

# Parent Operational Policies And Procedures Handbook



State Licensed  
TRS 3-Star

Accepting ages 0-12 years

Owner/Director: Arlene Coleman

Asst Director: Kourtney Lynch, RN CCHC

World of Color Development Center

Located: 780 Pinchback Road Beaumont, Texas 77707

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Hours of Operation: Monday-Friday 6am-6pm

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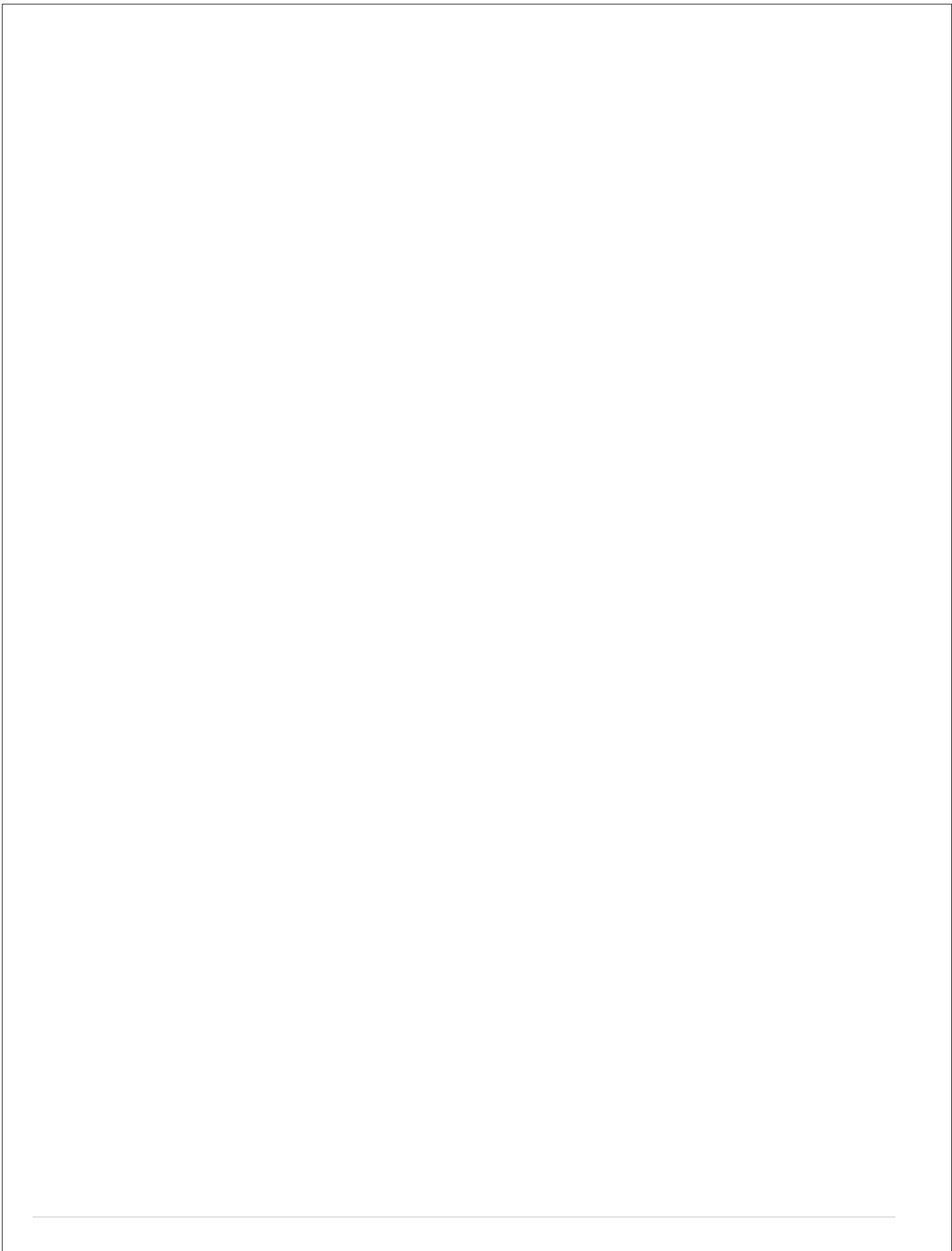
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World of Color Development Center  
780 Pinchback Road Beaumont, Texas 77707  
PHONE (409)866-7164 FAX (409) 866-0076

I Would like to take this opportunity to welcome, you to our family at World of Color Development Center. LLC. we are honored you have become a part of the World of Color family. We share a small part of your child's life and are privileged to be given this opportunity. I have been in childcare over 20+ years and I absolutely love children. Our goal is to impact our student's lives educationally, emotionally and socially so they are provided with a strong foundation for their educational career. We look forward to working with your child/ren as a family to help each child reach goals that are set for them throughout their time here at World of Color Development Center. LLC. We strive to not only provide a challenging academic program but a secure personal environment of care to each individual student. We hope that we can exceed all of your family's expectations and want to make this time to personally welcome your family to WOC. If you would like additional information about our center or have questions; please feel free to contact us at (409)866.7164. I look forward to our time together and once again we welcome you to World of Color Development Center, LLC.

Arlene Coleman, Owner/Director

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## **Program Philosophy and Goal**

### **MISSION STATEMENT TRS-(S-FE-01)**

It is our pleasure to have your children enrolled at World of Color Development Center WOC, LLC seeks to recognize the individual needs of each child and meet those needs in an extended home environment.

Our mission is to provide quality day care in a nurturing atmosphere

The Mission Statement can be explained with the following objectives:

- **Provide a safe, pleasant and attractive surroundings for the children and staff.**
- Create a happy, warm and exciting environment that is inviting, comfortable, flexible and manageable for the children
- To promote respect for self and others, while responsibilities and social skills are both enhanced and encouraged. To provide a variety of developmentally appropriate activities that includes, but is not limited to, arts and crafts, self-directed play, field trips, dramatic play, physical activities (indoor and outdoor), community, reading, quiet time, or offer an environment where homework is encouraged.
- To support a caring staff who show genuine respect for the children, have confidence in each child's potential and seek to promote the self-esteem of each child. To offer individual guidance to children based upon careful observation of each child's needs and in keeping with parent/guardian direction.
- To support and work with the children's teachers in building a stable and consistent team to promote an environment where children can learn and grow.
- To accept enrollment that meet the needs of the community, while ensuring the safety and welfare of all children.
- To provide quality services to parents/guardians during program hours
- Prepare children for public school

### **Motto**

**"World of Color Development Center is a great place to learn and grow."**

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## **LICENSING AND REGULATIONS (746.501)**

As required by the state of Texas, World of Color Development Center, LLC is licensed and regulated by the Texas Department of Family and Protective Services, Child Care Licensing Division, and is required to comply with the Minimum Standards for Child Care Centers or the "guidelines" set forth by the agency for child care centers.

A copy of the Minimum Standards for Child Care Centers is available at the front desk. The center Director or office manager is regularly available to answer any of your questions regarding Child Care Licensing and the Minimum Standards. In addition, current inspection reports from both Child Care Licensing and other regulatory agencies may be viewed on the information board by the front desk.

The local licensing office may be contacted with questions, concerns or for inspection histories by one of the following methods:

Mail: Child Care Licensing/TDFPS 3105 Executive Blvd.  
Beaumont, Texas 77705  
Office: (409)730-2424  
Fax: (512)276-3094  
Inspector: Jennifer Sparrow (409)291-3806  
Web: [www.txchildcaresearch.org](http://www.txchildcaresearch.org)  
Child Abuse Hotline: 1 (800)252-5400

## **ENROLLMENT PROCEDURES & SERVICES (P-FE-01)**

Enrollment at World of Color Development Center is open to the public and is licensed for children newborn through 12 years of age. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in WOC, LLC by completing the Enrollment **Form and paying a non-refundable Registration Fee. Admittance is contingent upon receipt of these items.** Tours of the facility are after 6 pm due to COVID, Introduction to the teaching staff and parent visit with the classroom teacher is also scheduled. Once the child is enrolled overview of parent handbook is given.

Parents are required to notify WOC, LLC immediately should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child (ran) being un-enrolled from the Center.

The Enrollment Agreement and Financial Agreement are not meant to serve as contracts guaranteeing service for any duration. WOC reserves the right to dismiss any child at any time with or without cause.

Continued enrollment at WOC, LLC is contingent upon the parent's, associated person's and child's adherence to the policies and procedures of WOC, LLC as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Operational Policies and Procedure updates will be made upon notifications of required additions set forth by the TDFPS Child Care Licensing Agency. Parents and staff will be notified in writing within 7-10 business days.

### **DESCRIPTION OF PROGRAMS (S-FE-01) (P-PM-03)**

EARLY LEARNING PROGRAM- WOC, LLC is a **Texas Rising Star program**

**Three-Star out of Four- Star quality rating.** Child care centers and early learning programs that achieve Texas Rising Star Certification offers quality education that exceeds Texas Health and Human service commission. Studies have shown children that attend who attend higher-quality early learning programs are more prepared for school entry than children who do not attend high-quality programs.

