

Parent Handbook

Created: 6/15/2008
Updated: 4/21/2016

Revision Control

This section will be used to describe content changes for revisions.

Version	Date	Section(s)	Description
2.0	3/3/15	N/A	<ul style="list-style-type: none">• New release
2.1	4/21/16	Physical Health and Well-being	<ul style="list-style-type: none">• Updated Note

Parent Handbook

Mini Texans Christian Learning Center (“Mini Texans”) is a family owned and operated business that provides Christian learning for children ages newborn to 10 years old.

Mini Texans offers full-time daycare with a curriculum that includes: Christian education, Gross and fine motor skills development, Individual expression through play and activities, music and dance, numbers and pre-math lessons, language and vocabulary development. Mini Texans offers a Pre-Kinder Program and an After School Program which provides transportation from participating elementary schools and an afternoon snack.

Nondiscrimination Policy

Applications for enrollment are accepted without regard to race, religion, color, sex or national origin.

General Center Information

Standards

Mini Texans is licensed by the Texas Department of Family and Protective Services and complies with all of the standards put forth by that Department.

Licensing website: www.dfps.state.tx.us Licensing telephone: (210) 337-3399

Licensing Address:
P.O. Box 23990
3635 Southeast Military
San Antonio, TX 78223

Child Abuse Hotline:
(800) 252-5400

Available upon request are a copy of the minimum standards and the most recent Licensing inspection report.

Hours, Days and Months of Operation

Mini Texans is open all year round, Monday through Friday from 6:30 a.m. to 6:30 p.m.

Mini Texans will be **closed** for the following days:

- New Year’s Day
- Good Friday
- Memorial Day
- July 4th
- Friday before local school district’s 1st Day of School
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

Note: If a holiday falls on a weekend, then that holiday will be observed either the preceding Friday or the following Monday.

Open Door Policy

Mini Texans has an “open door” policy and invites the parents to drop in at any time. All we ask is that you do not disturb the children since early childhood education is very important to us here at Mini Texans.

Inclement Weather

In case of inclement weather, Mini Texans will be closed if and only if the local Independent School District closes. Leon Springs (Northside Independent School District) Boerne (Boerne Independent School District).

Curriculum

We will offer full-time positions only and each class will have an **Early Childhood Curriculum** that includes:

- Christian education
- Gross and fine motor skills development
- Individual expression through play and activities
- Music and dance
- Numbers and Pre-Math lessons
- Language and vocabulary development

Our **Pre-Kinder Program** will include the above activities plus:

- Pre-reading and pre-writing lessons
- Christian curriculum workbooks
- School sponsored functions
- Weekly field trips with transportation provided trips (summer only)

Our **After School Program** will provide transportation from participating elementary schools and an afternoon snack. When school is not in session we will provide full-time care which includes:

- Arts and Crafts projects
- Weekly field trips with transportation provided (summer only)
- On-site swimming pool (summer only)
- Christian education

Admissions

Prior to starting at Mini Texans, parents must submit **a completed enrollment packet, copy of shot records for children not yet in elementary school, pay the registration fee and pay one (1) week tuition.**

The enrollment packet includes (Note: All forms must be signed. Incomplete forms will not be accepted):

- Enrollment Form (For each child)
- Parent Handbook Acknowledgement Form
- Certificate of Health Form
- Bank Account Authorization Form (Automated Tuition)

Please contact us for current tuition rates and fees.

Rules and Regulations

General Rules

- 1) All children are accepted on a trial basis until we can determine whether or not the child will adjust.
- 2) Persons bringing or picking up a child must be sure a staff member is aware of the child's arrival or departure and provide picture ID upon request.
- 3) Children will be released only to the parent or a person named by the parent. In the event the child is to be called for by someone other than authorized persons, the parent must notify the center to give the name of and other identifying information about the person picking up the child.
- 4) Medicine can be administered only with a proper Mini Texans form filled out. Licensing standards require that any medication brought by the parents for their children must:
 - a. Be in the original container;
 - b. Be labeled with the child's name;
 - c. Be labeled with the date (if prescription medicine)
 - d. Include directions to administer the medication; and

- e. If prescribed, include the name of the physician prescribing the medication.
- 5) Children are not allowed to bring food in the morning unless it's for a class party or a group snack. Please have your child finish all munchies before entering the center.
- 6) No toys are allowed to be brought into the center, especially fictional action figures (i.e. Power Rangers, Star Wars Characters, Spiderman, Batman, Incredible Hulk, Teenage Mutant Ninja Turtles, X-Men, etc.). Mini Texans is not responsible for any non-school items brought into the center. **Note: Rule of thumb, if the action figure has not killed anyone then it is allowed.**
- 7) Please label everything that belongs to your child.
- 8) Children are not allowed to wear crocs or sandals.
- 9) Harsh or physical punishment shall not be permitted in the Center. Discipline shall be consistent and based on individual needs. It shall be of positive nature, directed toward teaching the child acceptable behavior.

Arrival/Pickup

Morning Arrival

- 1) We open at 6:30 a.m. The doors remain locked until exactly 6:30 am.
- 2) **Clock your child in on our touch screen monitor.**
- 3) Please escort your child into the building regardless of age, and make sure you are greeted by one of our teachers so we know of your arrival.

Evening Pickup

- 1) Please be courteous when parking your car so that you won't be blocking other drivers.
- 2) Encourage your child to pick up all toys he or she was playing with before you leave.
- 3) Please feel free to request a conference whenever you feel the need. Planning together for your child's development is important. *If you have any questions, please contact the director. We want you and your child to be happy with the program.*
- 4) As a precaution, please make sure you lock your car when picking or dropping off your children. We are not responsible for any lost or stolen items in our parking lot.
- 5) We close at 6:30 p.m.

