



Alvin Learning Tree Academy and Daycare PARENT HANDBOOK

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WELCOME

Welcome to Alvin Learning Tree Academy and Daycare. Our outstanding staff utilizes the Higher Learning Method of teaching to help your child reach their full potential. We provide a loving, nurturing and safe environment to give your child a sense of success and acceptance. Everyone on our staff has made a commitment to treat each child with love and respect. We strive to make our facility a happy and fun place that your child will look forward to attending.

GOAL AND PHILOSOPHY

Our classrooms are carefully prepared to allow the children to work independently and allow for the joy of self-discovery. Teachers introduce materials and children are free to choose them, again and again, working and discovering, and ultimately mastering ideas. Lessons are given, but the goal is for children to discover the answers by using the “auto-didactic” or “self-correcting” materials that are found only in the classrooms. The children will discover an ability to complete complex math problems, name the continents, identify geometric shapes, write grammatically correct and talk about scientific concepts and so much more! Just as important in the classroom is the engagement of the child’s creative intelligence. Children are exposed to fine art, drama, music, history, and a second language. One day they might paint their own Impressionist “water lily,” participate in the challenges of Sport Day on another, prepare a traditional food from another country, or put on a play based on an ancient folktale.

OUR MISSION

We understand that every child learns differently! The mission of ALTAD is to create a learning environment that promotes a love for learning that carries on for a lifetime. By individualizing the learning path for each child based on their curiosity and abilities, we strive to ensure that each child reaches his or her highest potential. We feel that children should delight in childhood, that the school day must include laughter and the buzz of creative silliness. We want students to love school and the process of learning. The idea that “education is not a chore, but a joyous exploration of life’s mysteries” is the most important lesson that we hope to teach our students.

Our goal is to create a positive and encouraging environment to develop self-esteem, an enjoyment of learning and build a strong foundation for a lifetime of learning. Challenging surroundings, which stimulate creativity, curiosity, and foster independence, problem solving and original thought. An atmosphere of cooperation to foster respectful and harmonious relations with one another. Opportunities for responsible group membership and intercultural exchange, to cultivate communication skills and appreciation of individual uniqueness. A climate of respect for the learning process in which educators, students, and their families are partners.

HIGH QUALITY PROGRAM ELEMENTS

At ALTAD, we are continually improving and developing our program. The daily schedule provides a balance of activities in consideration of the child's total daily experience. Our environment provides a variety of lesson plans and materials that are selected to emphasize concrete experiential learning. Our staff is warm and nurturing, maximizing positive interactions with children and working to empower the child and boost their self-esteem.

LICENSING

We are licensed by the State of Texas and adhere to their regulations and meet or exceed the Minimum Standards. These standards relate to our physical facility, staff, health and safety procedures, nutrition, and record keeping. The center undergoes regular inspections by the city health department, fire department and state licensing. As mandated by the child care licensing policy all staff has been processed for criminal background check and fingerprint requirements.

ENROLLMENT

ALTAD provides a developmental curriculum for children ages 6 weeks through 5 years old (lower Elementary). We also provide after school care and full-time care during the summer for elementary school age children up to 12 years old. Children are enrolled on a first-come, first-serve basis, regardless of race, color, creed or ethnic origin. We maintain a waiting list and accommodate children as space becomes available. Admission of exceptional or physically and mentally challenged children is decided on an individual basis depending on our ability to meet the child's needs.

PARENT NOTIFICATIONS

Parents will be notified of any policy or procedural changes by email and be updated in our Parent Handbook. Parents can request a copy of our updated Parent Handbook.

Application Forms / Keeping Records Current

- Application
- Assessment Form
- Emergency Contact Form
- Medication Policy Form
- Immunization Records
- Health Statement
- Allergies Form
- Photo Release
- Diaper Cream

- Sunscreen/Bug Spray
- Safe Sleep Form (infants only)
- Field Trips
- Discipline/Guidance Policy
- Parent receipt of Operational Policies and Procedures
- Hearing and Screening Results (4years and up)

Emergency Contact Form

In order to provide emergency medical care to children at the center, we require signed authorization by each child's parent or legal guardian. We maintain vital information about each child, such as parent's office and home phone numbers and addresses; and the name, address, and phone number of the child's physician. This form must be kept current and on file as long as the child is at the school. Please notify us of any changes.

Medication Policy Form

If a child is required to take medication at the ALTAD, parents must sign in our "Medication Authorization Form." and must be turned to the Director/Front Office. According to state licensing requirements, the medication must be kept in its original container and clearly state the following information: the child's full name, doctor's name, prescribed dosage, and current date. Only front office will be allowed to administer the medication. Parent must sign in the login daily. Please leave a medication spoon with your child's full name on it. If the medication needs to be in refrigerator, please let the Director/Front Office know. ALTAD keeps medicine in the front office. We maintain dated records with the name of the staff person who administered the medication. Please pick up your medicine after it is no longer required. All over the counter medication (such as Tylenol, Advil, Dimetapp, etc.) requests must match the recommended dosage on the label. We cannot administer these medicines without a signed doctor's statement with the date, the child's name and dosage. Please do not leave any type of medicine in your child's bag.

Inhalators and Breathing Machines

We strongly encourage parents to administer inhalators and breathing machines themselves. However, if you need our staff to do it you must sign a complete waiver of liability and explain the procedure in detail to the administrative staff person who is to administer the treatment.

Immunization Records

In accordance with Texas State licensing requirements, we require that parents submit a doctor's certificate and immunization record, for each child, upon enrollment. These records are kept on File at the school and must always be kept up to date. If you want to exempt your child from Vaccinations, you must provide the State of Texas form for vaccine requirement exemptions.

Allergies/Medication/Food/Animals Forms and Others

This form must be completed and signed and is part of the application process

Photo Release Form

This form must be completed and signed and is part of the application process.

Diaper Cream Form

This form must be completed and signed and is part of the application process.

Sunscreen/Bug Spray Form

Please have your child sunscreen applied before coming to school.

Safe Sleep Form (Infants only)

When placing an infant in the crib/floor, Director/Staff/Employees must place the Infants on their back only.

Field Trips

ALTAD will have 2 field trips per year and several in house activities. Upon Summer the Fieldtrips will increase during the months of June, July and August.

Discipline/Guidance Policy Form

This form must be completed and signed and is part of the application process

Parent receipt of Operational Policies and Procedures

This form must be completed and signed and is part of the application process

Hearing and Screening Results (4years and up)

The state requires that all children 4 years old and over have hearing and vision screening annually. We must have a statement from your child's doctor stating that they have done the testing.

Withdraw

A 30 days' notice is required for withdrawing a student from Alvin Learning Tree Academy and Daycare.

HOURS OF OPERATION

Please do not drop your children off earlier than 6:00 a.m.

See below our start timings:

Monday through Friday: 6:00 a.m. to 6:30 p.m.

Open year-round January through December.

HOLIDAYS

- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve (see annual calendar)
- Christmas Day

When a traditional holiday falls on a weekend, we observe the holiday in accordance with the majority of our parent's employers. Because our tuition is set on an annual basis, there is no reduction in tuition for holidays.

MORNING ARRIVAL

The school opens at 6:00 a.m.

Please make sure that you are holding your child's hand when you are going to or from your vehicle. Please secure your personal belonging and lock your car. Never leave any children unattended in the car when coming into the school. We want everyone to be safe!

Parents will enter the school through the front main entrance which is located on the front of the building facing the street. All children must be left in the presence of a staff member and parents must sign their child in on the Touch Screen Monitor or Sign In-Out Sheet at the front office. It is very important that your child is checked in and out. If you need help with this, please ask the front office. Encourage independence by letting your child walk into the classroom, rather than being carried. **We encourage that the children be dropped off at the front office to not disrupt the class rooms and the children. This allows the children to become comfortable with the school setting and allowing them to have independence.**

If the parent chooses to walk the child to classroom please keep in mind when entering the classroom to remember to speak in a low voice. Greetings and good byes across the classroom make it difficult to maintain order and concentration. A brief entrance and departure in the morning is recommended for parents of toddlers and older children. Our teachers want to give children their full attention; if you have any questions or concerns about your child feel free to call the Front Office. We encourage all parents to arrive by 8:30 a.m. when class starts. If you do occasionally arrive late you must stop by the office and have someone escort your child to the classroom, so they can integrate the child into the class work without disturbing the teacher's curriculum.

MEALS

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ALTAD will provides breakfast and three snacks. It is important that the children eat a nutritious breakfast to ensure that they will have the most enjoyable day possible. We want the children to

be able to focus on their work and to reach their fullest potential. Your cooperation with this is most appreciated. Menus are available, and parents will get the menu at the time of registration for breakfast, and snacks.

PEANUT/NUTS FREE SCHOOL

We ask that children not bring peanuts, peanut butter or peanut based items because we have children that have severe peanut allergies.

LUNCH

Parents will have the option to either pack a lunch for their child or ALTAD will provide microwavable or delivered lunch options with an extra fee.

Breakfast

Please arrive on time. Breakfast is served between 6:30am to 7:30am, Monday -Friday. If you are to arrive after that time, please feed your child breakfast before you bring them to school. Please try to avoid donuts, cookies and high sugar items.

Snack

ALTAD will provide 3 snacks to the children per day. A list of nutritious snacks is available at the front office/teacher for your guidance. Children with multiple/serious food allergies should have snack sent in from home. Please contact your child's teacher for details.

NAP TIME

Infants through 3 years are required to nap/rest time in their own classroom each day.

Once the student turns four years old, they are no longer required to take a nap. Upon the parents request the Four-Year Old's are able to a take nap.

OUTSIDE TIME

Children will have playtime outside daily in the morning and the afternoon. Houston weather is so, varied from morning to afternoon; dressing in layers is the best solution for the changes. Please send a sweater, coat or jacket and a hat with child's first and last name on all items. All children with the exception of Infants must wear closed in shoes for the safety of the child that can stump their toes, drop toys on their feet and or step on something.

DISMISSAL

RELEASE PROCEDURES

Alvin Learning Tree Academy and Daycare maintains a strict policy regarding the individuals to whom a child will be released. The enrollment forms require a parent to specify at least two individuals to whom the child may be released either on a regular or an emergency basis. Advance written notice is required for an individual to be authorized to pick up a Child. In an emergency, the Director may be notified by phone of the name of the person who will pick up the child. The director will call the parent to verify this authorization. Once the individual arrives at the school, they will need to verify their identity to a Director/Office Staff member with Driver's License

before the child will be released. They will have to Sign In/Out on the login sheet in the Office at the front entrance.

THE CLASSROOM

We believe that the years from birth through age six were more important in a person's life than those years spent in college. A child's early years are crucial to the development of self-esteem, self-confidence, and love of learning. Our approach is designed to help the child build within themselves the foundations for a lifetime of creative learning. A love of learning and confidence as an independent learner are prerequisites in a world of constant change.

Our Program is based on self-directed, non-competitive activities that help the child develop self-esteem, confidence, and decision-making and problem-solving skills. The multi-age grouping promotes an atmosphere for helping and learning together. The Teacher prepares the environment and guides the children so that they may progress at their own pace. The materials will guide your child not only to read and write, but to think creatively and abstractly when faced with challenges. During work time children receive lessons with the whole class, in small groups and one on one. Children practice lessons that the teacher has given to them. The teacher observes the child's progress and skills with their independent work and uses these observations to personalize future lessons for the child. Our Method is implemented through the prepared environment and lesson presentations are delivered in a sequence that leads to optimum success for each individual child.

Children have an opportunity to observe other children's lessons. This offers many more opportunities of learning for the child and assists the teacher with knowledge of the child's interests for additional presentations. If you enter the classroom during work time, please understand that it may appear very relaxed; however, the children are very busy working.

Emphasis of Growth

- Independence and Problem Solving
- Enjoyment of Learning
- Skills in Oral Communication
- Respect for self and others
- Responsible Group Membership
- Development of Order, Concentration, and Coordination

Classroom Areas

The environment and atmosphere are designed to be conducive to learning and development. Materials are arranged to be attractive and accessible to the children.

Practical Life – This area promotes care of self and environment, as well as orderliness, fine Motor skills/coordination, and self-confidence and concentration.

Sensorial – Your child will utilize their five senses and develop skills in sequencing, color identification, and gradation of various sizes, shapes, and colors.

Language – Your child will have an increase in vocabulary with the many enrichment activities available in the classrooms. Reading is introduced phonetically and then the children sound out the words and once its comprehended then many exercises are taught to encourage the beginning process of handwriting.

Math – The math experience begins with concrete activities in order to build a solid foundation in the basics of math. They will progress to more complex and abstract work.

Geography – Children will learn about the diverse world around them. They will make these discoveries using maps, land forms, and many other exciting avenues.

Science – Studies will include the world of zoology, geology, and astronomy.

Art –classrooms give children the power to create through many different mediums. The children will create with paint, collages, salt dough, and other things that encourage individuality and creativity. We always stress the beauty of the process used by the child, rather than the finished product.

Sharing – The classes will have “show and tell” on Fridays. Children may bring objects from nature such as: rocks, shells, leaves, twigs, plants, flowers, etc. Please do not send any toys or play items. They may also bring books, photographs, postcards, or other pictures. Make sure these items are labeled with the child’s name. The children really enjoy sharing and it builds their confidence as they gain the ability to speak in front of the group.

GUIDANCE AND DISCIPLINE

All Alvin Learning Tree Academy and Daycare staff members are required to follow discipline policies set by their Director in accordance with the Minimum Standards.

Listed below are the disciplinary guidelines that are to be maintained within Alvin Learning Tree Academy and Daycare. It is the duty of every staff member to adhere to this policy, to help others learn and follow it, and to report any breach of this policy. Always keep in mind that our objective is to provide quality education and care to our children.

- Discipline should be constructive and help the child learn rather than force him/her to conform to adult standards.
- The teacher should be fair and consistent with discipline and make every effort to have the child see the need for discipline.
- The use of praise frequently works better than punishment.
- No corporal/physical punishment will be allowed.
- Do not associate food, naps or bathroom procedures with punishment.
- A kind, understanding, firm voice should be used.
- Punishment shall not be humiliating, shaming, or frightening to a child.
- Verbal abuse, threats or derogatory remarks about a child’s family are not permitted.
- The staff should agree regarding the discipline policies of the school. For a child to benefit from discipline he must first have a feeling of being liked and accepted.
- Timeout periods are not to be used at Alvin Learning Tree Academy and Daycare unless it is part of a plan action discussed previously with both the Director and parents. This plan shall be documented.
- When behavior is uncontrollable and disruptive and or harmful to children; the Director shall call the parents.
- Guidelines for Using Limits and Consequences
- Set limits that can be forced every time. Make sure the limits are necessary. Choose natural or logical consequences. Give warnings.
- When removing a child from a situation try:
 - o Redirecting

- o Avoid forced confessions “We’re all going to sit here until someone tells me who spilled the milk”.
 - o After any enforcement of consequences, avoid dwelling on the problem.
 - o Positive Language
- Please speak to children specifically and in a positive way.
 - Be positive example: “Please walk”, instead of “don’t run,” “Please keep your hands to yourself,” instead of “Don’t hit.”
 - Be specific if you make a general statement to a child such as ‘be good” you might not get what you want.
 - “Be good” may mean one thing to you and something totally different to the child. If, however, you say “Tommy please put your eyes up here on my book and your hands in your lap.” Tommy will know exactly what you want. They want to know what you expect and are happy when they receive approval. Example: “I’m pleased that you put your hands in your lap.”
 - Remember do not try to make children say they are sorry. Usually they aren’t sorry, and you are setting yourself up in a play for power with a child. Tell the child what he needs to do. Example “Tommy you hit George? That hurt him. Please tell George you will try to keep your hands to yourself.”
 - Try to get children to verbalize their needs. Example: George, tell Tommy you’d like to play with him.” If George is too shy, you do it for him. Eventually George will learn to ask or tell what he wants.
 - Do not make a child say, “I’ll never do that again.” Young children can’t generalize; each situation is different. Tommy might hit George today because he took his block, tomorrow because he got in line ahead of him.
 - Again, try to get children to tell you what they need then you explain that they should tell the other child what they need. Example: “Tommy, I was in line first, get in the back of me.” You help Tommy move to the back of the line, and George to verbalize if he can. If he can’t again you say, “Tommy, George wants you to get in back of the line. Right George?” George might just shake his head “yes” at first but soon he’ll learn he can tell the other what he needs.
 - Remember, if you fill a child’s day with “do’s” your day and theirs will be much happier.

PARENT OBSERVING/VOLUNTEERING/INVOLVEMENT

For new student starting Alvin Learning Tree Academy and Daycare we realize the first time leaving your child at our school may be an adjustment period for you and your child. We would like to encourage quick hugs and kisses to help your child transition quickly to their new home away from home.

You are welcome to come visit the school during any parties in your classroom or any special events we will hold at the school.

PARENT-TEACHER CONFERENCES

Conferences are held as a means of giving parents an overview of their child’s developmental progress. These conferences also enable parents and staff to work closely to meet each child’s specific needs. They will be held semi-annually for the older classrooms or as the parent, teacher

or Director requests. If there is any major concern you can set up a time with the Teacher/Director. The Director has an open-door policy. We maintain a bulletin board in the lobby, any news or changes to policy will be posted there. It is also maintained and updated in the parent handbook. You can request for a copy from the Front Office.

BIRTHDAY CELEBRATIONS

Every child's birthday calls for a special celebration. We have a special way of celebrating Birthdays at Alvin Learning Tree Academy and Daycare. This celebration is much more conducive to the classroom environment and sharing with our friends.

The following are things that we would like for you to bring for your child's birthday:

- A photograph of your child mounted on a poster.
- A short description of the photo, what your child was doing.
- Optional – The Birthday Child may bring a book wrapped as a Birthday gift to give to the class in honor of their birthday. Record the child's name and birth date on the inside cover of the book.
- Optional – You may bring a special snack to share. We request you bring cupcake/muffins/cookies. Please do not bring birthday cake, balloons, or horns.
- Food items must come from an authorized food source (Krogers, Sams, Randalls etc), anyplace that has a food license per city of Houston Health Department.

We ask that children not bring peanuts, peanut butter or peanut based items because we have children that have severe peanut allergies.

The Birthday Celebration:

- At p.m. snack time the children will sing Happy Birthday in the Café.
- The birthday child helps with the special snack they brought to share.
- The gift (a book) is opened by the birthday child and read to the class (sometimes later in the day).

We appreciate your thoughtfulness in this celebration. Please talk to your child's teacher prior to their birthday.

SUSPENSION AND EXPULSION

In general, the school is very open to working with parents regarding behaviors and needs of a child. We require that parents work with us in a positive manner and take time to meet with us if it is requested. We will take all reasonable steps to move a child in a positive direction. If a disciplinary action/problem cannot be resolved in a reasonable amount of time (3 weeks) then a child may be expelled from Alvin Learning Tree Academy and Daycare, LLC.

PARENT DISCORD

The school is a safe place for your child. If parents are going through a custody battle or any legal proceedings, they will not involve the school or allow their attorney to subpoena any staff. We are here for your child, not to make any judgment about parent's abilities. If we believe that a child is in danger, we will call Child Protective Services, as is required by State Law.

POLICIES REGARDING SICK/ILL CHILDREN

Health Check – Illness and Exclusion Criteria

We will take into consideration the following steps when a child gets ill/injured while at the operation.

Illness

If the teacher in the classroom see that a child is not acting his/her normal self, the teacher will speak with the child first and if necessary, the teacher will bring the child in the front office and the Designated Director/Staff will take the temperature of the child. If the child's temperature is over 100 degrees, the Designated Director/Staff will contact the parents to come pick up the child. If parents cannot be reached, we will contact the person (s) on the Emergency contact list. It is very important to keep all contact numbers up to date and current. Parent must pick up the child within the hour.

Illness

A child showing signs of the following symptoms will be sent home:

- * Diarrhea or vomiting (2 or more in 1 hour)
- * Deep or hacking cough, or a sore throat
- * Continuous runny nose with a yellow or green color
- * Any suspicious rash that has NOT been diagnosed by a physician
- * Undiagnosed and untreated pink eye, swollen, matter or runny nose

Minor Injury

If a child has a minor injury example a cut, the teacher can clean it with soap and water and put a bandage on it. The teacher/staff will reassure the child that he/she will be okay with a kind soft voice and a hug. The teacher/staff will fill out the incident/accident report and submit it to the front office for approval and signature. The Designated Director/Staff member will go to the injured child and see if any further action needs to be taken. Major Injury

If a child has a major injury example a bump on the head / body or broken appendage. The teacher will immediately bring the child to the front office to get the ice pack. Apply the ice pack to the bump. In case of a broken appendage The Designated Director/Staff will call 911 and then contact the parents and inform them about the injury. We will leave a message for each parent. If the parents cannot be reached, we will contact the next person on the Emergency contact list. We will keep calling every authorized person until we have made contact with someone on the list. It is very important to keep all contact numbers up to date and current. Parent must pick up the child within the first hour. If the parents request the Designated Director/Staff will take a picture of the bump/injured and send it to the parents. The teacher/staff will reassure the child that he/she will be okay with a kind soft voice and a hug. The teacher/staff will fill out the incident/accident report and submit it to the front office for approval and signature. After the parents have signed the incident/accident report the teacher will make a copy and keep it in the child's folder in the front office. The original report goes home with the parent.

MEDICAL AUTHORIZATION/RECORD OF DISPENSATION

We must receive written instruction licensed physician for the administration of medications / we must secure original medication container with original prescription Label which must be specify child's name, a current date, exact dosage to be given, specific Number of doses per day and the route of administration. We must secure the written, signed and dated instruction of the parent or guardian on the form provided the administrator.

Alvin Learning Tree Academy and Daycare cannot administer any medication or tropical product until after the child has received the first dose or application at least once prior to the center administering a dose or applying the product, to avoid unexpected reactions.

Non -Prescription Drugs

Non-prescription drugs will not be administered at the center.

Non -prescription drugs can be administered for teething infants only with doctor's verification and upon the discretion of the administration

Non -prescription drugs can be administration only with doctor's verification form signed

EMERGENCY EVACUATION PREPAREDNESS PLAN

In the case of an emergency evacuation:

1. The alarm would sound
2. In the Infant room, the teachers would gather the infants, take a head count, making sure it matched the Daily Attendance Form
3. Place the Infants in the emergency evacuation beds on their backs
4. Older Infants will also be placed in emergency evacuation beds and pushed outside
5. In the other classrooms, the teachers will have the children line up at their doors
6. Take a head count, making sure it matches the Daily Attendance Form
7. All teachers will take their Emergency folder with them and exit out of the building
8. Meet at our location site which is (in the front of the building to right side)

Disable Student Emergency Procedure

Any children that are disabled or need assistance, the second teacher in the classroom or the Director/Management Team, would assist the children exiting the building during the emergency. The Director/Management Team will go through the school making sure all lights are turned off, all doors are closed, and no child has been left in the building.

Sheltering/lock-down

In case of a sheltering/lock-down emergency, each classroom would shelter in place (stay in their classrooms), turn off the lights and be quiet. Once the All Clear signal has been announced, the teachers and children would re-enter the building and return to their classrooms. The Director/Management Team will go to each room and take a head count one more time to make sure the children have re-entered the building safely.

Emergency Off - Site Relocation Plan

In case of an off-site emergency and we need to relocate the staff and children, the following is our procedure:

1. In the Infant room, the teachers would gather the infants, take a head count, making sure it matched the Daily Attendance Form.
2. Place the infants in the emergency evacuation beds on their backs
3. Use the Bye-Bye Buggy for the older infants
4. In the other classrooms, the teachers will have the children line up at their doors
5. Take a head count, making sure it matches the Daily Attendance Form
6. All teachers will take their Emergency folder with them and exit out of the building
7. Take their cell phones.
8. Location site: Empty lot to the right of the building parking lot at 402 E. South St. Alvin Tx, 77511
9. In case of emergency and we need to relocate children and staff to the front of the building on the right side from the parking lot and or next door at the empty lot. We will use Ms. Virginia Rojas 832-804-0281 and Mrs. Nellie Washington 281-881-1776 to contact parents to come pick up their children.
10. We will have our emergency contact binder with us, which has all the parents and emergency contact information and authorization for emergency care for each child in care.
11. We will reunify children with the parents using the emergency contact list.
12. We will contact the parents, local authorities and licensing.
13. The parents will receive a copy of the Emergency Off-site Relocation Plan in their enrollment packet.

The children will stay with their teachers until the all clear signal is announced. Once the all clear signal is announced by the Director/Management Team, the teachers and children will reenter the building and return to their class rooms. If we are unable to re-enter the building, the Director/Management Team will call all the parents to come pick up their children. While the children are outside waiting for their parents, the teachers can lead them in various activities and if safe, some classrooms would be able to go to the playground.

The Emergency Information is located in both the Parent Hand Book and Employee Hand Book. The employee Hand Book is provided to new employees upon hiring. The Parent Hand Book is provided to parents and volunteers, once they have registered with the school. The Emergency Evacuation Relocation diagram is located in each classroom on the wall by the front door.

Procedures for Emergency Situations

Loss of Heating or Cooling System

The Director/Management Team will determine length of outage by contacting the utility and/or service provider. The parent will be notified of the situation and may be asked to come and pick

up their child to ensure safety. However, the parent is required to pick up their child when there is a loss of heating or cooling for more than a (3) three-hour period.

If loss of heating occurs, staff will dress children in additional layers of clothing (sweatshirts, pants, coats, etc.) and use sleeping bags and blankets for warmth. If loss of heating is lengthy enough to result in a temperature lower than 65 degrees, or if loss of cooling occurs lengthy enough to result in a temperature higher than 85 degrees, the parent will be notified to come and pick up their child. If the parent is prevented in reaching the facility to pick up their child, staff members will care for the child and maintain proper staff/child ratios until such time the parent can reach the facility to pick up their child.

Loss of Water

Any conditions resulting in major structural damage will automatically necessitate using the standard evacuation procedures listed below and designated in the Emergency Situations Guidelines posted in each classroom and common area.

Structural Damage

Any conditions resulting in major or minor structural damage will automatically necessitate using the standard evacuation procedures listed below and designated in the Emergency Situations Guidelines posted in each classroom and common area.

The staff is always to have their binders with them, containing the following Information:

1. An accurate attendance sheet for the children in his/her care
2. Medical consent and emergency contact information for each child in his/her care
3. Allergy and password information for each child in his/her care
4. Each binder should have a baggie containing latex gloves and band-aids attached to it.

Emergency Evacuation

When faced with an emergency that requires evacuation of the facility, staff should follow the evacuation route posted in their classroom.

The teacher should:

1. In the Infant room, the teachers would gather the infants, take a head count, making sure it matched the Daily Attendance Form.
2. Place the infants in the emergency evacuation beds on their backs
3. Older Infants will also be placed in emergency evacuation beds and pushed outside
4. In the other classrooms, the teachers will have the children line up at their doors
5. Take a head count, making sure it matches the Daily Attendance Form
6. All teachers will take their Emergency folder with them and exit out of the building
7. Take their cell phones
8. Location site: Empty lot at 402 E, South St Alvin Tx, 77511, next door in their front parking lot

Extra staff with no classroom responsibilities should help evacuate the rooms with the youngest children.

The Director/Management team should contact parents and/or guardians in the event the premises must be evacuated prior to the regular school closing hours.

No one is to re-enter the building until the fire department, or the Director/Management Team says it is safe to do so.

If unable to re-enter, a parent will be notified by telephone to pick up their children from the school parking lot or the off-site location.

Fire Evacuation Procedures

The staff is always to have their binder with them, containing the following information:

1. An accurate attendance sheet for the children in his/her care
2. Medical consent and emergency contact information for each child in his/her care
3. Allergy and password information for each child in his/her care
4. Each binder should have a baggie containing latex gloves and band-aids attached to it.

Extra staff with no classroom responsibilities should help evacuate the rooms with the youngest children.

Tornado/Hurricane Emergency Procedures

Upon learning of a tornado or hurricane threat, an announcement to each room would initiate the following response:

1. Lead all students to the designated safe places, (restroom) in a calm, orderly and firm manner.
2. Everyone should then crouch low, head down, protecting the back of the head with the arm.
3. Stay away from windows and large open rooms like gyms and auditoriums.

The Director/Management Team should check to make sure everyone is in their classroom restroom. Pick up the cordless phone and the Emergency Contact Form. Verify attendance with each teacher.

The Director/Management Team should contact the proper authorities, parents, and/or guardians and complete the necessary paperwork in the event the premises must be vacated prior to regular school closing hours.

Flood/Natural Disasters Emergency Procedures

Upon learning of a threat of flooding, an announcement to each room would initiate the following response:

1. All employees must keep an emergency contact list of all families at school/home
2. Director/Management Team/teachers will move all computers, televisions and electronics to higher positions on desk or cabinets
3. We will stay informed with your local authorities/News/TV/Radio internet and social media for information and updates.
4. We will move to higher ground immediately (if necessary)
5. If Riverstone Montessori must close, due to flooding the Director/Management Team will notify parents with an auto text and email Emergency Alert to the parent's cell phone, to come pick up their children immediately
6. If the flooding happens during non-office hours the Director/Management Team will call all staff and teachers. The Director/ Management Team will send the Auto alert text to all the parents and send emails.

Shooter/Bomb Threat Emergency Procedures

Upon learning of a shooter and/or bomb threat, an announcement to each room would initiate the following response:

1. Follow the drill according to the plan you have developed
2. If the school receive a Bomb threat, immediately call 911
3. "SHUT OFF ALL TWO-WAY RADIOS"
4. Consult with the Law enforcement Fire, or Emergency management valuate whether the bomb threat is credible and if building evacuation is needed.
5. If the threat is a high-level threat the Director/ Management Team will use the school Evacuation Plan and move to our off- site located at the (Empty lot next door) Extra staff with no classroom responsibilities should help the rooms with the youngest children.

GANG-FREE ZONES

For Child Care Centers

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

What is a gang-free zone?

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

What is the purpose of gang-free zones?

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

Smoke/Drug Free Environment

Staff, or other persons, shall not smoke or use tobacco products either within the center Premises, on the center playgrounds, or in any vehicle being used to transport children.

FINANCIAL POLICIES

Tuition

Monthly tuition is due and payable on the 1st of the month. All weekly payments must be made out to Alvin Learning Tree Academy and Daycare. We accept checks only. A \$25.00 late fee is added each day after 6:30 p.m. on the Friday tuition is due. Tuition and other fees must be paid in full without deduction for absences of any duration or any reason, and without substitution of other days of attendance as "make up" days. Your child's tuition is based on the program that you choose for your child. If your child moves to another class with a different tuition, no mid-month adjustments are made. You will be billed the new tuition rate in the following month. You must

check with office management to see what the new fee will be when your child is moved up to next grade level. In our classrooms there may be limited space available.

Registration

A non-refundable annual registration fee of \$75.00 per child. This fee is charged upon enrollment only.

Fee for Holding Spot

A non-refundable fee of \$100.00 will hold an available spot for your child when the spot comes available.

Supply Fee

A non-refundable annual activity fee of \$50 per child is billed in August for classroom supplies, art and craft items, and other supplies.

Sibling Discounts

Families that enroll more than one child in a full-time program will receive a 10% discount on the tuition of the second and additional children that are enrolled. The discount will be given to the lesser amount of tuition.

LATE FEE

If your child has not been picked up from the Daycare by 6:30 p.m. respectively there will be a fee of \$15 for the 1st 5 minutes and then \$1per minute after. The late fee payment must be made at time of pickup.

Other Charges

Insufficient checks there will be a \$35 charge. A second returned check will result in payment in the form of money order or cash only terms. Additional charges may be assessed for shirts, photography, hearing and eye exams, etc. These are offered on an optional basis. Extra-curricular activities are also optional with an additional charge.

Vacation

Credit is not given for days absent due to illness, holiday, emergency situation or inclement weather. Alvin Learning Tree Academy and Daycare requires a 30 day written notice turned in advance to the Director/Front Office for any student taking a vacation more than a week. There will be a \$100.00 fee to hold the student's spot in their classroom.

IN-HOME BABYSITTING

Alvin Learning Tree Academy and Daycare employees are not allowed to baby sit off its premises.

TRANSPORTATION

We do not transport children younger than 4 years old. We do offer transportation for all the children 5 years and older to and from public elementary schools in our after-school program and on field trips during the summer.

FIELD TRIPS

All our drivers have been background checked, finger printed and have current insurance. All our vehicles are inspected, and insurance is up to date. The driver must be twenty-one years of age and have a valid driver's license. A first aid kit and fire extinguisher are in each vehicle. Each child has an individual seat belt. Children may not sit in the front seat of a car with passenger air bags. Each child must have a signed permission slip and an emergency release form in order to go on all field trip. These slips will be carried in the vehicle with the driver.

WATER ACTIVITIES

We will plan to have water activities on site located at the back of the school. Water activity will be during summer time once a week for each classroom for age group 18 months and up. The students are required to wear their bathing suits, water shoes and apply sunscreen and bring a towel to school. The students need to wear cloths over their bathing suits and bring extra underwear, socks and shoes/cloths. We will stay in ratio with each classroom when they are out having water play. The teachers will be required to walk around the area to ensure the safety of the children and have their classroom binders with them.

ANIMALS

If we have an in-house field trips/ vendor who is sharing an animal with the children we will post it 48 hours in advance on the bulletin board in the front hallway.