WOC,LLC provides full time child care in a safe and nurturing environment for children ages newborn through 12 years of age. The children are grouped according to chronological age, emotional and social maturity and physical ability. The child first enters a group by chronological age. Transfer to another group is based upon maturity and space availability in that group. Male-female composition is not a determinant in class groupings.

Our preschool program is for children 3-4 years of age or turning 3 years old before Sept 1st. We offer a BISD certified teacher and teacher's aide for this class. We seek to facilitate the growth and development of the "whole" child. Our program offers the Frogstreet curriculum which includes, math, reading, science, technology, writing (without tears), history, dramatic play, computer literacy, creative art, sensory and outdoor activities. WOC, LLC teacher's implement age appropriate learning activities to enhance their curriculum.

### **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities- Classroom parties.

### **Drop-off and Pick-up Procedures (S-FE-01)**

WOC, LLC offers after school care for elementary age children including school pickup and drop off at Amelia, Homer, Regina Howell, Caldwell, Charlton-Pollard, Roy Guess, Blanchette, Fehl-Price Bob Hope and Sallie Curtis Elementary. Schools listed must have 5 or more children van riders to remain on the list for pick-up and drop off: this is based on need and will change each school year. There will be sign-up sheets posted prior to school starting so parents can make arrangements accordingly. Children in the after school program receive a snack and have scheduled activity, homework and playtimes. The Center will need written permission to pick up a child from school. **You must contact the childcare center by 2:00 PM when your child does not need to be picked up from his/her school.** Failure to update center may result in your child/ren being removed from school transportation. After-school car rider students cannot be dropped off to the daycare until after 2:30pm.

WOC, LLC business hours M-F 6:00am-6:00pm, Breakfast 6:30am-8am; Cut-off is 9 am unless you have a doctors excuse 10:30 am or have made arrangements with Director or designee. Children should arrive before the educational portion of the program begins, to limit disruption. Consistent routines prepare the children for the transition to Kindergarten. Van/ bus riders must be dropped off 10 to 15 minutes prior to departure of daycare van/s promptly departing WOC @ 6:45 am.

### **SUMMER FUN PROGRAM**

WOC, LLC conducts a Summer Fun program beginning immediately after BISD ends for the summer and ending immediately prior to BISD beginning in fall. The summer program is for children 5-12 years of age. The Summer fun program includes hands-on learning for each age group, arts and crafts, music, dancing computer and field trips. Children age 5 and above are eligible to take at least one field trip per week as applicable.

### **WAITING LIST**

A waiting list is used to determine enrollment in the center. First priority will be given to siblings of registered students. All other applications will be processed in the order received and according to availability in each age group.



### **TUITION TRS-(S-FE-01)**

All custodial parents and/or legal guardians are required to sign a Financial Agreement prior to enrollment of their child in World of Color Development Center, LLC. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

### **FEE PAYMENT (S-FE-01)**

A current Fee Schedule is located in the Current Tuition Schedule section below. The Fee Schedule may change according to the needs of the center. Advance notice will be given prior to any fee changes.

Tuition payments are due on Monday before services are rendered. Tuition may be paid according to one of the following schedule:

- Weekly
- Bi-weekly
- Monthly

Statements are available on Bright wheel App.

Debit or Credit card may be used to pay tuition. No cash payments will be allowed at the center for safety of your children and our staff.

Full tuition must be paid regardless of absences you are paying for a spot. There is no credit given for school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God unless otherwise authorized by Mrs. Coleman, Owner/Kourtney Lynch, Director.

### **DELINQUENT ACCOUNTS**

Non-payments of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at WOC, LLC. However, if you anticipate difficulty with paying on time, please discuss the matter with the center Director immediately. If alternative arrangements for payment are approved, you will be notified by the center Director

When a child payment changes based on age please give us a friendly reminder to update if you have not done so.

Tuition does not include fees for field trips and extra-curricular activities such as classroom parties, contracted classes, personal care items, school T-shirt or holiday classroom crafts.

### **LATE PAYMENTS (S-FE-01)**

A \$10 late fee per child will be assessed Tuesday after tuition is due for private pay and the 5<sup>th</sup> of every month for CCCS. Your account and late fees must be paid by Wednesday morning in order for your child to attend childcare.

CURRENT TUITION SCHEDULE TRS-S-FE-01

<u>Non-refundable registration fee per family</u>	\$95.00
Non-refundable monthly supply fee	\$25
Non-refundable monthly Building and Technology fee	\$25
Transportation weekly fee	\$15
Late Fee applied every Tuesday to delinquent balances	\$20
Blank trip fee	\$10

WEEKLY Tuition

Infants ( 0-17 months)	\$195.00
Toddler I (18-24 months)	<b>\$175.00</b>
Toddler II ( 25-35 months )	\$175.00
<b>Clubhouse( 30 months-5 years)</b> Regency 5 (3-5) potty trained	\$160.00
After-school 6-12	<b>\$130</b>

**Drop-in** \$50.00 Daily rate  
N/A

COVID-19 Full-day students on campus Virtual learning covers wifi and assistance \$20.00 weekly

Full day during school Holidays additional fees when offered \$350.00

**Summer Fun Program fee**

In addition to weekly/monthly childcare fees  
**No REFUNDS on monies collected for tuition, supply fees, building or registration fees**

Effective 12/01/2023

### **VACATION CREDIT**

Not offered

### **MULTIPLE CHILD DISCOUNTS**

Not offered

### **REGISTRATION FEE**

**WOC, LLC** charges a Non-refundable \$95.00 registration fee per family; fees are used to cover the cost of personal items such as changing pads, gloves, printed material, cleaning supplies, new toys, art and craft supplies etc...

### **TRANSPORTING RULES AND REGULATIONS**

Due to the Texas Department of Transportation Child Safety laws, all children eight and younger must be transported in a child safety seat **WOC, LLC** reserves the right to change the transportation fee without notice. Van fees are \$10.00 weekly one-way per child and \$15 per week for drop off/pick-up for **BISD**. **Fees are non-refundable**

Parents/Guardians are required to ensure their children understand the rules and regulations to riding the daycare bus/van. The rules are for safe and proper travel to and from school. The following list of student actions without being exhaustive, constitutes violations of the established rules and regulations.

- Failure to use seatbelt
- Failure to remain seated while bus/van is in motion
- Failure to follow van/bus driver instructions
- Fighting
- Use of profanity
- Throwing objects
- Failure to stay seated
- Spitting
- Bullying
- Excessive noise or yelling
- Eating, drinking or littering on van/bus
- Graffiti or destruction of daycare bus/van

Incidents on bus/van parents of the involved children will be notified by **WOC, LLC** regarding the unfavorable behavior. **1<sup>st</sup> Action will be verbal, 2<sup>nd</sup> Written, 3<sup>rd</sup> van/bus transportation suspension X 3 days and 4<sup>th</sup> permanent removal from van/bus transportation.**

## **CONFIDENTIALITY**

With-in World of Color Development Center, confidential and sensitive information will only be shared with employees of WOC, LLC who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as WOC, LLC strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers; disability and/or special needs information; HIV/AIDS status or other health related information; and information related to a child's developmental progress, discipline requirements and/or placement in the program.

Outside of WOC, LLC confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of WOC, LLC persons with whom the information will be shared and the reason(s) for sharing the information.

Any parent who violates the Confidentiality Policy will not be permitted on WOC, LLC property, thereafter. Employee violation of the Confidentiality Policy is grounds for termination.

## **MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT**

Under Texas law, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of World of Color Development Center are considered mandated reporters, under this law, and can be held criminally responsible if they fail to report suspected abuse or neglect.

Mandated reporters are advised not to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities. They are also advised NOT to attempt to investigate the cause of any suspicious marks, behavior or condition prior to making a report. We at WOC, LLC take this responsibility very seriously and will make all warranted reports to the appropriate authorities as this is designed to protect the welfare and best interest of all children.

WOC, LLC staff and management are required to obtain one hour annual training focusing on the prevention, recognition and reporting of child abuse and neglect. Training will include the following:

- + Factors indicating a child is at risk for abuse and neglect,
- + Warning signs indicating a child may be a victim of abuse or neglect,
- + Internal procedures for reporting child abuse and neglect, and community organizations that have training programs available to child care center staff members, children and parents.

As mandated reporters, the staff of WOC, LLC cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "Good Faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints, (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol,
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time,
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over-medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside
- Children who exhibit behavior consistent **with** an abusive situation.
  
- During Child Abuse Awareness month in April each year, parents and staff **will** receive awareness information and community outreach organizations for prevention of Child Abuse and Neglect.
  
