

Dear Families,

We are happy that you have chosen us to care for your children. We hope that this handbook will help introduce you to Junior Academy Child Care and answer many of your questions. Whether it is for infant, toddler, preschool, prek, or school age care, we are here to meet your needs.

Our mission is to provide excellent child care services to the community and surrounding area by exceeding the Texas State Minimum Standards guidelines set forth by the Texas Department of Health and Human Services.

Our goals are:

- to provide affordable, convenient, dependable childcare services
- to create a child care setting for social, cognitive, and physical development.
- to provide a nurturing environment
- to provide learning experiences for our children
- to provide an after school and summer program for school age children.

Our staff of warm, caring, professional childcare providers maintains a positive and stimulating atmosphere where your child is cared for and respected. Your child is very special. It is our goal to attend to all of his/her needs, personal and developmental. You are an important part of our "Junior Academy Child Care family."

Please like us on Facebook. Also visit our website:

www.junioracademychildcare.com

Please note, Junior Academy Child Care and JACC refers to Junior Buckaroo Academy, LLC in Breckenridge and/or Junior Lobo Academy, LLC in Cisco.

Sincerely,

Junior Academy Child Care Staff

Center Organization

Junior Academy Child Care Center is a for profit organization. It is licensed through the Texas Department of Health and Human Service. We comply with all child care regulations set forth by TxHHS. The Child Care Center will perform in a professional manner in all areas of its operation. Junior Academy Child Care staff will develop all program areas to meet the individual needs of the children. JACC is a Texas Rising Star Provider. The Texas Rising Star program is “a voluntary, quality-based child care rating system of child care providers participating in the Texas Workforce Commission’s subsidized child care program.” TRS certification is available to licensed centers and licensed and registered child care home providers who meet certification criteria. The TRS provider certification system offers three levels of certification (2 star, 3 star and 4 star) to encourage providers to attain progressively higher certification requirements leading to a four star level.

Days of Operation

Junior Academy Child Care is open year round Monday through Friday. We do observe and close certain holidays, included but not limited to: New Year's Day, Good Friday, Memorial Day, Labor Day, Independence Day, and Thanksgiving, the day after Thanksgiving, Christmas Eve, and Christmas Day.

Junior Buckaroo Academy in Breckenridge is open M-F 6 am to 6 pm

Junior Lobo Academy in Cisco is open M-F 7:15 am to 5:30 pm

Enrollment

Junior Academy Child Care currently uses digital forms for enrollment. You will be emailed a link to complete an enrollment form for all the children enrolled. This must be completed before the child may attend the center. You will also be given a few forms to fill out at our center on our iPads. You are required to bring a copy of each child’s current immunization and a health statement from the child’s physician stating the child is health to attend the center. This all must be finished before the child will be allowed to stay at the center. You are required to pay your first week’s childcare fees at the first day the children will be in care. After your first wee, your childcare fees are due every Monday.

Child Staff Ratio:

| | |
|-------------|-----------------------------|
| Infants: | 1 caregiver to 4/5 children |
| | 2 caregivers to 10 children |
| Toddlers: | 1 caregiver to 11 children |
| | 2 caregivers to 22 children |
| Preschool: | 1 caregiver to 15 children |
| PreK: | 1 caregiver to 18 children |
| School Age: | 1 caregiver to 22 children |

Children 18 months and older may be intermixed with varied age groups. The child/staff ratio of children will be based on the majority age of the children. Age groups will be intermixed in the mornings and late afternoons when ratios are low.

Child Caregivers

Each caregiver receives on-going in-service training through staff meeting and at early childhood conferences and workshops held throughout the year. All of our employees are trained in CPR, First Aid, and Blood Borne Pathogens, Child Abuse Prevention and SIDS. We strive to be available to share information each day with you and to allow time for concerns and question.

Bad Weather Cancellations

If the Director of Junior Academy Child Care decides prior to opening hours not to open the facility, families will be notified by HiMama app and/or radio. If the facility must close during operating hours because of bad weather or an emergency situation, the Director will notify families by HiMama App.

