop-off and pick-up of the children.

### **Emergency Evacuation from Facility Location**

If for any reason it becomes necessary at any point to evacuate the building, the children will be taken to Sand Springs Church located at 1212 FM 1616, Athens, Tx 75751. Parents will be notified by our Facebook Page, Hi Mama, and we will attempt to call parents that we were not able to reach otherwise.

### **Parental Notifications**

Mimi's Creative Kids will send parent notices home with your child; they will be posted on the entrance table as well as signs stating to look for notices. Signup sheets will be on the entrance table as well. Parents will be notified of any policy changes in writing. Mimi's will also post important information on our FB page for your convenience. We will always keep a copy of Minimum Standards in our front office for your viewing any time you would like to see them.

### **Clothing and Personal Belongings**

Each child, no matter the age, will need one complete set of clothing at school. Please label the child's items with a permanent pen. It is important for such items as coats, sweaters, gloves, and blankets to be labeled. Children are not allowed to bring any toys from home. The school cannot be responsible for a toy or video brought from home.

All children MUST come to the school clean, neat, and fully dressed. The children are active both indoors and out. It is important for them to be dressed comfortably; wash and wear play clothes that will adapt to spills, paint, sand, and the playground. Rubber-soled, closed-toe shoes will ensure the safety of your child while playing. It is advised to clear label jackets, sweaters, and all personal items. **NO FLIP FLOPS ALLOWED!**

### **WE WILL NOT BE HELD RESPONSIBLE FOR LOST ITEMS!**

### **Medical Requirements**

There must be a statement, signed by a licensed physician to practice medicine, to certify that the child has been currently examined and is physically able to participate in the school's program. Shot records ARE MUST and are to be kept on file at the school and need to be ALWAYS kept CURRENT. Mimi's will take every precaution to ensure the safety of your child; however, an accident is always possible. If your child has a minor accident or injury, we will notify you when you pick your child up from the center. If your child has a major accident, we will notify you immediately. If we are not able to reach you, we will contact the person on your enrollment form that you have designated to make medical decisions for your child in your absence. We will have your child transported to the nearest hospital. We will continue to try and contact you. Parents are responsible for any medical bills that may arise.

## **Illness**

In case of illness the staff at Mimi's will immediately notify you, the parent or other persons authorized by you, the parent, when your child has sign or symptom, requiring exclusion from the facility. A child cannot be admitted to care if:

- An illness prevents a child from participating comfortably in facility activities.
- The illness results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
- The child has an oral temperature of 99 degrees or greater. (This center only takes temperatures with a non-touch forehead thermometer).
- The child has symptoms or signs of possible severe illness (such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting, rash with fever, mouth sores drooling, wheezing, behavior change or other unusual signs until medical evaluation indicates that the child can be included in the facilities activities.

## **Procedures for Sick Children**

Once a sick child's symptoms have been reported to the Director, the determination will be made as to whether the child should be sent home. Staff should not make the initial determination. If the child is determined to be sick, the parent(s) of the child will be contacted and informed to pick the child up from the Center. The child will remain separated from the other children at the Center until he/she is picked up. If a sick child is sent home, the child will be allowed to return until either the child no longer has the symptoms, begins a course of treatment for the illness, or otherwise appears to be well enough to attend the Center. A child sent home after 12 pm will generally not be allowed to return the following day.

We participate in the United States Department of Agriculture (USDA) food program. Meals and snacks served to the children are nutritionally balanced and meet program guidelines. Parents are not charged extra for meals as the center receives partial reimbursement for all meals served. Monthly menus are posted at the entrance and in each room.

If your child is allergic to any food, please inform the director immediately. We must have a physician's note stating your child has an allergy. Special dietary needs and allergies will be posted in the cooking, service and classroom areas, and our staff will work with you to provide the proper nutritious substitute foods for your child.

## **Allergies**

Some of the children under your care may have allergies to specific foods or other allergens. It is your responsibility to be aware of these allergies and take appropriate precautionary measures to ensure the health and safety of those children. Any allergies will be noted in the classroom binder.

## **Food Allergies**

If any children in your classroom have a food allergy (milk, peanuts, etc) great precautions should be taken to not accidentally serve the child this food. In some cases, the food items will not be offered on the menu at all.