- Parents may also report suspected child abuse by contacting the Child Abuse Hotline at 1-800-252-5400

### **PARENT CODE OF CONDUCT (P-FE-01)**

World of Color Development Center requires the parents and visitors of enrolled children to, at all times, behave in a manner consistent with decency, courtesy and respect. We encourage you to refrain from technology usage at pick-up and drop-off. In order to facilitate better communication between the parent and staff it is best if parent/guardian is not distracted by use of electronic devices while at center. **Parents who violate the Parent Code of Conduct will not be permitted. On WOC, LLC property, thereafter, and that parent's child may be subject to un-enrollment.**

### **SWEARING/CURSING**

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not; and at NO time, shall inappropriate language be directed toward members of the staff. Such language is considered offensive by many people and **will** not be tolerated.

### **THREATENING OF EMPLOYEES, CHILDREN, OTHER PARENTS OR ADULTS ASSOCIATED WITH World of Color Development Center**

Persons present at the center must be in control of and responsible for his/her behavior at all times. Threatening language or actions of any kind will not be tolerated at WOC, LLC. Such threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law.

### **PHYSICAL VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN WHILE AT WORLD OF COLOR CENTER**

In accordance with the Minimum Standards for Child Care Centers, WOC does not permit the corporal punishment of your child in the child care facility. Verbal reprimands are encouraged; but please refrain from using loud, harsh language when disciplining your child as it may cause undue embarrassment or distress. Parents are always welcome to discuss a behavior issue with the teacher or Center Director to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, please direct concerns to the Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss a child's inappropriate behavior. All behavior concerns should be brought to the Director's attention so that appropriate action may be taken. Although you may be curious as to the outcome of such an issue, our Confidentiality Policy prohibits teachers and/or the Center Director from discussing anything about another child with you.

### **SMOKING**

Smoking is prohibited anywhere on the WOC, LLC premises in accordance with the Minimum Standards for Child Care Centers and for the health of all WOC employees, children and associates. Smoke Free zones include the building, on the grounds and in the parking lot of WOC. Parents who are smoking in their cars must dispose of the cigarette prior to exiting the vehicle.

## VIOLATION OF THE HEALTH AND SAFETY POLICY

*Parents are required to follow all safety procedures at all times. These procedures are designed, not as inconveniences but to protect the welfare and best interest of the employees, children and associates of WOC, LLC. Please be **alert** and mindful and report any possible security issues to the Center Director or other Person's in charge.*

## CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF World of Color Development Center, LLC:

*While it is understood that parents will not always agree with the employees of WOC, LLC or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner.*

*Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited. We encourage any disagreements or confrontational matters be brought immediately to the Center Director to discuss a means of resolution. It is against World of Color Development, LLC policy for employees to have a relationship with unrelated enrolled child before or after operating hours off premises. This behavior is unaffiliated with WOC, LLC and is strongly ill-advised.*

## VIOLATIONS OF THE CONFIDENTIALITY POLICY

*WOC, LLC takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the Center. Any parent who shares any information considered confidential or pressures employees or other parents for information which is not necessary **for** them to know will be considered to be in violation of the Confidentiality Policy.*

## Dress Code/ Clothing Guidelines (S-FE-01)

*Adults are asked to be dressed in appropriate clothing while at WOC, LLC or involved in any WOC, LLC sponsored events. Inappropriate clothing would include, revealing, extremely short, and ripped/torn (in inappropriate places) and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited. World of color children ages 13 months-5 year olds on campus all day must be in uniform. Owner/Director allows 45 days for newly enrolled children to purchase and have custom logo applied to shirt. **No open toe shoes or hair beads** *A copy of child/ren dress code information is located in new enrollment packet**

## PROVIDER'S GUIDE TO PARENT'S RIGHT AND IMMEDIATE ACCESS (TRS-S-FE-01)

*As provided by law, parents with legal rights to a child in our care are entitled to immediate access, without prior notice, to their child whenever the child is in care at WOC, LLC. Parents must check in at the front desk and notify of attendance/observation in a classroom. Unless contraindicated due to communicable disease mandating parent not be allowed in center.*

*Parents are allowed to observe their child and attend program activities at any time during hours of operation. if your child is not able to be consoled prior to you leaving an activity/observation, the parent must take the child home.*

*If a situation presents itself where one parent does not want the other parent to have access to their child, WOC, LLC suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Staff will contact the local police should a conflict arise. Our facility will comply with a court order that prevents another parent or guardian from visiting or removing the child.*

*Parent has the right to be given the contact information for the child care facility's local Child Care Regulation office;*

*Parent has the right to file a complaint against the child care facility;*

*Review the child care facility's publicly accessible records;*

*Review the child-care facility's written records concerning the parent's or guardian's child;*

*Receive inspection reports and information about how to access the child care facility's online compliance history;*

*Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child Be given the contact information for the child care facility's local Child Care Regulation office;*

*Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that: Video recordings of the alleged incident are available; The parent or guardian does not retain any part of the video depicting a child that is not their own; and The parent or guardian of any other child in the video receives prior notice from the facility;*

*Obtain a copy of the facility's policies and procedures handbook;*

*Review the facility's staff training records and any in-house training curriculum; and Exercise these rights without receiving retaliatory action by the facility.*

*Visitors, other than the parents, should schedule an appointment with the Center Director and are allowed in the child care facility only at the discretion of the Center Director. Persons, who are not approved in writing by a child's parent, may not visit a child in care. Identification of all visitors will be requested before admittance.  
Amended 9/28/2023*

## DISMISSAL

*World of Color Development Center, LLC reserves the right to dismiss any child at any time, with or without cause. Parents will be refunded any unused tuition within two weeks of the dismissal. Via Bright wheel app to the credit card on file, cash or a paper check to address on file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be notated on Bright-wheel. Any balances remaining after the 30 day period **will** be referred to Capital Management a collection agency.*

*The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal, and parents are asked to immediately leave the center property in a calm and respectful manner. WOC, LLC Center will request assistance from local police should any parent become disruptive and/or uncooperative while gathering the child's belongings after dismissal.*

*A dismissed child and his/her parents are asked to schedule an appointment with the Center Director if they wish to return to the center following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.*

## WITHDRAWAL (S-FE-01)

*Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. Parents wishing to re-enroll a withdrawn child will have to pay the registration fees.*

## COURT ORDERS AFFECTING ENROLLED CHILDREN

*In cases where an enrolled child is the subject of a court order (ex. Custody Order, Restraining Order or Protection from Abuse Order), WOC, LLC Center must be provided with a **Certified Copy** of the most recent order and all amendments, thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.*

*In the absence of a court order on file with WOC, LLC administration, both parents shall be afforded equal access to their child as stipulated by law. WOC, LLC cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If conflicting court orders are presented, the most recently dated court order will be followed.*

*Once presented with a Protection from Abuse Order or a Restraining Order, WOC, LLC is obligated to follow the order for the entire period it is in effect. Employees of WOC, LLC may not aide in the violation of a Protection from Abuse Order and/or a Restraining Order for any reason. WOC, LLC will notify the local police should conflict arise regarding any court order.*

## NOTIFICATION OF ABSENCE (TRS-S-FE-01)

*Parents are required to inform the center by 9:00 A.M. if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. If the child is part of the after-school program, please inform the center no later than 2:30PM.*



LATE PICK-UP (S-FE-01)

Parents are considered late when arriving after 6:00 p.m. All measurements of time are to be according to WOC, LLC Center clock located at Front Desk. We ask parents to please adjust **your** clocks to our clock to avoid potential confusion. Your child/ren are allowed to stay in childcare 11 hours per day/ per state regulations any time past 11 hours is considered a reportable violation to CPS.

Fees charged for late pick up are: \$5.00 after 6:01; \$1 thereafter for each additional minute per child.

PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of WOC, LLC Center will contact local police and/or the other custodial parent should a parent appear to the staff of WOC, LLC Center to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the center from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, WOC, LLC Center staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child and appears to the staff of WOC, LLC center to be under the influence of drugs and or alcohol will be denied access to the child. The staff of WOC, LLC Center will contact the child's parents, local **police** and Child Protective Services to notify them of the situation.

**EMERGENCY AND ALTERNATE PICK-UP PERSONS/RELEASE OF CHILDREN (S-FE-01)**

At enrollment, parents will be presented with an Emergency/Alternate **pick-up** form. Parents are encouraged to include on this **form** a person who may be called in an emergency if the parent cannot be reached; and all persons who, in the course of events, may at one time be asked to **pick-up** their child from WOC, LLC Center. In an emergency situation, the child's parents will be called first. If they cannot be reached, staff will call the persons listed on this form until someone can be reached.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents should indicate which **persons** (if any) on the Emergency/Alternate Pick-up form have the right to act "In Loco Parentis". In loco Parentis status affords the pickup person the right to discuss confidential information about the child's day including but not limited to incident/accident reports and behavior issues.. In the absence of this designation, the people on the Emergency/Alternate Pick Up Form are not permitted to discuss the child's day with the staff.

The persons on the Emergency/Alternate pick-up form or any person unrecognized by WOC, LLC employees, will be required to provide Driver's license with photo or other photo identification prior to WOC, LLC Center releasing the child. Only custodial parents have the right to make changes or additions to this form. **WOC, LLC Center WILL NOT release a child to any person without the parent or guardian's written consent** either via the above mentioned forms or a note from the parent/guardian) or without proper ID. WOC, LLC reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

## PARKING PROCEDURES

All vehicles must be turned off when unattended. Children may not be left unattended in the vehicle. Please make sure to lock your vehicle and hide or bring in your purse or valuables. Automobile theft is common among day care facilities.

