

Parent Handbook



100 W. Scharbauer Street

Midland, Texas 79705

Center's phone number: (432) 704-5473

Director's phone number: (432) 770-2158

Center's email: truelitelearningcenter@gmail.com

Early Care and Education

True Lite Learning Center's goal is to be "West Texas' leading learning center/Pre-School program. Our program gives children ages 6 weeks to 4 and 5 years old enriching opportunities to develop the whole child. If a child turns 5 while in our program, we can still keep them until they are eligible for grade school. However, we do not initially accept children when they are 5 years of age. We focus on learning through child-direct play experiences and curriculum time. We believe a balance of play and educational learning enhances growth and development in all areas: physically, socially, emotionally, creatively, and intellectually. This is achieved in a safe and loving, faith-based environment with caregivers who are dedicated to enriching children's lives.

We also always welcome the visitation and participation of our parents. (Within the following of CDC rules during any/all pandemics)

Non-Discrimination Policy

True Lite Learning Center employees and volunteers are required to adhere to the Church Articles of Faith (as listed in Article 1 of our Church By-Laws) Code of Christian Conduct, and Statements of Marriage, Gender, and Sexuality. (See attached By-Laws/ Amendments).

Required Policies

True Lite Learning Center is licensed and regulated by the Texas Department of Family and Protective Services. The following policies are required for the Child Care Licensing per The Minimum Standards for Child Care Centers (746.501).

1. Hours of Operation

True Lite Learning Center is open Monday through Friday from 7:00 AM to 5:30 PM (except for scheduled holidays and service closures as you will see in our yearly Holiday Schedule provided to you). You must have your child in the building and signed in by 9 AM or we cannot accept them for the day per our center's policy (unless you have contacted the director notifying her of your tardiness ahead of time due to traffic or any other circumstance specified below in the next section). After 5:30 PM, a late fee of \$5 will be applied to every minute and will be charged along with the weekly tuition on Mondays.

NOTE: In the case that a holiday falls on a weekend, we may close the day before or after the holiday.

2. Late Arrivals and Appointments

If your child or children has/have a doctor's appointment, if you are requesting to bring your child or children to the center after our cut off time (9AM) for any reason, or if you are wanting to bring your child or children back to the center after checking them in beforehand, you must ask for approval from our center director through text message or phone conversation 24 hours before your requested time. You must contact them between the hours 6PM - 9PM using the methods previously described. If the director approves, she will inform the front office staff members in order for them to let you and your child in.

If you fail to notify the director through these means and show up after 9AM or if you make your plans known the day of with no prior requests sent to the director, the front office is not permitted to allow you in the building per our center policies. Our facility's drop off time ends strictly at 9AM. Please **do not** send any late requests through the center's email. If you do not have the director's number, please look to the cover sheet of this Parent Handbook for all of our center contact information.

(Please see the attached form here as well as in your enrollment packet)





Late Arrivals and Appointments Understanding Form

If your child has a doctor's appointment, if you are requesting to bring them to the center after 9 AM for any reason, or if you are wanting to bring them back to the center after checking them in beforehand, you must ask for approval from our director Mrs. O through text message or through phone conversation 24 hours before your request (text or call her between 6PM – 9PM the day prior). If she approves of this, she will let the front office know in order for them to let your child in.

If you do not notify Mrs. O through these means and show up after 9 AM or let us know of your plans on the day of with no prior requests sent to the director, the front office is not permitted to let you in per the center policies. Our facility's cut off time for dropping off children is 9 AM. All of this is in the Parent Handbook located in this enrollment packet.

Please **do not** send any late requests through the center's email. If you do not have Mrs. O's phone number, it is (432) 770-2158.

By signing this form, you have read, understood and agreed to the content explained above.

Parent / Guardian signature

_____/_____/_____
Date of signature

Staff member signature

_____/_____/_____
Date of signature

Parent Initials _____ Date _____

3. Release of Children

(Page 217 - 746.4101 in Min. Standards)

Parents have the right to access their child or children at any time throughout the school day. If a parent is unable to pick up their child, they may authorize another legal adult who is on their "Child Pickup Form". If someone other than the parent is picking up a child, the designated adult must provide their driver's license and they must be authorized to be released to that person by the parent per our "Child Pick Up Form" and on the "Admissions Form" in order to pick up a child in the center. The parent will also need to notify the center through an in-person visit, through phone conversation, through text message, or through email if another person besides the immediate parent or guardian is signing out a child in order to make the front office staff aware. **CHILDREN WILL NOT BE RELEASED TO UNDER AGED SIBLINGS OR GUARDIANS - NO EXCEPTIONS!** Details to be included of the person picking up are their name, phone number, and the relation they have to the child. We aim to keep our children and staff safe, so we must know everyone who enters and exits the building at all times.

4. Picking Up Procedures After Closing

True Lite Learning Center closes at 5:30 PM and understand that time may get away from you and at times you will run late picking up your child or children. Please notify the center via phone conversation if you know ahead of time that you will arrive past our closure time so that we are made aware. You will still need to sign a Late Pick Up form at the front desk and the \$5 per minute rule will still apply to you. Though after 15 minutes have gone by and we have not heard from the parents of the child, we will begin reaching out to those who are listed as emergency contacts. If we are led to the voicemail of both parents and emergency contacts or if no one is available to pick up the child through this route, we are then obligated to call our local law enforcement.

5. Illness, Injury and Exclusions

(Page 197-746.3601 in Min. Standards)

Children who are ill should not attend the learning center. We observe the standards set by the Texas Department of Family and Protective Services.

When a child has a loose bowel movements or has thrown up a total of 2 times, we will notify the parent and the child must be picked up. They may not return to the center until they are symptom free for 24 hours without any medication (this includes fever, diarrhea, vomiting, COVID, etc.). Positive or one in contact with a positive COVID case(s) will abide by CDC / Midland Health Department rules and regulations for quarantine time.

If a child becomes ill while in our care, we will contact the parent immediately. If either parent is unreachable, we will proceed to contact individuals deemed emergency contacts (and that child can be released to the adult listed on our "Child Pick Up List") until we have reached someone. The child must be picked up within the hour of notifying a pickup person.

Division 3, Illness and Injury §746.3601. What types of illness would prohibit a child from attending the child-care center? Subchapter R, Health Practices Division 3, Illness and Injury April 2017 Unless you are licensed to provide get-well care, you must not allow an ill child to attend your child-care center if one or more of the following exists:

- (1) The illness prevents the child from participating comfortably in child-care center activities including outdoor play [Medium];
- (2) The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care [MediumHigh];
- (3) The child has one of the following (unless a medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities): (A)An oral temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness [Medium]; (B)A tympanic (ear) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness. Tympanic thermometers are not recommended for children under six months old [Medium]; (C)An axillary (armpit) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness [Medium]; or (D)Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill [Medium];

6. Medication, Ointments, Sprays, and Repellents

(746.3801/ Page 209 in Min. Standards)

True Lite Learning Center DOES NOT ADMINISTER PRESCRIBED MEDICATION.

Parents are more than welcome to come by the center and give their child whatever medications are necessary for them such as cough medicine, pills, nose spray, ointments, creams, etc.! If after giving any medication or applying any ointments the child continues to be inconsolable and/or shows signs of discomfort, you must pick up your child for the remainder of the day. The child must still be able to participate in our normal daily activities.

Health forms are required to be completed at the time of enrollment showing any allergies or physical disabilities. A statement of general health and a current immunization history record is required. These must be updated and kept current by the parent and submitted to the learning center as any changes occur.

§746.3801. What does “medication” refer to in this division? Subchapter S, Safety Practices Division 2, **Medication and Medical Assistance** April 2017 In this division, **medication means:**

- (1) A prescription medication; or
- (2) A non-prescription medication, excluding topical ointments such as diaper ointment, insect repellent, or sunscreen.

6a. All Non-Prescription Ointments, Sprays and Repellents Release Form
(Diaper cream, insect repellent and similar non-prescribed ointments)

You may bring rash cream, sunscreen, and/or insect repellent with your child for us to apply to your child when necessary. Application of all rash creams, sunscreen, and/or repellents will be applied as displayed on the manufacture's instruction listed on the item. When bringing these ointments, sprays, and repellents into the center for use on your child, they must be current (not expired) or they will not be utilized. At the end of each school day, these items will be sent back home with the child and must be brought back each morning of the school day.

(Please see the attached form here as well as in your enrollment packet)





Diaper Cream Permission Form

I, (parents name) _____ give True Lite Learning Center permission to apply over the counter diaper rash cream, sunscreen, and/or insect repellent, (that I have personally provided).

By signing this form, you understand and agree with the stated claim shown above.

Parent/Legal Guardian Signature:

_____ Date: ____/____/____

Director's Signature:

_____ Date: ____/____/____

Parent Initials _____ Date _____

6b. Special Medical Assistance
(746.3815 / Page 212 in Min. Standards)

§746.3815. What are my requirements regarding **specialized medical assistance**? Subchapter S, Safety Practices Division 2, Medication and Medical Assistance March 2012

(a) If a child in your care requires specialized medical assistance, then you are required to provide specialized medical assistance as recommended or ordered by a health-care professional. [High]

(b) If you are provided with a written copy of the health-care professional's recommendations or orders, you must maintain this written information in the child's record for at least three months after the health-care professional has indicated that the specialized medical assistance is no longer needed. [MediumHigh]

NOTE: True Lite Learning Center is not equipped to provide specialized medical assistance unless provided by the health care professional.

7. Handling Medical Emergencies
(746.3605 / Page 200 in Min. Standards) Revised 11-10-2021

In case of a minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to the parent via Procure or at pick up time.

In case of a medical injury or illness requiring immediate professional care (emergency services), the staff will call 911, giving the location and nature of the situation. As appropriate, the staff will administer CPR / First Aid measures. Parents will be notified immediately. If parents are unavailable, those designated as emergency contacts will be notified. All children must have an emergency medical release form on file in cases such as this.

If a child ingests or comes into contact with poisonous substances, staff will contact the Poison Control Center at 1-800-222-1222.

(Please complete the attached Medical Release Form in your enrollment packet)

8. Parental Notifications

Open communication is vital to a child's success. Listed below are some of the ways True Lite Learning Center communicates with parents:

- Email (truelitelearningcenter@gmail.com)
- Procure application
- Social media sites (Facebook, Instagram, etc.)
- SMS messaging / smart phone notifications
- Verbal communication with the child's teacher and/or center director

In some situations, parents may be asked to sign documents acknowledging that communication between them and a staff member or the center director has taken place.

9. Discipline and Guidance

(746.2803 / Page 158 in Min. Standards)

True Lite Learning Center staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. We give praise and encouragement of good behavior instead of focusing solely on unacceptable behavior. Reminding a child of behavior expectations daily by using clear, positive statements and redirecting their behavior is just a few ways that we deal with unwarranted behavior.

Research has shown that positive guidance teaches children skills that help them to get along in their physical and social environment. Using this method helps children develop personal standards in self-discipline, not just enforcing a set of inflexible rules. Giving children understandable guidance and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable conduct. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency from all parties involved is the best way to handle these issues.

Please see the following definitions:

Suspension: the temporary prevention of something from continuing or being in force or effect

Expulsion: the process of depriving someone of membership in an organization

NOTE: True Lite Learning Center reserves the right to terminate care of the child for disciplinary issues at any time. We reserve the right to terminate the relationship between the center and parents demonstrating unacceptable language and behavior at any time.

(Please see the attached form here as well as in your enrollment packet)



“Aggressive Behavior” Understanding Form

This is a reminder to some and a notification to everyone else that True Lite Learning Center has a suspension / dismissal policy for those children who exhibit aggressive or socially unacceptable behavior patterns including but not limited to biting, kicking, hitting, scratching, or hurting other children or teachers.

Rest assured we know that occasionally any child can exhibit this kind of behavior and it is a part of the normal growing pains. We are referring to those children who consistently display aggression toward their peers or the learning center workers as a normal way for them to relate in social settings. We feel a responsibility toward all of our children to keep them safe from these kinds of happenings. The following guidelines will help you to understand our course of action when these occurrences appear in the classroom:

First attempt:

If your child hurts another student or staff member (biting, hitting, scratching, throwing objects, etc.) for the first time, we will talk with the child and parent about this matter. Under normal conditions, these actions will dissolve by the end of your child's care.

Second attempt:

If your child hurts another student or staff member (biting, hitting, scratching, throwing objects, etc.) for the second time, the child will be placed on an action plan for a length of 2 weeks (probationary period). This strategy will be created through the parent(s) and the center director via parent conference or phone conversation. If during these 2 weeks the child in question wounds another student or staff member in any capacity, this will result in suspension for the child. After an offense, we will ask that the child be picked up from the center and stay home per injury that is reported to the front office.

After three or more attempts:

Depending on the severity and frequency of each incident during or after the probationary period, the child may be asked to find another source of care (please refer to your handbook on page 10 for our policy on this specific subject). If you are asked to remove your child from the center, you will have 7 days to have another childcare facility in place (you will be charged for said week, and the last week of enrollment is non-refundable).

