

Revised- 06/16/2025. 6606/20/202415/2022

**Parent**

**Handbook**



111 N. Main St. Highlands, TX 77562

Call: 281-426-2221

Text: 832-661-1845

Fax: 281-936-0222

Highlands.bbchildcare@gmail.com

Dear Parents,

Welcome to Building Blocks Childcare!! Being parents ourselves, we know the concern in finding the right daycare and program for your child. Dedication to building a happy, healthy, safe and stimulating environment is the primary goal of our center. We have been serving the Highlands, Crosby, and Baytown area since 1993!

Building Blocks is licensed by the State of Texas and adheres to the enforcement of regulations to meet or exceed the Minimum Standards adopted by the Texas Department of Human Services. We have also been recognized by Collaborative for Children and the Texas Workforce and awarded a 2-star rating by the Texas Rising Star program for going above and beyond the minimum standards voluntarily. Our mission is to provide responsible, nurturing care and great learning experience using positive guidance techniques in an appropriate age setting.

As your child’s home away from home, we want your child as well as you to feel safe and secure. We are significant members in your child’s life, we encourage you to visit at any time.

* Parent involvement in our program ensures a cooperative effort, which leads to a positive impact on the development in your child’s life. We highly encourage any parental involvement, including lunch with your child, spending time in the classroom or playground or taking part in special activities. We have different events we have throughout the year for you to participate in. Should you want to participate with your child during the day, please let Ms. Monika know. I also communicate through our Facebook page and Smartcare App. Thank you!

It is a privilege to let us work with your child! Thank you for choosing Building Blocks Childcare!

Should you have any questions or concerns regarding the policies or procedures of the center, or any questions or concerns regarding a staff member, please contact me at your convenience either by phone, email or in person.

Monika Land Director/CACFP Specialist/Texas Notary

Business Ph: 281-426-2221

Cell Ph: 832-661-1845

E-mail: monikaland7@gmail.com

**Please inform the office and your child’s teacher immediately if you have a change in address or phone number.**

**Operational Procedure**

Building Blocks Childcare is open **Monday – Friday** from **6:00am – 6:00pm**

We will be **closed** on the following holidays:

**New Year’s Day**

**Martin Luther King, Jr. Day**

**Memorial Day**

**Good Friday**

**4th of July**

**Labor Day**

**Thanksgiving**

**Day after Thanksgiving**

**Christmas Eve**

**Christmas Day**

**Emergency Closing:**

We follow Goose Creek ISD emergency closing procedures due to dangerous weather conditions such as hurricanes, deep freeze, icy roads, flooding. If possible , we will notify you of the closure as soon as possible.

**Arrivals/Departures/Release of Children**

* **Please be sure you are clocking your child in and out each day**.
* An **adult is required** to escort the child into the center and get them situated for the day.
* Please be prepared to spend a few minutes with your child in the mornings when you drop them off. This can ease the stress of the mornings and make for a better day for your child.
* **Children must be dropped off by 9:00am.** We ask because our curriculum is being taught -8 am. Also, it helps us create an effective schedule for the staff and an accurate meal count. Children cannot be dropped off after 9 am unless you have a doctor’s note. No exceptions. However, they may be dropped off after taking a nap at 2 pm.
* Children **will not** be released to anyone who is not listed on the enrollment forms without permission from the parent.
* At the time of enrollment, you must provide a photo ID of all the authorized pick-up people. Which will be kept in your child’s file and shared with all the staff members.
* Building Blocks **will** require proper identification from any unfamiliar person who pick up a child. But you must call ahead and notify us.
* Building Blocks **will not** be responsible for your property while it is in our parking lot, please do not leave your vehicles running and be sure to lock the doors.
* **Absences.** Please give us a notice in advance if you know your child will be absent, especially for an extended period of time. We also ask that if your child ride the bus in the afternoon, and for any reason they will be here, please notify us.

**Parent Concerns and Parent Behavior**

Parent conferences are available upon request. If you have any questions/concerns that you need to discuss with a staff member, please be sure to do this in private. Use of foul or demeaning language in front of other children, parents or staff members will not be tolerated under any circumstances and may result in the dismissal of your child from our center. Also, please be considerate of our staff members. Rude, demeaning, threatening behaviors or actions will not be tolerated and will result in immediate dismissal of your child from our center. Our staff strive to meet your needs to their best of abilities but please understand that incidents to happen on occasion and they are handled the best way at that time. Any immediate concerns can be discussed with the director, Ms. Monika. If she is not available at the center, you may contact her by phone at **832-661-1845** or by email at monikaland7@gmail.com.