HiMama App

The center uses an app called HiMama to communicate with parents about your child's day and needs. You will receive a daily report for each of your children enrolled at the center. You will be instructed to download the app and log in once your child has been added to our system. You should check this app daily for communication from your child's teacher regarding a range of things that happened during your child's day.

Registration Fee and Tuition

Currently Junior Academy Child Care does not charge for a Registration fee. Weekly childcare fees will apply.

Trial Period

Every student enrolled in JACC will be on a one-month trial period. If at anytime during the first 30 days, a child does not seem to be working well with the other children, faculty, staff, or director, the care may be terminated. We try to do our best to make every effort for a child and the family to feel at home at JACC.

Childcare Services and Payment Contract

Our billing period is from Monday to Friday. Payment is due in full on the Monday the week of service. Parents will receive an emailed invoice for services. Parents are encouraged to pay their child care fees online to avoid a late fee. A late fee of \$20.00 per invoice will incur on Tuesday after the payment is due. Children may not attend the following week if a past due is still on the account. Numerous late fees can be grounds for termination at the discretion of the Director.

Parents that are on child care subsidies are required, by contract, to pay the entire amount of the parent fee by the 3rd of every month. The director has the discretion to create a weekly or bi weekly payment plan with individual parents. This requires a signed payment contract. If the payment is not received by the terms of the contract, the director will have the discretion to terminate services.

We will accept cash, check, or credit card payments. All payments will receive a receipt of payment by email.

There will be a 3% charge for all credit card transactions. There will be a \$30 returned check fee for all checks not cleared by your bank for any reason. If there are more than one returned check, we may request that you pay by cash for a given time frame. Invoices that are paid on Monday but are returned for any reason will also incur a late payment fee.

Parents may choose to have their weekly or monthly childcare fees bank drafted. Parents must fill out a form and return it to the office with the correct banking information one week before payment is due to begin the process.

Late Pick Up Fee

If you pick up your child after our closing time, you will be invoiced for \$1.00 per child per minute to cover this late pick up. You are required to be at the center before closing time to ensure that our staff are off the clock wishing 5 minutes of closing. This fee must be paid by the Friday of the week the late pick up fee was incurred. If you are late picking up your child numerous times, your care may be terminated. If the late pick up fee invoice is not paid by Friday you will incur a \$20 late fee on the invoice. Your children may not attend the following week until all invoices are paid.

Destruction of property

JACC will not tolerate destruction of property by parents or students. If your child destroys property, you may be requested to pick them up for the day. If the behavior continues, they may be withdrawn for the week. Parents may be held financially responsible for damages.

Discharge Policy

Your child may be discharged immediately if:

- A problem continues which negatively affects other children in attendance at Junior Academy Child Care, such as threats directed towards children, staff or self
- There has been no payment for the previous week
- Parent's failure to meet Junior Academy Child Care policies

Withdrawal

If you desire to cancel enrollment you must give two weeks written notice. If a notice is not given as described, you may be charged for two weeks of fees, based on an average week or at the Director's discretion. Withdrawals that fail to pay for the week's fee and late charges may be sent to small claims courts. You will be required to pay all fees court fees and cost including the past due amount.

Probation

In certain situations, the director has the right to place a child on a probation period. Parents will be informed and required to sign Probation Form and comply with conditions of probation. If the situation is not resolved by the end of the probation period and conditions are showing improvement, the probation period may be extended. If the situation is showing no signs of improvement, services may be terminated. If your child is put on a probation period an additional charge of \$25 a week will be added to your child care fees. This must be paid on Monday until the conditions of the probation is met.

Termination

The owner or director has the right to terminate care immediately at their discretion.

Drop-In

On occasion, we are able to take children on a drop-in basis. Parents need to fill out the proper enrollment information. Drop-in care should never exceed the hours permitted by the Child Care Center and all the policies, including illness in this handbook do apply.