Please do not park in the designated handicap area unless you have a handicap parking decal or license plate. We are not responsible if you are ticketed for parking in unauthorized areas.

Parents do not park on the street

Please watch for other children in this area, particularly at busy periods. The safety of our children, parents, and staff is a primary goal of the Center.

## TRANSPORTATION

WOC, LLC Center uses three vans and one back-up bus to transport children. Those driving the vehicles are insured and have the proper Texas Driver's License for the vehicle involved.

Parents must sign transportation permission before a child can be transported for any reason. When in the WOC vehicles, children 8 and over are required to wear seat belts. Children 7 and under must have federally approved car seats furnished by WOC, LLC. The car seat cost is covered by the Transportation Fee. Social distancing and school vehicles at World of Color Daycare Center; to comply with the 6 foot social distancing, only 1 child could be transported in a ford 10 passenger rated transit van, with the choice of using one of the seat signified in red. It is recommended the driver of the bus or school passenger vehicle wear a mask and the vehicle be cleaned and sanitized after every trip. Unfortunately, due to us being a small privately owned center we are unable to comply to these regulations. Should you allow your child(ren) to ride the daycare van/bus there are certain risk involved such as possibility of contracting a common cold, influenza virus or COVID-19 etc... The children will not be sitting 6 feet apart. They are required to sanitize their hands when loading and wear a mask while in transport.

## SCHOOL CALENDAR

At the beginning of each school year or whenever a child first enters WOC, LLC parents will be given a calendar indicating the days WOC, LLC will be will closed for holidays or in-service. The calendar will also list any special center wide special events that have been planned in advance. This calendar may be subject to change depending upon specific conditions (such as a hurricane), but every attempt will be made to maintain the schedule as printed. *We follow BISD holiday schedule. Unforeseen, BISD closures we will not be able to accommodate.*

This schedule will not show field trips or any other activities that are not planned that far in advance. Menu calendars are issued once a month, indicating the lunches and snacks.

## PROGRAM Curriculum (S-FE-01)

WOC, LLC Center uses a research based curriculum (Frogstreet / Learning without tears/ Creative curriculum goal) teachers may supplement additional material that coincides with the academic scope and/or theme of the month.

## Screen Time

Teachers limit screen time to 1 hour for ages 3 years+ The TV is watched at closing from 5-6 pm for children ages 3 and older. Ages 2 years old and younger do not have screen time.

## Communicable disease safety measures and supervision

Additional video/computer screening time for > 2 hours for virtual learning and online/zoom classes.

Children will be separated by dividers.

Each student must wear a mask precautionary when in close proximity to maintain a healthy environment.

*)Afterschoolers are seated with their siblings to reduce the spread of germs.*

*Hand washing is frequent and a requirement. WOC, LLC has scheduled hand washing, Temperature checks and sanitizing 4 times daily.*

*Teachers will document and report any indication of fever/illness to Director/Assistant Director/Office Manager immediately.*

*Teachers are also responsible to consistent hand washing, sanitizing tables/chairs, toys, computer equipment and door knobs.*

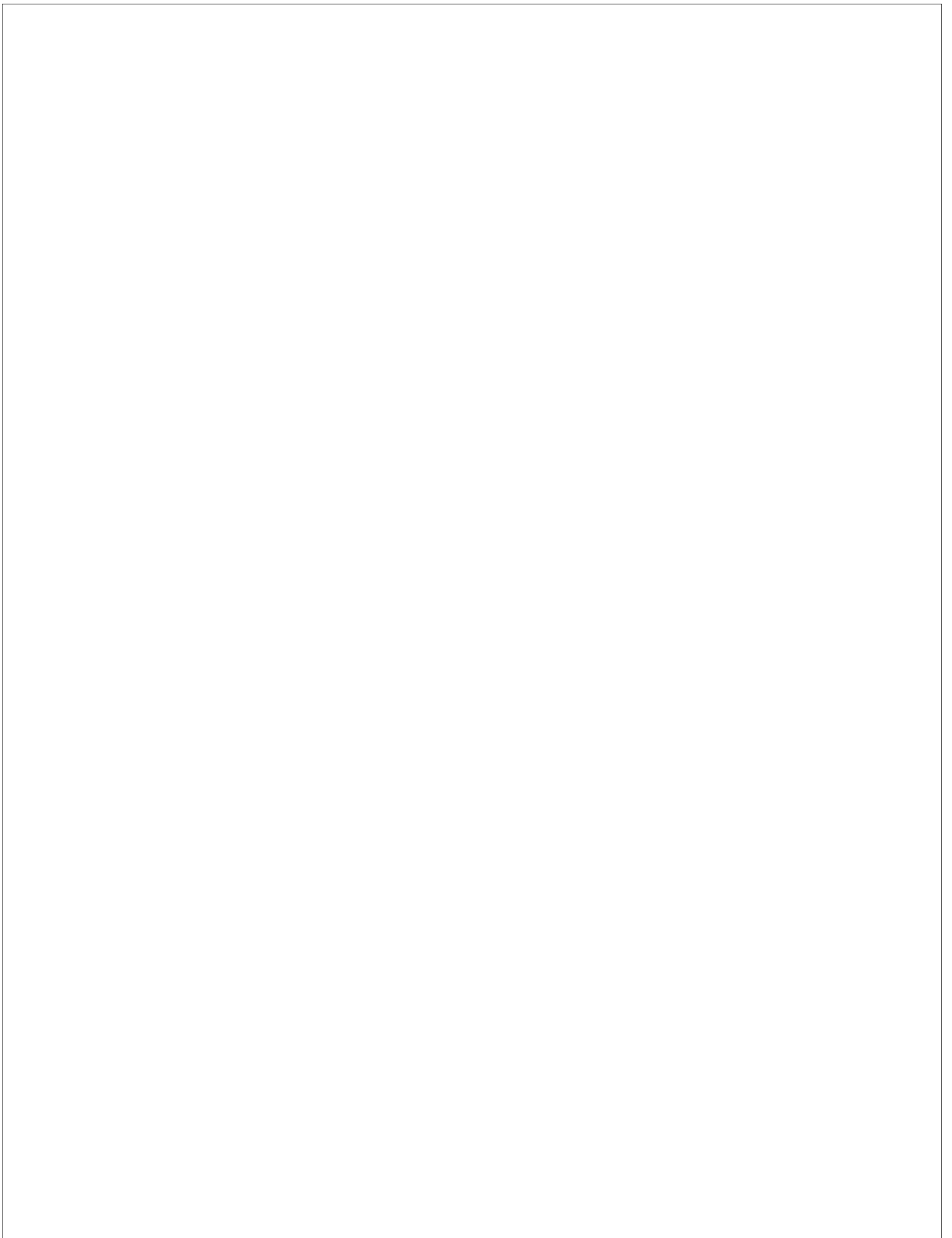
*Child caregivers must also maintain proper 6 feet as recommended when possible for social distancing, use social distancing barrier and wear a mask daily.*

*Parent/guardian must provide a face covering for child(ren).*

*We do offer a mask if child(ren) do not have face covering when coughing and sneezing excessively.*

▶ *Face coverings/mask are recommended for children > 9.*

▶ *The teacher will maintain consistent and constant supervision by walking around and interacting with students while logged on to classes. The students not in school virtually will work independently on class work and BISS approved learning sites. Students must come to center prepared for their workday chrome books fully charged, headphones, writing notebooks and writing utensils. The teacher will prompt the student to power off any chrome books used to view anything other than their designated class work/online classes/meetings. Parent/Guardian will be notified via Bright wheel reason for their student not being logged on or complete class work for the day.*



### **DEVELOPMENTAL AND SKILLS ASSESSMENTS (P-PM-05)**

The program provides Frogstreet formal assessments or CLI engage infant and toddler developmental checklist for observing developmental progress to all children except school-age. Parents will be provided with a copy of this assessment.

### **DAILY CLASSROOM SCHEDULE**

Individual classroom schedules will be posted prominently inside the classroom. Each parent will receive a schedule on the first day of attendance in the child's classroom. Additional schedules may be requested.

Planned activities must not exceed 1 hour of screen time for children >2 years old ( addendum 4/29/2021)

**Physical Activity: TRS - (S-FE-01)** The Importance of Early Childhood Activity Early childhood education focuses on children's development during ages three to five. While this development period should ideally focus equally on mental and physical development, in recent decades an emphasis has been placed on mental development, creating a concurrent de-emphasis on physical development. However, the two actually go hand-in-hand and should not be considered two separate entities during early childhood development and education. Integrating physical activity into young children's lives is essential for creating a foundation of movement and activity that they will carry with them throughout the rest of their lives. Physically active children learn habits in early childhood that greatly increases their changes in remaining physically active through their young adult and teenage years and into adulthood.