Thank you for your understanding in this subject,

Octavia Davis and Staff

I have read and understand the policy information above and have received a copy of this document.

Parent / Guardian's signature: _____ Date: ____/____/____

Child's name (please print): _____

Director's signature: _____

Parent Initials _____ Date _____

10. Safe Sleep for Infants / Sleep Positioning

(746.2427, 2428, 2429, 2411, 2426 / Page 140-142 in Min. Standards)

An "Infant Sleep Exception Form" must be filled out for each infant whether it applies to the child or if it does not apply to the child

Sleep Positioning: Infant must be on their backs (746.2427)

Crib Requirements & Restrictions: (746.2426/Page 140 in Min. Standards)

Mattress Requirements: (746.2411 in Min. Standards)

Bedding, Blankets, Toys (Restrictive Devices: (746.2426 / Page 140 in Min. Standards)

§746.2426. May I allow infants to sleep in a restrictive device? Subchapter H, Basic Care Requirements for Infants April 2017 You may not allow an infant to sleep in a restrictive device. If an infant falls asleep in a restrictive device, the infant must be removed from the device and placed in a crib as soon as possible. Infants may sleep in a restrictive device if you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that the child sleeping in a restrictive device is medically necessary. [High]

§746.2427. Are infants required to sleep on their backs? Subchapter H, Basic Care Requirements for Infants April 2017 Infants not yet able to turn over on their own must be placed in a face-up sleeping position in the infant's own crib, unless you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that a different sleeping position for the child is medically necessary. [High]

§746.2429. If an infant has difficulty falling asleep, may I cover the infant's head or crib? Subchapter H, Basic Care Requirements for Infants September 2003 No. Infants must not have their heads, faces, or cribs covered by items such as blankets, linens, or clothing at any time. [High]

§746.2428. May I swaddle an infant to help the infant sleep? Subchapter H, Basic Care Requirements for Infants April 2017 You may not lay a swaddled infant down to sleep or rest on any surface at any time unless you have a completed Sleep Exception Form that includes a signed statement from a healthcare professional stating that swaddling the child for sleeping purposes is medically necessary. [High]

11. Meals & Food Service Practices (746.3301 / Page 174 in Min. Standards)

True Lite Learning Center is a participant of the USDA's Special Nutrition Program. We do not charge an extra fee for meals or snacks. In accordance with Federal Law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating based on race, color, national origin, sex, age, or disability. To file a complaint of discrimination, call 1-800-795-3272 or write to:

USDA Director, Office of Civil Rights
1400 Independence Avenue. SW
Washington D.C. 20250-9410

True Lite Learning Center food supplies for infants will consist of cereal, baby food, and iron fortified formula. Parents must provide specific or specially prepared foods if necessary. Parents are asked to complete an *"Infant Feeding Sheet"* at the beginning of each month as the eating habit changes with an infant's growth. This instructs us on how to feed your infant according to your direction.

True Lite Learning Center provides breakfast, lunch and afternoon snack. Breakfast will begin at 8:15 AM and end at 9:35 AM. Lunch will begin at 11 AM and end at 12:30 PM. Snack will begin at 2:00 PM and end at 3:30 PM. Monthly menus are located at the front desk and are given upon request from the parent as well as through email to all parents connected with the Procure application.

If your child is allergic to a specific food, please advise the center of any all allergies by filling out a "Food Allergy and Anaphylaxis Emergency Care Plan Form" in detail and have it signed by physician. If a child requires an alternative meal, milk or substitution, a note from a doctor is required. The note must include a recommended substitution that will be the responsibility of the parent to supply. If the child does not have a true allergy to an item and it is simply a request by the parent for that child to be guarded from a specific food, the parent will be responsible for bringing a suggested nutritional alternative to the item they wish to keep from their child.

Parents are encouraged to provide a nutritional lunch for their child if there are any allergies to any foods that we are serving. We strongly recommend that all meals consist of nutritional foods from the following groups: a protein, and two foods from the fruit / vegetable group.

Fluid milk, which the center will provide, is also required. All food items must be stored in a lunch box/bag CLEARLY MARKED with your child's name. Lunch boxes and pales will be stored in the kitchen, so please be sure to include ice packs in your child's lunch if their meal needs to be kept cold. Infant milk, food and snacks must be provided by parents prior to eating the table food that is offered by the center.

12. Immunizations / Tuberculin Testing (746.613 / Page 42 in Min. Standards)

You may request a copy of the current Texas Minimum State Vaccine Requirement Form from your child's physician's office.

All immunization shots and TB shots must be up to date and on file in your child's records by the date of admission into the center. These records must display your child's name, DOB, number of doses and vaccination types, the month/day/year that each vaccine was received and the signature or stamp of the physician or health care professional that administered the vaccine to the child.

NOTE: When you pick up your child to get their immunization shots, they are not allowed to come back to the center within 24 hours of receiving these shots due to fever, unknown allergic reactions, and fussiness. If their appointment to get shots is before our check in cut off time of 9 AM, they may not return the same day of getting them but can come the following day before 9 AM. Any immunizations received by the child after our cut off time of 9 AM, they may not come to the center the day of their shots or the day after their shots due to the reasoning stated above.

Tuberculin Testing Requirements:

Based on our local Health Department Guidelines, proof of TB testing is not required in this state to be enrolled in our program.

13. Hearing and Vision Screening Requirements (746.629 / Page 46 in Min. Standards)

Hearing and Vision screening for possible problems is required by the Special Senses and Communication Disorders Act, Texas Health & Safety Code Act, Chapter 36, for children who are 4 years old. True Lite Learning Center will schedule annual screenings at our facility or parents may bring in the screening proof from their physician.

14. Enrollment Procedures

Upon selecting True Lite Learning Center to meet your child's educational needs, all enrollment paperwork is required before the child can start in and attend our program. Incomplete paperwork will NOT be accepted. Enrollment papers include:

- Completed enrollment packet (you must have been contacted by the center first)
- Authorization for Emergency Medical Attention (in Admissions paperwork)
- Health Statement (a form you receive from us that must be signed by a physician or a written statement saying your child is well and able to be in childcare)
- Tuition Express Form (in enrollment packet)
- Food Program Enrollment / Eligibility Forms (in enrollment packet)
- Infant Feeding Preference Form (if applicable)
- Infant Safe Sleep Form (for infants if they use a sleep sack)
- Vision and Hearing Testing (applicable if your child is 4-years-old)
- Yearly Activity fee of \$150 (per child)

- All other center or state required forms requested to complete packet

NOTE: Parents will be notified within 30 days of any policy changes in writing (signature may be required).

15. Transportation (Subchapter X / Page 271 in Min. Standards)

True Lite Learning Center does NOT transport children in any capacity, except in the case of an emergency.

State Law requires:

- Vehicles transporting children shall be in safe, operating condition and drivers shall have a current Texas Driver's license
- Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area

16. Water Activities and Swimming Pool

True Lite Learning Center does not currently provide any water activities.

17. Field Trips

True Lite Learning Center does not provide any Field trip activities currently.

18. Animals

True Lite Learning Center does NOT PERMIT any animals/pets in the Center.

19. Promotion of Indoor & Outdoor Physical Activity

Please see each classroom's detailed "Daily Schedule Form" provided to you at enrollment and it is located on the outside of each classroom.

20. Providing & Applying Insect Repellent

Please see title number 6 of your handbook for this information as well as the Diaper Cream Permission Form in this handbook and your enrollment packet.

21. Parent Questions and/or Concerns

If parents have questions or concerns about our program, those questions are welcomed by the center's director and / or staff provided a scheduled time to sit and discuss any and all inquiries. Through open communication, we can assure that all parties are well informed and working as partners in the child's educational development in a positive way. A "Frequently Asked Questions" pamphlet is available at the front desk for the public to utilize as well. You may also refer to the form below for help. If any additional questions arise, feel free to ask us at any time!

True Lite Learning Center FAQ

For Learning Center Inquires

1.) **Question:** What age groups do we accept?

Answer: We accept children ranging from 6 weeks to 4 years old. If a child turns 5 while in our program, we can still keep them until they are eligible for grade school. However, we do not initially accept them when they are 5 years of age.

2.) **Question:** What are the teacher to child ratios for each classroom?

Answer: The ratios are classified according to the child's age group. They go as followed:

- 0 - 11 months (1 teacher to 4 infants)
- 12 - 17 months (1 teacher to 5 children)
- 18 - 23 months (1 teacher to 9 children)
- 2 years (1 teacher to 11 children)
- 3 years (1 teacher to 15 children)
- 4 years (1 teacher to 18 children)

*Though these are the ratios per Minimum Standards, we try to have at least 2-3 teachers in each classroom at all times for inclusion of individualized learning.

3.) **Question:** What are our prices for childcare? Are parents drafted weekly or monthly?

Answer: We draft accounts weekly, and we have two rates according to their potty training. \$185.00 for potty trained children and \$200.00 for non-potty trained children. For initially non-potty trained children, they will be charged the non-potty trained fee of \$200.⁰⁰ once they become fully potty trained, our director must verify this change with the corresponding teacher and we will change the rate promptly to \$185.⁰⁰. If they are not potty trained by the time they reach our 3 year old classroom, a grace period of 2 weeks will be given while still being charged the corresponding fee. If after this two week period your child is still not potty trained fully (meaning the child has a minimum of 1 accident per week of the grace period), an additional \$50 will be added to your child's weekly charge along with the non-potty trained fee until they are fully toilet trained.

4.) **Question:** How does the enrollment process work?

Answer: If a spot is available, we inform our potential parent of all items needed before they are able to obtain an enrollment packet for their child, which include:

- the driver's licenses and social security cards of both parents (copy)
- the child's birth certificate (copy)
- the child's most recent immunization form (this must be up to date)
- a signed health statement from your child's physician we provide you with (they especially **cannot** start attending our learning center without this form) or through a written statement from the doctor verifying the child is well and able to participate in our program
- the initial deposit of the first and last week. It is \$520 if the child is potty trained and \$500 if they are not potty trained (the initial payment can either be drafted from the account you provide in your packet or a check can be issued to the learning center for that amount)

*Keep in mind that we **do not** hold spots. If you plan on keeping a spot for your child whether they start right away or weeks or months from when you enroll them, your account will still be drafted weekly in order to ensure your spot at our learning center.

5.) **Question:** What is the initial deposit composed of?

Answer: The initial payment stands for the first week that your child is enrolled in our childcare program and the last week of them participating in our childcare program. After the initial deposit is made, our system will change the weekly rate according to your child's potty training. If your child ages out of the learning center or you unenroll them at your discretion, we ask for a 30-day notice either handwritten or through email. Instead of paying for the 4 weeks of your 30-day notice, you will only pay for 3 weeks of the notice since you already paid for your child's last week with us in the initial fee. This is what our initial payment ultimately consists of.

6.) **Question:** What are our policies on child vacations?

Answer: In order to qualify for a one week vacation, your child must attend our center for at least one year. Once you are eligible for a vacation week, the process consists of simply writing a brief email to the center letting us know of the week you plan to use. We do not apply the vacation to specific days; you must notify us with the week you wish to use and it must be given in advance. Your vacation week renews every year after your child has been enrolled with us a full year. Your child may not attend the center while using their vacation week.

7.) **Question:** Do we have a curriculum at our learning center?

Answer: Yes, we do. Our curriculum covers the basic fundamentals of what your child will need in preparation for grade school, such as learning the alphabet, numbers, and shapes, as well as how to cut, how to trace, how to write their names, and among other things. We also implement biblical teachings and activities into the child's daily regimen as we are a Christian learning center and would like to plant the seed of God in their young minds from the nursery to our pre-school classrooms.

True Lite Learning Center Parent Handbook

8.) **Question:** What meals do we provide?

Answer: We provide breakfast, lunch, and an afternoon snack. For mealtime schedules of each age group, you can ask for a copy at the front desk along with a menu for the month.

For Nursery inquires

1.) **Question:** How do feeding schedules for the infants work?

Answer: In our enrollment packet comes an "Infant Preference Sheet" that the parent will fill out. The form will ask for breast milk and/or formula preferences, along with infant cereal and other food preferences the coincide with your child's feeding needs. Our nursery teachers follow the schedule you provide through filling out this form. If any changes are ever needed to be made, you must fill out another sheet indicating those changes each and every time. We do provide you with a general daily schedule that each nursery classroom follows at enrollment and/or upon request from the parent. There are classroom schedules also listed on the outside of each nursery, toddler, and preschool classrooms.

2.) **Question:** What are the age groups for nursery children?

Answer: We have two classrooms dedicated to children aged 0 - 8 months, one classroom dedicated to children aged 8 - 12 months, and two classrooms that are dedicated to 12 - 17 months. Though they are categorized in this way, all of the children enrolled in this classroom are still considered infants according to state regulations, even if your child is between the months of 12 - 17 months. We will keep you updated with the moving up of your child when their transition arises.

