

Green House Christian Learning Center

Thank you for choosing Green House Christian Learning Center. I am very pleased you decided to place your child in my care. Choosing the right childcare provider is an important part of any working family's life. I hope that we will form a bond that will last a lifetime.

The purpose of this handout is to outline the policies and procedures under which I operate as a licensed child care provider. All of your questions, comments and concerns are extremely important to me, so feel free to speak with me when necessary. If a lengthy discussion is needed, a time that is suitable for both you and I will be scheduled.

My background in childcare:

I have an extensive background working with young children. As a teenager in Irving, Texas, I volunteered with Cross Roads Ministries, a non-profit organization that helped underprivileged single parent families through hardship by providing childcare, education and temporary living arrangements. This is when I first knew I wanted to work with children. I took numerous other positions that consisted of teaching and entertaining children. My first job was working at Discovery Zone as a birthday party leader. I had lots of fun joking around and acting silly with children. Next, I worked as a fitness instructor and birthday party supervisor at The Little Gym in Lewisville, Texas. I also worked at Iasis Gym in Flower Mound, Texas, leading birthday parties on the weekends. After graduating from Irving High School, I enrolled in The University of North Texas and received a Bachelor's Degree in Business Administration. During my studies from 2000 to 2003, I worked at Faith Baptist Child Development Center, a licensed daycare. I was an assistant teacher in the four-year-old class and a lead teacher in school-aged class. I loved my job; working with children is definitely a passion of mine.

My philosophy in childcare:

I feel that the early childhood years are crucial in laying the foundation that will guide a child through adulthood. I want to teach and train children how to become leaders and outstanding members of society. I feel this can be accomplished by reading Bible stories, singing songs, modeling the Christian lifestyle, having structured activities planned each day as well as giving each child lots of one on one time. I started Green House Christian Learning Center to help children be at the head of the class by the time they enter school. It is never too early to start thinking about how to facilitate a child's academic success. I would love for every child to lead a wonderful life and to have a successful journey through our school system.

Hours of Operation:

Our regular operating hours are 6:00 am to 5:30 pm Monday through Friday. We will observe all federal holidays.

I have read this page, I understand and I agree.

By signing this agreement, I agree to comply with all the terms specified herein.

Parent signature _____

The specific holidays include:

New Year's Day
Martin Luther King Jr. Day
Presidents Day
Memorial Day

Independence Day
Labor Day
Thanksgiving Day
Christmas Day

If the holiday falls on a weekend, then we will be closed the same days as Federal and State Offices. There is no tuition discount for holidays. They are considered employee benefits.

Enrollment Policy:

Green House Christian Learning Center welcomes families of any race, color, sex, religion, nationality, creed, sexual orientation, marital status, age, or the presence of any sensory, mental or physical disability. Families are not restricted from rights, privileges, programs and activities made available to other students. We do not discriminate in any way within the administration of our educational policies, enrollment policies or financial plan.

Tuition and Payments:

- There is a one-time non-refundable registration fee of \$40.00 per family that must be paid before beginning care or reserving your child's spot.
- There is a monthly supply fee of \$50.00 per child that is due on the first of every month. This covers all meal expenses as well as other operational expenses like toys and art supplies.
- Your Tuition is _____ weekly or _____ daily.

Tuition is billed on a weekly basis for full and part-time care and daily for drop-in care. **Full tuition is due the Friday before the week care will be provided.** Tuition is considered late on Friday night at 11:59 pm. Payment for drop-in care is due the day of service. Late fees will be applied in the amount of \$5.00 per day until the account is paid in full. If full payment is not received by Monday morning at 6:00 am, care will not be provided until the account is brought current. Continued late payments may result in termination of this childcare contract. In the event we receive a returned check, there will be a \$20.00 returned check fee added to your account. If an account has two returned checks, then cash or a money order will only be accepted. _____

Personal Days:

My vacation will consist of two weeks per year. Full tuition is still due as if I were providing care, these days are considered employee benefits. Please understand it is essential that I take time away each year.

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I will provide at least 1-month advance notice before I schedule my vacation. It is the parent's duty to find alternate care for your child. I may also take up to 5 sick/personal days per year. I know you do not want me taking care of your child if I am sick. Each family is entitled to two weeks' vacation per year. Half your tuition is still due to keep your child's spot. One-month notice is required before your actual vacation dates. These days must be taken at once and cannot be spread throughout different weeks. _____

Withdraw:

Clients who wish to discontinue child care services, must give a 2 week written notice of withdraw. Your child's withdraw date will be two weeks from the date written notice was given. Your account will be billed regardless of actual attendance. If your child is withdrawn without notice, two weeks tuition will be charged to your account from your child's last day of attendance. _____

Daily Schedule:

<u>Time</u>	<u>Activity</u>
6:00 – 7:45	Children arrive. Nap/Quiet time.
7:45 - 8:15	Eat Breakfast. Diaper check.
8:15- 9:00	Play in centers. Child chooses where to play.
9:00- 10:00	Circle Time. Go over days of the week, months of the year, colors, numbers, alphabet and shapes. Sing songs and nursery rhymes. Create art project. Diaper check.
10:00- 10:15	Morning snack.
10:15- 10:45	Outdoor play.
10:45- 11:30	Educational TV time. Diaper check.
11:30- 12:15	Lunch.
12:15- 12:30	Prepare room for nap. Diaper check.
12:30- 2:30	Nap/Quiet time. Diaper check.
2:30- 3:30	Circle time. Go over days of the week, months of the year, colors, numbers, alphabet and shapes. Sing songs and nursery rhymes. Recap of what we learned earlier. Diaper check.
3:30- 3:45	Afternoon snack.
3:45- 4:30	Outdoor play. Diaper check.
4:30- 5:15	Play in centers. Child chooses where to play.
5:15- 5:30	Clean up. Prepare to go home. Group activity.

Illnesses:

We CAN NOT care for any child with a fever in excess of 100.4, vomiting, excessive diarrhea, or any potentially contagious disorder, rash, or lice. If a child exhibits signs of illness, it will be determined if the symptoms indicate the need for exclusion from group. In the event a child becomes ill and needs to be picked up, the child will be separated from the rest of children until a parent arrives.

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SYMPTOMS FOR EXCLUSION:

1. Fever of 100 degrees F or higher- your child must be fever free without medication for 24 hours in order to return to school
2. Diarrhea (two or more watery stools within 24 hours)
3. Vomiting on two or more occasions during the past 24 hours
4. A draining rash or sore
5. Suspected communicable skin infection such as pink eye
6. Lice

Medication:

Medication may be administered under the following conditions:

1. **Consent:** Parents must give written consent before we may give out any medicine. The parent must complete a Medication Release Form which includes: child's first name and last name, name of medication, amount of medication to give, how to give the medicine, how often to give the medicine, start and stop dates.
2. **Prescribed Medication:** All prescription medication must be in its original container and properly labeled with child's name, date prescription was filled or medication expiration date and instruction for administration, such as manufacturer's instructions or prescription label.

Visitation Policy:

We have an open door policy here at Green House Christian Learning Center. Parents have free access at all times to the areas used by children during normal business hours. Scheduling a time is not required. I want you to feel comfortable with where your child learns and plays every day.

Release of Children:

Children will absolutely NOT be released to anyone except those authorized to pick up the child. All family will create a personal password that will be required for unfamiliar people to pick up a child. In the event you want another adult who is not on the pickup list to pick up your child, they will be required to know your password and you must call to inform us of your alternate arrangements.

Diapering Policy:

Diaper changes are scheduled every 1 ½ to 2 hours with the exception of naptime, where each child will be changed as soon as they awaken. In addition, a child will be changed when needed. Parents are responsible for providing diapers, wipes, and ointment. Please keep a change of clothing in your child's diaper bag or backpack. You never know what may happen for your child to need a new set of clothes.

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Potty Training:

We will work with parents to initiate training when an individual child shows interest. An appropriate age to beginning potty training is around 24 to 30 months of age.

Hand Washing:

Hands will be washed before and after meals, before and after bathroom use, after nose blowing or wiping, upon entering from outside, and after handling an ill child.