Exercise- Children that are in care 5 or more consecutive hours in a day must have moderate to vigorous exercise 60-90 minutes of outdoor active play or indoor active play **to accommodate inclement weather or poor air quality. Excessive temps > 100F or <50F 15 minute interval outside time ( added 5/12/23)**

### **CLASS ACTIVITY CALENDARS**

Monthly activity calendars highlighting each day's learning activities and special events will be posted outside the classroom door on the information board. Additional copies of the activities calendar may be requested.

### **STAFF TO CHILD RATIOS**

It is the intent of WOC,LLC to routinely maintain a staff to child ratio with twice the staff per group as specified by the minimum standards.

### **POTTY TRAINING**

It takes commitment from both parents and teachers to be successful in the toilet training adventure. Your specific potty training wishes must be communicated in writing at the time of enrollment or when your child's needs change. When a teacher observes readiness signs in your child, she will notify you in writing of the steps we wish to begin taking. We ask that you work with your child's teacher to determine the readiness of your child in this process.

### **NAP/REST TIME**

Infants sleep in their cribs and shall be allowed to rest or sleep according to each individual child's sleep pattern. Toddler's general shall not nap for more than 3 hours or rest without sleeping more than 60 minutes. The Minimum Standards for Child Care Centers requires children this age to sleep on an appropriate nap cot. We will at WOC, LLC provide a cot for your child. If your child tears his/her cot, you will be responsible for replacement. Children who do not sleep may be permitted to have a quiet activity that will not disturb the napping children. Amended 12/11/23

### **PERSONAL CARE SUPPLIES NEEDED**

- A labeled sippy cup with lid and a labeled pacifier for children in Toddler or Early Childhood classes as needed.
- Diapers/training pants, diaper ointments (as needed) and wipes for children who are not potty trained. Mosquito spray and sunscreen, labeled with child's name and given to the classroom teacher. A signed

permission form, available from the classroom teacher, must be completed prior to application of these items.

**Sunscreen and Insect Repellent Policy 746.501(18):**

Sunscreen and insect repellent must be:

- 1) Safe for the age of the particular child;
- 2) In the original container;
- 3) Within the expiration date noted on the product. Aerosols, as well as, combined sunscreen and insect repellents are prohibited;
- 4) Be provided by the parent;
- 5) Labeled with the child's first and last name; and include directions on when and how often to apply.

Prior to use at a center/school, sunscreen and repellent should be applied to the child at least once at home to test for any allergic reaction. A Parent Release-Sunscreen and Insect Repellent form must be signed by the parent/guardian before either is used.

This permission slip must be updated annually.

Note: Your state licensing regulations will take precedence if they conflict with this policy. If WOC policy is stricter, it takes precedence. Sunscreen/sunblock must provide UVB and UVA protection with an SPF of 15 or higher. Sunscreen may be provided by a parent/guardian (labeled with the child's full name) or made available by the center/school.

Sunscreen may not be used on infants under 6 months of age unless accompanied by a doctor's note. School-age children may apply sunscreen to themselves with adult supervision for proper application.

Sunscreen should be applied only to exposed areas of skin, and 20 to 30 minutes before going outdoors to be absorbed into the skin and to increase its effectiveness. Sunscreen should be re-applied every two hours while outdoors, or more often if the child is involved in water play or perspiring. Brimmed hats, long sleeved shirts and pants in light colors provide additional sun protection. Reflective areas (such as water and sandboxes) for prolonged periods of time should be avoided. Insect Repellent Insect repellent may not be used on an infant under 2 months of age. Insect repellent should be used only when recommended by public health authorities or requested by a parent/guardian. The repellent should contain a concentration of 30% DEET or less. Repellents not containing DEET may only be used if safe for the age of the particular child. Oil of lemon and eucalyptus products may not be used on children under the age of 3.

Insect repellent should be applied to a child's skin only once a day, but may be sprayed on clothes for later trips outside. School-age children may apply insect repellent to themselves with adult supervision for proper application. Sprayed clothing is returned home at day's end to be laundered. Exposed skin should be washed off with soap and water after a child returns indoors.

- A small pillow and blanket from home for nap/rest time. This will be sent home weekly for cleaning.

### **BIRTHDAY/HOLIDAY CELEBRATIONS BIRTHDAY**

Birthday Invitations may be handed out through take home folders; on the condition, all children from child's classroom are invited. This includes parties held during school hours and after school hours (NO EXCEPTIONS). Invitations should include "Gifts Optional".

Classroom teachers should be notified 2 weeks prior to scheduling your child's birthday event. Teachers have the right to schedule around classroom activities planned for that month.

Parents are responsible for the set up and clean up of any birthday party held for their child at the center.

### **HOLIDAY**

Teachers are responsible for scheduling all holiday parties. Parents are encouraged to participate and help out on all holiday celebrations.

Scheduled closures: New Year's day; MLK; Good Friday; Memorial day, Independence day, Labor day, Thanksgiving Eve and day; Christmas Eve and day.

½ day closures for staff development parents/ guardians will be notified 1 months in advance.

### **FIELD TRIPS**

WOC, LLC frequently supplements the in-class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be displayed on the classroom information board outside the classroom door. Field trip notice will include destination, date, time, cost, and reason for trip. Accompanying the notification paper, a sign-up permission slip will be provided. Each parent will need to sign their legal name so their child may have permission to attend the event. **NO** verbal permission will be allowed for any reason. The cost of the trip and signed permission slip will be due prior to the date of the trip in order for your child to attend. Each child must wear a WOC, LLC shirt for all field trips.

If parents wish to attend the trip with their child, they should discuss this with the classroom teacher and /or Center's Director. WOC, LLC provides all required supervision for all field trips but always invites and welcomes parents to attend.

Parents will not be permitted to transport any child, other than their own, on a WOC sponsored trip.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip. Your child will be permitted to attend with a different class if required ratios can be maintained with his/her addition to the class.

### **WATER ACTIVITIES**

Water play activities may be offered on occasion. This may include sprinklers, sand and water tables, etc. Parent permission must be granted on the Enrollment form before a child will be allowed to participate in water activities. Children, that are not potty trained, are required to wear

LITTLE SWIMMER'S under pants.

## DISCIPLINE AND GUIDANCE (TRS-S-PE-01)

*Discipline and guidance used at the Center will be positive and consistent based on individual needs and directed toward teaching acceptable behavior. Harsh or physical punishment is unacceptable and is not permitted in the center. Redirecting inappropriate behavior and using charts and reward systems that focus on desired behaviors are the primary means of discipline. However, a brief separation from the group or "time-out" in the amount of one (1) minute for each year of the child's age will be used for serious incidents. These guidelines are based on age-appropriate practice and consistent with the Texas Minimum Standards for Child-care Centers.*

## BITING

*WOC, LLC Center recognizes that biting is a developmentally appropriate behavior for children in the 18 months through 3 year old classrooms. As with any behavior, how biting is dealt with depends upon the ages of the children involved, the reason (if it can be determined), frequency of the biting and many other specific circumstances.*

*General guidelines for biting include:*

*Helping the bitten child feel better or providing appropriate first aid, if warranted; completing an incident report for the parents of the children involved; and discussing the situation with the biter's parents and the parents of the child that was bitten. Depending upon the ages and circumstances involved additional actions might include:*

- ▶ *Discussing a better solution with all children involved; Separation of involved children;*
- ▶ *Showing/giving the biter something appropriate to bite (teething rings);*
- Ensuring that the environment provides enough challenging activities;*
- carefully observing the involved child to identify precipitating events and prevent recurrences;*
- Conferences with parents to discuss the child's actions at home, parental discipline techniques, search for outside resources,*

*etc.*

*Just as any other behavior issue regarding a child is confidential, the name of the child that has bitten is also confidential, in order to ensure the privacy of the child and family and prevent bias from others enrolled in the center. We will keep the parents informed as to what steps are being taken and if bites are from the same or different child. Informative handouts are given to parents regarding biting.*

*Children who bite three times in the same day will be sent home. Children, over the age of three, who bite will be sent home for the day.*

*Children who are repetitive daily biters may be temporarily or permanently suspended from the Center*

## EXTREME/Challenging BEHAVIOR PROBLEMS (S-FI-02) (S-FI-03)

*Behavior problems that are ongoing or extremely disruptive to the group may require a trip to the Director's office, parental intervention at the time of the behavior, behavioral expectation form initiation, early pick up, temporary suspension or disenrollment. Decisions regarding the actions to take with a child who exhibits extreme behavioral issues that cannot be handled by the classroom teacher will be made with the parents input and within the confines of the WOC, LLC discipline policy, yet at the Director's discretion.*

## ITEMS FROM HOME

*Items, such as toys, jewelry and other accessories, may only be brought from home at each teacher's discretion. You will be notified of your child's classroom policy on this issue in the teacher's welcome packet. Parents are responsible for enforcing the classroom policy with their child. If a classroom policy states that toys, etc., may not be brought from home and the policy is violated, then the items will be taken from the child and held until the end of the day. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.*



Regardless of the classroom policies, please be aware that there is always a risk of damage, sharing issues, and loss; and WOC, LLC will not be responsible for lost or stolen personal belongings. In addition, we encourage you to be mindful of the potential safety hazards associated with small objects and ask that you do not allow such items to be brought to the center.

### **DRESS CODE (S-FE-01)**

Children should wear simple, comfortable and seasonally appropriate clothes during summer months. However, when public school resumes children enrolled full time at center are required to wear full uniform with WOC logo. The design of the uniforms are located in new enrollment packets extra copies reception desk. Your children are engaged in various activities during the course of the day; some of these activities can be messy and/or athletic in nature. Do not send them in expensive shoes and clothing unless you do not mind them disheveled. Additionally, children are engaged in outdoor play daily, weather permitting.

Children are not permitted to wear open toed and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes. Children ages 3 through 5 are required to have one seasonally and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonally and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes: shirt, pants, underwear, socks and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change. **All clothing items must be clearly labeled with the child's first and last name. World of Color Development Center, LLC is not responsible for lost or damaged items of clothing to include jewelry and hair accessories.**

### **GRADUATION**

A graduation program is held for all Pre-Kindergarten classes at the end of the spring session. Parents are asked to purchase a graduation package for their child to be used for the graduation ceremony. Cap and gown pictures and group pictures with cap and gown will be taken prior to the event the graduation program may be cancelled at Director's discretion for acts of nature and unforeseen communicable diseases parents will be notified in advance if applicable.

### **PARENTAL COMMUNICATION (TRS-S-FI-03)**

Ongoing communication between parents, teachers and the Director is encouraged and may be conducted in person, over the telephone or via Bright wheel during hours of operation. Director use of parent communication logs. Please remember that teachers are first responsible for the care and supervision of the children while in class, so verbal exchanges conducted in the classroom should be brief and any serious or lengthy discussions saved for scheduled meetings. WOC, LLC will make mass parental notifications of special circumstances or events via posting notices on the front doors or the parent information board by the front desk or by Brightwheel announcement. Parent/Guardians are allowed to update contact information at all times via Brightwheel without staff assistance. Special circumstances or events may include, but are not limited to, illness, injury, changes to policy or special activities planned.

Parents may review and discuss with the Director any questions or concerns about policies and procedures of the center at any time.

### **CONFERENCES (TRS-S-FI-02)**

Scheduled Conferences are offered to parents a minimum of 2 times per year. Information from teacher written assessments are shared. Conferences may be initiated, when a concern arises, by either the teacher, Director or the parent. Parents are encouraged to ask for conferences with the teachers and/or Director to ensure that all parties are aware of the needs and expectations of the other. When necessary, the Center Director will sit in on parent/teacher conferences and vice versa. Concerns and compliments are always freely and openly welcomed by the Director and staff. The education and care of your child should be a partnership between parents and the staff of WOC, LLC.

## GRIEVANCE PROCEDURES

*When issues cannot be resolved to your satisfaction by the director; parent can schedule an appointment with the Owner Mrs. Coleman or Mrs. Kourtney Lynch, Director to address your concerns.*

## PARENT PARTICIPATION VOLUNTEERS (P-FE-01) (P-FI-03)

*Parents are invited and encouraged to attend 3 or more events a year at the childcare center. Your presence is essential for you to support the learning that happens in your child/ren childcare. Parent involvement help ensure your child has all the support they need to develop to their full potential. There are many different ways in which parents and others may participate and volunteer at the child care center. Parents and others may volunteer to attend trips, read in the classroom, assist teachers and/or coordinate special events.*

*Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, and /or do maintenance work or assist in the front office.*

*Any person who volunteers in the classroom, on a regular basis, will be required to secure all criminal background checks and provide verification of a negative TB test as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom or on field trips.*

*WOC reserves the right to make Volunteer assignments.*

## FAMILY EDUCATION (P-FE-02)

*We provide families with the opportunity to better understand the child's growth and development. Parent resources within the community are located in the reception area. These resources include articles, handouts, and newsletters or made available to parents a minimum of 4 times a year. Parents are referred to other professionals and community resources as needed. Parent is offered educational opportunities yearly. At least once a month parents receive Brightwheel newsletter's that outline important dates as well as relative child development information. An archive of these resources are accessible to parents in the BW system. They are also stored in the parent resource area*

## HEALTH AND SAFETY CENTER ADMINISTRATION

*The daily operation of WOC, LLC is administered by a qualified child care Center Director. In the absence of this Director, another staff person who is trained to assist in the administration of the facility will be left in charge. A list of the employees who qualify as a "person in charge" can be found on the information board by the front desk.*

## PRE-ENROLLMENT REQUIREMENTS

*The parents of a child enrolling are required to complete an enrollment packet of information. This packet, along with the items listed below, is to be returned to the WOC, LLC office 1 week prior to the child's first day of attendance:*

*A copy of a current immunization record,*

*Birth Certificate, Social security card, copy of parent ID*

*A TB test (if currently required by local Health Department),*

*A Preschool Health Statement, signed by child's physician, a Parent interview may be required*

*If you have chosen not to have your child immunized, please ask the Center Director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the Center's Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record so that the center can maintain compliance with licensing regulations.*

*For safety reasons, all enrollment information must be updated as changes are made. This may be done by completing a new enrollment form or changing and initialing information on the current enrollment form. To ensure that up to date information is maintained in the center files, a re-enrollment form will be required on an annual basis. In addition, new immunization must be remitted to the center as additional shots are received.*

#### VISION & HEARING SCREENING

*State law requires a vision and hearing screening of all 4 year olds. WOC provides this screening for an additional fee. As an alternative to having the screening done at the center, parents may provide a copy of a screening completed by a screener of their choice by the date specified by the center.*

#### CHILDREN WITH SEVERE ALLERGIES

*Parents must provide information about all allergies on the enrollment form at the time of enrollment or when the allergy is discovered. Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein. In cases such as these, medications may be administered "PRN", or as needed, provided a new permission form is completed every 6 months*

#### SPECIAL NEEDS/Differing Abilities (TRS-S-PM-01)

*WOC embraces diversity. WOC supports ALL children and families who may need additional accommodations, to include home language, special needs/differing abilities, and/or cultural backgrounds. Classroom accommodations are made with lesson plans, within the environment, and strategies that meet the needs of all abilities.*

#### BREASTFEEDING (TRS-S-N-04)

*WOC allows a comfortable seating area in the center that enables a mother to breastfeed her child. Parents may also provide thawed breast milk for their child while in care. Breastfeeding area is located in the kitchen area or reception area. TRS - (S-FI-04)  
Breastfeeding Education and Resources: We have a compilation of breast feeding education and support resources within the community in our Parent Resource Center.*

#### HEALTH CHECKS

*WOC staff will conduct health checks on each child upon arrival and document any marks that the child comes in with so that we can assure the child's health prior to the start of activities.*

#### EMPLOYEE VACCINATIONS

*Unless mandated by The Department of Family and Protective Services Child Care Licensing vision or the Department of Health requires a specific Vaccination, WOC, LLC does not mandate that the staff of the Child care center take vaccines for vaccine -preventable illnesses. It is our belief that the staff and employees should have a choice to decide whether or not*

*to take vaccines unless otherwise mandated. CDC recommends Au, Hep A, COVID and Pertussis for adults. The center collaborates with local pharmacies to offer staff Influenza shots annually at their own cost and determination of need. Also, immunization exempt staff must provide a waiver every 2 years.*

*Employees will protect children in care from exposure to disease by utilizing protective procedures including:  
Wearing gloves when handling or cleaning body fluids, such as after wiping noses, mouths, or bottoms, and tending sores  
Specifying that an employee with open wounds and/or any injury that inhibits hand washing,  
such as casts, bandages or braces, must not prepare food or have close contact with children in  
care\_*

*Wearing masks when the employee has respiratory symptoms to reduce the spread of droplets  
to surrounding areas*

*Wearing masks when taking care of children with respiratory symptoms;  
Removing gloves and washing hands immediately after each task to prevent*

*cross-contamination to other children Excluding the employee from direct care when the employee has signs of illness.*

## PROCEDURES FOR HANDLING ILLNESS

WOC, LLC follows all health/communicable disease policies as outlined in the Texas Minimum Standards for Childcare Centers.

Children will be excluded from participation in the program if they exhibit symptoms of a possible communicable disease. This includes, but is not limited to the following:

Temperature equal OR over 100.4 orally, 99.5 armpit

vomiting

loose bowels or diarrhea which occur 2 or more times in a day or once that is not contained by clothes.