Meals/Nap

Breakfast

- 1) Breakfast is served to all groups, toddlers on up, between 8:00 - 8:30 a.m. If you will be arriving after 8:30 a.m. please ensure that your child has had breakfast before coming to the school.

Lunch

- 1) Lunch count is taken at 9:30 a.m. If you know you will be late, please call ahead to notify us. Any child who arrives after the specified time must come with their own lunch.
- 2) Lunch times are:

Toddlers	2's and 3's	4's	Pre-k's
10:45 a.m.	11:00 a.m.	11:00 a.m.	11: 15 a.m.

Nap

- 1) All children are required to have two mat covers to fit "kindermat". Mat covers are washed ever two weeks. See office for more details.
- 2) Each child is allowed a crib-size pillow and a crib-size child's blanket.
- 3) Nap time is from 12:00 - 2:30 p.m. No drop offs allowed during this time.

Physical Health and Well-being

Illness and Injury

- A. Parents must be notified in case of illness.
- B. A child whose illness requires that the child be sent home must be given appropriate attention and supervision until the child's parent arrives to remove the child.
- C. A child with uncontrolled diarrhea or vomiting must be provided care apart from the other children. Extra attention must be given to hygiene and sanitation, until the parent or other persons authorized by the parent arrives to pick up the child.
- D. An ill child must not be admitted for care if one or more of the following exists:
 1. The illness prevents the child from participating comfortably in the centers activities including outdoor play.
 2. The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
 3. The child has any of the following:
 - i. Armpit or temporal temperature of above 100 degrees and accompanied by behavior changes or other signs or symptoms of illness; or
 - ii. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, wheezing, behavior changes, or other signs that the child may be severely ill;
 4. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.
- E. In case of the onset of a critical illness or injury:
 1. The child must be taken to the nearest emergency room or clinic, or an emergency vehicle must be called;
 2. The child must be given first-aid treatment or CPR when needed;
 3. Parents must be contacted notified in case of illness.

Note: Your child must be out for **24 hours, fever free without medication** or a doctor clears your child for admittance to school.

Discipline and Guidance Policy

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

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

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;

3. Pinching, shaking or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting or yelling at a child;
7. Subjecting a child to harsh, abusive or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Note: We take the safety and health of our children very seriously. In the event of a concern the Director 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 away from the school.

Other Important Information

Confidentiality of Records

Children's records are open only to the child's teacher, the Director, an authorized employee of the licensing agency, or the child's parent or legal guardian.

Gang-Free Zone

Mini Texans is located in a Gang-Free Zone area. Certain gang-related criminal activity or engagement in organized criminal activity within 1000 feet of Mini Texans is a violation of Section 42.064 of the Texas Human Resource Code and is therefore subject to increased penalty under state law.

Breast Feeding

Mini Texans supports moms who decide to breast feed their child(ren) and will provide a place of comfort when needed.

Emergency Preparedness

Our emergency preparedness plan is designed to ensure the safety of the children during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuations and relocation.

The Emergency Preparedness Plan is available for review in the front office.

Transportation

We take every precaution when transporting your child. All children must wear a seatbelt.

Field Trips

During the summer months various classes will take regularly scheduled field trips. All field trip notifications will be posted throughout Mini Texans with all details of the outing. In addition, field trips are posted on the Mini Texans website under News and Events. All children must have a signed permission slip and a Mini Texans T-Shirt to attend field trips.

Water Activities

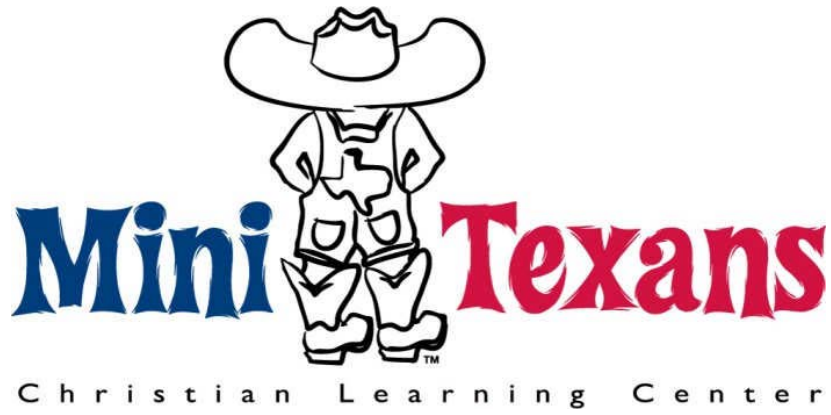
Mini Texans has a swimming pool onsite, which is available to all children 3 years and older and completely potty-trained. You must sign a swimming permission slip prior to your child partaking in any water activities. All children must have appropriate swimming attire, towel, water shoes, and sunscreen. No floating devices are allowed in the pool. A certified life guard is always on duty when the pool is in operation. The pool is only opened during the summer months.

Halloween

Mini Texans **does not** celebrate Halloween, instead Mini Texans celebrates Harvest Day. Please refrain from bringing any Halloween related items to school. **This includes clothing, snacks and decorations (Pumpkins with faces are Halloween related).**

Communications with Parents

The Parent Handbook was created in an effort to answer many of your questions. Please contact the front office if you have any other questions. Throughout the year there will be times that we need to communicate information about upcoming events. Please read signage posted in the front office, classroom doors, follow Mini Texans on Facebook and review News and Events on the Mini Texans website in order to stay informed. In the event of a policy change you will be notified two weeks in advance in writing.



Parent Handbook Acknowledgment Form

I have read the parent handbook and I understand all the policies and procedures set forth by Mini Texans Christian Learning Center and agree to abide by them.

Signature of Parent/Guardian

Date

Student's Name: