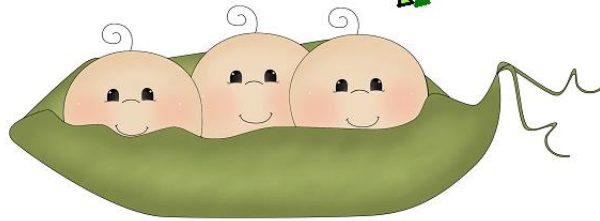


# Lill' Peas & Sprouts



*"Watch Us Grow"*

# Learning Center

**Watch your little one learn and grow within a safe nurturing environment.**

## **Parent Handbook**

**Location #1: 9589 Braun Rd  
San Antonio, TX 78249  
(210) 681-5777  
Fax: (210) 681-5777**

**Location #2: 5990 Village Park  
San Antonio, TX 78254  
(210) 681-7890  
Fax: 210-681-7891**

**[www.lilpeasandsproutslc.com](http://www.lilpeasandsproutslc.com)**

## Welcome

Welcome to Lil' Peas & Sprouts Learning Center the following handbook will provide information on what to expect from Lil' Peas & Sprouts Learning Center. What Lil' Peas & Sprouts Learning Center expects from parents and their child, and how Lil' Peas & Sprouts Learning Center, parents, and children can work together to provide a comfortable, fun, safe, loving, nurturing, and learning environment.

## What Makes Lil' Peas & Sprouts Learning Center Unique?

At Lil' Peas & Sprouts Learning Center we provide San Antonio families a quality enriching **early childhood learning center** that focuses on child development. Lil' Peas & Sprouts Learning Center offers your tot a full curriculum that promotes creativity, family involvement, develops essential school readiness skills, and provides a balance between teacher instruction and child exploration.

We accept NACCRA to help assist our military families. We also accept CCS to assist working families who qualify based on their income and family size. We utilize closed circuit cameras in each classroom and the playground to allow better supervision of children.

## Our Teachers

Our teachers are experienced, dedicated professionals. Each teacher respects, values and accepts all children as individuals. Our teachers are strongly committed to establishing positive personal relationships with your child, listening, and adapting to their responses and differing needs, interests, styles, and abilities. Throughout the day, teachers are instrumental in encouraging your child to explore, create, inquire, develop self-confidence, and enjoy the wonder of the world around them. All teachers work together as a team giving each other support. This gives your child stability and sense of security.

## Philosophy

Lil' Peas & Sprouts Learning Center was designed to provide the highest quality care, enabling children to grow cognitively and provide personal growth. We combine warmth and nurturing of home with the principals of school and learning to help ease the stresses of all parents.

## Mission Statement

The mission statement of Lil' Peas & Sprouts Learning Center is to provide a warm, loving, safe, nurturing, and educational environment for your child's personal, social, and educational growth.

## Hours of Operation

Lil' Peas & Sprouts Learning Center is open year round, Monday thru Friday from 6:30 am to 6:30 pm.

## Tuition

Tuition cost is based on the age of the child in care. Tuition is paid on **Friday** for the upcoming week, or on the first of the month for monthly payments. All fees are subject to change. Tuition is payable in advance of services and there is no reduction in tuition for absence or for our legal holidays: New Year's Day, President's Day, Good Friday Battle of Flowers, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after, Christmas Eve, & Christmas Day.

Lil' Peas & Sprouts Learning Center fees are charged on a weekly basis or monthly basis. Each family is required to pay the weekly fee whenever Lil' Peas & Sprouts is open, whether or not your child is in attendance. This weekly fee ensures that your child's spot is held. During holidays, payments are due the day before the center is closed. If payment is not received, a late fee will incur. **Payments are due each Friday for the up-coming week to be used for the first day of the month (For monthly payments schedule only). If payment is not received, a late fee of \$10 a day will incur.**

## Enrollment Procedures

Enrollment form must be filled out completely and returned to the office before any child is permitted to attend daycare. These forms include enrollment agreement, admission information, statement of health, immunization records and hearing and vision screening.

Parents will be provided with a copy of the Operational Policies at the time of enrollment. Parents must sign that they have read and understand all policies. If any policies or procedures are changed, the parents and guardians will be provided with a written notice of this change and will be asked to sign another statement that they have read and understand the changes that have been made. The registration fee and the first week's tuition are due on or before the first day of your child's attendance

Enrollment procedures include a tour of the facility, to include notification of where to review the following:

- Licensing Inspection Reports (and where to review any location online)
- Children's product Safety Certification
- Gang Free Notification
- Emergency Phone Numbers
- Staff Information and List of Employees

A meeting will be scheduled with new family and child's lead teacher, and an appointment with director to complete the following paperwork prior to the child's first day:

- DFPS Admission Form
- DFPS Discipline and Guidance form
- DFPS Medical Authorization form
- Immunization records for children not enrolled in a public school
- Signature parent(s) have received a copy of Parent Handbook / Operational Policies
- Lil' Peas & Sprouts Learning Center tuition agreement

### **Immunization Requirements**

State Licensing Department Requirement

**All parents must provide a current shot record and a signed statement of health.  
(ON OR BEFORE THE DATE OF ENROLLMENT)**

### **Health Statement**

Each child enrolled in the program must have a written statement from a health care professional who has examined the child within the past year, indicating the child is physically able to take part in the Childcare program. The center must have this form within one week of admission into the center.

### **Immunizations**

“NO SHOTS – NO SCHOOL - NO KIDDING”

Each child enrolled or admitted into the center must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education. This requirement applies to all children in care from birth through 17 years of age.

Child's Age	0-2 months	3-4 months	5-6 months	7-15 months	16-18 months	19-24 months	25-42 months	43 months but prior to kinder
Hepatitis B	None	1 dose	2 doses	2 doses	2 doses	3 doses	3 doses	3 doses
DTP/DTaP/DT	None	1 dose	2 doses	3 doses	3 doses	4 doses	4 doses	4 doses
Hib	None	1 dose	2 doses	2 doses **	3 doses **	3 doses **	3 doses **	3 doses **
PCV	None	1 dose	2 doses	3 doses ***	4 doses ***	4 doses ***	4 doses ***	4 doses ***
Polio IPV or OPV	None	1 dose	2 doses	2 doses	2 doses	3 doses	3 doses	3 doses
MMR	None	None	None	None	1 dose *	1 dose *	1 dose *	1 dose *
Varicella	None	None	None	None	1 dose *	1 dose *	1 dose *	1 dose *
Hepatitis A	None	None	None	None	None	None	1 dose *	2 dose *

\*MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after 1st birthday.

\*\* A complete Hib series is two doses plus a booster dose on or after 12 months of age (3 doses total).

\*\*\*If the PCV series is started when a child is seven months of age or older, then not all 4 doses are required. Each child's immunization record will be reviewed throughout the year to verify that all immunizations are current. To assist in our record keeping, please bring in a new copy of updated immunizations immediately. This will keep our records accurate and we will meet the guidelines that we are required to follow.

### **Tuberculin Testing Requirements**

Children are not required to have a TB test in Bexar County.

### **Hearing and Vision Screening**

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children who are enrolled in a child-care center that are first time enrollees who are four years of age or older and for all children enrolled in programs who are four years of age by September 1 of each year. These screenings must be completed within 120 calendar days from enrollment.

A present screening that has been conducted within one year prior to enrollment is acceptable. The school must be provided with the individual vision or hearing screening, or must provide the school with a signed statement from the parent that the screening records are on file at the school the child currently attends. The statement must be dated and include the name, address, and telephone number of the other program or school.

### **Mandatory Forms**

- Medical permission forms must be completed and returned to Lil' Peas & Sprouts Learning Center before your child starts school
- We must have an up-to-date shot record and a signed Statement of health form
- Evidence of physical exams is required to be current within 12 month
- A family History, financial contract agreement, emergency file card, permission slip, and registration form need to be completed prior to beginning school.

### **Trial Period**

To ensure the compatibility of all children and staff are well matched, all children are encouraged to visit and spend a day in the class he/she will be enrolled. Its important children and families feel comfortable with the teacher, children and environment prior to making final decisions on childcare services.

If at any time during the first two weeks of care the teacher, director or parent feels this particular program does not meet the needs for the child or family in any way, the parent(s) will not be responsible for further payments, and childcare services will immediately terminate.

### **Withdrawal or Discharge Policy**

Reasons for immediate possible discharge are as follows:

- If a child is having an extremely difficult time adjusting to his/her, parent leaving or is making it difficult for the teacher to properly care for the other children.
- If a child exhibits severe emotional or social problems that are detrimental to the other children in care.
- If a child is prone to destructive behaviors that result in constant, severe, or recurrent damage to others, the home, or its contents.
- If a parent, abuses the policies and procedures set forth in the parent handbook.

### **Parent Termination of Service**

You are required to give the Director a two (2) week notice of termination. Payment for the two (2) week notice period is due whether or not the child is brought to the Learning Center.

### **Animals**

N/A

**Transportation**

Transportation is currently provided to the Village Park Location, please refer to website for schools serviced in area.

**Field Trips (To be determined for summer)**

Field trips are an important aspect of our program and will be scheduled frequently for children in the preschool & pre-kinder program. Each child must have written and signed permission from the parent or guardian before they are allowed to go on each field trip. All children will wear the program's field trip shirts on each trip. Parent chaperones are encouraged on field trips. Parents who would like to chaperone must follow the daycare van on trips. Parents will not transport children on field trips. If you would like to transport your own child, you must sign him/her out of the program prior to leaving. Parents chaperones will need to fill out a criminal background check, and will never be left alone to supervise a group at any time or assist any child other than own child in the restroom.

**Water Activities**

**Sprinkler / Slip and Slide Only / Waddling pool / Water Slide**

**Severe Weather and/or ICE or FREEZE days:**

The daycare center will close on days where NISD has reported school closings for any schools near 9589 Braun Rd or 5990 Village Park. Closed days for severe weather closings **will not** be made up.

**Arrival and Departure / Release of children / Children left after hours:**

All children must **arrive by 10:30 am** unless they are scheduled for an appointment. Please ensure your child brings in a doctor's note if a morning appointment makes for late arrival. If activities are going on when you arrive with your child, please be brief with drop off as to not be disruptive to the classroom and learning activities taking place.

Children may be released to people listed on the pick-up list with parent prior permission.

**NO EMPLOYEE** of Lil' Peas & Sprouts Learning Center is allowed to act as an emergency contact person for picking up your child due to illness, or another situation. You must choose people who are not employed with us! Children left after hours may not be taken home with employees. Every attempt will be made to contact parents and emergency contacts. If no designee can be located within one hour, the police department will be contacted and given the name of the parent/guardian. If the child is released to authorities for temporary care, and the center is closed, a note will be left on the front door advising the parent of the situation. Parents/guardians abusing closing policy may be subject to immediate termination from the program.

**Release of Children**

All students must be signed in and out each day. Be sure to print your name, as well as give us your signature for security purposes. Authorization from a parent/guardian is needed for those individuals who will be permitted to pick up your child. The names of these individuals should be provided to us at the time of enrollment. Under no circumstances will an adult be permitted to pick up a child without authorization. In an emergency, you may call the school and give authorization over the phone. All authorized individuals should be prepared to show picture identification at the time of the pickup.

**Late Pick-up Charges**

Fees will be assessed for late pick up. ***You will be charged \$5 for every 5-minute increments after 6:30 pm and is due in cash upon arrival.***

**Releasing children to apparently intoxicated Parents**

If the individual authorized to pick up the child appears to be intoxicated and intends to operate a motor vehicle to transport the child, staff will ask if there is someone else who is present and in a better condition to drive. Staff will release the child (ren) only if another person who does not appear to be intoxicated agrees to drive. If there is no other parent, we will offer to call someone else to come and

drive you and your child (ren) home. Should the parent refuse to have their child (ren) driven home by someone who is not under the influence of alcohol, and then staff are mandated to immediately call the police department. The following reporting procedures will be applied:

- Report to the police department
- Report to child protective services (CPS)
- Fill out an incident report and report to TDFPS within 24 hours

### **School Pick up Policy**

If your child will not be picked up from school, **please call and leave a message, no later than 1 pm**. If staff does not see your child out in the back of the school, and the monitors (school staff) are unable to locate your child, staff will be held up at the school (and possibly **LATE** to the next school for pick up) and will make the following phone calls:

1. Parent, if no answer...
  2. Your spouse, if no answer...
  3. We will phone the school's front desk to inquire who signed out your child and at what time. If they do not have record of this, staff will immediately phone the director and report the incident. The director will initiate the next step...
  4. Phone the police department to report the incident and parents again
- “If the incident continues, the inconvenience caused may result in termination from care.”

### **Divorce Records / Custody Agreements**

Divorced parents are required to provide a copy of custody papers, or court orders signed and dated by a judge, to be kept in the child's file at the time of enrollment. Without proper paperwork, we have no legal way of preventing the child's natural parents from removing them from the facility. If we do have copies of papers, we can then call the police if the non-custodial natural parent does try to remove your child. If the non-custodial parent attempts to pick up a child or makes an unscheduled visit during daycare hours, the custodial parent will be verbally advised. When dealing with these delicate matters, the health and safety of all of the children in my care must be considered. If the non-custodial parent continues to abuse his/her rights, the director will have no choice but to terminate childcare services for that child.

### **Smoking**

Please do not smoke within 75 ft of the Learning Center building.

### **Parking**

Please park in designated parking area, and in a manner that does not take up more than one spot, block others in, or intrudes to the Tae Kwan Do business next door (Only applies to Braun Location).

### **Special Days**

You are welcome to bring food, decorations, games, or treats to celebrate your child's birthday or a special event, as long as there is enough for everyone. Please check with your child's teacher or the director in advance. You will be briefed on any allergies in the classroom, so you can modify anything you plan to bring in so that all children can be included. (i.e., if a child is allergic to chocolate, no chocolate may be brought in)

### **Illnesses**

- A. In the event that your child is ill and will be absent, a courtesy call will be appreciated.
- B. In the event that your child becomes ill during the day, the parent will be contacted to pick up the child. Absences will not be discounted.
- C. As stated in Minimum Standard Rules, a child will not be admitted if one or more of the following exists.

1. The illness prevents the child from participating comfortably in child-activities, including outdoor play.
  2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
  3. The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the child-care activities:
    - a. Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
    - b. Rectal temperature of 101.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
    - c. Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs of symptoms of illness;
    - d. 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.
- D. If your child is allergic to any food and/or requires a special diet, please provide a doctor's or health-care professional's letter.

Children who have exhibited any symptoms of infectious illness **WITHIN 24 HOURS PRIOR TO ARRIVING AT THE PROGRAM** are likely to be contagious and should remain at home.

Examples of associated symptoms include, but are not limited to: fever; nausea or vomiting; diarrhea; sore throat; loss of voice; hacking or continuous coughing; rapid breathing or labored breathing; severe cold; stiff neck; runny nose (yellow or green discharge); draining eyes or ears; yellowish skin or eyes; rash; lice; contagious illness of any sort; and/or too ill to participate in daily activities.

**WE WILL NOT ACCEPT ANY CHILD IF ANY OF THE LISTED SYMPTOMS ARE PRESENT OR HAVE BEEN PRESENT WITHIN THE LAST 24 HOURS.**

### **Medications**

We will not administer any **prescription or OTC** medication, including aspirin or cough drops/syrup, without a doctor's written authorization. Ensure you have a list of medications your child will be using (unforeseen allergies, etc) signed by the physician and updated annually in your child's records. For prescription drugs, the container should be clearly labeled with the child's name, name of the medicine, dosage, administration frequency, and the name and telephone number of the child's physician. The medication must be in the original container as dispensed by the pharmacist.

Non-prescription medicine will be administered according to written directions on the doctor's written permission and on the bottle.

#### **For Medications Administered:**

- **Twice a day:** this is done at home
- **Three times a day:** We administer the 2nd dose at 2pm
- **Four times a day:** We administer the 2nd and 3rd doses at 10am & 2pm

### **Injuries / Accidents**

Every attempt will be made to ensure that your child will be in a safe environment, but no matter how much we monitor conditions, accidents do occur. In the event of a serious accident or a head injury, you will be contacted for instructions. If you or your emergency contact person is unable to be reached, emergency actions and/or whatever means is necessary will be taken in order to provide the best care for the health of your child. All incidents and accidents will be documented on an accident report for your signature. In case of a major emergency, I will attend to your child first, call 911, and then notify you as soon as possible. If a parent is not available, other family or friends on your enrollment form will be

notified. Your child will be taken to the hospital, which you have designated on the enrollment form, if that becomes necessary.

### **Suspected Child Abuse and Neglect**

If any of our staff suspects a child has possibly been abused and/or neglected, this will be reported to the director. The proper authorities will investigate incidents. Child Abuse and Neglect cases **will never be discussed** in or out of the program. It is the law to report any allegations for suspected child abuse and/or neglect to proper authorities.

### **Toys & Materials**

Lil' Peas & Sprouts Learning Center will provide a vast array of the toys to play with. Please, do not bring any toys from home as this may cause jealousy and fighting among children.

### **Breastfeeding**

You have the right to breastfeed or provide breast milk for your child while in care. Please contact the Director to accommodate you and your child and designate a breastfeeding area within the facility.

### **CARING FOR INFANTS AND TODDLERS**

Safe food handling is critical to preventing illness in infants and toddlers. Infants and toddlers are at a very high risk for foodborne illness because of their immature immune systems. When an infant or toddler eats contaminated food, he or she is likely to get sicker than an adult and the illness is likely to be more severe.

### **Breast milk / Formula Bottles**

- Parents must label each container of breast milk/Formula with the name of the child and the date and time it was pumped.
- Parents must refrigerate breast milk/Formula in a sterilized bottle.
- Parents must take their child's bottles home daily to sterilizing and sanitize baby bottles. Thus, Sterilizing will kill all bacteria, viruses and parasites and keep your child healthy.
- Parents must bring bottles with their caps to avoid cross commination.

### **FEES**

A non-refundable Registration and Supply Fee of **\$100.00 (\$150.00 for Family)** is due upon enrollment along with one (1) week's tuition in advance.

**An Annual supply fee of \$50 is due every six months on August 31<sup>st</sup> and February 1<sup>st</sup>.**

Lil' Peas & Sprouts Learning Center fees are charged on a weekly basis or monthly basis. Each family is required to pay the weekly fee whenever Lil' Peas & Sprouts is open, whether or not your child is in attendance. This weekly fee ensures that your child's spot is held. During holidays, payments are due the day before the center is closed. If payment is not received, a late fee will incur.

**Payments are due each Friday for the up-coming week to be used for the first day of the month (For monthly payments schedule only). If payment is not received, a late fee of \$10 a day will incur.**

***NO REFUNDS ARE GIVEN FOR REGISTRATION, SUPPLIES, OR CHILD CARE FEES!***

### **Financial Policy & Forms of Payment**

Methods of payment include Cash, Check, Credit Card and / or Money Order

- Visa, MasterCard & Discover credit cards will incur a \$3.00 transaction fee

### **Returned Checks**

**\$40.00** will be due for any **NSF checks** and must be paid within 48 hours in order to continue paying by personal checks. Up to **\$20 for re-submitted checks** for clearing the bank. You will get a copy of the notice of re-submittal or insufficient funds as well. **After one returned check, payment by personal check will not be accepted. Cash, Credit Card, Cashier's Check, or Money Order will be only accepted.**



### Changes in Policies

Lil' Peas & Sprouts Learning Center will give you a **one-week notice of any changes in policies or procedures**.

*“Lil' Peas & Sprouts Learning Center reserves the right to make changes to contracts, policies, procedure, and prices in the handbook at any time necessary.”*

### Tax Receipts

Year-end statements are provided the last week of January, if in good standing.

### Vacations

**After a year of full time consecutive enrollment, each family is entitled to two weeks of vacation time at half of their weekly rate (for example if the rate is \$155 a week, vacation rate will be \$77.50) . Please inform Director of which two weeks out of the year your child (ren) will be out. After vacation weeks have been used, any absent weeks will be charged at the regular rate. No vacation time can be carried over to the New Year. Please notify the office in advance of vacation week(s) to be taken so that you may fill out a vacation notification form. The vacation notification form should be turned in to the front office as soon as possible to avoid your billing cycle. Once the form is submitted, attendance at the school is not permitted during the vacation week.**

### Scheduled Holidays -Holidays are paid days.

**Center Closed: New Year's Day, President's Day (Teacher In-service), Good Friday, Battle of Flowers, Memorial Day, Independence Day, Labor Day, Columbus Day (Teacher In-service), Thanksgiving Day, and Christmas Eve & Day.**

**If the holiday is on a Saturday, we will be closed the Friday before in observance of the holiday. If the holiday is on a Sunday, we will be closed the Monday after in observance of the holiday.** Lil' Peas & Sprouts Learning Center follows NISD school calendar for scheduled holidays and policy regarding closing due to inclement weather. Lil' Peas & Sprouts Learning Center will leave a message on your telephone, regarding questionable situations. **Closed days for severe weather closings will not be made up.**

### Curriculum

Our curriculum allows children to learn at their own pace while having fun. Through a unique and fun approach to learning, integrating phonics, literature, math, art, music, science, computers, and outdoor play from a variety of resources and individual creativity, we cater to all your child's learning needs. All our programs are based on the proven works of theorists, such as, Piaget, Bruner, Vygotsky, Erickson and others. Lil' Peas & Sprouts Learning Center works on developing cognitive skills, social skills, physical skills, and psychomotor skills. There are times for active play, large group play, and individual play. You are welcome to ask the director for the curriculum we use.

### Schedules

Schedules will be posted in each classroom room for parents to view

### **Daily Exposure to Learning Centers**

(Art, Circle Time, Story Time, Music, Discovery, Blocks, Drama, Outdoor & Indoor Play Time)

- Art: students are exposed to clay, finger paint, crayons, markers, colors, pencils, painting on easels, glitter, crafts, glue, scissors, and encouraged to develop their creative abilities.
- Circle-Time: students are exposed to literature, song, hand and body movements, stretching exercises, dancing, acting, and encouraged to tell stories, listen to stories, read aloud, create stories, predict what will happen in a story, and follow directions in order to develop their language, listening, cognitive, critical thinking & problem solving, and cooperative group skills, as well as develop their large-motor muscles.
- Music: students are exposed to different musical instruments, toys that make noise, encouraged to develop their musical abilities, and enjoy the different sounds of music.

- **Discovery:** students are exposed to sand and water tables that given them the opportunity to experiment touching and feeling different objects dipped in sand and water, as well as exposure to other science related activities in order to develop their sense of touch, critical thinking, problem solving, and sense of curiosity.
- **Blocks:** students are exposed to a variety of manipulative objects such as wooden blocks, mega blocks, cars, string beads, legos, and encouraged to develop and use their eye-hand coordination, imagination, visual discrimination, mathematical skills, and analytical skills.
- **Drama:** students are exposed to costumes, hats, props, kitchen furniture & supplies, doctor kits, dolls, cash registers & store supplies, puppets, and encouraged to develop their creativity, role playing techniques, acting skills, and imagination.
- **Outdoor & Indoor Active Play Time** students are exposed to outdoor and indoor play equipment and encouraged to run, play, use their imagination, and get physical exercise in order to develop their large-motor muscles.

### **Nap Time**

We provide a quiet rest or naptime for all children. Some children may need sleep; others may only rest. We try to accommodate each child's sleep need.

Infants nap in assigned cribs according to their own individual schedules. Lil' Peas & Sprouts Learning Center places all infants on their backs to sleep. The child's health care provider must make any exception to this recommended practice in writing. Resting mats are used at Lil' Peas & Sprouts Learning Center and must meet all state requirements.

### **Health and Medication**

In the interest of every child's well-being, children will be examined on arrival. Showing symptoms of any contagious illness such as chicken pox, pink eye, etc., your child will not be allowed to attend. If your child needs any kind of medications, the parent must complete a form in advance that gives written authorization by the parent before any medication, prescribed, or otherwise, is administered to the child while at daycare. Lil' Peas & Sprouts Learning Center will not administer medication that is not intended for anyone other than that child. The medicine must be in the original container & labeled with the child's name, doctor's name, name of medication, dosage, and when it is to be taken. Medication will be administered at the time you specify and a written record will be kept. Your child may be sent home if any symptoms of illness appear during the day. In such cases, your child will be immediately isolated from the others, and you will be contacted.

#### **KEEP YOUR CHILD HOME IF HE/SHE:**

- **Has heavy diarrhea caused by cold or upset stomach.**
- **Has a heavy nasal discharge.**
- **Has a cold or cough without medication.**
- **Has a high Fever, the flu, is vomiting, or has an unusual rash.**
- **Has Head Lice.**
- **Alternatively, any sickness that is contagious to other children.**

### **Returning to Daycare**

**The child may return 24 hours after a temperature has returned to normal, 24 hours after the child is no longer vomiting, or 24-48 hours (depending on illness) after the first dose of antibiotic is administered. If a child receives an antibiotic for an ear infection, he/she may return to daycare immediately if he/she has been free from other symptoms mentioned for at least 24 hours.**

#### **What to bring for your child**

You should ensure your child has the following:

1. A change of clothing (several if potty training!)
2. A box of tissue
3. A box of wipes
4. Blanket
5. Appropriate clothing for the weather, as we like to spend time outside weather permitting.

### **Toilet Training**

When you feel your child is ready for toilet teaching, Lil' Peas & Sprouts Learning Center asks that you begin this teaching at home. Lil' Peas & Sprouts Learning Center will follow through and encourage your child while in my care. During toilet-learning parents will need to supply the following:

- Two (2) complete changes of clothing (including socks)
- Diapers or pull-ups for nap time
- Do not bring your child underwear or panties until he/she has naptime and bedtime control established!

Lil' Peas & Sprouts Learning Center also asks that during toilet training the child be dressed in “user-friendly” clothing as much as possible. The best items are shorts, pants with an elastic waist, or dresses for girls. Try to avoid tight clothing, pants with snaps and zippers, and overalls as often as you can. Clothing with too many “gadgets” makes it harder to get the child on the potty on time.

### **Fire & Tornado Drills**

In case of a fire, Lil' Peas & Sprouts Learning Center would evacuate the facility immediately and gather outside the front fence, next to the tree. These drills will be practiced monthly so the children are familiar with what to do. A copy of the fire & disaster exits will be posted in each classroom. If severe weather arises and a tornado alert is issued, we will proceed to the nearest bathroom where the children will crouch and cover their heads. (Copy of the Safety Plan is available and is posted for your review)

### **Emergency Preparedness Plan**

A copy of the Emergency Preparedness Plan is posted for parents to view on the bulletin board. Each classroom has an Emergency Preparedness Binder.

### **Abuse or Neglect**

If Lil' Peas & Sprouts Learning Center observes indications of abuse or neglect. Lil' Peas & Sprouts Learning Center will not hesitate to contact the Texas Department of Human Services or the Police Department.

### **Discipline and Guidance Practices**

Behavioral problems will be handled with kindness and in cooperation with you. If a child's behavior is destructive or jeopardizes the welfare of other children while in home daycare, Lil' Peas & Sprouts Learning Center reserves the right to terminate service to your child. Under these conditions, you will be given a two-week notice to make alternative childcare arrangements. Your child will be treated with respect. All the work your child does is in order to explore and understand his/her environment. I will use re-direction and verbal communication as a method of discipline. In the event your child's discipline endangers others, s/he will be separated from the rest of the group for a sensible period. In the event your child's discipline becomes seriously disturbing, you will be notified. Together we will come up with possible solutions.

### **As stated in subchapter 747.2705 of the Minimum Standard Rules for Registered and Licensed Child-Care Homes (page 75).**

*There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance 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

### **Healthy Meals & Nutrition**

Lil' Peas & Sprouts Learning Center participates with USDA Food Program with Hi-Plains Services; meals are served under nutritional guidelines, according to your child's age. Our goal is to ensure all children are served a nutritious breakfast, lunch and snacks.

All of our meals are well balance and planned by our director to meet your child's nutritional requirements. Our menus are posted for your review monthly and rotate each month. Copies are available from the Director.

- Breakfast
- Lunch
- Afternoon snack

### **Special Diet/Meals**

If a child requires a special diet, ***parents will need to supply the foods needed.*** All children will be served meals if they are present during the scheduled meal times. **If they miss a scheduled mealtime then it is the parent's responsibility to ensure the child has eaten.**

### **Special Events**

Lil' Peas & Sprouts schedules several events during the year, designed to provide parents, children and family members with special opportunities to enjoy each other at Holiday Parties. Each event is meant to be shared time, which gives parents an opportunity to get to know each other.

### **Birthdays**

If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, feel free to bring invitations to school. The teachers will place the invitations in each child's folder. Please be considerate of our children's feeling and comply with above request. Children are invited to celebrate their birthday at Lil' Sprouts Home Learning Center. If parents choose to bring a birthday treat it must be store brought to health regulations, Some suggestions for nutritious snacks are fruit salad, apple cake or muffins, granola cookies, bananas or raisin bread. The Director will help you with other ideas.

### **Visiting and Participating in the Daycare Program**

Parents are encouraged to visit the learning center at any time their child is in care. Parents will also have opportunities to participate in learning center activities with their child and other daycare families. You may be asked to complete a TX background check form if necessary, and at no time will parents be left alone with a group of children or be allowed to assist children other than their own in toileting!

### **Communication with Parents**

Lil' Peas & Sprouts Learning Center will provide parents with daily verbal and written reports of how their child's day was. In addition, the following will be available to parents:

- Newsletters
- Calendar
- Ongoing Communication
- Conferences
- Parent Bulletin Board

### **Questions and Answers**

Parents are encouraged to approach the director with any questions or concerns. Parents are welcome to make an appointment with the director to review and discuss facility policies and procedures. If the director is available, you can attempt to speak with him/hear any time you are in the facility. To schedule an appointment for a specific date and time, please contact the Braun facility at (210) 681-5777 or the Village park location at 5990 Village Park

### **Visitation and Observation**

Our daycare center has an "open door policy". Parents are welcome to visit and observe our group at any times. Observers are expected to respect the children and their schedule by not interrupting in their activities and lessons. If it is seen that the presence of any guest is causing a disruption to the class, you may be asked to leave.

**Parental Involvement**

We encourage parental involvement. If we are looking for volunteers for any special events, parents will receive a form to sign up to partake in that particular event. If a parent wishes to be involved in any other day-to-day activities, please see the director.

**Licensing**

Lil' Peas & Sprouts Learning Center is a licensed Day Care Center through the Texas Department of Family and Protective Services (DFPS) and meets or exceeds the Minimum Standards Rules for Licensed Child-Care Centers. Licensing staff conducts inspections at least once every 12 months, and at a minimum, one inspection per year must be unannounced. The most recent compliance letter or compliance evaluation form is posted in the center. You may contact the local licensing office, at (210) 337-3399 and view/download the minimum standards at [www.txchildcaresearch.org](http://www.txchildcaresearch.org). The DFPS website is: [http://www.dfps.state.tx.us/child\\_care/about\\_child\\_care\\_licensing/](http://www.dfps.state.tx.us/child_care/about_child_care_licensing/)

Child Abuse Hotline: 1-800-252-5400

**Gang Free Zone**

Lil' Peas & Sprouts Learning Center is located in a gang free zone. A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of a childcare center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

By returning your application and signing all designated forms, you are hereby agreeing to all the terms stated within the handbook.

**WE ACCEPT ALL CHILDREN WITHOUT REGARD TO RACE, RELIGION, OR NATIONAL  
ORIGIN**

**Parent Signature of Acknowledgement of Handbook, Policies, & Procedures**

I have received a paper copy of the Lil' Peas & Sprouts Learning Center Handbook, Policies, & Procedures.

**I understand that the handbook contains information that I may need during the year regarding operational policies and procedures for Lil' Peas & Sprouts Learning Center.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
date