## **Asthma**

Can be triggered by allergies. If you have animals at home, the child may have a reaction to your clothing. It may be helpful to change into other clothes upon your arrival at the Center or wear an apron so that exposure is limited. The use of perfume or a air freshener, extremely hot or cold weather, seasonal allergies (pollen), and dust can also trigger an asthma attack. Immediately notify the Director if a child is having breathing difficulties.

## **Other allergens**

Children may have other types of allergies. Specific precautionary measures will be provided as needed in the classroom binder.

**Diapering** - See attached sheet for minimum standard requirements.

**Hand Washing** - See attached sheet for minimum standard requirements.

**Emergency Situations** - See attached sheet for minimum standard requirements.

## **Child Safety**

### **Accidents**

Accidents or injuries involving children must be reported immediately to the Director. Employees should not contact the parents until the Director has been notified of the accident. Employees will be advised by the Director to call the child's parents to appraise them for the incident/accident as necessary. If an accident causes the child to bruise or bleed, the parent will be notified immediately once the Director has been informed of the incident, even if the accident is not serious. It is important to think about how you would feel if you picked your child up at the end of the day and you were not notified of bruises or serious cutbacks. When an accident involving one of the children under our care occurs, the employee must fill out an Accident/Injury Report immediately following the incident.

Once filled out it must be given to the Assistant, and two copies will be made. One copy will be given to the Director and will be placed in the children's classroom file. The other copy must be signed by and given to the parents within 24 hours following the incident/accident. Accidents involving parents or visitors must be reported immediately to the Director. Employees are required to complete Accident/Injury reports for these incidents. The report will be given to the Director. The document will become part of the agency's record. Any employee who fails to appropriately report an accident or injury, or who purposefully files a false report will be subject to disciplinary action up to and including termination.

## **Other Emergencies**

While no policy can cover every contingency, you are expected to follow all rules from CPR and First Aid training, as well as Universal Precautions, in any emergency which may necessitate the use of such training. When blood or other bodily fluids are involved, you are expected to use gloves in handling the situation. If immediate medical attention is needed for a child or another staff member, call 911 before administering assistance, whenever possible.

## **Behavioral Incidents**

Behavioral incidents between children may also occur where one child hurts or attempts to hurt another child at the Center, and the incident leaves a mark. While some of these are relatively mild, all such incidents should be documented as noted:

### **Behavioral Incident (General)**

This kind of incident usually involves two or more children engaging in behavior against one another which would not be considered acceptable - e.g., Child A throws a toy at Child B, leaving a mark. The incident must be documented for both children. Identifying information for each child involved should only be placed on that child's form - in the example above, the name of Child A (who threw the toy) would only go on Child A's form. The name of Child B would only go on Child B's form. Under no circumstances are employees allowed to acknowledge which child hurts another in writing, verbally or non-verbally (pointing, nodding one's head etc).

### **Biting Incident**

This kind of incident is documented separately for children 3 and under. All other ages should use the Behavioral incident form instead. As with the previous form, the Biting Incident must be documented for both children, withholding the identifying information as noted above. If the bite draws blood, the Director needs to be notified immediately, regardless of the age of the children involved.

### **Abuse and neglect**

While Mimi's Creative Kids provides a safe environment for children, other types of harm may come to a child despite our best precautions. In particular, the abuse or neglect of a child is of paramount concern.

**To this end, all staff are required to read and sign all policies relating to identifying, documenting, and reporting child abuse. Mandatory training sessions on the subject are required. Mandated reporting of Suspected child Abuse and Neglect Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. ALL EMPLOYEES of Mimi's Creative Kids are considered mandated reporters in this context.**

In the case of suspected abuse or neglect, you are asked to inform the Director prior to making a report to Child Protective Services. If you feel that the Director is not adequately protecting the child, you can call the number listed below and report the incident anonymously. Remember that abuse and neglect are serious allegations.

## **Guidelines**

The following guidelines contain information relating to child abuse. It is extremely important to make yourself familiar with the information, especially the parts pertaining to the characteristics of battered children and the indicators of child neglect. If you have any suspicions or concerns regarding a child, please get in touch with the Director and begin to keep a record of items which may indicate abuse of the child.

General reasons for reporting suspected child abuse/neglect, include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Witnessing severe verbal reprimands from the parent
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts)
- Dropping off/picking up a child while under the influence of illegal drugs/alcohol
- Not providing appropriate meals, including a drink for the child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over-medicated to hide symptoms which would typically require the child to be kept at home until symptoms subside
- Children who exhibit other behavior consistent with an abusive situation

## **Characteristics of Battered Children**

Abused children endure life as if they are alone in a dangerous world, with no real hope of safety. Feeling unprotected, abused children try to protect themselves in any way then can. When a child has been injured and is brought for treatment, the child usually appears to:

- Have no close feeling or affection with parents or other people
- Be fearful or quiet
- Show no reaction to pain or expectation of being comforted

Having had violent physical contact with adults in the past, the child is often wary of physical contact initiated by an adult. When admitted to a hospital ward, the battered child seems less afraid than other children and settles in quickly. When other children cry, the battered child becomes apprehensive and watches them with curiosity. The battered child will also become apprehensive when an adult approaches the crying child. While in a new situation, the child seeks safety in sizing up the situation and being alert for danger. Children who have been battered do not generally behave as a typical child do. They display many adult-like reactions.

## **Indicators of Child Neglect**

Neglect is a form of abuse. There are various characteristics that can describe child neglect in general, but for clarity, neglect can be divided into two subgroups - physical and emotional neglect. These two aspects contribute to each other and rarely occur separately. The following are characteristics that may indicate physical neglect:

- Malnourished
- Ill-clad or dirty
- Overcrowded or unhealthy sleeping arrangements
- Receiving inadequate supervision

Many of the above-mentioned characteristics may also indicate emotional neglect, along with:

- Insecurity, seemingly withdrawn or overaggressive
- Constant friction in the home
- Denied normal nurturance
- Failure to attend school regularly
- Exposure to unwholesome and
- Demoralizing circumstances

## **Reporting Child Abuse**

In Texas, child Protective Services (CPS) investigates reports of suspected child abuse and neglect. CPS staff are available to receive referrals at the local district office at any hour. CPS accepts all reports of suspected child abuse and neglect and other referrals in writing, by telephone, and in person from all sources, including identified sources, news media, anonymous sources, sources that have incomplete information, and referrals from the child or parent.

To contact Texas Child Protective Services,  
please call 1-800-252-5400

## **Medication**

This facility will not give “over the counter” medications to children except for diaper cream for those children in diapers. However, medication forms must be filled out for even diaper cream for it to be administered. Any other over-the-counter medication must be given to children by their parents or by people assigned by their parents. This must be done in writing, signed, and dated by the parent. The daily medication form **MUST BE** filled out for us to administer prescription medication. This form can be filled out in the Directors office. The last dose, time and amount given, **MUST** be put on the medication form. The Director is the only person that can manage medication.

Any medication brought to the center by parents for their child **MUST**;

1. Be in the original container
2. Be labeled clearly with the child's name from the pharmacy.
3. Be labeled with date
4. Include clear directions from the doctor to administer (as needed is not specific enough).
5. If prescribed, the name of the physician must appear on the prescription.

**No Medication will be administered after its expiration date.**

Mimi's Creative Kids take the health of the children in our care very seriously. The policies below are our general expectations and procedures for various situations while in care at the facility.

**Food and Meals**

Meals are an important time for the children. It is a social time as well as a time for nutrition. As you will be eating the same meals as the children, your attitude about food and meals will be reflected in the children. Your manners and etiquette are important. You teach by example. Their own. Our menus are created to meet state nutrition guidelines and to provide healthy choices for the children.

**Food Handling Policy**

Mimi's Creative Kids follows Texas' minimum standards for food handling, as required by law. When encountering food, make sure to wash hands with soap and water. Each utensil can only be used for one food. If the same type of utensil is needed for a second food, a new utensil must be used (the utensils cannot be shared between two dishes). The entire meal must be placed on the table prior to a child sitting in front of his/her plate. ***Loss of meal and/or snack privileges may NOT be used as part of any disciplinary process.***

**Meal Patterns**

Each age group has different serving size requirements, as noted on the menu. These serving sizes are determined by state guidelines. The first serving offered to each child must constitute a full serving for that child's age group. Milk must be measured as well. Even if the child insists that he or she does not like food, a full first serving must be given to the child.

**Infant and toddler meal procedures**

Infants who are bottled must be held for feeding. Infants who can eat solids must be fed with a spoon by a teacher. Toddlers who can eat on their own should be encouraged to do so. Make sure a bib or extra T-shirt is put on the child prior to the meal, as this can be messy. Food for the toddlers should be cut in pieces no larger than 1 inch in size.

**Naps**

All children are to have a 2-hour rest period every day. They are encouraged, but not forced, to nap. They must lie quietly and not disturb the other children for one hour. After one hour any child that does not fall asleep will be allowed to get up and do a quiet activity that does not interrupt the other sleeping children. Each child should bring a blanket and a nap mat

with their name on it. We do not allow special items during nap time. The center will wash blankets, and nap mats every other Friday.

## **Other Activities**

### **Outdoor Play**

If the weather permits all children will be taken out on scheduled outdoor play time. It is important that each child has appropriate clothing such as jackets for winter and light clothing for summer. For the safety of your child, tennis shoes should be worn to school. NO FLIP FLOPS! Outdoor play times should be posted in your child's classroom. In the event of extremely hot or extremely cold days, the children will have alternative places or "Special Day" activities to play inside.

### **Gross Motor Play**

Gross motor play develops and builds larger motor skills (walking, crawling, running, jumping, climbing etc). Children develop these skills outside while using the play equipment, running, taking walks, and inside by exercising, climbing on the soft blocks and climbing in the ball pit. These skills are important in many ways. The children develop large muscle movements that ultimately translate into beginning writing skills. Children grow from the trunk of their bodies out to their fingers. They need to master large movements before they can master the small ones. Teachers can facilitate play by planning games and exercises.

### **Circle Time**

Circle time is a large group activity. The teacher will lead the class in morning prayer and pledge of allegiance. During circle time, children learn about the days of the week, the months, the weather (and weather predictions), the alphabet, and counting. The children also find out their jobs of the day. The teacher generally reads a story as well.

### **Field Trips**

From time to time, field trips may be planned to enrich the learning experiences of our children. You may suggest and plan field trips as appropriate. All field trips must be approved in advance by the Director, and information about the specifics for the trip (when, where, cost, travel arrangements) must be submitted before approval can be granted. Written permission from a child's parent is needed prior to the child going on the field trip. In addition, the Center must post the specifics of the field trip 24 hours prior to the trip, and it must remain posted until they return from the field trip. The classroom binder and the first aid kit must be brought on all field trips.

### **Water Activities**

Mimi's Creative Kids will have water activities such as a sand and water play table, sprinklers, wading pools and a waterslide. For your child to participate in these activities, you will need to agree to water activities on the admission information form.

### **Curriculum**

At Mimi's Creative kids, our curriculum encourages learning through play, using a variety of activities and techniques to reach goals. Our developmentally appropriate curriculum

provides for the whole child; it combines physical, emotional, social, and cognitive learning through an integrated approach. Each of these domains is interconnected and impacts the others. Children learn by doing. Through active involvement with their environment, children attempt to make sense of the world around them. They learn by exploring their environment through hands-on experience. Teaching young children is a creative process. An early childhood curriculum provides the framework for what happens in a planned environment where children interact with materials, peers, and adults. The primary teaching goal is to help capable learners. They will acquire the skills and abilities needed for a lifetime of learning through carefully planned, developmentally appropriate activities arranged by the teachers. When a learning environment encourages exploration and discovery, children develop a sense of trust and belonging. They feel important and valued when others listen to them, seek out their ideas, and allow them to express themselves. This type of environment is considered hands-on or learning through play. Children in our classrooms are encouraged to discover things on their own. They learn by exploring the actual objects we talk about. The teachers inspire the children by asking open-ended questions and finding new ways to teach new things within the subject area.

### **Developmentally Appropriate Practices**

Our teachers use developmentally appropriate practices to nurture the social, emotional, physical, and cognitive development of each child. The theories of early childhood education are used to implement the curriculum; Assessments are done to identify the strengths of each child as well as the needs of each child. These assessments help us tailor the curriculum to the needs of each classroom.