3.) **Question:** How do nursery-to-toddler classroom transitions work?

Answer: Once your child has aged out of their respective classroom, they must be independently walking, they must be on whole milk, and they must be on solid food by the time they reach the age of 1. If they have not reached these milestones by this time, we give the child until they are 14 months. Per state regulation, if the child is not performing these actions and they are past the 14 month mark, they cannot be present in the nursery. Your child must then be kept home or must be weaning off from the nursery milestones to begin moving forward until these goals have been met and from there they transition to the 1-year old classroom.

Misc. Inquires

1.) **Question:** Do we follow the MISD holiday schedule?

Answer: For the most part, we do not follow the MISD schedule. Some days that we are off may fall on the same days as MISD, but we have our own schedule for when early releases or closures will take place. You can ask for a yearly schedule at the front desk or they come along with an enrollment packet for you to keep.

2.) **Question:** Once your child is enrolled, what items will they need to bring on their first day?

Answer: At the end of your enrollment packet, there is a list of things to bring for your child once they begin at our center:

Nursery:

- 2 boxes or packages of diapers
- 2 packages of wipes (we will send a reminder slip to you to restock as needed)
- 2 boxes of Kleenex
- the amount of bottles your child needs for the day
- 4 changes of clothes

Toddlers:

- 4 changes of clothes (4 tops and 4 bottoms)
- 2 boxes of Kleenex
- 4 packages of wipes (we will send a reminder slip to you to restock as needed)
- 1 box or packages of diapers / pull ups
- 1 water cup
- 1 nap mat with attached blanket and pillow or a red & blue plastic mat (you can find these at Walmart, Amazon, Target, etc.)

Pre-Schoolers:

- 4 packages of wipes (we will send a reminder slip to you to restock as needed)
- 2 boxes of Kleenex
- 3 changes of clothes (3 tops and 3 bottoms)
- 1 water cup
- 1 nap mat with attached blanket and pillow or a red & blue plastic mat (you can find these at Walmart, Amazon, Target, etc.)

*Your child's nap mats will be sent home every Friday along with their water cup

This list is provided in the enrollment packet for you to keep. If ever misplaced, we can provide a copy for you at the front desk.

22. Parent Participation

We have an open-door policy and encourage parent involvement, especially in helping with or showing support with classroom parties and special events. As the Safety Regulations from the CDC and the Midland Health Department concerning COVID and all other Variance developments change, we will abide accordingly to their rules.

23. Parent Review of Licensing Inspection Report

True Lite Learning Center is licensed and regulated by the Texas Department of Family and Protective Services. We follow the Texas Minimum Standards for Child Care Centers. Parents may review a copy of these standards in our front office or view them online at [Minimum Standards for Child Care Centers \(texas.gov\)](https://www.texas.gov/minimum-standards-for-child-care-centers).

24. Licensing Office/Texas Abuse & Neglect Hotline

Texas Department of Family and Protective Services
701 W. 51st
Austin Tx 78571

Abuse Hotline Phone Number: 1 (512) 438-4800 or visit the website at: www.txabusehotline.org
Local Phone Number: (432) 368-26993

25. Emergency Preparedness Plan

Below is the Emergency Preparedness Plan designed for True Lite Learning Center. Parents are encouraged to read this information carefully. In the event a parent is present in the building during an emergency, True Lite Learning Center will ask parents to participate accordingly. During any emergency, the best course of action is to BREATHE AND STAY CALM, know how many children you have, and have your sign in / out log and transition sheet in your hands. These are kept on your clipboard with your emergency backpack.

If you have children of your own in the facility, but in another classroom, trust that their teachers will take care of them just as you are taking care of the children in your care.

In all situations in this Emergency Preparedness Plan, the center director is Octavia Davis. In all situations in this Emergency Preparedness Plan, the director or designated person in charge will notify Child Care Licensing and / or the Health Department and / or call 911 as each situation dictates. In all situations in this Emergency Preparedness Plan, the director or designated person in charge may delegate any portion of his / her duties to other staff members, volunteers, or emergency personnel as he / she deems necessary.

(Please see the attached Emergency Preparedness Plan for True Lite Learning Center)

Emergency Preparedness Plan

NAME OF OPERATION: True Lite Learning Center

An emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuation and relocation. The plan addresses the types of emergencies most likely to occur in the area including, but not limited to, natural events such as tornadoes, floods or hurricanes, health events such as medical emergencies, communicable disease outbreak, and human-caused events such as intruder with weapon, explosion, or chemical spill. (The operation may wish to consult with local fire, health, and emergency preparedness officials.)

This plan must include the following written procedures:

EVACUATION The first responsibility of staff is to move the children to the following designated safe area or alternate shelter known to all employees, caregivers, and volunteers.

Designated safe areas: Back parking lot, the neighboring Dollar Tree

Designated alternate shelter away from the operation (including address) to be used as needed:
Dollar Tree: 2300 N. Big Spring St. Midland, TX 79705

The children will be moved to the designated safe area by: All staff will be transporting children to the designated safe area by foot.

The children will be moved to the alternate shelter by: All staff ^{will be} transporting children to the alternate safe area by foot.

Children in attendance at the time of the emergency will be accounted for at the designated safe area or alternate shelter by: The Dollar Tree neighboring the learning center.

The emergency evacuation and relocation diagram for this child care operation is a floor plan which is posted in a prominent place near the entrance or exit of each room used by children, which shows the following:

- two exit paths from each room, unless a room opens directly to the outdoors at ground level;
- the designated location outside the child-care operation where all caregivers and children meet to ensure everyone has exited the operation safely;
- the designated location inside the operation where all caregivers and children take shelter from threatening weather.

COMMUNICATION The emergency telephone number that is on file with Child Care Regulation is
Center phone #: (432) 704-5473; Director's cell phone #: (432) 770-2158

Communication with local authorities (such as fire, law enforcement, emergency medical services, health department), parents, and Licensing will be done by Octavia Davis

The essential documentation for the child care operation will be gathered by Octavia Davis

Essential documentation includes:

- Parent and emergency contact telephone numbers for each child in care;
- Authorization for emergency care for each child in care; and
- The child tracking system information for children in care.

THE FOLLOWING COMPONENTS of the operation's emergency preparedness plans must be practiced as specified below. The drills must be documented including date, time, and length of time for the evacuation or relocation to take place.

- A fire drill must be practiced every month. The children must be able to safely exit the child-care operation within three minutes; and
- A severe weather drill must be practiced at least once every three months.

The emergency preparedness plan for the operation must be shared with employees during orientation as outlined in §746.1303 of this title (relating to What should orientation to my child-care center include?).

Additionally, parents must be generally informed of the emergency procedures of the operation; and upon request, the emergency preparedness plan must be available for review by parents.

The director is responsible for implementing the emergency preparedness plan. The director may also designate additional employees to be in charge during an emergency evacuation and relocation that occurs when the director is not at the operation.

TORNADO/BAD WEATHER

- Stay calm. Watch the kids, not the situation.
- Grab your prepared classroom backpack with your sign-in / out sheet, flashlight, parent / child information and all additional emergency items.
- Take all your children to the center hallway. Have the children sit as close together as possible and have the children duck and cover. This will be familiar to the children since you regularly practice this drill.
- For infant classroom: Place your babies in two cribs and cover the top with a mattress from another crib. Place mattress sideways across top of the crib and huddle next to it. Role the cribs to the center hallways.
- Stay there until advised that the bad weather has passed.
- It can be helpful to quietly sing songs with the children to help them keep calm.
- The Director in charge will monitor local weather stations and the weather alert radio for updates.

COMMUNICABLE DISEASE OUTBREAK

- The director or designated person in charge will notify all parents about the situation through the Procure application within 48 hours as required by the current CDC guidelines.
- All staff is to follow the school's confidentiality policies when speaking of the above outbreak. Any violation of the confidentiality policy is grounds for immediate termination.

LOCK DOWN

(INCLUDES WEAPON, HOSTAGE INCIDENT, INTRUDER, TRESPASSING, DISTURBANCE)

- The director or designated person in charge will announce over the walkie talkie, "Lock Down" or other another discrete code and will call 911. The director or designated person in charge will supervise the front desk during the incident, if possible.

ACCIDENT

- Breathe and stay calm.
- Make sure all children are supervised. If you are alone, tell them to sit down near you.
- Comfort the child by speaking in a low, quiet voice.
- Apply first aid as needed.
- Call the office if you need further assistance and/or the Director, or person in charge to call 911.
- If the child is bleeding profusely, apply pressure to stop the bleeding. (In an extreme case, take off the child's shirt and use that.)
- If injury is to the head or face, report it to the office immediately - even if it is minor.
- Complete an Accident/Incident Report, have the Director sign it immediately, and have the parent sign it when the child is picked up.
- Turn the Accident/Incident Report into the Director, or person in charge, before you leave on the same day.
- Keep the Accident/Incident Report confidential while in your presence.
- In the event of serious illness or injury involving an adult, contact the office and a director, or the designated person in charge, will call 911 and/or the person's emergency contact.

ILLNESS

- Ask the child, "What doesn't feel good?"
- Contact the front office and have the child's temperature taken. If the fever is over 100 degrees, The director or designated person in charge will contact the parent immediately.
- If the child has no fever, make the child comfortable and keep an eye on him / her.
- If the child complains of pain, ask him / her to point with one finger where it hurts the most and then investigate that spot for injury or other abnormalities and call the front office.
- Vomiting or mild diarrhea: If no pain, call the office after the second episode.

NOTE: When you pick up your child to get their immunization shots, they are not allowed to come back to the center within 24 hours of receiving these shots due to fever, unknown allergic reactions, and fussiness.

EXPLOSION, CHEMICAL SPILL OR GAS LEAK

That occurs INSIDE the facility

- See procedures for FIRE and OFF-SITE EVACUATION AND RELOCATION

That occurs OUTSIDE the facility

- Close doors and lock if possible.
- Turn off air conditioner/heater.
- Turn off lights, computers, TV, radio, CD player, aquarium pump or anything else that may cause a spark.
- Keep children seated on the floor and calm. Sing quiet songs or read stories.

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Parent Initials _____ Date _____

- Be prepared to evacuate if told to do so by the Director, or person in charge, or emergency personnel.
- If you detect a strong odor, show the children how to lift and breathe through their shirts.
- If told to evacuate, consider crawling to avoid strong fumes that are floating higher in the air. Ask for clarification if time.
-

BOMB THREAT OR OTHER THREAT

- Write down everything the person says.
- Ask where the bomb is.
- Ask when the bomb (or other threat) will "go off" or "happen".
- Write that down, too.
- Notify Director, or person in charge, to call 911 immediately.

OFF-SITE EVACUATION AND RELOCATION

- The Director and Assistant Directors are aware of each cell phone number.
- Evacuation and relocation site is Dollar Tree Store to the right of the Center unless directed elsewhere by emergency personnel.
- After all children and staff have been relocated to the evacuation site and are safe and have had all needs taken care of, the Director and Assistant Director will designate staff to contact parents and notify them of the situation.
- Staff members will continue to supervise and take care of the children including entertaining them with songs, stories, games, etc. at the evacuation site. Watch the kids, not the situation.
- The Assistant Director will continue to supervise and take care of the needs of the staff.
- The Director will be the contact person for emergency personnel and parents.
- The center's usual verification process for allowing adults to pick up children from the center will be used at the evacuation site. (i.e., only persons listed on the child's enrollment form as authorized to pick up will be allowed to do so after showing photo ID.)

FIRE

- When fire is present or the fire alarm sounds, quietly say, "Fire drill boys and girls; line up at the door, please." This should be familiar to them since you say it every month when you practice monthly fire drills. *Your primary responsibility is to get the children safely out of the building. Do not attempt to put out the fire unless it is between you and a child or preventing exit.*
- Grab your prepared backpack with your sign-in/out sheet, parent/child info and all other emergency items and keep it with you.
- Make a quick head count.
- Make sure you have everyone.
- Infants: Place all the children in two cribs.

- Proceed to the proper fire exit and exterior meeting place as designated on the floor plan in the classroom. This is the same spot you take the children each month during your fire drill.
- Do a name/face check once you are outside and check it against your sign-in/out sheet and transition sheet. If anyone is missing, tell the Director, or person in charge, or a fire fighter immediately, but never leave the children unsupervised.
- The children must be safe (out of way of emergency vehicles and the fire) and always supervised. Watch out for anthills, broken glass, and other hazards.
- Watch the kids, not the situation.
- The fire department, Director, or person in charge will tell you when you and the children can re-enter the building or begin off-site evacuation procedures.

26. Breast Feeding

True Lite Learning Center will provide a comfortable place with a seat in private for mothers to breast feed their child if they choose to do so. Parents may also provide breastmilk for their child to be fed during the child's care with them.

