



## Brainy Bees Childcare Center

15633 Westpark Dr. Houston TX 77082 – Phone: 832-469-9030

### **Operational Policy**

#### **Our Mission:**

At Brainy Bees Childcare, we inspire our students to be lifelong independent learners develop their sense of wonder and promote them as peacemakers and leaders.

We Value:

1. Peer learning
2. Curiosity, independence and achieving your personal best.
3. Empathy and courtesy
4. Diversity and inclusivity
5. Partnerships with our families and community.

#### **Hours of Operation:**

Monday through Friday 6:00 am- 7:00pm

Late pick-ups or early drop offs will incur additional charges.

Brainy Bees Childcare Center will be closed on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday following
- Christmas Eve
- Christmas Day

\* If Christmas falls on a Thursday, we will be closed on the following Friday, December 26<sup>th</sup>.

\* If a holiday falls on a Saturday, we will be closed on the Friday before. If a holiday falls on a Sunday we will be closed on the following Monday.

#### **Procedure for Release of Children §746.501(2)**

No child is released to anyone not authorized on the TDFPS "Admission Information" form. If there is an emergency and someone else is requested to pick up the child', the authorized person must have a note written and sent, or call in person. Any daycare personnel will verify the identity of the person picking up the child. This person must present a driver's license to us so that we may readily identify them.

#### **Illness and Exclusion Criteria §746.501 (3)**

If a child is seemed to be too ill to be allowed into the center by the staff on duty, the person bringing the child must take him or her back and make other arrangements. If the child becomes ill or sustains an injury, the authorized parent and/or caretaker will be notified. If the staff and the parent/caretaker agree that the child can stay, the child may be isolated from the other children. If it is felt that the child needs



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urgent care, the staff will take appropriate action as outlined in the "admission information" form and as instructed by the parent as long as the Minimum Standards for Child-Care Centers" by the TDFPS is followed

### **Procedures for Dispensing Medication §746.501 (4)**

Should your child require medication while in our care, the staff will only be able to administer it when accompanied by a medication form that has been completed and signed by you. This is a requirement of the state of Texas. Please do not send medicines in your child's backpack. Prescription medication will be administered only if the medication has the Child's full name on it and is in the original container and has not exceeded the expiration date. Medication amount given will only be administered by how much the doctor has prescribed. If medication is not dispensed or not needed parent will be notified by preferred contact method, and it will be documented as NOT GIVEN on medication form.

### **Procedures for handling Medical Emergencies §746.501 (5)**

Should your child require medical attention, you will be notified immediately. You will be given the option of coming to pick-up your child or meeting us at the nearest emergency room. In the case of an emergency, we will either transport the child in our vehicle or call 911 to have your child transported by ambulance.

### **Procedures for Parental Notification 46.501(6)**

Parents will always be notified when:

1. A child appears to be acting very strange;
2. A child cannot be controlled without some restraint;
3. A child sustains an injury or becomes ill;
4. A child hurts him/herself, another child, or anyone in the center;
5. A child refuses to cooperate after repeated attempts;
6. Staff is not sure about another person coming to pick up the child; and/or
7. Someone from a regulatory agency inquiry about the welfare of the child.

### **Discipline and Guidance Practices §746.501 (7)**

Any child presenting a discipline problem will be made aware of his/her actions in a polite, yet strict manner. Little Learners Lighthouse does not use corporal punishment. Children will be disciplined in a calm and communicative matter. Positive reinforcement will be used as a mean of discipline. Parents will receive an incident report for any disciplinary infraction that might involve the injury of another child, failure to follow rules and regulations, or destruction of property. The center follows the outline prescribed in the Minimum Standards outlined by DFPS. Each family will be given a copy of these practices and a copy will be kept on file in the child's admission folder.



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### **Suspension and expulsion of children §746.501 (8)**

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

#### IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions towards staff members.
- Parents exhibits verbal abuse to staff in front of enrolled children.

#### PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child. Verbal abuse to staff.

#### CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

In the realm of challenging behavior from a child enrolled, we will take proper steps to help guide the child in a positive manner. If this does not help, then the parent will be notified and involved. Prior to expulsion, a parent will be called and correspondence will be sent home indicating the problem at hand; and every effort will be made by both the center and the parent to correct the problem. If, after one or two weeks, depending on the risk to other children's welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of one week's notice to find another center to provide care for this child.

### **Safe sleep policy §746.501 (9)**

We believe that a safe sleep environment for infants helps lower the chances of an infant dying from SIDS, and that parents and child care providers can work together to provide a safe sleep environment. Child care providers caring for infants 12 months of age or younger, are required to implement a safe sleep policy, share the safe sleep policy with parents/guardians, and participate in Infant-Toddler Safe Sleep and SIDS Risk Reduction in Child Care training. All parents with children 12 months and younger will sign the policy ensuring safe sleep practices.



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### **Meals and Food Service Practices §746.501 (10)**

We serve USDA-Approved meals based on a rotating menu posted in the dining area as well as the lobby area of the center. These meals include breakfast, snack, lunch, snack, and supper. Parents will be given a form to fill out which allows the center to be partially reimbursed for the meals served. Please see attached form. Brainy Bees will provide students with healthy and nutritious meals. If there are any dietary restrictions or food allergies please inform staff and also make note on the enrollment form.

a) liquids and food hotter than 110 degrees F are kept out of reach. b) All staff are educated on food allergies and they take precautions to ensure children are protected. c) on days that providers serve meals, prepared food that is brought into the program to be shared among children is commercially prepared OR prepared in a kitchen that is inspected by local health officials. d) that healthy snacks (as listed by the Texas Department of Agriculture) are available for school aged children as children arrive. e) on days that providers serve meals, milk, fresh fruit and vegetables are available for children who bring lunches from home.

HOME LUNCH PRACTICES a) Food brought from home for children, must come in a thermostat container. b) please refer to choosemyplate.gov for guidance in preparing children's meals. c) Parents are encouraged to provide meals with adequate nutritional value.

### **Immunization Requirement §746.501 (11)**

Immunizations are required of all children attending child care in the state of Texas. We understand that there may sometimes be a medical reason not to give an immunization on the scheduled time. However, unless we have a written note signed by your child's physician, we are not allowed to make any exceptions. If we do not comply with this requirement, we could lose our state license. TB testing is not required by the county for children to attend Child Care. **746.501(27)**

**IMPORTANT:** You must show proof of the appropriate immunizations **BEFORE** your child can attend the Center. Your physician must sign an Immunization Form.

### **Vision and Hearing Screening 746.501(12)**

Every child four (4) years of age or older is required to have a vision and hearing screening yearly. This can be done by your child's physician. We must have current record of this screening for your child to be in care.

### **Enrollment Procedures, Including, How and when Parents Will be Notified of Policy Changes §746.501 (13)**

- ✓ Steps to Enrolling Your Child(ren) Here:
- ✓ Arrange for a tour with the Director who will give you an overview of the center's policies, including discipline, guidance and the release of children;
- ✓ Fill out the DFPS "Application Form";
- ✓ Show proof of up-to-date immunizations;



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- ✓ When you come to leave your child the first time, expect your child to have some hesitations and possible some tears;
- ✓ After a hug and reassuring words from you, place your child's hand in the hand of the Director or teacher who will stay with your child until they are calm, and then take your child to the teacher, and then
- ✓ Sign your child in and leave quickly!

### **How and When Parents will be notified of the Policy Changes**

Your child must have their enrollment document completed before entering Brainy Bees Childcare Center. We must also obtain a signed statement from you stating that you have been given a copy of our operational policies and our discipline and guidance policy. We will need a copy of your child's immunization record and hearing and vision record if it is unavailable at your child's school. We will notify you in writing of any changes in our policies, via email and a hard copy, and we will obtain your signature confirming your awareness of the changes.