The Center requires a 48 hour notice for drop-in children. If you schedule a drop-in reservation, and for some reason your child does not attend, the center requires a day notice of cancellation, or your account will be billed accordingly. If your schedule becomes more consistent, you will be required to enroll in our regular program rather than utilize the drop-in care to assure placement within the Center when care is needed. Drop ins are limited to twice a month if classroom spots are available.

Immunization Policy

Your child must be up to date on immunizations at the time of admission; or, they must have a doctor's note stating that the child is under physician care to become up to date on immunizations. If your child is exempt from immunizations, an affidavit from the Texas Department of State Health Services is required by the date of admission. You will need to provide a new immunization record each time your child receives a shot. It is your responsibility to maintain current immunization records.

Illness

We strive to prevent the spread of illness, and your cooperation with our policies will be of great help. Your child must stay out of the center, if your child has:

- A fever of 100 or greater before child care, and/or other signs or symptoms of illness.
- Symptoms or signs of possible severe illness, such as; uncontrolled coughing, irritability, persistent crying, unusual lethargy, wheezing, or other unusual signs
- Strep throat- until 24 hours after an antibiotic has been started. Must have a doctor's note to return to daycare.

- Diarrhea; runny, watery, or bloody stools within the last 12 hours
- Vomiting in the last 24 hours
- Rash with fever or behavior change
- Scabies or other infestations. Must have a doctor's note to return to daycare.
- Impetigo 24 hours after treatment has begun. Must have a doctor's note to return to daycare.
- Chicken pox 5-7 days after blisters appears. Must have a doctor's note to return to daycare.
- Pertussis, mumps, rubella, shingles, herpetic gingivostomatitis
- I hepatitis A- until 1 week after onset
- Sore throat with fever
- Eye discharge (white or yellow) or pink eye; until 24 hours after starting treatment and without drainage; if treatment is not sought then when the discharge clears
- Child is irritable, continuously crying or requires more attention from a caregiver than what they can provide without hurting the health and safety of other attending children. We understand that most children will cry when parents leave; however, crying for more than one hour will need parental involvement.
- Mouth sores with drooling
- Respiratory illness please keep him/her home, in all fairness to all the other children.
- Flu – until fever free for 48 hours. Must have a doctor's note to return to daycare
- Lice – You child will be able to return the following day if treated. You must treat the child's hair again at the directed time. You also must treat your other child's hair at the same time, both initially and follow up, in order to return to the center.
- Covid-19: Due to the pandemic of Covid-19, we require that anyone that has been in contact with a suspected or positive Coronavirus test quarantine for 14 days. This quarantine requires the entire family. No child of the family will be able to attend during the quarantine.

Your child may return when:

1. The above suggestions are met
2. Child is fever or symptom free, without the aid of fever reducing medicine, for at least 24-48 hours before returning to daycare
3. Child has been treated by a doctor or a doctor permits them to return to the Center.

Junior Academy Child Care has the final say about when your child can return. We reserve the right to have precedent over the physician.

If your child becomes ill while at the center, you will be called to pick up your child within 30 minutes. Children sent home from JACC will not be allowed to return the following day regardless if they are fever free.

Exposure to communicable diseases and any infectious illness should be reported promptly to the center, so our staff can look for any early symptoms. The center will notify parents when a child has been exposed to an infectious disease.

Sibling Rule

If one child is sick, JACC requires that all children from that household not attend daycare until both are fever or symptom free, without the aid of fever reducing medicine, for 24-48 hours. This rule is strictly enforced.

Medication Policy

Medication prescribed or ordered by a physician or dentist may be administered during the time the child is at daycare. JACC request medicine be given at home if at all possible. Medicine that is prescribed once or twice a daily needs to be administered by the parent at home. JACC has the right to refuse to dispense medicine with notice to parent. Parents will need to give written authorization and instructions by filling out a Medication Permission Form. This form needs to be filled out before the child will be given any medication at the center and given to the director. All medications brought to the center should be in its original container. They need to be properly labeled:

- with the child's name
- medication name
- and amount to be administered.

We request that children who need medicine have a second bottle to leave at the center until all the medicine has been given. Both Cisco Brookshire's Pharmacy and Wal Mart Pharmacy stated that parents must request a second bottle when filling the prescription. There is no charge for a second bottle.