27. Child Abuse & Neglect Reporting Law Requirements

True Lite Learning Center staff are required by Texas State Law and Licensing to immediately report to the police and/or Child Protective Services any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect or exploitation. Our staff receives annual training on recognizing and preventing abuse and neglect, including sexual abuse. We have made a commitment to help increase awareness and prevention techniques to employees and parents through training, memos etc. Our Learning Center also coordinates with community organizations on strategies to prevent abuse and neglect per Minimum Standards as we are mandate reporters.

The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called. If a parent feel they need assistance with possible child abuse, neglect, or sexual abuse we encourage you to get help by calling the National Patent Hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help.html.

28. Health and Wellness

True Lite Learning Center staff will do a visual and temperature check upon arrival each morning. If a staff member notices anything unusual, they are to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects.

29. Vaccines-Preventable Diseases for Employees (746.3611 / Page ??? in Min. Standards)

As an added precaution for all our employees as well as all children that are housed at the Learning Center, all children will be required to have those vaccines that are required by the Texas Department of Health.

GANG-FREE ZONE

Under the Texas Penal Code, *True Lite Learning Center* and/or any area within 1000 ft of a childcare center is a **GANG FREE ZONE**, where criminal offenses related to organized criminal activity are subject to harsher penalty.

NOTE: You may visit our center at any time during hours of operation.

ADDITIONAL POLICIES

1. TUITION AND FEES

Tuition is paid by ACH draft operated by Tuition Express. **All accounts are required to be set up on ACH draft.** Tuition Express will only draft the balance on the account. True Lite Learning Center will not turn drafts "on and off". Drafts or checks returned NSF will be charged \$25 fee. True Lite Learning Center does not accept American Express or Discover credit cards.

2. EXTRA FEES

A non-refundable registration fee is due at the time of enrollment. Our program is open Monday through Friday from 7:00 AM to 5:30 PM. A yearly activity fee of \$150 is required upon enrollment and is deducted every year to help fund all activities for the learning center. True Lite Learning Center is only licensed by the Texas Department of Family and Protective Services to care for children during these specified times. If you are late picking up your child, a **\$5 PER MINUTE late penalty** will be charged to your account. Late fees and / or returned payments must be paid to True Lite Learning Center before your child can return to care. The last week of the registration fee is non-refundable as well.

3. ABSENCES & TARDINESS

If your child will be absent from school, we ask that you notify the front office by 8:30 AM each day. If you expect to be late or if you have a doctor's appointment scheduled for your child, you *must* notify the center's director with this information 24 hours before your obligation between the hours of 6 PM - 9 PM (Please see the Late Arrivals and Doctor's Appointment form in this handbook). If approved, she will then notify the front office staff, giving them the clearance to accept your child after the designated cutoff time (9 AM) if need be.

4. CONFIDENTIALITY

While your child is enrolled in our program, parents may come across confidential information about our program, our staff, and sometimes other children. All information received from True Lite Learning Center must always remain confidential. Breaching confidentiality may lead to disenrollment.

5. PARENT CODE OF CONDUCT

Please understand, young children are present in our building. Some adult language is not appropriate for young children. True Lite Learning Center prohibits swearing or cursing on our property.

Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. True Lite Learning Center has the right to terminate care in the event of disruptive behavior from a parent or guardian.

True Lite Learning Center must follow rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

6. PARENT RESPONSIBILITIES

Children must be signed in and out by the custodial parent or adult person approved by the parent(s). Parents who fail to sign children in or out may be charged a \$5 penalty for each occurrence. Please understand that due to liability issues, staff of True Lite Learning Center is not permitted to take children home from our center.

In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. True Lite Learning Center staff cannot be responsible for lost or broken personal toys. One exception to this rule is for Show & Tell purposes for the classroom. You will be notified by your child's teacher when the class will have "Show & Tell". There is to be no toys, food, or drinks past the front desk unless you are bringing in a meal as a replacement for the ones we provide.

NOTE: As your child is being potty trained at home, we do assist with this process during the day if the appropriate items are provided. When your child is ready to graduate to the three-year-old classroom, they will be given a 2 week grace period. They must have less than 1 accident during the span of this period to be considered potty trained. If he / she is still not fully potty trained after this, there will be an **additional \$50 charge** per week along with the non-potty trained tuition of \$200.⁰⁰ until this process is complete.

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff.
- Pick up and read the notices and information left for you in your child's folder and/or posted outside your child's classroom, at the reception desk, or in e-mail.
- Pick up your child's papers/projects daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Please be aware of the scheduled mealtimes of breakfast and lunch, 8:15 am and 11:15 am, and make sure your child arrives in time to be included in those meals, if necessary. It is very difficult to try and feed a child later than the scheduled mealtime, and causes a disruption in the classroom schedule, which affects all the children in the classroom.
- Please do not allow your child to bring gum or candy to the classroom. We **STRONGLY** encourage you to allow your child to eat what we are serving that day, unless, of course, food allergies are a concern. In that case, we ask that you bring lunch for your child. Any food brought from home will only be served while the other children are eating and **MUST** be taken home at the end of the day.
- Periodically check on your child's supply of extra clothing. Please take-home soiled clothing promptly.

The Texas Department of Family and Protective Services do not allow smoking on the premises, either indoors or outdoors.

8. WITHDRAWAL FROM PRESCHOOL PROGRAM

A thirty (30) day written notice must be given for withdrawing a child from True Lite Learning Center. Verbal resignations of children will not be honored; it must be written or sent through email. If a family fails to give a thirty-day notice, True Lite Learning Center has a right to draft the remaining weeks from the family's bank account. True Lite Learning Center has a right to refuse service to any family for any reason. The first and last weeks of tuition paid at enrollment are non-refundable.

9. CUSTODY SITUATIONS

True Lite Learning Center prefers **NOT** to get involved with custody disputes. True Lite Learning Center will follow a court order exactly as written. If your family has a court order on file, please provide us with the most

recent copy. **PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.** With this being said, it is imperative that all enrollment forms are completed with both parents' information. A copy of a child's birth certificate may be requested at the Director's discretion. If a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, True Lite Learning Center has the right to terminate care.

10. INCLEMENT WEATHER POLICIES

True Lite Learning Center will open most days during inclement weather. Please check local TV stations and web sites for announcement of closing. Full tuition is still due during inclement weather times. In case of serious emergencies such as earthquakes, fire, storms, or loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive.

11. CURRICULUM

True Lite Learning Center use a curriculum created by our Education Coordinator for our infants, toddlers, twos, and for our pre-kindergarten classrooms. We believe that children learn best through actively engaging with their peers in their environment. Children are involved in hands-on experiences, real-life adventures, and assisted discovery as they explore concepts through play. True Lite Learning Center is a place where essential readiness skills are nurtured through play, investigation, and of course, fun! These programs provide developmentally and age-appropriate activities and materials for exciting and wonder filled environments.