MINIMUM STANDARDS AND REPORTING

Parents may review a copy of minimum standards and our most recent licensing inspection at any time. Both of these are available in the office. The local licensing office may be contacted at 713-940-3009. Child Abuse hotline is 1-800-252-5400. The Texas Department of Protective and Regulatory Safety's website is www.dfps.state.tx.us. Our licensing report is there as well as the State Minimum Standards.

PREVENTING AND RESPONDING TO ABUSE OR NEGLECT OF CHILDREN

We are providing the following information as well as specific one hour of training for our staff to increase awareness. There are four major types of child maltreatment: physical abuse, neglect, sexual abuse, and emotional abuse.

RECOGNIZING ABUSE

Physical Abuse is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child. Child Abuse and Neglect: Protection and Prevention Suspect Physical Abuse When You See:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without obvious injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unreasonable clothing that may hide injuries to arms or legs

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been Offered and refused.

Suspect Neglect When You See:

- Obvious malnourishment
- Lack of personal cleanliness • Torn or dirty clothing
- Stealing or begging for food
- Child unattended for long periods of time
- Need for glasses, dental care, or other medical attention
- Frequent tardiness or absence from school

Sexual Abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.

Suspect Sexual Abuse When You See:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors or play
- Knowledge of sexual relations beyond what is expected for a child's age • Sexual victimization of other children

Emotional Abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

Suspect Emotional Abuse When You See:

- Over compliance
- Low self-esteem
- Severe depression, anxiety, or aggression
- Difficulty making friends or doing things with other children
- Lagging in physical, emotional, and intellectual development

- Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problem.

Prevention and Early Intervention (PEI) manages community-based programs that prevent delinquency, abuse, neglect and exploitation of Texas children; helps communities enhance services provided through the Texas Department of Family and Protective Services; assists communities in identifying prevention and early intervention needs, and supports the development of, and modifications to, new and existing programs designed to prevent or reduce poor outcomes for children, youth and their families.

https://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp

If you need help as a parent of a child who is a victim of abuse:
https://www.dfps.state.tx.us/Child_Protection/Investigations/parents_guide_to_investigation.asp

State law requires anyone who suspects child abuse or neglect to report those suspicions to. The Texas Department of Family and Protective Services (DFPS) or to a local law enforcement agency. Always call law enforcement first and the Texas Abuse Hotline second if you suspect that there is an immediate threat of harm or death to a child.

Any person making a report to DFPS is immune from civil or criminal liability as long as the report is made in good faith. The reporter's name is also confidential and will not be provided directly to the accused person by any DFPS employee. There are circumstances under which DFPS is required to disclose a reporter's identity to law enforcement, a court of law, or another state agency.

A person who suspects child abuse or neglect, but fails to report it, can be charged with a misdemeanor or state jail felony. Remember, reporting suspected child abuse or neglect makes it possible for a child to get help. Report child abuse or neglect in two ways:

- Telephone
- Internet

Health Check

At the time of exchange between the parent to teacher drop off there will be a health check completed by the teacher to insure the child has no injuries /marks on their body.

MEETING THE CHILD'S NEEDS

Infants

Please bring everything your baby will need, such as pre made bottles (minimum 6 bottles), all food must be in plastic containers labeled with first and last name, 1-2 packet of wipes, box of diapers and changes of clothes. An infant care sheet must be filled out upon enrollment and updated once a month (see Infant supply list).

Breastfeeding

Mothers have a right and are welcome to breastfeed or provide breast milk for their child while in our care. Our infant room has a Gliders to provide a comfortable place to breast feed. A refrigerator is available for storage of expressed breast milk.

Toddlers

We ask that toddlers have a small backpack with two complete changes of clothing and a supply of disposable diapers or training pants and wipes. Once the child has turned two years old in the toddlers class they will be no longer use pacifiers/bottles. We provide potty training at starting 18 months. Please try to wean toddlers from bottles and pacifiers. If your child is toilet learning please bring additional underwear and clothing to help us with this process.

Primary

Please send a small Ziploc bag with at least one complete change of clothes.

PERSONAL BELONGINGS

We provide all learning materials. Please make sure your child does not take home any classroom materials. If anything is found, please return to the classroom/front office. Please DO NOT allow your children to bring toys, candy, gum, balloons or money to school.

PARENT HANDBOOK ACKNOWLEDGEMENT

I, _____ hereby represent that I am the legal guardian of the child(ren) enrolling at Alvin Learning Tree Academy and Daycare, LLC and that it is my responsibility to keep all information and authorizations pertaining to my child(ren) up to date. I acknowledge that I have received a copy of the Alvin Learning Tree Academy and Daycare, LLC, Parent Handbook; and, I have read the agreement and understand the contents of this agreement in its entirety. I further acknowledge that I am responsible for the information in this agreement as it is essential to the continued enrollment of my child at Alvin Learning Tree Academy and Daycare, LLC.

Parent/Guardian's Signature

Date

Address

Telephone Number

Please return this page signed to the Director.