### **Transportation §746.501 (14)**

Whenever possible, parents are to use their own transportation to bring their children to the center and to pick them up. The director will make arrangement for those parents without transportation to pick up their child from home and take them to school if necessary, and possibly take them home in the event of an emergency. ALL transportation requests will be handled on an individual basis in cooperation with available staff.

### **Water activities §746.501 (15) Outdoor Playtime**

This center DOES NOT participate in water activities. The children go outside (WEATHER PERMITTED) TWICE A DAY FOR a minimum of 30 minutes at a time. If weather does not permit, we will have indoor activities that promote physical development. (fine & gross motor)

### **Field Trips §746.501 (16)**

Part of our outdoor program involves taking the children to the parks and other out-of-door activities often. Special trips, called "FIELD TRIPS", will be announced by a note on the notice board. Parents will give prior approval for special trips that are not part of our regular activity.

### **Animals §746.501 (17)**

This center DOES NOT allow any animals to be brought to the center, except for those animals brought by special program, such as petting zoo. If your child has allergies concerning animals, please inform the director.

### **Insect repellent & Sunscreen §746.501 (18)**

The center will not provide sunscreen or insect repellent unless the parent provides it to the center and must give written permission in order for the center to apply it.



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### **Promotion of indoor and outdoor physical activity 746.501 (18)**

#### (A) The benefits of physical activity and outdoor play

Time spent outdoors has been found to be a strong, consistent predictor of children's physical activity. Children can accumulate opportunities for activity over the course of several shorter segments of at least 10 minutes each. Free play, active play, and outdoor play are essential components of young children's development. Children learn through play, developing gross motor, socioemotional, and cognitive skills. During outdoor play, children learn about their environment, science, and nature.

Infants' and young children's participation in physical activity is critical to their overall health, development of motor skills, social skills, and maintenance of healthy weight. Daily physical activity promotes young children's gross motor development and provides numerous health benefits, including improved fitness and cardiovascular health, healthy bone development, improved sleep, and improved mood and sense of well-being.

Toddlers and preschoolers generally accumulate moderate to vigorous physical activity over the course of the day in very short bursts (15–30 seconds). Children may be able to learn better during or immediately after these types of short bursts of physical activity, due to improved attention and focus.

Tummy time prepares infants to be able to slide on their bellies and crawl. As infants grow older and stronger, they will need more time on their tummies to build their own strength.

All children, 2 months to 13 years of age, should participate daily in:

- a. Two occasions of active play outdoors, weather permitting
- b. Two or more structured or caregiver/teacher/adult-led activities or games that promote movement over the course of the day—indoor or outdoor
- c. Continuous opportunities to develop and practice age-appropriate gross motor and movement skills

The total time allotted for outdoor play and moderate to vigorous indoor or outdoor physical activity can be adjusted for the age group and weather conditions.

#### **The duration of physical activity at your operation, both indoor and outdoor**

30 mins of structured and non-structured activity twice a day. (60 mins activity for a day)

#### **The type of physical activity (structured and unstructured) that children may engage in at your operation**

To make sure your child gets his daily dose of active play, try:

Catch or kickball (experiment with balls of different sizes and textures)

Crawling through a cardboard-box tunnel

Dancing: Add scarves or ribbons to make it more exciting

Indoor obstacle course: Build one together using sofa cushions, hula hoops (to jump in and out of), chairs lined up to form a tunnel or balance beam, etc.



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Tag or chase: For variety, hop, waddle, or dance instead of running

Yoga and Karate

### **Each setting in which your physical activity program will take place**

Indoor and outdoors

### **The recommended clothing and footwear that will allow a child to participate freely and safely in physical activities**

Children will wear comfortable shoes and weather appropriate clothing.

