



[ 3305 Avenue F Baycity, Texas 77414 ]  
[979-393-0022]

# Family Handbook

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## Welcome

Welcome to Bay City Kids Academy located at 3305 Avenue F Bay City, Texas 77414. Our school is open to the families/guardians at any time. The owners for this location are Miracle and Marlon Rivers.

Welcome to the Bay City Kids Academy family! We hope this family handbook will be a guide to help you understand our program, what you can expect from us, and what we will expect from you in meeting your child's needs. Working together, we know your child's experiences with us will be what you expect - challenging, exciting, loving and positive. Our preschool wants to provide a happy and comfortable environment for your child. Our educational program is designed to meet the developmental needs of each individual child in our program. We believe that children need experiences in all areas of development (physical, social /emotional, cognitive, language, and creative experiences) in order to become well-rounded individuals.

This handbook is a basic reference concerning policies and procedure, privileges and opportunities, and obligations and responsibilities affecting the children and families of Bay City Kids Academy. Information contained in this handbook does not create any contractual rights for enrolled families. Policies contained in this handbook do not increase or diminish the legally enforceable rights of the Texas Department of Family Protective Services. The misapplication or failure to follow any specific provision in this handbook should not be grounds for setting aside or modifying any enrollment decision when it has been determined by appropriate administrative authority that the decision was fairly made and in the best interest of Bay City Kids Academy. Because Bay City Kids Academy is the initiator of change and is subject up to various external legal and regulatory forces requiring change, the information in this handbook will be revised as the Bay City Kids Academy determines that conditions warrant.

## Vision Statement

Our mission is to provide a high-quality early childhood experience that will equip children with the skills necessary to be successful. We will foster a positive relationship with the families and our community by providing conferences, family events and parent education workshops.

We believe:

- children learn best when they are engaged and having fun.
- parental and community involvement creates a sense of community.
- culturally responsive teaching strategies increase academic success.
- cultural pride should be celebrated with our young children.
- the learning environment should be conducive for academic, social, and physical growth.

# School Hours and Days of Operations

The school hours are from 6am-7pm, Monday through Friday. The school is closed on the following days of each year:

1. New Year's Day
2. MLK Day
3. Memorial Day
4. Juneteenth Day
5. Fourth of July
6. Labor Day
7. Thanksgiving Day
8. Day after Thanksgiving
9. Christmas Day until New Years Eve

## Enrollment Procedures

### Procedures for Enrollment

1. Attend preschool tour and parent orientation.
2. Submit a completed Student Application for Admission By 12pm on Thursday (one per child)
3. Submit the Non-Refundable Student Application Fee (registration plus one week tuition)
4. Submit a copy of child's birth certificate, immunization records and health care statement.
5. After the application fee and all documents have been received the application will be sent for processing.

Bay City Kids Academy admits students of any race, color, religion, and national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Bay City Kids Academy does not discriminate based on race, color, disability, national or ethnic origin in the administration of its education policies, admissions policies, scholarship, or school-administered programs.

The Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration. Bay City Kids Academy reserves the right to dismiss any parent or child at any time with or without cause. Continued enrollment at Bay City Kids Academy is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Bay City Kids Academy as outlined in this handbook including, but not limited to, timely payment of all fees and tuition. Parents are required to notify Bay City Kids Academy immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being disenrolled from the program and forfeiture of any deposit.

### Clothing Guidelines

All scholars 18 months and up are required to wear school polo uniforms. Uniform slips are given within the application packet and provide a visual. The shirts are purchased through another party and the polo uniform shirt will be worn with khaki/navy pants. An example of an acceptable uniform is located in the front.

### Monday-Thursday: School Uniform

Everyone: Red or Blue **Polo** Logo Shirt

Khaki/Navy Knee Length Dress/Shorts/ Skirt/ and Khaki Pants

Boys: Khaki/Navy Knee Length Shorts and Khaki/Navy Pants

Winter: Black or Cream Thermal

Please Note: A plain red/blue polo shirt can be worn to allow time for logo shirt to be worn. If you want to buy the polo shirts from another vendor, they must look exactly like example shirt located in the school. It is recommended that you purchase shirts two months before the school year starts to prevent back up and in the spring for wear and tear. All children must arrive in acceptable uniform attire daily. Replacement clothing due to potty accidents can be free dress. Uniforms should be neat and pressed to represent the highest level of decorum. Outfit and shoe choices should provide scholars an opportunity to learn and play comfortably. Close toe shoes only.

### **Friday: Free Dress**

On Fridays, students are permitted to express themselves with free dress. Spirit Shirt Optional. Attire must be knee length

### **WHAT TO SEND TO SCHOOL WITH YOUR CHILD?**

Families are required to provide the school with a change of clothes for child(ren) from six weeks of age through Kindergarten. All clothing must be clearly marked with the child's name.

Our school requests that families dress their children appropriately for the current season and daily for the weather. Children should wear clothing that is dry and layered for warmth in cold weather. Our school provides shaded play areas during hot weather.

When in direct sun, children should wear sun protective clothing, sunscreen or both. Applied skin protection should either be sunscreen or sun block with UVB and UVA protection of SPF 15 or higher that is applied to exposed skin. Families must sign a permission form in order for us to apply sunscreen.

When public health authorities recommend the use of insect repellents due to a high risk of insect borne disease, only repellents containing DEET will be used. The repellent will only be applied to children over 2 months of age. Bay City Kids Academy will not provide sunscreen or insect repellent. Parents are required to provide either if they want applied to their child(ren). You are welcome to leave a bottle in your child(ren) cubby for future use.

All children at our school have the opportunity to experience outdoor play and activities when the weather air quality and environmental safety conditions do not pose a threat or risk to the children's or teacher's health.

The school will provide the cribs and cots for nap time, each child age 1 and up will need a small blanket. All sheets are laundered daily for infants and weekly for older kids or when soiled. You are encouraged to bring a blanket for nap time.

The school will provide the baby wipes but does not provide diapers. Please be sure your child has plenty of diapers and watch your daily report for messages that your child needs additional diapers. The following are our policies regarding diapers:

Unless a child has a medical reason that does not permit their use all children must use commercially available disposable diapers and pull-ups.

If a health provider provides documentation that a child must use cloth diapers, the diaper must have an absorbent inner lining completely contained within an outer covering made of waterproof material. This material should prevent the escape of feces and urine. Both diaper and the outer covering are changed as a unit.

Cloth diapers and clothing soiled by urine or feces are immediately placed in a plastic bag and sent home the same day for laundering. Clothing will not be rinsed.

Our teaching staff check children for signs that diaper or pull-ups are wet or contain feces at least every two hours when children are awake and when they awaken.

Diapers are changed when wet or soiled.

Families are also responsible for providing infant formula, breast milk, and baby food. All bottles and baby food must be clearly marked with the child's name and date. When families and teachers agree, children will make the transition from infant food and bottles to table food and sippy cup.

The school provides many toys for the children's playtime. Other than on "Show and Tell" days children are not allowed to bring toys from home. We realize that this could cause some "separation anxiety" for some of our little ones. If you are encountering a problem, please inform one of our directors or managers. We will work with you to help with the transition.

#### **PROCEDURE FOR RELEASE OF CHILDREN**

Our first priority is to protect our children and secondly to get families to work as quickly as possible, so please follow these traffic rules:

**Technology Use during pickup:** In order to facilitate better communication between the parents and the teacher and the parents and the child, it is best if parents are not distracted by use of electronic devices while at the center.

1. Children are not allowed to enter or exit the school without being escorted by a family or another authorized adult.
2. Children 5 and under must be walked to the classroom by a family member to assure that the classroom teacher is aware the child has entered the classroom.
3. School aged children must be walked inside the door. If they are able to sign themselves in, they may do so.
4. Each day your child comes into the school, they must be checked in and out by a family member. The sign-in is at the front desk will be used for checking children in and out.
5. We will only release children to a family member or a person with designated permission to pick-up. Therefore, please keep your child's pick-up information updated when changing who has authorization to pick-up. The ONLY exception will be law enforcement officers and DFPS Child Protective Services staff who have the authority by law to remove a child without the family's permission.
6. All authorized alternate persons on file such as family members, grandparents, aunts/uncles, friends, etc., MUST first check in at the front desk.
7. If the person picking up is not listed on the child's Emergency Information Card as an authorized pick-up, we MUST have something in writing from the family that indicates the person's name and date authorized to pick-up. The person MUST present a driver's license or other picture id to confirm their identity at time of pick-up.

Bay City Kids Academy prefers NOT to get involved with custody disputes. Bay City Kids Academy 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. It is imperative that all enrollment forms are completed with both parent's information. A copy of a child's birth certificate is required for enrollment. 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. custody issue creates a risk for our facility or staff, Bay City Kids Academy has the right to terminate care.

The safety of our students is our main priority. The Directors/Owners of Bay City Kids Academy reserve the right to prevent a parent, family member or other individual authorized to pick-up a child from our school, to leave with the child if there is a suspicion that the adult in question is under the influence of alcohol or other substances and unable to safely operate a motor vehicle. Should this circumstance arise, the Directors/Owners of Bay City Kids Academy will do the following:

1. Call local law enforcement to evaluate the fitness of the adult to safely transport the child home.
2. If law enforcement judges the adult fit to safely transport, the child will be released to the adult.
3. If law enforcement judges the adult unfit to safely transport the child, the Directors/Owners will attempt to contact alternate designated pick-up individual can be located, the child will be released into that individual's care.
4. If no other designated pick-up individual can be located and the school has closed for the night, Child Protective Services will be contacted to take custody of the child.

#### **INFORMATION REQUIRED FOR EACH CHILD**

Texas Minimum Standards for Child Care requires the school maintain the following records for each child enrolled:

1. *Enrollment Application*
2. *Emergency Contact Information;*
3. *Signed form that family has received a copy of the Family Handbook;*

4. *Statement of the child's health from a health-care professional.* This applies to all students EXCEPT school-age students. Family MUST indicate that information is on file at the child's school (see Enrollment Application);
5. *Immunization Records.* Your child must be current on all required immunizations. If a family chooses not to immunize or under-immunizes their child due to a medical condition or family's beliefs documentation from a licensed health professional will be required in order for the child to attend the program. If a vaccine preventable disease to which the child may be susceptible occurs at our program, our staff will exclude the child promptly. The child will remain excluded until danger of infection has passed. This applies to all students EXCEPT school-age students. Family MUST indicate that information is on file at the child's school (see Enrollment Application);
6. *Hearing and Vision Screening Results* for students 4 years of age or older. This applies to all students EXCEPT school-age students. Family MUST indicate that information is on file at the child's school (see Enrollment Application);
7. *Transportation Agreement.* This form must be signed for emergencies, field trips, and/or elementary school drop off and pickup;
8. *Health and Emergency Agreement Form.* This form authorizes us to provide medical care in case of emergencies, which includes allergies.
9. Tuberculosis screening and testing information, if required by your regional Texas Department of State Health Services or local health authority;
10. Medication administration records, if applicable;
11. *All other forms* found in enrollment packet; and
12. Texas Rising Star Documents.

The above mentioned documents contain vital information about each child, such as family's work and home telephone numbers and addresses, as well as the name and address of the child's physician. These forms must be kept current and on file as long as the child is attending the school. Emergency information will be updated every year. Please notify us of any changes. **Texas Minimum Standards for Child Care requires that ALL forms must be completed BEFORE the child's start date.**

#### **IMMUNIZATIONS**

If your student is under-immunized because of a medical condition or the family's beliefs, the following is our plan for admission for your child.

1. Parents are responsible for keeping immunizations current. Please submit an updated shot record each time your child receives an immunization. At this time, Harris County does not require TB test for children.
2. Parents or guardians need to request a vaccine exemption affidavit form in writing or via a secure online request form. Each child's name and date of birth must be included in the request. Written requests must be submitted through the U.S. Postal Service, commercial carrier or fax to **(512)776-7544**

#### **Mailing Address:**

Department of State Health Services  
Immunization Branch (MC 1946)  
P. O. Box 149347  
Austin, TX 78714-9347

#### **Hand Deliver:**

Texas Department of State Health Services  
Immunization Branch  
1100 West 49<sup>th</sup> Street  
Austin, TX 78756

#### **Secure online request form for exemption affidavit:**

<https://www.dshs.texas.gov/immunize/school/exemptions.aspx#affidavit>

3. If a child has not attended school by Wednesday, and we have not been notified by parents, the front desk staff will contact the parents to determine if the child is out sick.
4. Each classroom will post a note on the door identifying any communicable diseases found in that classroom. This note will be posted by the front desk staff, as we are notified by parents.

5. The administration staff will keep a list of children with immunizations exemptions. If a child is out sick with a communicable disease, the parents of children with immunization exemptions will be contacted.
6. The child with immunization exemption will have to provide a doctor's note prior to returning to school.

#### **HEARING AND VISION SCREENING**

The Texas Minimum Standards for Child Care requires a screening or professional examination for possible vision and hearing problems for children of 4 years of age or older by September 1<sup>st</sup> of each year. We must keep one of the following at the school for each child required to be screened:

1. The individual results of the screening. Our school partners with a vendor at least once during the school year that provides these services at the school. We will send family notifications home prior to screening for sign-up.
2. A signed statement from the child's family that indicates that the screening records are on file at the child's elementary school. This signature is included on our enrollment application.
3. An affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination of which the family is a member.

## **Family Information Center**

Family Information Center will contain current events, special events, additional programs offered in the school, book fairs, lunch menus, licenses, inspections, food and clothing drives, etc. All money from school fund raisers (book fairs, carnivals, etc.) and extracurricular programs (dance, fitness, computer classes, etc.) will be included in the school's budget to enhance our classrooms and/or activities for the curriculum.

#### **FAMILY NOTIFICATIONS**

Families will be notified anytime any of the following occur:

1. child has a fever of 100 degrees or higher.
2. child has 3 occurrences diarrhea and/or vomiting. We will try to contact the family on the second occurrence to warn that the child will need to be picked up on the third occurrence;
3. child receives injury to neck or above (even minor bumps or bruises).
4. child has severe discipline issues that are not age appropriate (see student section of the Discipline and Guidance Policy);
5. Evacuation of building due to weather or safety issues;
6. Any injury that requires band aid or ice pack, as well as other incidents we feel require family notification.

We will attempt to contact families via the numbers provided on the child's Emergency Contact Information. Please ensure that you keep your child's emergency information updated.

#### **FAMILY CONCERNS**

We welcome families to talk with teachers, front desk staff, directors, and/or owners, if they have any concerns about their child, the classroom, and/or staff. We believe that families, children and staff should work together to ensure the safety and well-being of all our students. We have an open-door policy and will work with you on any and all concerns. We encourage our families to raise concerns. We work collaboratively with our families to find mutually satisfying solutions that staff can incorporate into classroom practice.

#### **FAMILY/PARENT ORIENTATION**

Welcome to Bay City Kids Academy. We are so delighted to have you and your child(ren) join our preschool family. To ensure all parents are aware of our policies, we would like to provide you with a detailed parent orientation.

The following topics will be discussed during the tour or within the Parent Handbook, as applicable:

- ☐ Tuition Fees & Policies



- ☐ Meals & Infant Feedings
- ☐ Daily schedules
- ☐ Arrival and Pickup policy/ procedures
- ☐ Academic Goals for child's applicable age and Parent Conferences
- ☐ Texas Rising Star certification
- ☐ Importance of family involvement & Family Resource Area
- ☐ Partnership with WF Board – Gulf Coast for subsidy childcare and requirements as a participating family
- ☐ School Calendar & Closures
- ☐ Brightwheel Etiquette
- ☐ Potty Training
- ☐ Parent Concerns
- ☐ Limited Technology Use on Campus

I acknowledge that I received a tour and that I was provided the above opportunities and/or information prior to completing enrollment for my child.

#### **PARENT ACTION COMMITTEE**

The best way to be involved in our school and meet other families is to attend the *Parent Action Committee* (PAC) meetings. The PAC gathers twice during the school year, in the months of May and September. PAC members offer input, ideas and suggestions to the school administrators and discuss issues of importance to the school, our families and students. In addition to the PAC meeting, we also have a presentation as a part of our *Mommy/Daddy University*. These presentation subjects are those of special interest to our families and based on family suggestions. A few examples include positive behavior guidance for families, saving for your child's college years, common childhood illnesses, and potty training. Free childcare is offered to make it easier for families to attend. We encourage all our families to be involved and regularly join us at Family Action Committee meetings.

#### **HOME-SCHOOL PARTNERSHIP**

The building of a relationship between parents and teachers is the foundation for the child's positive experiences at the center. We encourage you to talk openly with teachers to establish this relationship. Continuity between home and Bay City Kids Academy is essential to providing a meaningful experience for your child. The more familiar we are with your family, the more understanding, supportive and helpful we can be. You are invited to drop by and visit unannounced as frequently as you like.

Please inform teachers of any changes (e.g., one parent must take a trip, illness in the family, moving even a short distance, parents changing jobs, etc.) before they happen. Changes at home often lead to changes in behavior at the center. We can care for and work better with your child if we are aware of the changes at home. That you notify the director/lead teacher of any changes address, phone numbers at home and at work, caregivers or emergency numbers is of the utmost importance.

Parent conferences will be held twice a year. One in August and January. Please feel free to arrange additional meetings as needed. Also, the administrators may request a parent conference outside of these times when needed.