**Children with Special Needs**

* If your child has special needs (this include allergies), you must inform the center. This includes all pre-existing medical conditions. A signature by a doctor stating that the child has been released and is able to participate in the childcare program must be provided upon enrollment. In addition, all medical information must be provided as to how to meet the child’s special needs. If your child needs special medical procedures for their condition, it is your responsibility to ensure that the center has the unexpired supplies needed. In addition, our staff will need to be trained in the use of all the supplies provided.
* If your child enrolled in therapy (such as speech, behavior etc.) we have a room designated for the sessions in private.
* We can also provide you with resources if you are seeking help for your child or family.

**Operational Policy Changes/Postings:**

Should any changes be made to this handbook or any of our operational policies, you will be informed in writing. All parent information is posted on the bulletin board in the entrance hallway. Should you need something that is not posted, please do not hesitate to ask for a copy.

**Personal Items/Extra Clothing**

* **Please do not allow your child to bring any toys from home.** If something is needed for a special occasion, you will be informed ahead of time.
* **Security items**, such as blankets, stuffed animals, etc. are allowed only for naptime.
* Please be sure that your child has at least **one extra change of clothes** and that their name is clearly marked on all articles so we can minimize the loss of personal belongings.
* **Toddlers** - please provide at least 2 sets of clothing, diapers, wipes, etc.

**Meals & Naptime**

* Building Blocks prepares healthy meals. Menus planned out for a month. Outside foods are not allowed since we participate in the USDA’s Child and Adult Food Program. If your child is on a special diet, due to allergies, documentation is required to be filled out by a physician.

**Breakfast** (7:00am – 8:00 am)

**Hot Lunch** (11:30am – 12:00)

**P.M. Snack** (2:00pm-2:30pm)

**Dinner** (4:30pm-5:00pm)

* Monthly Menus are posted on the Parent Bulletin Board in the entry hallway and copies are available in the office.
* **Nap time** – 12:00 -2:00 pm. Children are required to have a rest period each day.
* We encourage you to provide your child with a blanket. These items should be taken home each Friday for washing. No pillows please.

**BreastFeeding**

* Should you require a comfortable place for **breast feeding,** it will be provided upon request. You also have the right to breastfeed or provide breast milk for your child while they are in care. We have breastfeeding resources and education should you need them.

**Curriculum**

Building Blocks Childcare teaches the Firefly Curriculum with core learning areas. **The curriculum rests on a firm foundation of research and responds to new requirements for addressing academic content.**
**The approach from its beginning has been developed based on the theories and research that inform decision making in the early childhood field. The works of Piaget, Maslow, Erickson, Smilansky, Vygotsky, and Gardner are all implemented in creative curriculum. Creative Curriculum helps children acquire social competence and the skills they need to succeed as learners.**

**Children go outside two times a day if weather permitting. If not, we have other planned activities.**

**Screen time. The limit for all other ages is 1 hour a day. Tablets and Cell Phones are not allowed.**

**Teachers Role in the Firefly Curriculum**

**The curriculum designed to help the teacher observe children more purposefully. Through these observations, the teacher is able to comprise a plan which can be administered to the individual or to the whole group. Firefly Curriculum enables teachers to integrate content learning and bring it into everyday experiences.
The curriculum is composed of five components. Each of these five components is applied to 11 areas that have already been defined. These five components:

Components
1. How children Develop & Learn
2. The Learning Environment
3. What Children Learn
4. The Teacher's Role
5. The Family's Role

Interest Areas**

**1. Dramatic play
2. Blocks
3. Art
4. Toys & games
5. Library
6. Discovery
7. Sand & Water
8. Music & Movement
9. Computers
10. Cooking
11. Outdoors**

**Building Blocks is committed to providing quality education and excellence. Loving, safe, nurturing care for your child. We believe that your child, through our curriculum and principles, will be able to develop the necessary skills needed to successfully transition into kindergarten.**

**Health and Safety**

* Building Blocks Management recommends that all staff get vaccines for preventable diseases such as Flu, Whooping Cough and Hep A, but we do not require these shots for employment.
* The Texas Department of Human Services **requires** that a physician’s statement, Hearing and Vision Screening results for children 4yrs and older and a current immunization record be on file when a child is enrolled.
* If a child becomes ill, or is found with head lice at Building Blocks, the parents will be notified immediately, and the child must be picked up as soon as possible. Medical conditions that will result in your child being sent home include but are not limited to:

1. Diarrhea.

2. Difficulty or rapid breathing.

3. Asthma or severe upper respiratory infection unless parents provide evidence that child is under physician

 care.