+Rash of unknown origin

+Lethargy

*Parents will be notified of an ill child by telephone immediately upon staff noticing the possibility of an illness. The parent must arrange for pickup of an ill child within 45 minutes of notification. Once a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pickup with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form until arrangements can be made for the child to be picked up. Upon pick up, the responsible adult will be presented with an Illness Report and Return to School Form to assist in determining the next action to take.*

*Children may not return to the program until they are no longer contagious, Unless otherwise noted, parents must present a doctor's note stating that the child IS no longer contagious and can return to the program.*

*However, W O C , LLC reserves the right to refuse to allow a child to return if the Center Director or designee believe the child to be too ill to participate in the program.*

*Children excluded from the program due to a fever of unknown origins may not return to the program until they are fever free, without fever reducing medication for 72 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program until the following day at a minimum.*

*Children with vomiting or diarrhea of unknown origins may **return to the program** within 24 hours after vomiting ceases or normal bowel movements resume.*

*Return to school after other illness is contingent upon a doctor's release or as specified by minimum standards.*

*If your child will be absent due to illness, we request that you notify the center, office. This enables our faculty to keep track of any illnesses that may occur at our school; information about the illness only may be shared with employees and other parents to prevent spreading of the illness. You are not required to disclose this information by law, and your continued enrollment will not be based, what so ever, on your decision to share (or not) the reason for your child's absence from school.*

**Some illnesses;** may require medical treatment and will be handled according to guidelines taught in nationally approved CPR/1<sup>st</sup> Aide courses. Depending on the nature of the illness, the child's parent or emergency contact persons will be called to seek medical treatment for the child or the child will be transported by WOC, LLC staff or emergency personnel to a local hospital.

**COVID-19 virus:**

*Release and waiver of claim" addendum parent required to sign upon enrollment*

*Each child will be screened throughout the day for symptoms of fever, cough, shortness of breath and other symptoms as it related to COVID—19 virus; If the child fails the screen they will be sent home immediately. We have increased cleaning in our facility, we promote social distancing staff are 6 feet apart from each other and face coverings are worn for anyone > 9 years old. We are required to exclude child(ren) until they are fever free without medication for 72 hours and 7 days have passed since their first symptoms. Should the child(ren) be exposed to someone with COViD-19 they will have to self quarantine for 14 days and have a negative COVID test provided to center-for child's -file. The child(ren) will not be allowed to enter to center until WOC have physical copy of results.*

*NO EXCEPTIONS!!*

*DISPENSING MEDICATION (746.3605A)*

- *Children that require medication to be dispensed at daycare MUST have medication authorization forms completed and signed per MD. The following procedures must be followed in order for staff to administer medications:*
- *Each container must be labeled with the child's name and date on which the medication was 1<sup>st</sup> brought to the center.*
- *Parent or guardian must turn in medication to the front office with authorized permission form from physician*
- *Expired medication will **NOT** be given.*
- *Medications left at the center when no longer required may be thrown away.*
- *Under no circumstance will we be able to administer more than one dose medication will be given before or after lunch. Most dosages are prescribed so the medication can be administered at home. No medications can be kept at the center permanently. Medication will be sent home after the child is finished taking it*
- *Medication must be in original labeled container*

*The medication log includes type of medication, dosage, time, date and the name of the person giving the medication and the parent signature prior to medication being dispensed. Medication is stored so that is not accessible to children; refrigerated medication will be in kept separate covered container labeled MEDICATION.*

## PROCEDURES FOR HANDLING INCIDENTS AND ACCIDENTAL INJURY

Should your child be involved in an incident/accident during the course of the school day, a staff member trained in first aid will attend to his or her needs. In addition, the child's caregiver will complete an Incident Report describing the circumstances surrounding the incident. Therefore will be given to the parent or person designated to act "in loco parentis" (a person approved in writing to act in place of a parent) to sign at the time of child pick-up. Parents will be given a copy of their form after all required signatures have been obtained. Should a person other than the parent or other person "in loco parentis" pick-up the child on the day of the incident, then a parent or person designated to act "in loco parentis" will be given the Incident Report at their next pick up time.

The office manager will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have a more in depth discussion; a meeting can be scheduled for a later date. A telephone conference may also be scheduled if the parent(s) is unable to meet at the center during the course of the day. Parents will be notified immediately by phone of more serious incidents, such as head injuries, bad bites or severe abrasions.

Severe Injuries may require medical treatment and will be handled according to guidelines taught in the nationally approved CPR/1<sup>st</sup> Aide courses. Depending on the nature of the injuries, the child's parent or emergency contact persons will be called to seek medical treatment for the child; or the child will be transported by WOC, LLC staff or emergency personnel to a local hospital.

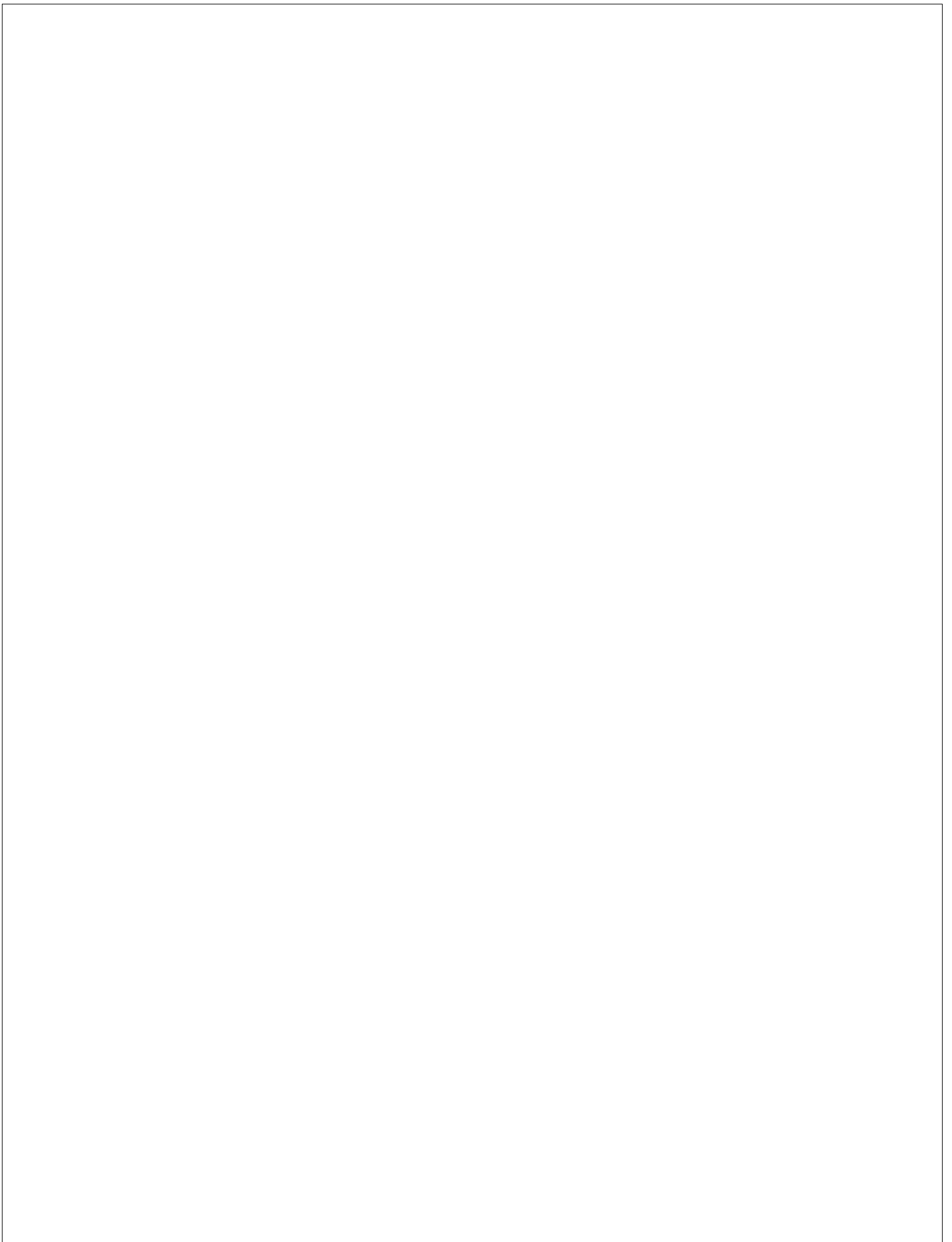
**EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION (TRS-P-FE-01)**  
**FOR A COMPLETE VIEW OF THE EMERGENCY PREPAREONESS PLAN, PLEASE READ THE EMERGENCY PREPAREDNESS PLAN PARENT COPY LOCATED AT THE PARENT INFORMATION COUNTER.** *Communication Emergency Contact Number-409-543-2860*

In the event of an emergency closing and/or inclement weather, WOC will take note of Beaumont ISD closing procedure; however, the decision to close will be made by the WOC, LLC Director. The parents will be notified via Brightwheel and parents will watch local news to discover school closures. For additional information, the parents may call WOC, LLC at (409) 866.7164.

Parents are expected to pick up their children, who are already at the center, as soon as possible. There will be no after-school pick up of children at local schools in cases of early closing unless the process is already in progress. Parents are expected to pick up children at school unless WOC, LLC notifies the parent that the child will be at the center.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff not be able to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call of the pick-up location should the children need to be evacuated from the center. Parent/Emergency contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for any reason, tuition will not be refunded.