#### **PARENTAL INVOLVEMENT**

Parent involvement is vital to children's success in school. Bay City Kids Academy strives to involve parents in as many ways as possible. Parents who are involved in their child's education create a connection between the home and school.

There are several ways that families can get involved with the center and activities to ensure that your experience while enrolled in our preschool will be a great one!

Opportunities for parent involvement include: Class parties, Parent/teacher conferences, Parent Education Seminars, School Events (see monthly calendar), Annual fundraisers, Graduation, and more.

#### **VISITATION AND VOLUNTEER TIME**

Families may visit any our school at any time during our regular hours of operation. We encourage our families to become volunteers for their child's classroom. [not counted in ratio] Some duties of a volunteer can include, but is not limited to:

- Assisting with field trips;
- Watching the classroom during nap time for teacher planning time;
- Assist teachers with circle time;
- Assist teachers with making curriculum related items for the class;
- And much, much more.

In order to become a volunteer, the Texas Minimum Standards for Child Care requires that you complete the following:

1. Complete a background check. The total cost is \$5.00. Make check payable to [School Name].
2. Complete required volunteer paperwork (see front desk for details).
3. Complete an Orientation about our school;
4. Complete 8 hours of pre-service online training;
5. Must be 18 years of age
6. Must have at least a high school diploma or equivalent.

**TEXAS MINIMUM STANDARDS FOR CHILD CARE (LICENSING) INFORMATION**

Families may review a copy of the Texas Minimum Standards and our school's most recent inspection report at any time. It is posted in our Family Information Center or you may review online.

You may contact the local Licensing Office, DFPS child abuse hotline, by visiting the DFPS website at [www.dfps.state.tx.us/child\\_care](http://www.dfps.state.tx.us/child_care).

The State of Texas has rules and guidelines that all daycare centers are lawfully required to follow so the daycares can maintain their daycare license. These laws are referred to as 'the minimum standards.' We keep a copy located in the front office for anybody to review. Please feel free to ask for the minimum standards and they will made available. Every daycare is inspected by a state representative annually with no notice. After each inspection, there is a report generated. We keep our annual reports located in the front office, which is also available for you to review. The following are phone numbers and a website if you, for any reason, need to find more information or speak to a representative from the state licensing office. Included is also the number to the abuse hotline for any of your concerns.

Local Office: 713-940-5200 Website:[www.dfps.state.tx.us](http://www.dfps.state.tx.us)

Parents are welcome to address any situation with the director at any time. We are here to protect your children, which is our primary concern. You may call the center at any time or email me at [crayolalc@yahoo.com](mailto:crayolalc@yahoo.com).

\*\*\*\*\*It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in our daycare. We are always open to suggestions and feel communication is a very important part of a quality daycare. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours. Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe. Note: By signing the Parent-Provider Contract/Enrollment Application, it is understood that all of the policies and procedures of Bay City Kids Academy handbook are understood and agreed upon.

## ARRIVAL TIME

### Operating days

- Academic School Day 9am-5pm Monday- Friday
- Extended Care: 5pm– 7pm (open center play activities) Monday – Friday
- The center is closed in conjunction with HISD, ALIEF Independent School District with a few exceptions. Please refer to your academic calendar that is provided in your application handbook **Tuition is still due regardless of school closures, weather days or absences.**
- All students must be present **inside their classroom by 9am.** No students admitted later without prior approval.

### Tardies

Please respect our drop off time because promptness and attendance help your child to develop, grow and thrive in our structured environment.

Many of the most important activities of each day take place during the morning starting at 9am. Children who skip some of these activities because of their late arrival often "miss out" on a favorite play period, circle time, story time, or art project. When children arrive late it is a disruption for the other kids that are focused on a project or in the middle of circle time.

If you expect to bring your child to class late, please seek prior approval.

It is difficult for our teachers to properly plan and conduct their classes if children can "drop -in" at any time.

## Tuition and Fee Policy

### Tuition and Fees

Tuition is paid in advance and due on Friday for the upcoming week. Families are welcome to pay tuition weekly, bi-weekly, or monthly. Tuition and fees can be paid by money order, or credit card [autodraft or ACH], Bright Wheel App. **For the safety of our students and staff, we DO NOT accept cash.** Tuition that remains unpaid on Monday morning will incur a late payment fee of \$50.00. Account balances that remain into the next week are assessed the same late payment fee again until the account is brought to a zero balance. Late payment fees are assessed unless prior arrangements have been made with Bay City Kids Academy owners/managers. After Tuesday with a remaining balance kids are not allowed to enter. Payments that are declined due to insufficient funds will include a \$50 late fee. Debit/Credit card payment will include a processing fee. If processed with Brightwheel the fees are .60 for adding account number and 3% when using a debit/credit card. Using the Square machine is a flat fee of \$5 per transaction.

### Refund of Payments

Tuition will not be refunded as staff payroll, food and curriculum supplies have been purchased in advance of care. A statement will be provided before January 31st of each year for those who plan to expense childcare when filing taxes with the IRS for all enrolled families.

**Late pick-up fees** are assessed beginning 5 minutes after school closing time at the rate of \$20.00 for 15 minutes thereafter it is \$2.00 per minute due at pickup or prior to next morning arrival.

**Enrollment fees** and **Activity fees** are paid upon registration and annually at the beginning of each new school year. The initial enrollment fee is \$100 per child or \$125 for family (two or more children). Annually on the child's anniversary date, a re-enrollment fee of \$100 per child will be assessed.

During the summer, new and currently enrolled school age children are assessed a \$75 Activity Fee. This fee covers costs of supplies for summer activities. All Enrollment and Activity Fees are NON-REFUNDABLE. These fees are

used for classroom supplies, art and craft supplies, computer programs, and manipulative materials.

#### **DISCOUNTS**

Families enrolling more than one child will receive a 10% discount on the tuition of the second and additional children enrolled.

#### **ABSENTEEISM AND VACATIONS**

One day attendance constitutes a full week. Illness days or vacation days are not prorated out of that week. This policy ensures your child's enrollment in a particular classroom.

## Health

#### **ILLNESS, EXCLUSION, AND MEDICAL EMERGENCY**

Although our focus is to keep families at work and make every accommodation for when a child does not feel their best, we must implement rules that protect our children and staff from illness. We ask that you please do not send an ill child to school. Small children are prone to infection because their immune systems are not fully developed. One sick child places all the other children at risk.

A child with a fever of 100 degrees will be sent home. Texas Minimum Standards for Child Care requires that the child be kept out of school until he/she has been fever free for 24 hours. This means the child must stay home one day after the fever has stopped.

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

1. Diarrhea or vomiting (twice in 24 hours since the last episode).
2. Deep or hacking cough, or a sore throat.
3. Continuous runny noses with a yellow or green color.
4. Any suspicious rash that has NOT been diagnosed by a physician.
5. Undiagnosed and untreated pink, swollen, matted, or runny eyes.
6. All types of communicable disease (i.e., coronavirus, hand/foot/mouth, pink eye, ringworm, etc.).
7. A child has lice.
8. A child who has been on a doctor's prescribed medication less than 24 hours for any highly infectious illnesses.

A child may return to school when any of the following occur:

1. Fever free for a minimum of 24 hours (without medication).
2. Active signs of illness (diarrhea or vomiting) have been gone for 24 hours.
3. The child's physician releases the child to return to school.

A child sent home for a contagious disease MUST have a return to school release from a physician indicating the child is no longer contagious. When a child is diagnosed with a communicable disease, a note will be posted on the classroom door within 48 hours or the next working day after we are notified. The family will receive an incident/illness report documenting the date child was sent home and details of illness.

Any time a child is injured, the following will occur:

1. **Administer first aid.** If critical injury occurs, we will call 911 and have child transported to nearest emergency facility, Southwest Memorial Herman Hospital, 7600 Beechnut St, Houston, TX 77074
2. **Create an accident report.** An accident report will be completed by the teacher and signed by director or owner;
3. **Notify families.** Families will be contacted by phone, if the injury is critical, involves the head, loss of blood, or at the discretion of management. When the child is picked up, the accident report will be reviewed and signed by family. The accident report will be kept in the child's file.

#### **HAND WASHING POLICY**

In an effort to ensure to minimize illness in our school, we have the following handwashing procedures.

1. All children who are developmentally able and all adults will use proper hand washing techniques as posted in every classroom, with liquid soap and warm running water.
2. All children will be assisted as necessary in order to be successful in hand washing.
3. Non-mobile infants will have their hands washed with warm running water and liquid soap following a diaper change.
4. All mobile infants will have their hands washed with warm running water and liquid soap following a diaper change as assisted by an adult.
5. All children and adults will wash their hands upon arrival in the classroom for the day.
6. All children will wash their hands after using the restroom or being assisted with toilet training.
7. All adults will wash their hands after diapering or assisting a child with toileting, even if the adult was wearing gloves.
8. All adults will wash their hands after using the restroom.
9. All adults and children will wash their hands after handling bodily fluids; i.e., blowing or wiping a nose, coughing on a hand, or touching any mucus, blood, vomit, or breast milk. Hands must be washed even if the adult was wearing gloves.
10. All adults and children will wash their hands before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking (meat, eggs, poultry).
11. All adults and children wash their hands after playing with water that is shared with two or more people.
12. All adults and children wash their hands after coming in from outside play or handling pets or other animals.
13. All adults and children will wash their hands when moving between classrooms.
14. All adults will wash their hands before and after feeding a child.
15. All adults will wash their hands before and after administering medication.
16. All adults will wash their hands after handling garbage or cleaning.

#### **PROCEDURE FOR DISPENSING MEDICATION**

Only prescription medicine in the original container labeled with the child's name, expiration date, prescribing physician, and directions for administering will be administered without written consent from the child's physician. Non-prescription medicine will only be administered if a note from a physician is provided with child's name and instructions for administering the medicine. All non-prescription medicine **MUST** be in the original container with the child's name with a non-expired expiration date.

If the medication is to be given "as needed", then the form is valid for only 2 weeks. After 2 weeks, we will discontinue administering unless families sign a new form.

*AS NEEDED* medication will only be given if families have indicated that child needs medicine. The only exception is medication needed for teething which will only be given if teachers indicate child is fussy and needs medication. This can only be done for 2-week time periods.

Non-prescription topical ointments such as diaper creams, lotions, lip balms, sunscreen or insect repellent require a permission form signed by a family or guardian, but do not require a physician's signature.

All medication **MUST** have a medication form filled out with the dosage amounts, times to be given, dates to be given, and the family's signature. Medication **CAN NOT** be administered without this form. See our front desk staff for medication forms.

Medications will be given at **11am** and **3pm** each day. Please coordinate your child's morning dosage with these dosage times.

## Discipline and Guidance Policy

### STAFF AND VOLUNTEERS

At Bay City Kids Academy, we use a method of "redirection" to guide children toward appropriate behavior. If a child is engaged in behavior non-conducive to a safe and happy learning environment, the teacher will "redirect" the child toward appropriate behavior, by suggesting another activity. The use of physical punishment or any harsh language is absolutely prohibited at our school.

In order to provide the best care for your child, families should notify the school and teacher of changes in the child's environment that might affect the behavior of the child. By notifying the school of changes in your child's life, it will help us in implementing adjustments for the child.

All discipline at Bay City Kids Academy must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh cruel, or unusual treatment of any child. The following types of behavior are prohibited as a form of discipline and guidance:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

#### **STUDENTS**

At Bay City Kids Academy, we have very specific guidelines regarding discipline. This policy is intended to clearly indicate what behavior is unacceptable at our school. Administered correctly and fairly, these policies should protect the best interest of all of our students and staff. In order to maintain a safe environment, the following behaviors by a student are considered severe:

- throwing of objects across the classroom;
- violence towards a teacher or student (including but not limited to kicking, hitting, choking, etc.);
- biting of teachers and/or students (if not age appropriate);
- destruction of school property;
- inappropriate language (profanity, sexual related, etc.);
- running out of classrooms (3 years and older).

If a child exhibits any of the above-mentioned behaviors, one or more of the following actions will occur.

1. An incident report will be written and signed by families. A phone call to family at the time the incident occurs.
2. Conference with families, teachers, and management.
3. Implementation of a Behavior Support Process - we recognize that some behavior issues respond well to a Behavior Support Plan. If a child is demonstrating repeated incidents of inappropriate behavior (example: severe aggressive behavior that is not age appropriate, severe attention issues) we will do the following:
  - a. Collect data and information regarding the severity, frequency, duration, and location of the behavior in the school setting.
  - b. In partnership with the child's family, we will develop an individual Behavior Support Plan to target the inappropriate behavior.
  - c. Our Behavior Support Plans involve teaching new, appropriate behaviors to replace the old inappropriate behaviors and rewarding the appropriate behaviors on a pre-determined schedule.
  - d. As a general rule, we allow the Behavior Support plan three weeks before making a determination as to its success or failure. Exceptions will be made if we feel the child poses a safety risk to self, other students, or teachers.

If necessary and with family permission, we may refer the child to external agencies in order to provide our classroom teachers with outside assistance and support in dealing with the child's behavior.

If Steps 1-4 have been followed without success, the school may do the following.

- Families may be contacted and asked to pick-up student from school within one (1) hour.
- Student may be suspended for one or more days.
- Student may be disenrolled from the school.

## **BITING IN THE EARLY CHILDHOOD EDUCATION SETTING**

Even in the best preschool settings, periodic outbreaks of biting occur between infants and toddlers, and occasionally among preschoolers. This is an unavoidable occurrence in groups of young children in an early education setting. When it happens, it can be frightening, frustrating, and stressful for children, families, and teachers. Understand that this is not an unusual phenomenon among children who are going through an oral stage of their development. It is also NOT something to blame on children, families, or teachers and there are no quick or easy solutions to it.

Children bite for a variety of reasons: simple sensory exploration, panic, crowding, attention seeking, or an intense desire for a toy. Repeated biting becomes a pattern of learned behaviors that is often hard to extinguish because it does achieve results: the desired toy, excitement, or attention. Children may be teething, and biting is pleasant sensation to a young child. Knowing that their biting will hurt another person is not yet a part of a child's brain development, so the "cause-effect" relationship is not yet developed. Our teachers plan activities and supervise carefully in order to try and prevent biting. There are times however, when a teacher cannot be within immediate reach to prevent a bite.

## **Child Assessment Plan**

### **PURPOSE**

At Bay City Kids Academy we believe that assessing and teaching are inseparable processes. Implementation of the curriculum is best accomplished through purposeful play facilitated by highly intentional teaching practices. Assessments are conducted during naturally occurring instructional activities or when children are engaged in tasks that are personally meaningful. Linking curriculum and assessments is an ongoing cycle in which teacher collects facts, analyze and evaluate facts, plan for each child and the group and share children's progress. Bay City Kids Academy believes that assessing individual and group progress is the key to planning programs that respond to the needs, interests, and abilities of children in any classroom. With ongoing assessment, teachers can focus on all aspects of a child's development.

**BCKA uses CIRCLE Progress Monitoring Pre-K through CLI Engage to access all children. Assessments are done twice a year.**

### **Curriculum**

BCKA uses Frog Street Curriculum for children ages birth through Pre-School. After schoolers uses a summer curriculum. We provide the necessary tools for children to allow them to learn by utilizing play, planned activities and exploration and the foundation. See Frogstreet.com for more information.

### **CONFIDENTIAL AND ACCESS TO CHILDREN'S RECORDS**

At Bay City Kids Academy we respect the privacy of children and their families. All records relating to children and their families will be treated in a strictly confidential manner. We will ensure that all families can share information in confidence and all information will only be used to enhance the welfare of their children. We will only share information with other professionals or agencies with consent from guardians. In the case of a Child Protection issue only, information will be shared without family consent.

The only individuals with access to student records including screening and assessments are as follows:

- The owners, directors, managers, and front desk staff of Bay City Kids Academy for purposes of recordkeeping and organizing child files. Each of these individuals has signed detailed confidentiality agreements.



- The licensing inspector for the State of Texas for the purpose of assuring that all necessary information is present and up to date.
- The classroom teacher, only for the children in their particular classroom, and only for the purpose of assessment and keeping track of children's progress.
- With written permission of the family or legal guardian, be shared with outside agencies for the purpose of offering assistance to the families and/or teaching staff in the matter of behaviour guidance, speech and language development, occupational or physical therapy or educational support.
- Children's confidential files are kept in locked file cabinet in director's office . The files drawers are locked at all times.
- The results of individual children's assessments and screenings are used only for the purposes of keeping track of children's educational progress and for making individual modifications to the curriculum to better meet the educational needs of individual children.

The school maintains two kinds of records on children:

1. **Developmental records:** These include observations, work samples, progress records, and records of achievement. These records are secured in child's classroom. Access is granted to the child's family, all members of the classrooms' teaching staff, and management staff. This allows for the ongoing collaboration, which is integral to our planning and assessment process.
2. **Personal records include:** Enrolment forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with Families and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.

Personal information about children, families and staff is stored in a lockable file cabinet at the front desk. Administrative staff, management staff, state licensing, and direct care teachers have access to child file when necessary.

Families have access to the files and records of their own children but do not have access to information about any other child. Staff will not discuss personal information given by families with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

#### **FAMILY COMMUNICATION**

Families want to know how their child is doing in school, and family members appreciate specific examples of student progress. Showing examples from their child over time enables families to personally assess the growth and progress of their child. It is essential to tell the whole story when reporting information about performance progress. Talking with families about learning goals, sharing student work samples, using a developmental continuum in conferences, and differentiating between performance and progress are some ways to ensure that families are given an accurate picture of their child learning.

- **Daily Verbal:** Teachers communicate verbally with families each day during drop-off and pick-up.
- **Daily Brightwheel:** Teachers provide electronic communication to families daily via BW app for infant and toddlers. BW documents the child's arrival, meals, diapers, medication, child's mood, etc.
- **Weekly Friday Folder Notes:** Teachers provide written communication to families weekly in the Friday folder. Families also have an opportunity to provide written communication to teachers via the small Friday folder notes.
- **Progress Report:** Annual progress reports are provided to families. Reminders will be provided to teachers when dates are approaching.

- **Family Questionnaire:** Family will be afforded the opportunity to give feedback to the teaching staff. The questionnaire will serve the purpose of providing staff pertinent information to aid them in meeting each child's need and to aid staff in preparing for the Family Teacher conferences.
- **Family-Teacher Meetings:** Families, teachers or management may request to have a meeting as needed. If there are concerns about a child's development or behaviour a meeting may be held to ensure that teaching staff and Families understand the child's needs. These meetings are documented and placed in the child's portfolio.
- **Family Teacher Conferences:** Conferences are held 713.269.2513 times per year. All children have portfolios which include written observations, work samples, a completed developmental continuum and individual child planning forms. Teaching staff will share the written observations, explain how the facts are analyzed, and activities planned based on the observations and child's individual needs.

#### **ACCOMMODATING FAMILIES AND CHILDREN**

BCKA lessons plans are design with every child in mind. Each child is given the chance to meet developmental milestones with our curriculum. Children that may require additional assistance will be accommodated accordingly. We at BCKA make sure to accommodate each child with development needs by providing 1;1 with child (ie extra story time, extra time in learning center, and more. BCKA is setup to offer adequate one on one with children that needs it daily.

Cultural events we events we offer include Hispanic Heritage, Black History, African Pride, Disabilities Month and More. For Cultural Celebrations we provide a wide variety of things with monthly celebrations to go along with different holidays/celebrations, visitors to come a talk with kids on different cultures and more.

#### **USES OF CHILD ASSESSMENT**

Assessment can provide four types of information for and about children and their families, teachers, and programs. Child assessment can:

1. *Identify children who may be in need of specialized services.*
2. *Plan instruction for individuals and groups of children.*
3. *Identify program improvement and staff development needs*
4. *Evaluate how well a program is meeting goals for children.*

#### **ASSESSMENT PROCESS**

The primarily purpose of the assessment process is to seek information on eligibility for special services or when collecting information for overall program effectiveness. An assessment is conducted by specialized services representatives after referral has been made. Trained professionals may use norm-referenced and standardized test to assess a child. Teachers will make the child's portfolio available as needed. The child portfolio will include observations, developmental continuum, work samples, and progress reports to help with determining if services are needed.

#### **REFERRAL SERVICES**

A child should be referred to Early Childhood Intervention (ECI) Program, local school districts, or community partners as soon as there is a concern about a developmental delay. Teachers, Families or Management Staff can refer a family for specialized services. Prior to referral the child's portfolio will be reviewed and every attempt will be made to communicate concern to families in a sensitive and respectful way. Only facts will be discussed based on observations and work samples referencing learning goals and developmental milestones. Teachers will state that they have a concern that they would like to bring to their attention.

**ECI Program:** The ECI Program serves babies and toddlers, aged birth to 36 months, with developmental delays or disabilities. ECI has a staff of early childhood specialists, therapists, social workers, and other professionals that work

in homes, childcare facilities, and other community settings to conduct evaluations and provide services to children and their families. Service coordination with other agencies is provided at no cost and is an essential component for integrating services around family-centered goals. Services offered through ECI are: developmental services, physical, occupational, and speech therapy, family education, counseling services, screenings and assessments, and activities to prepare children for the “next step” in their development. Families and staff work as a team to develop individualized plans of care for children and their families.

**Local School Districts:** Provides services to children 3 years of age and older. To be eligible for special education services, students must meet certain criteria requirements. If they also demonstrate an educational need, students may be eligible as having or being a student with a learning disability, an orthopedic impairment, a visual impairment, an auditory impairment, a deaf/blind impairment, mental retardation, emotional disturbance, autism, a speech impairment, a traumatic brain injury, an other health impairment or multiple impairments. The school districts provide a continuum of special education offerings and settings ranging from full inclusion with non-disabled students and only minimal special education support to full-time special school instruction.

## Nutrition

Breakfast is served from 7 to 8:30a.m. Breakfast, lunch, afternoon snack and dinner are included in the tuition price. A copy of the monthly menu will be posted in the Family Information Center each week. Special diets for medical or religious reasons should be coordinated with the director and/or front desk staff.

### Meals and Food Service Practices

Bay City Kids Academy 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 U.S.

Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410, or call (800) 795-3272.

Bay City Kids Academy supplies cereal, baby foods, and iron fortified formula for infants. Parents are asked to complete an " Infant Feeding Sheet" at the end of each month. This instructs us on how to feed your baby according to your directions.

Bay City Kids Academy provides breakfast for all children present by 8:30am. Lunch is served at 11:00am -12:00pm. Afternoon snack is served after the rest period around 2pm-3pm and again at 3:45-4:15pm for the school-age kids as they arrive after school. A light dinner is served at 5:00pm. Menus are posted at the center info center and posted on BW if changes occur. It is also posted in all the classrooms.

Please advise the center of any allergies and submit an allergy action plan signed by the doctor and parent. Bay City Kids Academy is a Nut-Free School. If a child requires an alternative milk, a milk preference form must be completed and added to their files. We offer Lactose Free and Whole Milk.

Fruits and vegetables are served family dining styles for all scholars in Pre-K and Kinder Prep. Children receive gloves to assist teacher in passing out forks, spoons, and napkins. During COVID restrictions, family dining is suspended due to health and safety concerns.

Food will never be used as punishment or reward. Each child shall be encouraged, but not forced to eat or taste his or her food. Sufficient time shall be allowed for each child to eat. As developmentally appropriate, opportunity will be provided for the involvement of children in food- related activities. Liquids and foods hotter than 110 degrees are kept out of reach.

When children are served meals, all food brought into the facility is commercially prepared or prepared in a kitchen that is inspected by health officials.

#### **FOOD ALLERGIES**

We ensure all staff are aware and educated on food allergies to take necessary precaution to protect children. Food Allergies are posted in each classroom to ensure each teacher is aware of all allergies. The monthly menu includes a provision for allergies to notify teacher and cook of the special meal. Emergency food plans are posted in the kitchen with parent and doctor's signature. Meals are LABELED with a colored plate with their name written on them to signify it is a special meal plate. Students with food allergies will be seated with teacher and receive their plate first to ensure there is no mix up. Please Note: All children must receive their plate before children start eating.

#### **HOME LUNCH PRACTICES**

We do not allow outside food. Bay City Kids Academy is funded by Cool Kids which is a federal food program that allow students to receive a healthy and balanced meal. Once a year, parents are required to complete another food program application.

## **Transportation**

Transportation is provided to and from local elementary schools. All children are transported in our Bay City Kids Academy school bus or vans. Please notify us each day your child does not need transportation to or from school. If we take your child to school in the morning, we will pick up your child at dismissal time unless we are providing morning transportation only or notified otherwise.

If we take your child to school in the morning, please have your child at the school no later than 7a.m. for school transporting. If your child will eat breakfast, please have your child at the school no later than 6:30 a.m.

#### **TRANSPORTATION**

Bay City Kids Academy provides fee-based pick-up service to schools within a 15-minute driving distance. Bay City Kids Academy is responsible for each child from the time they are picked up until they are returned to the parent or to a responsible person designated by the parent. Children are always supervised. After transporting a child, an adult shall accompany the child into the building. When children are transported in a vehicle. Please make sure your child is in the daycare line at dismissal time when the driver comes to pick them up; if not there's a possibility that your child could be left at school and you will need to pick him/her up.

Each child under four years of age being transported in a vehicle with a seating capacity of twelve or fewer shall be seated and properly restrained in an individual child car safety seat. Each child weighing less than 60 pounds, less than 49 inches tall, or less than eight years of age shall be properly restrained in an approved safety seat or booster seat. Passenger doors will always be locked when the vehicle is moving. Smoking is prohibited in the vehicle. The director will submit a copy of any accident report to the Department of Family and Protective Services within 24 hours after the occurrence of an accident involving a vehicle transporting children. The following emergency information is carried in the vehicle for each child transported:

The emergency cards.

Written consent from the child's parent for emergency medical treatment.

When regularly scheduled transportation is provided by Bay City Kids Academy, we shall maintain the following information in writing at the center and in the transportation vehicle:

1. A list of children transported.
2. The transportation route and scheduled stops.
3. Emergency kit (first aid, fire extinguisher)
4. Individual child's enrollment information.

5. Cell phone.
6. When transportation services are contracted or chartered, the name, address, and telephone of the contracting person and the name of a representative of the firm who may be contacted after hours shall be on file at the center.

When Bay City Kids Academy uses a center-owned or leased vehicle or arranges for operation of a vehicle by other than a licensed contract motor carrier, the following additional requirements shall be met:

1. The vehicle shall be:
2. Registered in Texas.
3. Clean, uncluttered, and free of obstructions on the floors, aisles, and seats.
4. Enclosed.
5. Equipped with a first aid kit.
6. Equipped with a list of children transported.
7. Carry all insurance required by law.

The vehicle shall be in safe operating conditions and at 12-month intervals the licensee shall provide the Department of Family and Protective Services with evidence of the vehicle's safe operating condition on a form provided by the department or current yearly inspection sticker.

Bay City Kids Academy has on file a copy of the driving record of each driver of a Bay City Kids Academy provided vehicle. Each driver shall:

1. Be at least 18 years of age.
2. Hold a valid Texas operator's license for the type of vehicle driven.
3. Have at least one year of experience as a licensed driver.

#### **BUS AND VAN RIDER RULES**

The following guidelines should be followed by all students riding the bus and/or van. These rules will help ensure the safety of all students when riding the vehicles.

1. While getting on and off the bus or van, please stay in line, watch your step, and board one student at a time.
2. Remain seated with seatbelt on until vehicle is parked and comes to a complete stop.
3. Please keep feet and belongings out of the walkway.
4. Students are not allowed to change seats after bus/van is moving.
5. Be nice to all riders and allow others to sit with you.
6. If necessary, the driver may assign seats. Please sit in your assigned seat if you are given one.
7. Please use low voices, and refrain from yelling or calling out. This can cause distractions to the driver.
8. No fighting, rough play, and/or bad language allowed. NO EXCEPTIONS.
9. Do not throw objects inside the bus /van or out of the windows or doors.
10. Ensure you have all personal belongings before leaving the bus/van.
11. Do not touch, pull, or lean on the RED emergency handles. The emergency handles should only be touched during an emergency, when asked by the driver and/or teachers.
12. No food or drinks allowed on the bus, unless approved by BCKA management.

Your child's safety and the safety of the other children on the bus and van is our number one concern. Please review these rules with your child and ensure that they understand the importance of these rules.

## **Security**

The school is equipped with a locked secured front door. All classrooms are equipped with closed circuit video cameras. This system is monitored from the front desk by staff members for added peace of mind. All doors that

open to the exterior of the building will always remain locked. Teachers and staff are instructed not to open these doors for anyone, as all visitors should enter through the front door by an administrator

Also, our buses and/or vans are equipped with cellular phones for use during an emergency.

#### **OPEN DOOR POLICY**

The Center has an Open-Door policy on parent visits. We recognize and support parents' desires to see and spend time with their children whenever they can. We ask you to be mindful of the drop-in time so that you do not disturb their learning or sleeping

## **Field Trips and Water Activities**

#### **FIELD TRIPS**

Bay City Kids Academy schedules fall, spring and summer field trips for ages 5-12 years old. On the enrollment form, you will be required to indicate whether or not your child will be allowed to participate. In addition, you will be required to sign two days in advance for all field trips and pay two days in advance for allowing us to transport your child to the designated place. During summer camp, field trips will be provided weekly. However, for safety reasons children may not be picked up or dropped off at the field trip site. You will receive field trip information prior to all field trips. If a child is displaying behavior problems, such as not following directions or not listening to staff, he/she will be suspended from the next field trip. Excessive cases will result in a child being suspended from all trips. Only children in BCKA's uniform will be allowed on field trips.

Written permission from the family is required for all field trips. The field trip permission forms must be signed before each trip. The school will provide the transportation to and from all planned field trip activities.

All participating children must wear a Bay City Kids Academy t-shirt. These t-shirts are available at the school. The children will change into the t-shirts before the field trip and change out of the t-shirts when returning to the school.

#### **WATER ACTIVITIES**

Bay City Kids Academy include the use of water tables, baby pool sprinklers, water stomach slide and water spraying devices. Parents provide written approval. At least one administrator will supervise water activities.

To participate in the water activities, Texas Minimum Standards requires the following:

1. Written authorization from the family (see enrollment application);
2. Child must wear "water" shoes for swimming (see front desk for details). This DOES NOT include flip flops, clogs, or plastic sandals.
3. Must provide a change of clothes and towel.
4. For school age students, they must wear a one-piece swimsuit.
5. Not required but suggest that you bring sunscreen.

For indoor water activities we have the following policy: Precautions are taken to assure that communal water play is healthy for all children participating.

- Children with sores on their hands are not permitted to participate in communal water play.
- Fresh potable water is always used, and the water is changed before a new group of children comes to participate in the water play activity.
- When the activity is completed with each group of children, the water is drained.

If you have any questions, please see one of our directors or front desk staff.

## Other

### **BIRTHDAY PARTIES**

Every child's birthday calls for a special celebration. We encourage making each child feel extra special on their special day. We invite you to bring a special snack to share.

Parents are welcome to send store bought **cookies** or cupcakes to share with their child's classmates on birthdays or special occasions. Some classrooms have strict allergy guidelines. Inform your child's teacher in advance about what kind of treat you plan on bringing. This is for the safety of all the children. Please do not bring in any treats that contain peanuts or peanut products.

Ask your child's teacher for suggestions. If you are planning an off-campus birthday celebration, please provide one of the administrators the invitations to be passed out to your child's classmates.

Please do not bring soft drinks, candy, or food with peanuts or peanut butter. Please check with your child's teacher to help determine the type of snack, as some of our children have food allergies. Party favors are allowed but will be placed in the child's cubby and sent home.

### **ALCOHOL, TOBACCO, AND FIREARMS**

In an effort to provide a safe, healthy environment for each child, we maintain a school free of alcohol, drugs, and tobacco use.

It is the policy of Texas Minimum Standards for Child Care, as well as Bay City Kids Academy policy, that the use of drugs, alcohol, tobacco products, and firearms are prohibited in the building, anywhere on the grounds, or in any vehicle used by the school for the transportation of children. This policy applies not only to staff, but to all families and visitors. Anyone found smoking on the premises could result in dis-enrollment of your child from Bay City Kids Academy or termination of employment.

### **GANG-FREE ZONE**

Under the Texas Penal Code, any area within 1000 feet of a childcare school is a gang-free zone. Any criminal offenses related to organized criminal activity are subject to harsher penalties.

BCKA is a gang free zone under the Texas Penal Code any area within 1,000 feet of a child -care center is a gangfree zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.(Posting located in every classroom throughout the building).

### **ANIMALS**

Classrooms are permitted to have class fish as they are kept in a clean environment and do not present health concerns for the children. Due to the many childhood allergies, our school does not allow pets and animals as a permanent part of the classroom. We may however have vendors from time to time bring animals as part of an in-house field trip. If this happens, families will be notified ahead of time of the date and time of the visit and must provide family permission for the child to participate.

## Breast Feeding Mothers

We support and encourage breast feeding for babies. Studies have shown that breast milk is the best possible food for babies and provides the best start in life. Some of the benefits of breast feeding as listed on [www.gerber.com](http://www.gerber.com) include:



Bay City Kids Academy supports breastfeeding and provides a comfortable area in the infant room for mothers to breastfeed their infants. Water machines are in every room to replenish your thirst. In addition, nursing mothers may also bring pumped breast milk for staff to give to the infant during the required feeding times. Staff members are trained to handle the storage and administration of breast milk per the mother's instructions.

Breastfeeding mothers shall be provided a place to breastfeed or express their milk. Breastfeeding mothers, including employees, shall be provided a private and sanitary place to breastfeed their babies or express milk. This area provides an electrical outlet, comfortable chair, and nearby access to running water.

A refrigerator will be made available for storage of expressed breastmilk. Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own sealed containers, clearly labeled with name, prepared date and expiration date. The center will follow guidelines from the American Academy of Pediatrics and Centers for Disease Control in ensuring that breastmilk is properly treated to avoid waste. Universal precautions are not required in handling human milk.

Sensitivity will be shown to breastfeeding mothers and their babies. The childcare center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive. Formula and solid foods will not be provided unless the mother has requested. Babies will be held closely when feeding and bottles will never be propped.

Staff are trained in handling human milk. All childcare center staff will be trained in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers.

Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.

Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breastmilk for their children. The time allowed would not exceed the normal time allowed for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave must be used, or the employee can come in a little earlier or leave a little late to make up the time.

The center will provide information regarding breastfeeding, including the names of local resources should questions or problems arise. In addition, positive promotion of breastfeeding will be on display in the center.

**The following are our breast milk, breast feeding, and formula feeding policies:**

Our school accepts, stores, and serves expressed breast milk in ready-to-feed, sanitary bottles.

Each container must be labeled with the infant's first name, last initial, and date.

Containers must be stored in a refrigerator for no longer than 48 hours, or no more than 24 hours if the breast milk was previously frozen or in a freezer at 0 degrees Fahrenheit or below for no longer than three months.

Our staff gently mixes the breast milk before feeding to preserve special infection-fighting and nutritional components in human milk.

Breast milk is warmed in a crock pot, bottle warmers, or container of hot water no more than 120 degrees Fahrenheit for no more than five minutes.

All formula bottles must be clearly labeled with infant's first name, last initial and date.

Bottle feedings may not contain solid foods unless a health care provider supplies written instructions and a medical reason for this practice.

For the health and safety of our infant students, our infant teaching staff discards any human milk or formula that is served but not completely consumed or is not refrigerated.

Our school provides a comfortable place with seating and privacy that enables a mother to breastfeed her child. If you are a mother that breast feeds, you are welcome to use our breastfeeding space. Please inquire at the Front Desk when you need to breastfeed, and they will get you settled in our breastfeeding space. We also encourage working mothers to provide breast milk for their infant while in our care. Our infant teaching staff makes every effort to coordinate feedings with infant mothers.

Our teaching staff do not offer solid foods to infants younger than six months, unless that practice is recommended by the child's health care provider.

Our school ONLY serves 100% fruit juice.



Our school does not serve cow's milk to infants younger than 12 months. We serve only whole milk to children ages 12-24 months.

Infants, toddlers and two-year olds are not permitted to have bottles in their cribs, or on mats or cots.

## Emergency Preparedness Plan

If an emergency situation should develop such as severe weather, fire, physical damage to the building, or any other situation that poses a threat, the safety of the children is our first concern.

The school is equipped with a weather band radio, a fire alarm system and fire extinguishers. Fire drills are conducted monthly. Severe weather drills are conducted every 3 months. If there is an emergency situation and it becomes necessary to close the school, families will be notified to make arrangements for early pickup.

If determined that the building or premises is unsafe, the children will be transported to the City Pets. Families will be notified of the situation as soon as possible and you will be required to make arrangements for pick-up of your child(ren).

In an emergency that requires that we evacuate the building, the first responsibility of the staff is to move the children to our designated alternate shelter. Our school's designated alternate shelter is the located at center of the building . Our staff has been made aware of this plan and the location of this facility

### **BUILDING EVACUATION**

In the event of a major building evacuation children will be taken to **New Hope Baptist Church**

In the event of flooding, snow, ice or other unusual weather please listen for announcements from the media about school closings. If Matagorda ISD is closed the Bay City Kids Academy will be closed.

When evacuating the building the staff and children will follow the procedure outlined below:

1. The staff and children will exit the building via the Emergency Evacuation Plan posted next to each door leading onto the child's playground.
2. The appropriate alarms will be triggered to alarm the appropriate authorities (fire department, police department, etc.)
3. Upon exiting the building, staff will obtain the classroom roster and first aid kit. The classroom roster and first aid kit are required to be with staff anytime the children are outside of the classroom.
4. Once outside the building, the staff will complete a role call that ensures that all staff and children are accounted for.
5. A management team member will be responsible for evacuating the building along with the following information:
6. Emergency contact binders for each student that contains the emergency contact information for families.
7. Authorization for emergency care for each child in care.
8. Children and staff will remain outside the building until the building is deemed safe to return or the authorities and/or management decide to evacuate.

If evaluating to designate alternate shelter, children will be loaded on BCKA buses and/or vans and transported to alternate shelter. A staff member will complete another count and name to face of students to ensure that children are accounted for.

1. Once arriving at the designated shelter, the staff will complete another count and name to face of students to ensure that children are accounted for.
2. The school will use the phone numbers listed on the emergency contact form to contact families and inform of the evacuation and location where children should be pick-up.
3. All infant rooms are equipped with emergency evaluation cribs to transport infants during emergencies.

### **TEXAS RISING STAR**

The Texas Rising Star program is "a voluntary, quality-based childcare rating system of childcare providers participating in the Texas Workforce Commission's subsidized childcare program." TRS Certification is available to

Licensed Center and Licensed and Registered Child Care Home providers who meet the certification criteria. The TRS Provider certification system offers three levels of certification (Two-Star, Three-Star, and Four-Star) to encourage providers to attain progressively higher certification requirements leading to a Four-Star level.

As of 2019, Bay City Kids Academy is a three-star rated preschool.

#### **INCLEMENT WEATHER POLICY**

In the event of flooding, snow, ice, or other unusual weather, please listen for announcements from the media about school closings. If HISD/ALIEF ISD is closed, then Bay City Kids Academy will be closed. Please be advised: Tuition will still be due.

On occasions, Bay City Kids Academy may need to stay closed if the inclement weather still presents a danger to our staff, family or preschool.

#### **HEALTH CHECKS**

Bay City Kids Academy will perform daily health checks in the morning on all kids upon arrival. For any instance, something is wrong with your child you will be notified immediately upon arrival or by phone. A health check is defined as a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance. Observation of the child and communication with the child's parent or guardians are the key elements of a health check. The staff is trained annually on the proper procedures for performing health assessments.

Added due to COVID pandemic, all students' temperatures are assessed along with any signs of illness prior to entering the building.

#### **POTTY TRAINING**

Toilet training is a partnership and needs all parties to be on one accord. Your help is needed to successfully transition your child from pull ups to underwear.

Your child must arrive to school in underwear every day because it is very important that we don't confuse them with pull ups.

Please bring 5 complete changes of clothes and underwear including socks and/or shoes. Sometimes when they have accidents it soaks their shoes, and they have nothing to wear.

If they have a bowel movement accident and the underwear is soiled it will be trashed for health and safety reasons.

Take a deep breath because it's a process! They will not become potty trained overnight!

#### **DIAPER CHANGING AND TOILETING**

Please assist your child at drop off by ensuring they have a fresh diaper and have gone to the restroom and washed their hands.

#### **BRIGHTWHEEL COMMUNICATION APP**

Brightwheel is a critical part of the enrollment process as it allows us to communicate effectively and efficiently to all parents. We use Brightwheel to complete the following task:

- Emergency Contact Information: All parents always have access to update contact information without any assistance.
- Increase Security: A picture of all emergency contacts for easier face recognition.

- Check In Code: Brightwheel provides a code for check in and check out.
- During COVID restrictions, the administrator is responsible for checking in and checking out.
- Supervision Check: Administrators can always cross check the number of children in the building to ensure safety.
- Name-Face Check: An administrator will be buzzed to the classroom to oversee a name to face check. The teacher will call the child's name and look up at them to ensure they are in line as we are safely moving from in and out of the building.
- Photos/Videos: Photos and Videos are uploaded during the day to provide parents with the daily activities.
- Daily Report: Scholars who are under 18 months receive a daily report to show feedings, naps and diaper changes. Potty training is also marked for students.
- Communication: Eblast are sent out regarding announcements, menus, emergency situations and policy changes, events, events reminders, monthly calendar/flyers.
- Please be mindful that personal matters are to be emailed/called and not sent via Brightwheel. Please message only between the hours of 7am and 7pm.

Every child enrolled in the program must agree with the following statement:

**Website Waiver:** Bay City Kids Academy, Texas Rising Star, Center of Excellence and Texas School Ready may use my child's picture, video, and/or name on the school's web sites, social media pages, Brightwheel app or in promotional materials. My child's name and video or picture will not appear together on a website except in situations of news that would normally appear or has appeared in a local newspaper.

### **Procedures for parental notifications**

The primary notification system will be via Brightwheel. Brightwheel will be used to communicate non-confidential matters. One announcement paper will be posted in the lobby area near check-in. Confidential matters will be sent via email. Please note: That Brightwheel notifies all teachers so be mindful when sending confidential emails. Emailing the director at [crayolalc@yahoo.com](mailto:crayolalc@yahoo.com) is always the best. Daily photos and videos will be uploaded to foster parent communication. Parents can request in person, BrightWheel or over the phone to discuss any concerns about policies and procedures for BCKA we have an open door policy.

All Parents may visit the child-care center at any time during your hours of operation to observe their child, the child-care center's program activities, the building, the premises, and the equipment without having to secure prior approval.