12. SAMPLE DAILY SCHEDULE

True Lite Learning Center classrooms follow a daily schedule designed specifically to meet the children's developmental, social, and emotional, and personal needs. All schedules are contingent on the needs of the children and may vary from day to day. Below is a sample of your child's typical day:

- 7:00-8:00: Arrival / Child Centered Activities
- 8:00-8:30: Transition to Classrooms / Child Centered Activities
- 8:30-8:45: Greeting Circle
- 8:45-9:15: Breakfast
- 9:15-9:45: Outdoor Learning (Weather permitting)
- 9:45-10:15 Literacy Lesson and Centers (Practice and Theme)
- 10:15-10:30 Gross Motor Activities
- 10:30-11:30 Bible Lesson, social and emotional development
- 11:30-12:30 Math and Science Lesson and Centers
- 12:30 -12:40 Restroom, Transition to Lunch
- 12:40-1:10: Family Style Dining
- 1:10-1:20: Third Read Aloud Time
- 1:20-2:30: Quiet Time
- 2:30-3:00: Snack
- 3:00-3:20: Circle Time (Review of Days Lessons)
- 3:20-4:00 Alphabet and Counting and Centers
- 4:00-4:30 Outdoor Learning
- 4:30-5:00: Closing Circle Time
- 5:00-5:30 Art Activities
- 5:00-5:30 Closing Activity

13. CLASSROOM ASSIGNMENTS

Classroom assignments are based on each individual child's chronological age, developmental age, emotional age, and physical age. True Lite Learning Center typically will transition children to new classrooms as they age-up.

14. CHILD TO STAFF RATIOS

True Lite Learning Center exceeds state ratios in most classrooms. From time to time, we may follow state ratios, but will never be non-compliant unless under emergency situations.

15. NAP TIME

Supervised rest periods are provided for all children five years of age and under who remain at True Lite Learning Center. Please provide a mat and clean blanket / sheet for naptime and we will send them home on Friday's for washing.

16. CLOTHING

Preschool children must have a complete change of clothing, **clearly marked with the child's name**, left at True Lite Learning Center. Preschool children need to be dressed for the weather. Caps, mittens, and warm clothing must be worn during the cooler seasons for the daily outdoor playtime. Accidents can happen, even for the older preschoolers, or if they get wet on the playground. **Boots, sandals, and flip flops are prohibited. All children must wear closed in tennis shoes / soft loafers.**

17. PERSONAL BELONGINGS

Parents must supply all bottles for their child. Parents must also provide toddler training cups, diapers, wipes as well as any other needed items per their teacher. Please label everything with your child's first and last name.

We use washable crayons, markers, and paint during art time, but the children's clothing may get stained from just being kids! Please dress your children in play clothes since PLAY is what we do!

Please leave all valuable items at home since True Lite Learning Center cannot be responsible for broken or lost items.

18. OUTDOOR PLAY

Outdoor play is a regular part of the daily routine which is required by State. Children should be prepared to play outside some part of every day. Please do not request that your child stay indoors. Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at school. Children may not wear flip flops due to the danger these shoes may cause on the playground.

19. BIRTHDAYS

Most children enjoy celebrating special events with their preschool friends (birthdays, new babies, and holidays). Parents may send a "store bought" treat to share with the class. Please decide with the teacher several days in advance.

20. SCHOOL SAFETY POLICIES

Parents need to personally escort their child(ren) inside the building to sign in and out when their children enter and leave the facility. Each classroom has a window for viewing activity from the hallway. **Parents are welcome to visit the center any time during the day to observe their child without prior approval.** However, if you would like to stay and spend time with your child during activities, please see the office so we can do a proper criminal history check, as required by the Texas Department of Family and Protective Services.

Our facility is equipped with a fire sprinkler system and fire drills are practiced monthly.

You will be notified of any incidents other than minor scrapes or bumps with a phone call. We will also give you a written report at pick up time. First aid will be applied to minor incidents. In the event medical attention is required, we will notify you immediately. Parents are responsible for all medical fees.

21. CAMERAS

True Lite Learning Center has closed circuit cameras in all classrooms. The privacy of the children is very important to us. For this reason, the cameras are not available for personal viewing.

22. PHOTOGRAPHS

True Lite Learning Center believes in the benefit of using real life pictures in our educational program. Photos taken of the children will be done with a school owned camera and will only be used in our program. If parents choose to take pictures of events held at our program, they may only photograph their child, unless the other parent gives written permission (please see the "Photo Release Form" located in your enrollment packet). Please note during certain parent events, such as Pre-K graduation, Christmas programs, and Carnivals, photographs may be taken. If you wish for your child to not be photographed, you may want to remove them from these events.

23. OUTSIDE EMPLOYMENT

Employees of True Lite Learning Center are prohibited from outside employment with parents of the organization. This includes, but is not limited to, babysitting and/or nanny- type jobs.

24. CYBER IDENTITY/SOCIAL NETWORKING WEB SITES

Cyber identity and social networking are very exciting these days. However, please understand that employees of True Lite Learning Center are prohibited from participating in social networking with parents and children. This includes, but is not limited to, Facebook, Twitter, and Instagram.

25. BITING

Biting is a common issue in early child development. The best way to deal with biting is consistency between providers and parents. Biting could occur for multiple reasons. Proper communication will help determine why a child is biting. True Lite Learning Center will work with parents when biting becomes a problem. We will make every effort to solve the issue as soon as possible (please see the "Aggressive Behavior Form" located in this handbook as well as in your enrollment packet).

26. CELL PHONES

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010, the Texas Department of Family and Protective Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please end all calls prior to entering the building.

We, at True Lite Learning Center, know that you trust us with your most valuable treasure, your child, and we strive to serve our families the absolute best in preschool education and childcare. We believe that excellent early childhood development is the foundation for a bright future for our children at True Lite Learning Center.



Receipt and Acknowledgement of Parent Handbook Update

I, _____ (print parent or guardian's name) certify that I have received, read, and understand the updated True Lite Learning Center Parent Handbook, dated June 2023, a copy of which will be provided to me at my request only. The True Lite Learning Center has been prepared for my information and understanding of the policies, practices, and benefits of the center. I understand that the statements and/or policies contained in the Parent Handbook may be changed by the center at any time, and that any prior Parent Handbooks issued by True Lite Learning Center are no longer in effect. If changes come into effect, you understand you will be asked to read and acknowledge the additional changes made to the Parent Handbook at any time.

Parent Signature _____ Date _____

Parent Initials _____ Date _____