### **A plan to ensure physical activity occurs on days when extreme weather conditions prohibit or limit outdoor play.**

An alternate activity will be planned when extreme weather conditions prohibit or limit outdoor play. Activities can include yoga, dance, duck duck goose, musical chairs and more.

### **Procedure for Child-Care Center Visits §746.501 (19)**

If you would like to meet with the center director, please make your request known. The director will be happy to set up a conference for you. Please feel free to bring all of your concerns, complaints, and compliments to the director. The director will return your phone call quickly for simple matters.

Parents can text or email their child's record or admission information at their convenience. Parents are also allowed to update their information themselves without assistance of a staff member by leaving a note in the black mailbox for the director. The director will follow up with parent to ensure the update has been completed.

**Parent Participation §746.501 (20):** We are happy for you to be part of our program. If you would like to be involved with your child's activities, you may feel free to volunteer. We have many field trips where your presence will be welcome and appreciated. To volunteer, we need you to pass a simple criminal background check.

**Conferences can be held in person or by phone a minimum of 2 times a year. Please ask the director to schedule this conference.**

**Minimum Standards §746.501 (21):** If you would like to review a copy of the minimum standards of child care, please make your request known. We will be happy to accommodate you. You may also see a copy of our most recent licensing inspection report which is posted in the main lobby.

### **The Procedure for Parents to review our Standards §746.501 (22)**

Parents are encouraged to review a copy of the "Minimum Standards" by the DFPS. The center has a copy for review and parents can download a copy on the Internet by going to: [www.tdfps.state.tx.us/child\\_care](http://www.tdfps.state.tx.us/child_care). Every month the Director will review a portion of these



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minimum standards. Also, we encourage parents to read the most recent Licensing inspection report which is located on the front wall entrance.

### **Instructions on How Parents may Contact the Local Licensing Office, Hotline, and PRS website §746.501**

**(22)**

Houston State Licensing Office	713.940.3009
Texas Abuse/Neglect Hotline	800.252.5400
PRS website	<a href="http://www.dfps.state.tx.us">www.dfps.state.tx.us</a>
TDFPS Address	2221 W Loop South, Houston, Tx 77027

All Children attending the Center **WILL NOT** be discriminated against because of Race, Color, Nationality, Origin, Sex, Age, Disability, Religion, or Political Belief.

### **Emergency Preparedness 746.501 (23) ALIEF school closings are followed.**

### **CALL 832-469-9030 FOR EMERGENCY CONTACT**

In the event of an emergency, operating procedures are in place to ensure the safety of children.

Evacuation Plans:

- All employees are responsible for moving children to the designated safe area
- Emergency evacuation & relocation diagrams are located in areas specified by DFPS & local authorities
- In some circumstances, parents will be called upon to pick up their children. As needed, the local authorities will be called to aid in the transportation of the children to an alternate shelter away from the center.
- Parents will be notified if Brainy Bees will be transporting the children to the alternate shelter.
  - **Alternate shelter: Grace Assembly of God.**
  - 14635 Branch Forest Dr Houston, TX 77082. Phone (281) 493-3549
- Daycare vehicle may be used for transporting children to the alternate shelter. Driver will do a walk through after all children have left van to ensure no child is left.
- Upon departure and arrival, the director or alternate assistant will have a list of all children that must be accounted for. Together, the director or alternate assistant and the caregivers will verify that all children are present.
  - The director or alternate assistant is responsible for calling the local authorities needed such as:



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Fire department, ambulance, local police or sheriff, poison control, and DFPS child care licensing.

- The director or alternate assistant is responsible for securing children's emergency numbers, emergency medical authorizations, and attendance sheets during an emergency.
- In case of a severe weather emergency the indoor space where children will be kept in case of a hurricane will be in the nap room.
- In case of an emergency evacuation of the building the children will exit from the secondary fire exit out the fenced yard and will meet in the alley.
- Children, Infants or any child with limited mobility or special needs will be evacuated to the alternate shelter by using an emergency crib (located in the infant room) or carried by their teacher to reach safety.
- **PLEASE CALL 832-469-9030 AS AN EMERGENCY CONTACT FOR THE CENTER**

### **Breastfeeding 746.501 (24)**

Parents have the right to breastfeed or provide breast milk for their child while in care. A chair is available in infant rooms for comfortable seating. A compilation of breastfeeding education and support resources in the community is provided to parents.