4. Vomiting

5. Yellowish skin or eyes.

6. A temperature of 100.4 Fahrenheit or higher and/or has had a fever during the previous 24 hours.

7. Mucus with green or yellow color, unless the child has been on antibiotic therapy for 24 hours.

8. Undiagnosed rash. Such as Hand and Foot and mouth disease.

9. Sore throat.

10. Severe cough.

11. Chicken pox, pertussis, measles, mumps, rubella, impetigo, diphtheria or herpes simplex.

12. Untreated scabies, tinea corporis or capitis (ring worm).

13. Untreated head lice.

14. Pinkeye.

15. Flu or Flulike symptoms.

* If your child is absent due to illness, **please notify the office**.
* Children that are running a fever, have diarrhea or are vomiting **may not** return to Building Blocks until 24 hours after the condition subsides.
* In the case of a **medical emergency**, Building Blocks will call 911 and notify the parent. If a parent, guardian or emergency contact is unavailable, a staff member of Building Blocks will accompany the child to the hospital.
* **Building Blocks staff will report any suspected child abuse and/or neglect to Child Protective Services as required by law. For more information on child abuse/neglect, please contact office personnel.**
* Tuberculosis testing is not required currently. Should the requirement arise, we will be notified by the Texas Department of State Health Services.
* Children are required to have outside activities at least twice a day, weather permitting. If the weather is non-cooperative, teachers are trained to have indoor physical activities ready for the children.
* Televisions are used during combination times only. You may see your child’s teacher using a tablet or laptop to show the children a program pertaining to the curriculum; however screen time is limited to 2 hours total per day.

**Drug and Weapon Policies:**

* Your child/children’s safety is our number one priority.
* Building Blocks is in a Gang-Free Zone.
* Weapons, Firearms are strictly prohibited on the premises.
* Employees are subject to random drug testing. If they refuse or fail, it will result in immediate termination and reported to the Licensing Office.

**Nutrition**

Building Blocks is part of the Child and Adult Care Food Program (CACFP) and must serve meals and snacks meeting the CACFP requirements. All our meals will be provided by Building Blocks.

* No outside food , homemade lunches, breakfasts or snacks are allowed.
* Should your child require special foods, we must have a CACFP Medical Statements completed by the child’s physician. You must provide any special foods your child requires.
* Foods and liquids hotter than 110 degrees Fahrenheit are always kept out of reach of children.
* Staff here at Building Blocks are educated on food allergies and they take precautions to ensure that each child is protected.
* During special occasions and parties, food that is brought into the daycare must be commercially bought or prepared. **No homemade food is allowed.**
* Staff will not reward good behavior or a clean plate with foods, candies of any kind.
* CACFP forms that are completed with your enrollment packet must be redone should any changes to your income, living arrangements or personal information change. Please inform management if you need to complete new forms.

**Discipline & Guidance Procedures**

Children 1 year + will be redirected. Older children will be explained what they did wrong and may be placed in thinking time.

* Parents will be called if the child is out of control or has hurt another child or teacher. We document these incidents and you will be asked to sign it.
* Building Blocks implements a “3 strike” policy. If parents are called to pick up a child due to behavior issues, the 3rd time will result in immediate dismissal from the center. No exceptions will be made.

**Severe Behavior**

Young children can present challenging behavior as they learn to interact appropriately in the educational setting. Building Blocks Childcare is committed to using positive guidance strategies when teaching young children how to manage their own behaviors.

Developmentally appropriate guidance and classroom management promote positive social skills, foster mutual respect, strengthen self-esteem, and supports a safe environment. However, at times some children will exhibit severe behaviors that cannot be managed within the classroom setting. Severe behaviors are defined as:

* Danger to self or others (examples include but are not limited to head banging, excessive biting that breaks the skin, hitting, hair pulling, using objects to inflict bodily harm, etc.) and/or
* Disruptive behavior that creates chronic interference in classroom activities (examples include but are not limited to: tantrums, screaming, foul language, threats to staff or other children, severe or chronic non-compliance or defiance, etc.)

The center has developed procedures to deal with such cases of severe behavior. In these situations, the parents will be contacted. The parents will need to meet with the teacher and/or the director/asst. director to discuss the situation and appropriate measures. Behavior that is chronically unacceptable may be an indicator that further support or assessment is needed. This support may include a referral process for further assessment and additional outside services. If the center’s procedures for dealing with severe behavior problems do not result in the restoration of an acceptable and safe educations environment, **the center director or asst. director reserves the right to temporarily or permanently remove a child from the center.**

**Medication**

* If a child is on medication for any period, the parent or guardian **must complete** a medicine authorization form daily for it to be dispensed.
* **Doctor prescribed medication** is administered by staff and kept in the kitchen refrigerator or cabinet.
* **Over the counter medication** (i.e. Tylenol) **cannot** be administered.

(Excluding teething gel, diaper rash ointment, skin cream, lotion, etc.)

* All medication must be kept in the **original container** and clearly state the child’s name, doctor’s name, prescribed dosage and date.

**Transportation/Water Activities**

Building Blocks will transport during the summer to and from field trips.

Water activities are limited to splash pools and sprinkler play at the center. You will be informed when these activities will occur. School-Age children will visit a pool twice a week during the summer and permission forms will go home prior to these events.