Over the counter medication will be given according to the instructions on the label. Over the counter medication can only be given 5 consecutive days at the Center. Medicine that is taken once or twice a daily needs to be administered by the parent. Parents will need to give written authorization and instructions by filling out a Medication Permission Form. This form needs to be filled out before the child will be given any medication at the center and given to the director.

All medications brought to the center should be in its original container. They need to be properly labeled:

- with the child's name
- medication name
- and amount to be administered.

Sunscreen and/or insect repellent may be applied to your child during the hours of operation. We ask that parents provide spray sunscreen and repellent.

Child Accident Form

Our staff takes every effort to ensure the safety of your child. Unfortunately accidents do occur. In case of that event, a note may be put in the child's daily report on HiMama for every detect injury. A child coming into Junior Academy Child Care with injuries may incur a note in the daily report as a health check, so that both the parent and Junior Academy Child Care staff are aware that it did not occur at the Center.

Child Incident Form

An incident form will be filled out on HiMama by Junior Academy Child Care staff if your child exhibited behavior that is not acceptable and who does not adhere to the classroom discipline policy.

Authorizing Individuals to pick up your Child

On the enrollment form, you will find a line asking for the names of the individuals who are authorized to pick up your child. You may authorize as many individuals as you wish in writing on your form. If a situation occurs where you need an unauthorized person to pick up your child, you must inform the director as soon as possible. If the unauthorized person is needed to pick up your child more than one day, they must be added to your paperwork. We will not allow your child to leave with an unauthorized person; this is for the safety and protection of your child. We will check the ID of the person listed to pick up your child. We will take a copy of the ID. Please remember to keep this form updated with your current phone number and address changes.

Arriving and Leaving the Center

It is required that all children be escorted inside the center and delivered to center staff. Children will be dropped off at the designated location. Children will immediately wash their hands upon arrival at the center. A staff member of JACC will escort the child to their classroom.

When picking up your child, a staff member will retrieve your child from their classroom and bring them to you.

All children must be dropped off before 9:30 am or after 1:30 pm. We ask that parents not pick up children between the hours of 11:30 am to 1:30 pm. This gives your child time to enjoy all the programs offered such as morning lessons, outside playtime, lunch, nap, and afternoon lessons. Certain situations with written proof could be preapproved for late drop off or early pick up.

Please do not drop off or pick up your child while on your cell phone. This may be the only time staff has to tell you about your child's day!

If your child will be absent for any reason, you must notify the center before 9:30 am by sending a message through the HiMama app. If your child is picked up from ISD campus, you need to notify the center through the HiMama app immediately.

Meals

All meals served at the Center meet the nutritional guidelines set by the Child and Adult care Food Program (CACFP) This means we follow specific requirements for

the kinds of food served and the way they are served. Breakfast, lunch, and snack are prepared by our Junior Academy Child Care cook.

Birthday, holiday treats, or special treats are permitted; however, treats must be commercially prepared. Please check with your child's teacher so you know how much to bring and what is an acceptable treat. Treats must feed all the children in that class.

Meals brought from home must be for only the child who brings the food. Parents will need to sign a form stating that they will be supplying their food. If food needs to be refrigerated, please take the lunch box to the cook for proper storage!

Family Involvement

We strive to include our children's family in all our events.

Parent Conferences are scheduled at any time as requested by parent or staff. These conferences may be held over the phone if requested by the parent.

Informal parent participation in the center is always welcome. Parents are invited to visit the center at any time. On some occasions, such as field trips, parent's help may be requested.

We have several family activities throughout the year to be involved in which include Valentine Party, Easter Egg Scramble, PreK Awards Ceremony and Graduation, Halloween Pumpkin Contest and Annual Christmas Program.

Parent Surveys are emailed out once each year. We use the information returned in these forms to re-evaluate our program to increase productivity and provide a better service to our families.

Parents that have questions about our policy and procedures should speak to the Director or Assistant Director. You may email your questions to the directors.

Volunteers

Junior Academy Child Care encourages volunteers! Volunteers are important and can often serve as a mentor in your child's life. All volunteers are required to have a criminal background check before being allowed with children.

On occasion there may be students who are in need of training for required courses. These students will be doing extras for your child, such as reading stories, art activities, and helping with your child's development. They may even share an interest with the children such as a hobby or a book.

Clothing

Please dress your child according to the weather with appropriate hats, mittens, and coats during the winter months. Mark all items with your child's name. Be sure your child has indoor shoes to wear.

Dress your child in appropriate clothing so that they feel free to participate in all activities. We are not responsible for damaged clothing. Every child at the center should have an extra pair of clothes in case of accident or spills. All footwear should fit the child properly!

Screen Time

Activities using tv, computer, or video games may be used to supplement an activity but may not be used to replace an activity. However, they are only allowed to use those items less than 1 hour a day. Children under the age of 2 will not be allowed to have any screen time.

Donations

Junior Academy Child Care wants to be affordable for all parents. It also wants to maintain good caregivers to provide for your family. Junior Academy Child Care opens its doors to donations of toys, books, etc. All donations will be appreciated.

Fundraisers

From time to time Junior Academy Child Care may do fundraisers to raise money for needed toys, supplies, and educational materials. Junior Academy Child Care hopes for your support during our fundraisers. Fundraisers are a positive way to show community support and family support for early childhood education.

Emergency Plans

Emergency plans are posted and are practiced monthly, so that your child is familiar with the drill and not alarmed in case of a real emergency.

In case of actual emergency, the parents will be contacted immediately. In the case of a medical or dental emergency, the parent of the child will be notified immediately. On the enrollment form, JACC request permission to transport your child in case of an emergency situation.

Waiting List

In an event that an age group should be full at any time, the child's name would be placed on a waiting list. As vacancies occur, pre-registered children would have first priority. In an event that an expectant mother is pre-registered and there is an opening prior to her starting, the opening may be filled by another child. Full-time children have priority over drop-in children when space is limited or full. Parents must call every 30 days to remain on the waitlist.

Infant Room (0 weeks to 17 months)

We are committed to you, as your child's most important person, and we value your daily input.

In our infant room our emphasis is on the individual needs of each infant. We provide the utmost security, love and nurturance for the little ones in our care. Planned activities provide ample opportunities for exploration of a stimulating and safe environment. All of our materials are selected to provide a variety of natural learning experiences for your infant through manipulation and sensory awareness. Language development is emphasized with planned and spontaneous opportunities for communication between the staff and the children.

The center has a written record of each child's activities during the day in each of the following areas:

- the amount of time the infant has slept
- the diaper changing and any irregularities in the child's bowel movement
- and the achievement towards any developmental milestones.

Families are to furnish the following items for their infant:

- infant formula, bottles
- diapers, wipes, lotion
- Pacifier (if needed)
- and a change of clothing. Please be sure to label your child's belongings.

We ask that parents do not send diaper bags. We have a place for your child's belongings. When supply is running low, we will notify you.

SIDS Policy:

Please dress your infant in warmer clothes or a sleeping sack for sleeping. No blankets will be used in the child's crib or playpen. No toys, pillows or bottles/cups are allowed in cribs or playpen. Your infant will always be put to sleep on their back. No infant will be placed in a car seat, swing, or bouncer seat to sleep.

New research on Infant development states that infants need tummy time for brain development and muscle development.

If a child medically needs to be placed on their abdomen to sleep, then a written note from the doctor needs to be brought to the Center with the reason why and the ending date.

Breastfeeding:

Breast feeding mother are welcome and encouraged to feed at the center. We will provide a chair. Breast milk is accepted as well.

Toddler Room (18 months to 3 years)

We provide a relaxed and loving atmosphere for our toddlers. Our consistent daily routine will help these young children become familiar with their surroundings. Our day consists of group time where we have Morning message and discuss many other topics. We have learning centers where the toddlers are put into small groups. Learning centers provide your child with many different activities to promote

growth with their large and fine motor skills. There are opportunities for your child to learn to count, identify colors, identify shapes, work with puzzles, play with blocks, play with play dough, paint and color.

We have time for music, dancing, and other games. We have a time to stretch our muscles either inside or outside with large motor activities. Naps are also part of the toddlers' day.

When signs of toilet learning are shown, we will provide patient guidance using appropriately sized facilities or step stools to accommodate to help establish proper toileting habits.

18 months and older will have their own cot for naptime. The blankets are laundered each week. Families are asked to furnish the following item for their toddler:

- small, thin blanket
- sippy cup
- Diapers and wipes (if needed)
- Extra set of clothing. Please be sure to label your child's belongings.

Preschool and PreK Rooms

At Junior Academy Child Care, we strive to provide your child with the best possible learning environment. These children also thrive for routine in their classroom setting. So their day consists of music, small and large motor activities, calendar time and also learning centers. At this age these children learn by doing. New skills are being developed every day. They like to spend a lot of their time pretending. Dress-up clothes, pretend "prop" and puppets are a few of their favorites.

Lots of children at this age are very energetic and active. That's why large motor activities inside or outside are an important part of their day. Naps are also included in their schedule.

Your child's needs will be met by providing a daily schedule, which includes established routines, yet flexible enough to encourage spontaneity and take advantage of any new learning experiences.

Families are asked to provide the following items for their:

- small, thin blanket
- reusable water bottle or cup
- extra change of clothes

Children ages 4 years old are required to have a vision and hearing screen on file at the center.

School Age Program

Junior Academy Child Care provides a special program for school-age children. Activities are planned around the special interests of the children involved, such as, arts and crafts, board games, and physical education.

After school care will be provided as well as full day care when school is not in session-- or on in-service days, winter and spring breaks and holidays that the center is open.

A daily snack after school will be provided to the children. We request that the children observe the same rules as during school and use courteous manners at all times.

JACC does not transport child to or from school. The ISD in the centers town may pick up and deliver children to and from school.

Recess

We believe that recess is one of the greatest times of the day for all our children. Children enrolled in Toddler, Preschool and PreK classrooms will be given multiple recess times during the day with weather permitting. Children will be given 45 minutes in the morning and another 45 minutes in the afternoon for recess. During this time, the children will be able to run, climb, sit in the shade, relax and just socialize with other children.

When weather is not permissible, children will have recess in their classrooms, the hallway, or the nap room. Activities that promote large motor skills will be used such as parachute play.

We ask that parents dress children in appropriate clothing and footwear that will allow a child to participate freely and safely for play! Every child in Toddler, Preschool, and Prek should wear shoes that fit their feet without coming off will running and playing. All dresses should include shorts underneath their dress or shirt.

School age children will have recess weather permitting each day. When school age children are in care for less than 4 hours a day, they will have one recess for 45 minutes. When in care for more than 4 hours, they will have two 45 minutes recesses weather permitting. When the weather is not permitting, students will have recess in their classroom.

Research shows that when children have recess, they gain the following benefits:

- Are less fidgety and more on task.
- Have improved memory and more focused attention.
- Develop more brain connections.
- Learn negotiation skills.
- Exercise leadership, teach games, take turns, and learn to resolve conflicts.

Your Child's Development

Your child's development is important to us. We want to work with parents to make this the best experience your child can have. Resources are available to parents to help with promoting healthy development or child rearing. Feel free to discuss any topic of concern with your child's teacher. We are here to help.

Written curriculum plans are prepared using our HiMama, as well as daily schedules in each room. Ask your child's teacher for further details. Our curriculum plans are based on developmentally appropriate practices and individual learning styles and needs.

Our daily schedule provides a balance of quiet and active, indoor and outdoor activities and child and adult initiated activities, as well as promoting gross and fine motor skills. Our planned activities take into account the development of the children.

Developmental Milestones:

A complete checklist of developmental milestones per age group is located in the Family Community Binder at the front desk!

BITING

Biting is common among young children and occasionally it happens while the child is at the Center. It can occur for the following reasons; teething, cause and effect, attention, imitation, stress, frustration, and independence. We know that it can be very uncomfortable for both parties that are involved.

When a child bites, we will do our best to properly treat it. A note will be added in HiMama for both the biter and the injuries.

If it occurs frequently and seem to get out of control, then the child may be placed in a timeout away from the situation. If the biting occurs at times when the caregiver is busy, the child will be shadowed. This means that all caregivers will closely monitor the child. This may include being first in the highchair and the last to get out during the caregivers busy times. This preventative measure will be adapted according to various age groups and will help cut down on unexpected happenings.

When biting becomes excessive:

1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
 2. If the child again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days.
 3. If a child once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parent will be asked to make other day care arrangements.
- If a child, who has been through steps 1 and/ or 2, goes 3 weeks (15 business weekdays) without biting, we will go back to step one if the child bites again.

If a child bites twice in a 4 hour period, the child will be required to be picked up from day care for the remainder of the day. This will not count towards the 2 day suspension.

Potty Training

No one wants your child to be potty trained more than the Staff at Junior Academy Child Care!! However, we request that children already be using the potty at home. Our only potty training room is the toddler class. Regardless of your child's age, they will be in the toddler classroom until they are potty trained. In order to promote to the next classroom, your child must be potty trained. We make every effort to help aid in the potty training journey. Parents must start the process at home so that we may continue at daycare. We have several resources to help you. If a child ages out of the toddler classroom before being potty trained, your child may be put on probation that will incur an additional charge. Again, your child will not be promoted to the next class until he/she is potty trained.

Toys

DO NOT send toys from home as they may get lost or broken. Books and CD's/tapes that a child wishes to share with the class should be marked with the child's name and given to the teacher. If your child's class has a "sharing day" you will be notified. Toy guns and weapons are not allowed at Junior Academy Child Care at any time.

Discipline Policy

We use positive guidance techniques such as modeling and encouraging expected behavior, redirection, and setting clear limits. "Time Out" is used when necessary, with one minute per year of age used as the maximum time away from the regular activities.

Extreme behavior from a child will result in a parent being called. Parents may be required to come pick up their child immediately. Failure to pick up your child may be grounds for immediate termination. Your child may be placed on probation if the extreme behavior continues.

Intentional property damage is a serious matter. Any cost for repair or replacement for damage done to the building, furniture, or toys will be billed to the child and their parents. If it is not possible to determine who is responsible, the cost of replacement or repair will be assessed equally to all children involved and their parents.

Field Trip Policy

Junior Academy Child Care believes that field trips are an important part of the program. However field trips assume a great deal of responsibility for staff. Due to this, field trips will be limited. Families will be notified in advance of where, when, and any additional cost for scheduled field trips. Permission slips must be filed out prior to leaving the facility.

Junior Academy Child Care may provide a program of guest speakers, special activities being brought to our program, along with occasional walks to nearby areas as a substitution for limited field trips.

Gang Free Zones

Under the Texas Penal Code, any area within 1000 ft of a child care center is a gang free zone.

Mandatory Child Abuse Reporting

Child Care Center are mandatory reporters of child abuse and must report it immediately to the Department of Health and Human Services when in the course of working with a child, the employee has the reason to believe that the child has suffered a non-accidental injury as a result of abuse or willful neglect. The Child Abuse hotline is 1-800-252-5400.

A copy of the Minimum Standards is available for review at the daycare at all times. Policy change notification will be sent to the parent via HiMama.

The centers most recent Licensing Inspection report is always posted on the center bulletin board. Parents may review it at anytime.

Parents may access Minimum Standards online

<https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>

All licensed child care centers are monitored by HHSC. You may review their website <https://hhs.texas.gov> or contact them at 325-695-5750

THE ABOVE WRITTEN POLICIES ARE PROVIDED TO YOU AS A CONVENIENCE AND TO AVOID ANY MISUNDERSTANDINGS. IF YOU DO NOT UNDERSTAND ANY POLICY OR PROCEDURE, PLEASE CONTACT THE CENTER DIRECTOR.