### **Preventing and responding to abuse and neglect of children,746.501 (25)**

- a) Employees are required to obtain a minimum of 24 clock hours of training each year relevant to the age of the children for whom the caregiver provides care. At least one clock hour of annual training must focus on prevention, recognition, and reporting of child abuse and neglect, in accordance with Texas Department of Family and Protective Services, Rule §746.1309 of Minimum Standards for Child-Care Centers.
- b) Resources are available at <http://www.dfps.state.tx.us/Training/Reporting/resources.asp> for employees and parents on increasing awareness and c) prevention of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect.
- d) Brainy Bees will work with community organizations to provide guidance and contact information for parents/caregivers on preventing and reporting abuse or neglect by readily having brochures and posters posted throughout the facility.

#### e) Local Resources:

Child Protective Services; (713) 394-4000

Houston City Police Department: (713) 314-3900

- The wound of the bitten child shall be assessed and cleansed with soap and water. .
- The parents of both children will be notified of the biting incident. Appropriate forms will be filled out



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(Incident Report).

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### **Health Checks 746.501 (26)**

Every morning and afternoon each teacher conduct a health check for their child in care. If we notice any scratches, bruises or anything that is concerning we will notify the parent letting them know what we noticed.

### **Vaccine preventable diseases for employees 746.501 (27)**

Although we encourage our employees to get a yearly flu shot, we do not require any employees to receive vaccines in order to be employed.

**Parent Visitation §746.501 (B1) :** Due to COVID 19, safety procedures have been put in place. The tours will be given only after 6:00 pm when most of the kids have left the building.

### **Gang-Free Zone 746.501 §746.501 (B2)**

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

### **Child Biting Policy**

When children bite, their parents are informed personally and privately the same day. All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on our standard incident form that is completed and signed by teacher, parents and an administrator is notified. One copy is given to the parent and one copy is kept a locked file cabinet in the office.

When biting occurs, here's what you can expect from us:

- We will put the child's safety first and provide first aid as well as comfort, support and advice to any child who is bitten.
- We will provide appropriate programming for children to help prevent biting.
- We will provide teachers with adequate knowledge and training to deal properly and effectively with biting.
- We will take your concerns seriously and treat them with understanding and respect.
- We will tell you what specific steps we are taking to address biting and explain the reasoning behind those steps.
- We will work to schedule conferences about biting with you, at a time you can attend.
- We will keep your child's identity confidential if he or she bites. This helps avoid labeling or confrontations that may prolong the behavior.

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### **Termination Policy**

We reserve the right to terminate a child for the following reasons (but not limited to):

- Routinely late picking up your child



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- Failure to pay
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child

We appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. We will give two weeks' notice of termination. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

### **Returned Checks**

\$ 25.00 will be charged on a return check and no checks will be accepted in future. Cashier's check or Money orders will be accepted from that day onwards.

### **Arrival/Late Pickup**

We ask that parents drop off their children no later than 9am. The importance of this is consistency and routine for both the child and teacher, as well as their classmates. Parents who pick up their children after 7:00PM will be charged a late pick up fee of \$5.00 every 5 minutes. If the Parent is more than an hour late in picking up the child without informing the administration, or if we are unable to contact the people listed in the "Admission Form", we may take steps to contact CPS.

### **When Schools are Closed**

If the child has a holiday or is not attending school for some reason, an additional fee will be charged for staying an entire day at the facility. School aged children will be charged an extra \$10 per day for holidays on top of tuition.

