

**Oak Tree Kids Academy  
4724 Atascocita Road  
Humble, TX 77346  
281-812-5444**

Parent Handbook

## **Policies and Procedure**

### **Program Philosophy:**

Oak Tree Kids Academy is designed as a comprehensive childcare/child development center to serve children ages 6 weeks to school age. We feel that each child is unique and individual. Our program is constantly growing, expanding, and changing in order to maintain an environment that considers each child's need to explore, belong, dream, achieve, create, love, and be independent.

Our program goals are to nurture self-esteem and self-confidence through relationships and successful and satisfying learning experiences.

- To encourage good work habits in caring for self and materials.
- To develop attitudes of caring, cooperation, and sharing.
- To foster awareness, understanding, and respect for peers, adults, and community.
- To stimulate a curiosity for learning and ability to observe, think, and problem solve through developmentally appropriate hands-on learning experiences

### **Contact Information:**

Oak Tree Kids Academy  
4724 Atascocita Road  
Humble, Texas 77346  
Phone: 281-812-5444  
email-oaktreechild@yahoo.com

### **Hours of Operation:**

Oak Tree KIDS ACADEMY is open Monday through Friday 6:00 am – 6:30 pm.

### **Admission Policies:**

All children are welcome at Oak Tree KIDS ACADEMY. Admission is on a full time, first come first serve basis. We do not discriminate on the basis of race, sex, religion, or national origin.

### **Age Requirements:**

For admission, children must be 6 weeks upon enrollment. Children may attend the full time program until they are old enough for Kindergarten enrollment. Before and after school care is provided for children attending elementary school up to age 10.

**Enrollment:**

Enrollment packages are available for each family to complete. All forms must be complete and on file before the child can attend the center. The following forms are required:

- Child Care Contract
- Completed admission form
- Discipline & Guidance Policy

**Fees/Tuition:**

Tuition is due each Friday for the upcoming week. Unpaid balances will be charged a late fee at the open of business Tuesday of the following week. Annual fees for registration and materials are due each August during the reenrollment period.

**Daily Program/Curriculum:**

Children learn from the environment around them. Oak Tree KIDS ACADEMY recognizes this and plans for daily activities to foster development in areas of social, emotional, physical, and intellectual growth. Experiences are designed based on student interest and offer a diverse and rich learning environment.

**Arrival and Departure:**

Children should arrive at the center by 8:30 am in order to receive the maximum benefit from the program. Latest for arrival is 11:00am. This also helps to minimize distraction for the other children. Quiet times for rest and nap are from 12-2:00 pm. Please avoid picking up your child during these times, except in an emergency.

Children should be picked up from the center prior to 6:30pm. A late fee of \$10.00 per quarter hour or fraction of (by center's clock) and one dollar each minute thereafter will be assessed for lateness. If an emergency occurs and you must be late, please call the center so that arrangements can be made to care for your child.

## **Checking child in/out of the Center:**

### **When dropping child off:**

- Escort the child into the center.
- Check child in on keypad.
- Assist child in removing coat and putting belongings away.
- Notify classroom teacher of child's presence.

### **When picking child up:**

- Check child's cubby for daily information.
- Check classroom/center boards for information.
- Notify teaching staff you are taking your child.
- Check out child on keypad.

## **Authorized Pick-Up:**

No child will be released to a person who is not listed on the authorized pick up list. Updates to the pick up list must be current. For your child's protection, we will ask unfamiliar adults to show us photo identification.

## **Parking:**

Please park in designated parking spaces. We kindly ask that you don't leave your cars in the drive way for more than 2 minutes so that our line of cars does not back up.

## **Helping Your Child Adjust:**

We encourage you to visit our program with your child prior to enrollment. The comfort and happiness of the child is our first priority. Some children have difficulty separating from their parents in the morning. We have found that comments such as "I will pick you up after nap." or "You can tell me about your day tonight" are helpful. Please feel free to call the center at any time if you have any concerns about your child.

Parents who have apprehension or mixed feelings about enrolling their child in childcare can sometimes communicate (often nonverbally) these feelings to the child, resulting in problems of separation anxiety and adjustment. Please speak to your child's teacher about these feelings and try to convey a positive attitude about the daily separation.

## **Parent Involvement:**

We have an open door policy at Oak Tree KIDS ACADEMY. We feel that a strong and positive home-school connection provides the child with the best experience.

- Parent Conferences – Parent Conferences are available if needed.
- Classroom visits – Parents are welcome and encouraged to visit their child’s classroom at any time.

**Grievances:**

In the unlikely event that a grievance arises, parents are encouraged to speak with the classroom teacher. If the situation warrants, the director may become involved to remedy the situation.

**Birthdays:**

Children’s birthdays will be quietly celebrated at school. You may send in a special treat to share with your child’s class. Some suggestions are mini-cupcakes, fruit snacks, and special cookies. Please do not send in a cake.

If you wish to plan a party for your child outside of school and wish to invite the entire class, you may distribute invitations at school. If the party will only include some of the children, please send your invitations through the US Mail.

*Please remember not to send in any party favors such as candy, birthday hats, streamers, balloons etc. We find it is distracting and too exciting for school.*

**Toys and Personal Articles:**

Frequently, children want to bring toys to school. For many reasons, we discourage this practice. Personal items can interfere in the child’s day and experiences. Lost or broken items can be disappointing to the children. Special days allow for the sharing of personal items such as teddy bears or books. Please limit items to those days. Oak Tree is NOT Responsible for any Lost Toys.

**Bottles/Pacifiers (infant room only)**

If your child uses a bottle or pacifier to nap, please send in several of the item marked in permanent marker. If your child is breastfeed, Oak Tree Kids Academy has designated area for breastfeeding. (See front office for location).

**Clothing and Outdoor Play:**

Children need to wear clothing and shoes that allow for easy movement. We spend much time painting, cooking, and working in sand and water. Shoes should be sturdy and soft soled and socks should be worn at all times. **No sandals, slick soled, plastic shoes, or boots should be worn.** Outdoor play is essential in building physical fitness and developing group play. Children play outdoors every day unless it is raining and should be dressed appropriately for the weather.

### **Rest Time:**

A two-hour rest period is scheduled each day. Children are placed on their own cot with a blanket. Although children are not required to sleep, the environment will be conducive to rest. Children may bring a blanket for nap time.

### **Food Program:**

All foods served are of the highest quality. Fresh seasonal fruits and vegetables are provided daily. Many of the menu items are homemade and prepared fresh daily. Foods containing preservatives and high salt/sugar contents are avoided.

The center's food program is developed according to the requirements set by the USDA Food Pyramid for Young Children and the Texas State Guidelines. These dietary needs are based on each child's age. Each month's menu will be posted at the center and a shortened copy will be sent home.

If your child has any food allergies or other restrictions, state law requires a note from the child's doctor as to such, and to any substitutions that may be required.

### **Discipline:**

Discipline policies in our program have been established to encourage and strengthen positive behavior through opportunities for the children to interact with people and materials. One of the primary goals of the program is to maximize the learning of appropriate social skills including safety and respect for one's self and others.

**Guidance is non-punitive.** Positive techniques include redirection, anticipation and elimination of potential problems positive reinforcement and encouragement, rather than competition, comparison, or criticism. Limits are set for children, and the environment is arranged so that a minimum number of "no's" are necessary. Clear consistent rules are explained to the children.

When children exhibit challenging behaviors, (including physical or verbal aggression to staff or children and disruptive behaviors) the following steps will be followed:

- The problematic behavior will be studied and documented.
- The classroom teacher will consult with the director to discuss ways to work with the child and improve the behaviors.
- Our staff will request a meeting with parents to discuss and consider solutions and establish a timeline. Parents may be asked to agree to a consultation with an outside specialist.

- Dismissal may be warranted

### **Director/Office Appointments:**

Oak Tree KIDS ACADEMY strives to hire the most dedicated and competent professionals in the field of early childhood education. Our director is committed to ensuring a safe, nurturing, and stimulating environment for your child.

The director and assistant director is available to discuss any concern you may have. Meetings with the director and assistant director are welcome by appointment. In addition, the director will discuss and make available to you:

- The Texas State minimum standards for licensed child care centers.
- Licensing and inspection reports.

For more information regarding standards for child care center, child abuse policies, or other state childcare information see:

- [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or (713) 940-3009
- DFPS child abuse – 1-800-252-5400
- Poison Control – 1-800-222-1222

### **Dismissal from Center:**

If minor changes to the routine, environment, or behavior plan do not seem to be effective, or if the parents are unwilling to work with an outside specialist, the child will be dismissed from the program. At any time in this process if the child's aggression seems dangerous to themselves, other students, or staff, the child will be dismissed from the program.

Dismissal will also occur in the following situations:

- Has needs we cannot meet.
- Failure to pay tuition.
- Verbal abuse of staff/teachers by parent.
- Failure to provide health documentation

### **Emergency Procedures:**

Emergency procedures for fires and tornadoes are posted in each classroom. Practice drills are conducted on a monthly basis. There is always at least one staff member trained in infant and child CPR on duty at all times.

### **Accident Policy:**

Students injured at the childcare will have an accident report filled out by the teacher. The report must be signed by a parent and a copy kept in the child's file. Calling the parent may also be warranted. Emergency treatment will be administered in the event of a serious injury.

**Health Considerations:**

Texas licensing standards prohibit children from attending the program if they have a contagious illness. It is also our belief that children need the quiet, individualized attention of a special adult when they are ill. Thus, children will be observed daily upon arrival for illness symptoms and will not be admitted if they might infect others. In general, children should NOT attend our program and parents will be called to pick up children when:

Symptom/Illness	Child may return when:
FEVER	Fever registers below 100 degrees without the use of fever reducers such as Tylenol and a 24 hour period has passed from onset of fever.
RUNNY NOSE	Thick yellow or green discharge clears up
EARACHE	A Physician examines the ears and recommends returning to school.
* RASH /DRAINING SORES	A Physician examines and recommends returning to school.
* CHICKEN POX	All sores are crusted over and child is fever free. Parent must bring a doctor's note in order for the child to return to school.
UNUSUALLY PALE OR FLUSHED SKIN	Until color returns to normal or a Physician has determined the cause and recommends returning to school.
UPSET STOMACH, DIARRHEA, AND/OR VOMITING	Child is eating normally without upset. Child should be symptom free for 24 hours before returning to school. If a child has 3 or more diarrhea episodes the parents will be asked to pick up the child within 1 hour. If the child is on a type of medication that causes diarrhea a parents will need to bring a doctor note when the child returns.
* RED OR WATERY EYES	Until symptoms are gone or a Physician examines and recommends returning to school.

\*A note from the Physician may be required in order for the child to return to school.

**Illness during School:**



If a child becomes ill while at the center, the parent will be contacted immediately and the child will be kept as comfortable as possible under supervised isolation until the parent arrives. **We ask you pick your child up within one hour.**

At times, communicable diseases are present in the classroom. In such an event, you will be notified of this situation in writing so that you may be on the lookout for symptoms in your child.

### **Medication:**

Medications specifically ordered by a physician for the individual child in a prescription container, and medications for which you have a written order from a physician for the individual child will be administered. **Please do not ask us to administer non-prescription drugs without a written order from your physician.**

The most common types of medications we are asked to administer are decongestants and cough medicines. Please ask your physician to prescribe a prescription form of these and other medications to be used at school, or give you a written order stating how often, and how much of the nonprescription medicine your child is to be given.

### **Sunscreen Policy:**

Parents should apply sunscreen to their child before school. A sunscreen release form is required on file in the office if the parents would like sunscreen applied to their child during school.

### **Immunizations:**

All children at the center must have up to date immunizations. Please check with your physician prior to the start of school to make sure your child's immunizations are up to date. Please notify us when your child receives additional immunizations. Oak Tree Kids Academy employees are not required to have vaccination at this facility.

### **Vacations/Holidays:**

**Oak Tree KIDS ACADEMY will be closed for the following holidays:**

New Year's Day  
Good Friday  
Memorial Day  
Fourth of July  
Labor Day  
Thanksgiving and the day after  
Christmas Eve and Christmas Day

There are no refunds for holidays, absences, or family vacation time. Full tuition is due each Friday for the upcoming week.

**Visitor’s Policy:**

All visitors to Oak Tree KIDS ACADEMY must check in at the office. Visitors may be required to show identification.

**Media Release Form:**

There will also be times when pictures and/or information about the center, student’s work, as well as student activities will be posted on the center’s web page. The media release form will serve as permission to post such information as needed.

**Withdrawal from Center:**

Families wishing to withdraw their children from Oak Tree KIDS ACADEMY are required to give two weeks notice.

**Transportation/Field Trips:**

Oak Tree KIDS ACADEMY transports children in 15 passenger vans that have a safety restraint for each child. All drivers are licensed, maintain records of children on board, have appropriate safety equipment, and communication with the center.

Parents are notified of field trips in writing at least 24 hours in advance. Children are provided with T-shirts, and a CPR/First AID certified teacher is present on all trips.

**Preschool Hearing and Vision Screening:**

Children must receive hearing and vision screening within 120 days of their third birthday. Parents must bring proof of screening and results to center to keep on file. Please check with your pediatrician for more information.

**Child Care Licensing Information**

The number for child care Licensing is 713-940-3009. The hotline number for child abuse is 1-800-252-5400.

Required Notifications:

**You must notify us in writing before:**

- Medium (1) Changing location;
- Medium (2) Adding to or reducing indoor or outdoor space;
- Medium (3) Reducing the number of toilets or sinks;
- High (4) Adding a swimming pool or other permanent body of water;

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| Medium-high | (5) Changing the age range of children to be cared for;   |
| Medium      | (6) Changing the hours, days, or months of operation;   |
| High        | (7) Offering new services, relating to minimum standards found in this chapter, such as transportation or field trips;  |
| Medium      | (8) Planned closure or five consecutive days or more, during designated hours of operation, when the operation is not caring for children, with the exception of nationally recognized holidays; or |
| Low         | (9) Going out of business.  |

*As events occur or changes are made to the center, health and safety conditions may change.*

*Licensing may need to verify that minimum standard rules related to the changes are in compliance to ensure the continuing safety of children in care.*

**You must notify us in writing, no later than five days after a change is made, regarding:**

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| Medium      | (1) Sale or transfer of the child-care center ownership (including but not limited to incorporation of an existing operation); |
| Medium-low  | (2) The governing body designee;   |
| Low         | (3) The board chair for a corporate facility or other executive officer of the governing body;                                 |
| Low         | (4) The address of the governing body or its designee; and   |
| Medium-High | (5) The center director.   |

- *A license cannot be bought, sold or transferred and is only valid for the location/address noted on the licensed.*
- *Governing body changes affect Licensing’s ability to communicate in a timely manner with those who have ultimate responsibility for the child-care center.*
- *It is important that DFPS know, in a timely manner, who has been designated as director in order to ensure that qualifications are met and the operation of a center is not at risk.*

**You must notify us as soon as possible, but no later than two days after:**

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| Medium-High | (1) Any occurrence that renders all or part of your center unsafe or unsanitary for a child;  |
| Medium-High | (2) Injury to a child in your care that requires treatment by a health-care professional;   |
| Medium-High | (3) You become aware that an employee or child in your care contracts an illness deemed notifiable by the Texas Department of State |

- Health Services (DSHS) as specified in 25 TAC 97, Subchapter A relating to Control of Communicable Diseases);
- Medium-High (4) A person for which you are required to request a background check under Chapter 745, Subchapter F of this title (relating to Background Checks) is arrested or charged with a crime;
  - High (5) The occurrence of any other situation, which places a child at risk, such as forgetting a child in a center vehicle or on the playground or not preventing a child from wandering away from the child-care center unsupervised: and
  - Medium-High (6) A new individual becomes a controlling person at your operation, or an individual that was previously a controlling person ceases to be a controlling person at your operation.
  - High (b) You must notify us immediately if a child dies while in your care.