**Financial Policies**

**Enrollment:**

* All completed forms and fees are due **before admittance**.
* Enrollment forms should **be always kept up to date** and parents should notify the office of any changes.
* A non-refundable, **one-time** fee of $75.00 is charged at the time of enrollment.
* If your child does not attend for a week or longer. You are still responsible for the full tuition. There are no absent credits given since our operating costs remain the same.
* Policies are reviewed annually and updated if necessary. You will be informed of the changes.

**Tuition:**

* Payments are accepted by cash or credit/debit card. NO CHECKS OR MONEY ORDERS
* A credit or debit card is mandatory to be kept on file. You have the option to sign up for autopay or pay through the Smartcare App.
* There will be a $15.00 late payment fee if tuition is not paid by Wednesday.
* Please be sure you **get a receipt** from office personnel for all cash payments.
* Tuition is due in advance on the first day of the week and fees are subject to change.
* You may pay for more than one week in advance.
* For children enrolled as “full time”, **full** **tuition is due each week**, regardless of attendance.
* After **1 year** of enrollment, the child will earn one vacation week to use in which no tuition will be due. The child cannot be present at the center during this week. The year is enrollment date to enrollment date and cannot be saved or rolled over.
* No refunds of tuition will be issued.
* If you fall behind with your payments for 2 weeks. We may terminate services. However, you will be still responsible for the accumulated balance and late charges.
* We reserve the right to only supply parents with their Childcare Tax forms if their accounts are current, or until it is brought up current.

**Additional Fees:**

* School age tuition is $115/week during the summer and when Public School is closed for holiday breaks such spring, fall or winter break.
* On early release days we charge an extra $5. If school is out for an entire day the fee is $10.
* Field trips are optional and there is an additional charge per month. Tuition does not include field trips.

 **Withdrawls/Account Changes and Closures**

**Beginning January 1, 2019, 2 weeks’ written notice must be given for any account changes and closures.**

This includes tuition changes, attendance changes, payment changes or if a child leaves the center.

If written notice is not provided, your account will be charged for 2 weeks or until written notice is given and you will be responsible for the remaining balance.

Written notice can be given by email or in person but must be turned into the office.

Please be sure to sign the agreement form your child’s teacher has for these changes to the Parent Handbook.

**Late Pickups**

* The center closes promptly at 6:00 pm. If you will be late**, please call the office ahead of time** and let them know. There will be a $1.00 per minute charge for late pickups.
* **Emergency pick-ups** will be called at 6:45pm unless we have heard from the parent/guardian.
* If we have been unable to contact parents/emergency contacts by 7:30pm, **we will notify the TX Department of Family and Protective Services** and the local police as required by law.

Emergency Preparedness Plan

An emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing staff responsibility and facility readiness with respect to emergency 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 tornados, floods, hurricanes, health events such as medical emergencies, communicable disease outbreak, and human-caused events such as intruders with weapons, explosion or chemical spill.

Should there be any reason we must evacuate the building, children will be loaded into staff vehicles and taken to the:

**Highlands Community Center -- 604 Highlands Woods Drive Highlands, TX 77562. 281-426-7561**

Emergency contact cards will be implemented, and parents or emergency contacts will be called immediately to pick up their children from this location.

Staff will evacuate with their classroom binders including the following information:

* Parent and Emergency contact numbers
* Attendance Sheet
* Authorization for emergency care

We will contact emergency enforcement (police, fire department, ambulance, etc) from this location as well, should it be necessary, using the director or person in charge’s cell phone.

If a Hurricane is approaching our area, the center will be closed as soon as we are informed of the storms certain path. You will be notified by a phone call or a day ahead of time if the center will be closing due to inclement weather.

If there is an immediate threat to your child’s life, you will be contacted immediately. Please be sure to keep your child’s file up to date with current phone numbers and contact information.

Intruder Procedure:

Should an intruder enter the premises, teachers will be alerted and classroom doors will be locked or blocked until emergency personnel arrive.

Each of these steps and procedures are implemented to ensure that your child/children always remain safe while in care at Building Blocks. Should you have any questions you may contact the director.

**The director, Monika Land can be contacted at any time by her personal cell phone number: 832-661-1845 or email: monikaland7@gmail.om**

**Minimum Standards for Licensed Child Care Centers**

Texas Minimum Standards is available in the office for parents to review upon request and also available to review on the states website listed below. Our center’s most recent licensing report is located on the bulletin board outside of the office along with the Department of Health & Food Services and Fire Marshall’s report.

**Our local licensing office:**

2223 W. Loop 610 S.

Houston, TX 77027

713-940-3009

**PRS Child Abuse Hotline & Website:**

800-252-5400

www.dfps.state.tx.us/childcare

**Please sign and return the Parent Handbook Acknowledgement included with the enrollment paperwork.**