Diaper changing:

Children's hands will be washed after changing their diaper. The changing mat is sterilized with bleach solution before and after each child's use. Soiled diapers will be disposed of in a closed and sanitized container.

Toys and Equipment:

These will be sterilized daily, weekly or as needed with bleach solution.

Blankets & Soiled Clothing:

Blankets need to be taken home every Friday and brought back on following Monday laundered. Soiled clothing will be secured in a plastic bag and placed in your child's cubby to take home. Please make sure you are checking your child's cubby regularly to recover soiled clothing and to take home any artwork or worksheets.

Pet Policy:

Green House Christian Learning Center does not have any pets at this time. If we decide to get a pet, all parents will be notified at least 1 month in advance.

Field Trips:

We will not travel away from 6005 Whispering Lane for field trips. I feel children should not go on field trips until they are school-aged. From time to time, during our different lesson plans, we may have special visitors come to us such as: Fire Department personnel or Emergency Medical services personnel.

Emergencies:

It is our policy that we will first call 911, and then the parent or guardian will be contacted as soon as possible. In the event IMMEDIATE medical attention should be required, we will use____(Families Preference)____. **All cost involved will be your responsibility.** This includes medical treatment, dental work and ambulance fees. Transportation will not be provided under any circumstances. It is important that you are aware I cannot leave the other children in care. _____

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Accidents & Injuries:

First aid will be administered to a child needing care. Each accident will be recorded on a report. Parents will be given a copy of this report when you pick up your child. Serious accident will be reported to Child Care Licensing.

First Aid Training:

I am Adult and Infant CPR & First Aid Certificated. My permit will be renewed every two years.

Severe Weather:

We will conduct monthly severe weather drills as well as fire drills. We will leave through the front door and meet at the big tree in the front yard. In the event of a real emergency, and we are not able to go back inside the house, we will go to Mrs. Bairds Bread located at 6101 Watauga Road #A Watauga, Texas 76148. The phone number is 817-281-4796. In the event of severe weather conditions, we will follow the Birdville I.S.D. for closures, delayed openings and early dismissal. In the event Green House Christian Learning Center will need to close all parents will be promptly notified and arrangements need to be made to pick up your child.

Fire Drills:

Practice drills will be conducted monthly and recorded. Our evacuation plan is posted on the bulletin board. We will exit through the front door and meet under the big tree in the front yard.

Pesticide Policy:

We will post a notification to parents one week prior to using any pesticides stating what, when and where pesticides will be used.

Termination of services:

Reasonable steps will be taken to avoid termination; but we may terminate services for any reason as well as one of the following:

- **Financial:** Late payment, returned checks, or any other problems with payment of tuition and supply fees. The second time an account is suspended for late payments; that child may be terminated.
- **Failure to follow policies:** Failure to honor the obligations and responsibilities or adhere to the policies listed in this contract.

Licensing Report:

You are able to view a copy of Texas Child Care Minimum Standards at any time during normal business hours. A white binder is always located on top of the black file cabinet beside the computer desk. Our most recent licensing inspection report will be located on the family bulletin board to the right as you enter the classroom.

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Child Care Licensing Information:

The nearest Child Care Licensing office is located at 1501 Circle Drive Suite 310 Fort Worth, TX 76119. The telephone number is 817- 321-8604. You may contact them at any time for any reason.

Reporting Child Abuse:

We are required to immediately report to the police or Child Protective Services (CPS) for any reason we suspect child abuse, neglect, or exploitation. We are not obligated to inform parents of this report.

Child Abuse Hotline:

If child abuse is suspected you may contact the Texas Department of Family Protective Service abuse hotline at 1-800-252-5400 or you can go through the website <http://txabusehotline.org>.

What you can expect:

I will provide a structured day full of fun activities and learning for your child. Your child's happiness is important to me, so I will make sure to communicate with you at all times. Feel free to talk with me about your child and how he or she is getting along in childcare. I will also provide breakfast, lunch and 2 snacks every day. All food will be nutritious and planned out in advanced. My home is full of love and affection. You can be assured your child is in good hands. Thank you for choosing Green House Christian Learning Center.

Nidrah Green

Center Director

214-669-9660

WataugaPreschool.com