### **Age Appropriateness**

Human development research indicates that there are universal, predictable sequences of growth and change that occur in children during the first nine years of life. These predictable changes occur in all domains of development - physical, cognitive, emotional, and social. Knowledge of the typical development of children within the age span served by our programs provides the framework from which teachers prepare the learning environment and plan appropriate experiences.

### **Individual Appropriateness**

Each child is a unique person with an individual pattern and timing of growth, as well as an individual personality, learning style and family background. Both the curriculum and adults' interactions with the children should be responsible for those individual differences. Learning in young children is the result of interaction between the child's thoughts and experiences with materials, ideas, and people.

### **Themes**

Each month the entire daycare focuses on one general theme or concept (camping, the zoo etc). The group activities are themed as well. Individual teachers are encouraged to base their classroom's appearance and activities on them. Lesson Plans: Lesson plans are weekly lists of activities and goals that make up the curriculum. Lesson plans will be prepared by each teacher and turned into the Assistant by Friday of the third week of each

month for the upcoming month. A lesson plan dictates the week's events briefly. A lesson plan should cover every subject area. Each area should have a new item added every week to teach the classroom objectives.

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### **Sunscreen/Insect Repellent**

Mimi's will furnish sunscreen/insect repellent for outdoor activities. Teachers will apply as they feel necessary. Mimi's Creative Kids will not be responsible for sunburns and/or insect bites. Parents may send their own sunscreen/insect repellent along with directions on how they want it to apply.

### **Transportation**

There is transportation offered by this center for the pickup of AISD and ACPA children, and field trips. However, when our Pre-Kindergarteners go on a field trip, we will follow the guidelines set for by the Minimum Standards 5300 and 6300. ALL CHILDREN will be required to wear a seat belt. If a child refuses to wear a seat belt or continues to take his/her seat belt off during transportation, you will be called to pick up your child for non-compliance.

### **Parties**

Please notify the teacher if you would like to provide a birthday snack for your child's class. Please do not send invitations to a party unless every child in the class is invited. Classroom parties will be scheduled through your child's teacher or the director. At time, parents may be asked to help plan or provide for the student parties.

### **Fire Drills and Severe Weather Drills**

Mimi's Creative Kids has a well-defined plan for both fire and weather/disaster evacuation. Drills are held on a regular basis. Should an emergency require evacuation of the facility, you will be notified immediately. If it is necessary to close the school due to severe weather, it will be announced on KCKL (95.9 radio) and on our Facebook page.

### **Operational Policy on Safe Sleep**

Minimum standards specify safe sleep standards, this form must be signed by parents of infants and accompanies the registration packet.

### **Gang Free Zone**

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where any criminal activity is subject to harsher penalty.

## **Communication**

Open communication is especially important to us here at Mimi's. We believe many problems can be solved with the right kind of communication. The Director will be glad to make an appointment to sit down with you and to answer questions regarding the care of your child. Please keep in mind we cannot fix something if we are not aware that it is broken. We realize you are busy and another piece of paper to read can be annoying but keep in mind we would not send it if it were not important.

Parents may access their child's records during a parental conference with the director. Director will set conference at their convenience, and parents may request copies of all files at that time. A child's file will only be discussed at parent conferences, not intermittently during the day at random.

## **Tax Breaks for Child Care**

A childcare expense for working parents may be tax deductible according to the Internal Revenue Service. We will supply a statement for you regarding the tax break. You may pick it up in the office by the January 31st deadline. All accounts must be up to date to receive the form.

## **Child Protective Services**

Mimi's Creative Kids Administration will notify Child Protective Services or the Local law enforcement officials by telephone when it appears that a child is being seriously neglected or abused.

## **Children's Products**

Mimi's Creative Kids views all current and past recalls on toys through the CPSC's Internet website at: [www.cpsc.gov](http://www.cpsc.gov). There is no unsafe children's product in this center.

## **Emergency Preparedness**

An emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing staff responsibility and the facility readiness with respect to evacuation and relocation. The plan addresses the types of emergencies most likely to occur in your area including but not limited to natural events such as tornadoes, health events such as medical emergencies, communicable disease outbreak and human-caused events such as intruder with weapons, explosion, or chemical spill. In these events, the children will relocate to a safe location. Parents will be advised by phone, text, and our Facebook page. Evacuation plans for bad weather, such as tornadoes; each class has their evacuation exit plan in their classroom.