### **Parks**

On a daily basis, when weather permits, children will be taken to a nearby park which is across the street from Little Learners Lighthouse. Children will be accompanied by teachers and will be walking there and back. A first aid kit and mobile device will be present in case of an emergency.

### **Special Days**



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The center will observe Special days with activities e.g.: Halloween, Valentine's Day etc., and the parents are most welcome to participate in decorations, games, and store-bought treats only. (Please note due to food allergies homemade treats will not be allowed to distribute to children)

### **Child's Absences**

The Center should be informed if the child is absent, no reimbursement or credit will be given in the event of an absence. A Full Week's tuition will be charged. If the child doesn't attend school for the whole week then parents are required to pay HALF (50%) of the regular tuition. This fee should be paid in advance before going on vacation.

### **Withdrawal Notification**

Should it be necessary for your child to withdraw from the Center, you must provide us with a two (2) week notice in writing. Failure to give a notice will result into one (1) week's tuition charge to your account. NO REFUNDS are given in any circumstances.

- **Keeping Children Safe**
- Reporting Abuse or Neglect: Texas Law requires caregivers to report suspected child abuse or neglect to the Texas DFPS or law enforcement. Call 1-800-252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith. These are also available on the web at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or your local Licensing Office at 979/776-7498.
- The Center's Director or teacher will notify the Department of Protective Services, and/or the local law enforcement officials, when it appears that a child is being seriously neglected or abused.
- The Texas Family Code (sections§34.07) States, Failure To Report: (A) A person commits an offense if the person has cause to believe that a child's physical or mental health or welfare has been or may be further adversely affected by abuse or neglect and knowingly fails to report it, in accordance with Section §34.02 of the code, (B) An offense Under this Section is a "Class B" Misdemeanor.
- **Parent/Child Interaction 746.501**
- Parents are welcome to visit the Center any time during the Center's hours of operation to observe their child, the Center's operation and program activities, without having to secure prior approval. Parents may also participate in the Center's operation and activities. Parents are welcome to attend our annual events: Donuts with Dads (Father's Day), Makeup with mom (Mother's Day) Christmas party, Halloween party. If you would like to participate please ask the director how you can be involved.



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TUITION IS DUE EVERY MONDAY OF THE CURRENT WEEK. AFTER TUESDAY A \$25.00 FLAT LATE FEE WILL BE APPLIED. All tuition is nonrefundable. If a tuition is prepaid and the child was sick for the entire week, a partial credit will be applied.

Absent: If your child will be absent for that day, please call and notify the child care center as soon as possible.

Clothing guidelines: All children are required to bring and keep an extra change of clothes at the center (weather permitted). Also, no open toed shoes (sandals) will be allowed at the daycare. Shoes must be Velcro if the child does not know how to tie shoelaces. It is not the responsibility of the staff to tie shoelaces for any child.

### **Curriculum:**

**Preschool Palace and Read by 5 curriculums are used for children ages 3 and up. It is a 10-month curriculum that encompasses:**

10 Month Preschool Program

- \* daily preschool lesson plans
- \* circle time posters for each letter, number, shape, and color
- \* letter recognition & phonics
- \* number recognition & math concepts
- \* shapes
- \* colors
- \* arts & crafts
- \* movement games
- \* fine motor and sensory activities
- \* dramatic play

### **Tuition Pricing:**

**Infants (0-12) \$165/week    Toddlers (18-36) \$140/week**

**Infants (12-17) \$145/week    Pre-K (3-5) \$135/week**

**After schoolers \$110/week**

**Parents are encouraged to reach out to their child's teachers with any questions or concerns, in the meanwhile teachers will send home daily reports for children ages 0-2. Parents are also encouraged to text/call the director (832-469-9030) with any private issues or concerns they may have.**

**No Phone Rule: We ask that parents to give their undivided attention once they enter our facility, and not be on their phone. We want to have the parent as involved as possible, without any distractions.**

Policies are reviewed annually and updated if necessary.