All parents has access to review a copy of the child-care center's most recent Licensing inspection report which is located in lobby and may also access the minimum standards online by visiting [DFPS - Texas Child Care Licensing \(CCL\)](#). Parents may also contact our local Licensing Office with any concerns at 713-287-3238. Parents also have access to the Abuse and Neglect Hotline at 1800-252-5400.

### **Parent Code of Conduct**

Please understand, young children are present in our building. Adult language is not appropriate for young children. Bay City Kids Academy 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. Bay City Kids Academy has the right to terminate care in the event of disruptive behavior from a parent or guardian. Bay City Kids Academy must follow particular guidelines 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.

### **Dismissal or Dis-Enrollment Policy**

Our staff will work with each child to fulfill the needs of that child and every effort will be made to provide a positive learning experience. However, if you decide to remove your child from our program, our policy is as follows: Complete a Change of Enrollment indicating your child's last day. Change of Enrollment Forms can be provided by our front desk staff.

Please ensure that you include a two weeks' notice of dis-enrollment. Our policy is that you provide a 2 week notice. Therefore, your account will be charged 2 weeks after notification of dis-enrollment.

Ensure that you collect all your child's belonging.

### **Termination of Care**

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

- Failure to pay (see tuition)
- Routinely late picking up or dropping off child
- Lack of parental cooperation
- Serious illness of a child
- Child becomes a danger to self, other children or staff
- Physical or verbal abuse to any person on the property and/or disrespect to teachers or administrators
- Our inability to meet the child's needs
- Lack of compliance with regulations
- Failure of child and/or family to adjust to the center after a reasonable amount of time
- Disrespectful encounter

### **Suspension and expulsion of children**

**Suspension:** If a child is hurt to the point where skin is broken, a parent will be called to pick up their child so that they spend time reflecting on their choices at home.

**Expulsion:** When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

Note: Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget or test the boundaries.

Please help show your child that you respect us, the rules of our school and our property by reminding them that the rules still apply when you are around. **PLEASE SEE THE DISCIPLINE AND GUIDANCE POLICY.**

### **Challenging Behavior Policy**

We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all our children! A parent may be called at work or home at any time the child exhibits uncontrollable behavior that cannot be modified by the center's staff. The parent may be asked to take the child home immediately. The following steps may be taken regarding children who display chronic disruptive behavior, upsetting to the emotional or physical well-being of another child or an adult. The Licensed Director will implement consequences based on each unique situation. Multiple referrals to the office may result in the child being sent home for the remainder of the day, being asked to stay home for a period, shortening of a child's school day, moving a child to another class, or removal from the program.

Biting is a common and normal part of child development. The goal of our teachers is to recognize triggers that cause biting and redirect a child before the incident occurs. In the event we are unable to intervene, the following steps take place: The teacher will first attend to the bitten child by comforting and then cleaning the bitten area with soap and water. Ice will be applied to help prevent bruising. The child who did the biting will be removed from the setting.

and in an age-appropriate matter, plus it will be explained that this behavior is unacceptable. The incident will be documented, and parents of both children will be notified. The parent of the biting child will be asked to work with their child in discouraging the behavior. We will not identify the child who did the biting or who was bitten. Additional measures will be taken according to the specific situation as needed.

**Initial Consultation:** The director may request that the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the center director, teacher, and parent or guardian. A behavior plan will be created.

**Second Consultation:** If the initial plan for helping the child is unsuccessful, the parent will again be asked to meet with the director and teaching staff involved. Another attempt will be made to identify the problem, and establish a new, or revised, approach for solving the problem.

**Disenrolled;** When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be disenrolled from the center at the discretion of the center director.

### **Safe Sleep Practices**

Placing babies in a safe sleep position is especially important to reduce the risk of sudden infant death syndrome (SIDS) or "crib death." When a baby, usually between the ages of 1-12 months old dies suddenly without a clear cause, the death is often referred to as SIDS. More babies between 1-12 months of age die from SIDS than any other cause. SIDS has also been called "crib death" but cribs do not cause SIDS.

Babies that are put to sleep and to nap on their backs are much less likely to die from SIDS.

The safest place for babies to sleep or nap is in a crib or on a firm sleeping surface with a fitted sheet. The place where the baby sleeps or naps should not have toys, pillows or other soft items that could get near the baby's face. Everyone who takes care of babies like grandparents, friends, and baby-sitters, should know about safe sleep.

Parents should share this information with anyone who will be taking care of their baby.

Babies can get hot while they are sleeping, which can make them more at-risk for SIDS. It is safest to put babies to sleep with light clothing and the temperature of the room should feel comfortable to you.

Babies do best when they are not exposed to tobacco smoke. Babies that are around people who are smoking are more at-risk for SIDS. It is safest to make sure babies are in a "smoke-free" zone at home, away from home, and in cars.\*Preschool administration has the right to give verbal notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

### **PHYSICAL ACTIVITY**

Weather permitting, all children, will spend 30 minutes twice per day in daily outdoor play. It is necessary that children have freedom of movement, so it is requested that children are dressed accordingly. Shoes and socks are required. As we encourage children to explore, there may be times when he/she may become messy or rumped. For this reason, we request that parents send five complete changes of clothing to remain at the center. Parents are to be sure to label all articles of belongings.

Children will be outside unless the temperature is below 47 degrees or above 99 degrees, weather conditions permitting. Accommodations cannot be made for children to remain indoors if they are feeling "under the weather." A child too sick to be outside, is probably too sick to be around other children and needs to stay at home.

Indoor free play centers are offered at least 30 minutes per day to provide students with a mental break. If and when weather is not appropriate we will adjust to operate indoors for physical activity.

### **SCREEN TIME**

Technology is implemented in the classrooms serving children two and up which may include projectors, music, videos, tablets etc. Children under two are not allowed to watch tv but we do frequently use the radio to play music. When using TV/video, computer or video games as an activity for children, we ensure that they: (1) Are related to the planned activities; (2) Are age-appropriate; (3) Are not shown during feeding times and (4) Do not exceed one hour per day

#### **VOLUNTEER AND SUBSTITUTE CAREGIVER ORIENTATION**

Volunteer and Substitute caregivers receive the same training, documents, and handouts. We do supply a schedule for them to follow that describes the duties and how it should be done effectively. In the event, that a substitute is needed we will use The Child Care Staffing Agency. All substitutes come with background checks, fingerprints, CPR cards and transcripts.

If staff members suspect abuse or neglect of any child at our center, they must immediately notify Local Child Protection and the center director. Texas law requires caregivers to REPORT child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement nt.

At least one clock hour of the annual training hours must focus on prevention, recognition, and reporting of child abuse and neglect, including:

- (1) Factors indicating a child is at risk for abuse or neglect.
- (2) Warning signs indicating a child may be a victim of abuse or neglect.
- (3) Procedures for reporting child abuse or neglect; and
- (4) Community organizations that have training programs available to child- c are center staff members, children, and parents.

As mandated reporters, all center staff shall report any suspected abuse and or neglect of a child in accordance with state policies. The local number for child protection is 1-800- 252-5400. Teachers are trained annually to recognize signs of child abuse and neglect. Texas law says anyone who thinks a child is being abused, neglected or exploited must report it to DFPS.

#### **Vaccine-Preventable Diseases for Employees**

Immunizations are not just for children. Childcare center employees have a unique opportunity to protect children at their place of employment and lessen the spread of vaccine preventable diseases by getting immunized. Vaccine preventable diseases (VPDs) are conditions which are preventable through vaccines available to protect against specific diseases. A list of VPDs can be found at [cdc.gov/vaccines.com](http://cdc.gov/vaccines.com) Bay City Kids Academy employees are encouraged to receive vaccines for VPDs listed by the Center for Disease Control and Prevention; however, vaccines are not required for employees.

**In the event of any concerns (raised by staff, parents/guardians or even children) a meeting can be scheduled to address the issues. The meeting will involve owner/operator and involved staff member and the parents/guardians involved. The concerns will be clearly stated (ex. late payment, failure to adhere to center policies, behavioral problems etc.) and discussed. Meeting minutes will be taken, and solutions will be sought in a non- judgmental manner. A plan will be designed to resolve the issue. A second meeting will be scheduled to review the situation within a reasonable time frame. In the event the issue cannot be resolved to everyone's satisfaction, a 2-week written notice of termination of services will be given.**

#### **A MINIMUM 2 WEEK WRITTEN NOTICE is required for termination of childcare services.**

Even if your child does not attend during that two-week period, payment is still required.

Any fees not paid on time with regards to termination of childcare services will also be subject to daily late fees, until full payment is received. If fees are not paid, the unpaid bill will be placed into collections. Any parent desiring to return to Bay City Kids Academy must clear any open balances incurred.

#### **Attestation**

My signature verifies that I have read and received a copy of this Parent Handbook and agree to follow the outline policies. Should I not follow the policies outlined, I understand that my services may be terminated.

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Signature

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Date