## **Mother Friendly**

All mothers who breastfeed their babies will be provided with a place to breastfeed or express their milk. The refrigerator will be made available for safe storage of expressed breast milk.

## **Vision & Hearing Screening**

The Special Senses and Communications Disorders Act of the Texas Health and Safety Code requires that all children enrolled in a Texas Department of Protective and Regulatory Services licensed childcare facility, be screened, or have a professional examination for possible vision and hearing problems. We will screen all PreK students. Parents will be responsible for the payment of this service.

## **Minimum Standards**

The procedures for parents to review a copy of the minimum standards are to either come by the office or go to the DFPS website [www.hhs.texas.gov](http://www.hhs.texas.gov). You may print out a copy of the minimum standards from the web site. You may also review the child-care center's most recent Licensing inspection report in the center's office.

## **TWC Child Care Attendance**

Parents and guardians receive a swipe card from their TWC childcare representative and will use the card on the provider's POS device. The child's arrival or departure from care is automatically recorded. TWC will only pay providers for care that was recorded in CCAA. Giving your card to someone else is a misuse of the card, and it can result in termination from the program or criminal prosecution. If you do not report attendance or absence, you will be responsible for paying your provider. You can report absences from any phone anywhere, or the POS device at the providers center.

# Mimi's Creative Kids Learning Center

## Tuition Schedule 2026

**Annual Registration Fee: \$50** Automatically billed each January

**School Supply Fee: \$50** Automatically billed each August

Summer Registration Fee:

**\$25 currently enrolled** Automatically billed each June

**\$50 new enrollment** Automatically billed each June

### Full Time Weekly Rates

#### **Newbies & Crawlers (6 weeks - 17 months)**

\$190

#### **Toddlers (18-35 months)**

\$168

#### **Preschool (3-5 years)**

\$146

#### **School Age (6-12 years)**

\$138

#### **Fridays Only (Athens ISD students)**

\$50

Please note that the ages referenced above are general for the designated classes. Children are promoted to the next class each August, not on their birthday.

Fees stated are for a child's spot at the center not for attendance. You must pay tuition even when the child is not here.

A 10% discount will be given to the second, third, fourth etc. children within the same family enrolled in the Wobblers, Explorers, Head-Start and Pre-K classes. \*Children in Newbie and Crawlers class will not be discounted.

**\*A 3% fee will be assessed on all transactions paid via credit/debit card or auto draft.**

Scholarship program available to qualifying families!!! See Kim for more information.

Children in Newbie and Crawlers class will not be discounted.

# Welcome to Mimi's Creative Kids Learning Center

As a new family joining Mimi's Creative Kids, we want to ensure you have all the necessary information to better understand our program and how we strive to serve our families. The following topics should address all you need to know, but at any time, please do not hesitate to ask questions to seek more information from our staff. The form below is completed by both administrative staff and the touring parent.

Tour Date: \_\_\_\_\_ Classroom(s) Toured: \_\_\_\_\_ Parent Handbook received: \_\_\_(initial)

The Parent Handbook is provided to all interested and enrolling parents, which details all the program's policies and procedures. Acknowledgement of receipts of this handbook is required before, or on, the child's first day of enrollment.

The following topics will be discussed during the tour or within the Parent Handbook, as applicable:

\_\_\_ Tuition fees and extra-curricular opportunities (Dance Moves, Soccer Pals, Spanish class, and Music4kids

\_\_\_ Meals

\_\_\_ Daily schedules

\_\_\_ Arrival and late arrival policy/procedures (use of the check-in computer system and benefits of consistent arrival)

\_\_\_ Child Development Milestones checklist for child's applicable age and Parent Conferences.

\_\_\_ Texas Rising Star certification.

\_\_\_ Importance of family involvement

\_\_\_ Family Resource Board and Lending Library (suggestion box and complaint procedure)

\_\_\_ Technology-free Zones

I acknowledge that I received a tour and that I provided the above opportunities and/or information prior to completing enrollment for my child.

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

\_\_\_\_\_

(Admin initials)

OFFICE USE ONLY:

Registration Fee Paid: \_\_\_\_\_ Enrollment Start Date: \_\_\_\_\_

Parents are offered an annual written evaluation and/or survey. Suggestions and evaluation results are integrated into the program operation when applicable.