Examples of occurrences that may render a child-care center unsafe or unhealthy include sewer backups, flood, fire or storm damage, or the lack of running water.

**What emergency or medical situations must I notify parents about?**

- (a) After you ensure the safety of the child, you must notify the parent immediately after a child:

- Medium-High (1) Is injured and the injury requires medical attention by a health-care professional;
- Medium (2) Has a sign or symptom requiring exclusion from the child-care center as specified in Subchapter R of this chapter (relating to Health Practices);
- Medium-High (3) Has been involved in any situation that placed the child at risk. For example, a caregiver forgetting a child in a center vehicle or not preventing a child from wandering away from the child-care center unsupervised; or
- Medium-High (4) Has been involved in any situation that renders the child-care center unsafe, such as a fire, flood, or damage to the child-care center as a result of severe weather.
- Medium (b) You must notify the parent of less serious injuries when the parent picks the child up from the child-care center. Less serious injuries include, but are not limited to, minor cuts, scratches, and bites from other children requiring first-aid treatment by employees.
- Medium (c) You must notify all parents of children in the child-care center in writing and within 48 hours of becoming aware that a child in your care or an employee has contracted a communicable disease deemed notifiable by the Texas Department of State Health Services as specified in 25 TAC 97, Subchapter A (relating to Control of Communicable Diseases).

- Medium-Low (d) You must provide written notice within 48 hours to the parents of all children in a group when there is an outbreak of lice or other infestation in the group. You must either post this notice in a prominent and publicly accessible place where parents can easily view it or send an individual note to each parent.

Communication between caregivers and parents is essential to both the safe and healthy operation of the center and to the parent’s ability to assess to care their children are receiving.

Required Postings

**What items must I post at my child-care center at all times?**

You must post the following items:

- Medium (1) The child-care center’s license;
- Medium (2) The letter of form from the most recent Licensing inspection or investigation;
- Medium (3) The Licensing notice *Keeping Children Safe*;
- Medium-High (4) Emergency and evacuation relocation plans;
- Medium (5) The activity plan for each group of children in the child-care center;
- Medium (6) The daily menu, including all snacks and meals served by the child-care center;
- Medium-Low (7) Licensing Notice of Availability for Review of:
  - Medium-Low (A) The most recent fire inspection report;
  - Medium-Low (B) The most recent sanitation inspection report;
  - Medium-Low (C) The most recent gas inspection report, if applicable; and
  - Medium-Low (D) The Licensing minimum standards applicable for child-care centers;
- Medium-Low (8) Telephone numbers specified in 746.405 of this title (relating to What telephone numbers must I Post and where must I post them?);
- Medium-Low (9) A list entitled “Current Employees.” The list must be at least 8-1/2 inches in size, printed legibly, and must include each employee’s first and last name; and
- Medium (10) Any other Licensing notices with specific instructions to post the notice.

Posting this information is an important part of communication with parents. It provides parents the opportunity to monitor the care they have selected for their child and to make informed decisions as consumers of child care.

Where and where must these items be posted?

- Medium (a) Unless otherwise specified, the items specified in 746.401 of this title

Where and where must these items be posted?

- Medium (a) Unless otherwise specified, the items specified in 746.401 of this title (relating to What items must I post at my child-care center at all times?) must be posted at all times, in a prominent and publicly accessible place where employees, parents, and others may easily view them.
- Medium (b) Emergency and evacuation relocation plans must be posted in each room used by children.

What telephone numbers must I post and where must I post them?

- Medium (a) You must post the following telephone numbers:
- Medium (1) 911 or, if 911 is not available in your area, you must post the numbers for:
- Medium (A) Emergency medical services;
- Medium (B) Law enforcement ; and
- Medium (C) Fire Department;
- Medium (2) Poison control;
- Medium (3) DFPS child abuse hotline;
- Medium (4) Nearest Licensing office telephone number and address; and
- Medium (5) The child-care center, or on the phone handset.

Readily available phone numbers help to ensure prompt response/action in an emergency.
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