## FIRE/EMERGENCY PROCEDURES

Woc, LLC conducts monthly-fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, all staff and students will exit building according to evacuation plan and then walk across to the marked evacuation located in the WOC parking lot. The Director or designee will inform each classroom teacher that the school will be closing. The director or designee has accounted for all staff and children, any parents waiting to sign their child out will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

### ALTERNATE SAFE LOCATION

Should the administration of WOC, LLC or any Emergency Services personnel determine the building which houses the child care operation to be too dangerous to be occupied, the staff and children will be taken to: Evacuation Relocation Shelter:

Trinit's World Child Development Center-Located @ 1214 N. Major Drive Beaumont, Texas 77706 (0) 409.225.5843

Secondary Relocation Shelter:

Zippity Zepbra-Located @ 7425 Lawrence Drive Beaumont, Texas 77708 (o) 409-908-7819

Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick-up. As stated before, children must be picked up within 45 minutes of the telephone call.

### Explosion/ Chemical Spill

Upon notification, Director or person in charge will shut down the A/C unit. Management will close all entrances and tape the door seals with duct tape. Teachers will stay in the rooms with the children, keep the class calm and engage children in activity. Director or person in charge will stay tuned to Emergency Management Officials to evaluate any new course of action, such as evacuation. No water supply from the tap can be used until notification from Emergency Management. Children and staff will use bottled water stored in the cabinets to drink. An all clear is announced when the chemical is no longer a threat. If an evacuation is called by Emergency Management Officials, we will evacuate to:

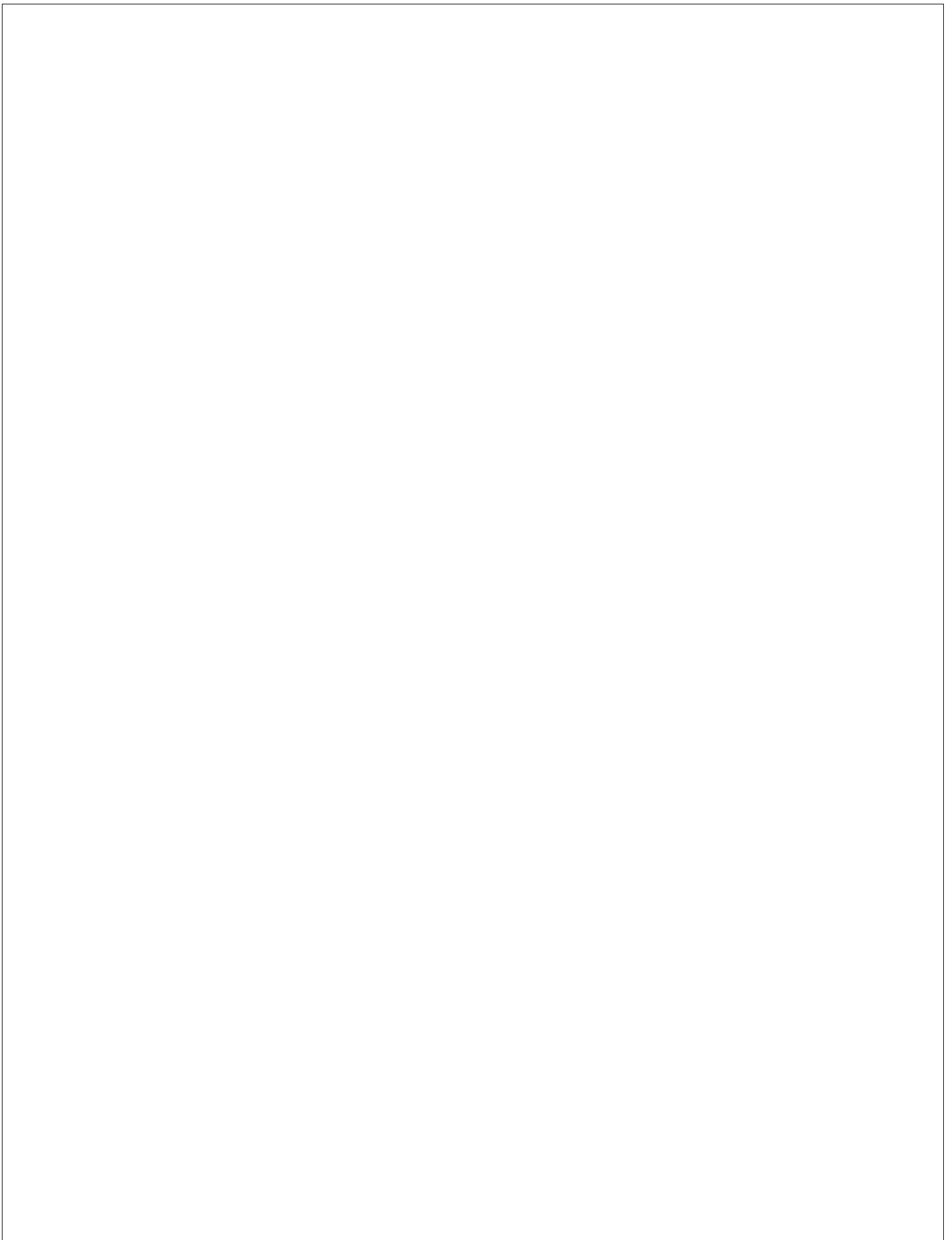
Trinit's World Child Development Center Located 1214 N. Major Drive Beaumont, Texas 77706 (0) 409-225-5843 or the designated spot by Emergency Management. Lead Teachers will use their cell phones to contact parents and have students picked up immediately from the designated location. Co-Teachers will supervise children in care during telephone communications. No student will be released until all students are accounted for. Center Director will contact CCL when the safety of all students and personnel has been established.

### FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of firearm, ammunitions and/or weapon on woc, LLC property for any reason. Violation of this policy will result in immediate dismissal from the program (except for Law Enforcement personnel).

### "GANG FREE ZONE House Bill 2086

This is the method of informing you of the gang free zone policy. Under the Texas Penal Code, any area within 1,000 feet of a child care center is a gang free zone. Criminal offenses related to organized-criminal activity are subject to a harsher penalty.



FOOD AND NUTRITION (S-FE-01) (P-PM-02)

A well balanced lunch is provided daily, along with a morning and afternoon snack. Our goal is to serve foods that are nutritious and healthy. WOC, LLC does serve a hot breakfast in the mornings until 8 am. Parents are encouraged to feed their child a nutritious and filling breakfast prior to arriving at the center if they are not eating at the center. However, our kitchen closes @ 8 am if you come after this time with a meal for your child/ren to consume parent/guardian must stay with them in designated area. Liquids and food hotter than 110 degrees are to be kept out of reach of children.

Menus are posted for you on the information board by the front desk and available, in the same area, to take home as desired. We ask that you do not bring in outside foods, except under certain conditions, as it often disrupts activities. Outside foods and drinks are only permitted under the following circumstances:

Between 7:00-8:00 am. This is a very light activity time, and few children are present. Outside foods are allowed in the lunch area after this time can be given at our regular snack time.

On special occasions, such as birthday parties and other celebrations.

All parents must sign a Nutrition Release Form to bring outside food for their child.

Home Lunch Practices-When children bring a lunch kit to school, we request that the parent bring the lunch kit to the kitchen and give it to the cook so that the food that need to be refrigerated can be properly stored. The Center will make available milk, fresh fruit and vegetables for children who bring lunches from home.

Ask that any food provided is healthy, such as breads, cheeses, meats, fruits, vegetables and the like. Parents should limit junk foods, such as sugary treats, to a minimum in their child's snacks and lunches. Caffeinated beverages are not allowed.

Parents are required to provide written notification of any food/dietary restrictions and allergies (lactose intolerance.

Vegetarian diets, wheat free/gluten free diets). Parents are responsible for supplying supplement foods (soy milk, gluten free foods etc.).

Meals will be prepared in a Health Department approved kitchen located in the main building. Our school plans our meals according to the recommendations of CACFP (food program). Meals are routinely served in the dining area for all classes.

HEALTH AND NUTRITION PRACTICES (P-PM-02)

WOC, LLC is a part of the Child and Adult Care Food Program. The Child and Adult Care Food Program (CACFP) supports the health and wellness of low-income children, people with disabilities and elderly Texans, by helping feed these at-risk populations while their parents or caretakers are working. WOC, LLC participate in CACFP to provide nutritious meals and snacks to individuals in their care at low or no cost to families. WOC, LLC consults with local health professionals from Healthy Child Care Texas; at least annually regarding providing children with nutritional and health activities that support whole child development to support planning for the nutritional and health needs of all children. All staff are educated on food allergies and take precautions to ensure children are protected

ANIMALS ON THE PREMISES

Classroom pets and visiting animals are not allowed on the premises of WOC, LLC.

I **acknowledge** understanding and have been oriented on World of Color Development Center policies and procedures and on the Abuse and Neglect of a child policy. **Our handbook is reviewed and updated as needed**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Oriented by:

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Asst Director Signature: Kourtney Lynch, RN CCHC Date: \_\_\_\_\_

