

**QISD Learning Center
401 Panther Path
Quinlan, Texas 75474**



Our purpose is to provide a safe, loving and nourishing environment for the care of your child.

Quinlan ISD Learning Center

Director.....Linda Allen

Caregivers.....Lori Knowles
Chrissy Dumire

Cost	Description
\$10.00 per day	18 Months to 5 years
\$1.00 per minute	Late fee after the first five minutes
\$25.00 per semester	Supply Fee

All fees and deductions are payroll deducted and will be based on 187 days. Fees will be deducted on a 24 payment schedule. Adjustments cannot be made for days your child is absent unless your child is withdrawn from care. Tax sheltering is an option employee may choose.

The supply fee will be used to purchase mats, art supplies, Kleenex, paint apron, crayons, paper towels, tape, zip bags, baby wipes, manila paper, glue sticks, pocket folders, washable markers, supply box, dry erase marker and play dough.

Continued late pick-up may result in dismissal from QISD Learning Center services.

- Note, fee cannot be adjusted or dropped once tax-sheltering is chosen.

Parent's Rights and Responsibilities

- Know all about the program, hours of operation and staff
- Know all about your child's experience in the classroom through daily sheets and daily communication
- Feel welcome to visit or observe and participate with your child's classroom activities
- Feel free to ask questions of staff or director
- Assurance that your beliefs, concerns and values are respected
- View any posted State Inspection at the center or contact the Texas Department of Family and Protective Services at 214-951-7902 or visit the website at www.tdfps.tx.us
- Report any abuse or neglect of a child to the Texas Department of Family and Protective Services at 1-800-252-5400 or any law enforcement agency
- Read and acknowledge handbook and understand policies and procedures (A book of Minimum Standard Rules for Licensed Child-Care Centers provided by Texas Department of Family and Protective Services, is located in the office.)
- An assurance of complete confidentiality on all matters involving the welfare of your child and family
- Offer or make suggestions or express ideas
- To keep important and necessary information current, such as emergency numbers, addresses, immunizations and allergy concerns, that are listed on the child's enrollment sheet (Located on file in the office)

The QISD Learning Center wants to respond to any concerns you might have about your experience with the center. You may schedule a conference with your child's primary caregiver or the director.



Breakfast, Lunch and Snacks

Breakfast is not included in your childcare tuition.

Lunch

Lunch menus will be posted and distributed on a monthly basis.

Snacks

We provide morning and afternoon snacks and milk will be provided for afternoon snack time. If you would like to bring a special snack for your child's birthday, please let us know and arrangements will be made.

Clothing

Busy, creative, learning can sometimes be messy regardless of the child's age. Please dress your child in play clothing so that he/she can enjoy our activities without fear of soiling an outfit. Clothing should be simple and easy for the child to manage. Sturdy shoes, including tennis shoes, will protect your child from injury. Please send an extra set of clothing and label all clothing with your child's name.

Curriculum

We will utilize the Buttercup Curriculum, Fun Shine Express, Fire Fly, Letter People and Everyday Math to help prepare your child for kindergarten. Our curriculum will focus on making learning a natural, rewarding, fun experience. In addition to our classroom activities, we will utilize the Joe Martin library, discovery zone and media room.

Emergency Evacuation Procedures

Each month the center will practice a fire evacuation and weather drills. These drills help educate everyone so that in the event of an actual emergency staff and children are prepared. Exit maps are located in each room. During severe bad weather, we will remain at the center unless instructed to relocate to a different area.

Health Policy

Immunization is an important public health policy that affects all children and is a mandatory state law.

Immunization records must include:

- Child's name and birthday
- Number of doses and vaccine type
- Month, day and year the child received each vaccination
- Signature or stamp of the physician or health professional validating the record

Health and Safety

Sanitary and safety precautions and practices are administered in order to limit and prevent the spread of infectious disease. When a childhood illness does affect the center, parents will be notified by email or by posted notice. Consideration for the rest of the children is to allow children to fully recover before returning back for care.

Procedures followed:

- Toys are cleaned and sanitized with a bleach/water solution the end of each day.
- Adults wash their hands after each diaper change, after assisting children with toileting, and before handling food.
- Diaper changing areas are easily and routinely sanitized after each diapering.
- Children are always under adult supervision.
- Electrical outlets are covered and extension cords are not exposed.
- Hazardous substances are never within children's reach.
- Any accidents or emergencies the parent(s) will be notified by phone or incident report.
- Children need to be dressed appropriately for the weather and for the type of play that they engage in.

Illness

Children who become ill and have a temperature of 100 or more may not remain at school. In accordance with Child Care Licensing, it is the responsibility of the parent/guardian to make arrangements to have the child picked-up within one hour of being notified of the child's illness. Any child contracting a communicable or infectious disease may not return to school until the disease is no longer contagious and he/she has a physician note stating that they may return to school.

Medication Policy

In order for medication to be administered at the center, a written authorization form must be filled out by the parent. The forms are accessible to the parent and should include:

1. Name of child, medicine to be given
2. Dosage instructions, amount and time to be administered
3. Must be in original container with child's name on it

All prescription medication must have the child's name, current date, name of medication, dosage, reason for medication, and doctor's name (information is on the prescription label.)

All medication will be required to be turned in to the QISD Learning Center office with a signed authorization form.

Moving to a New Classroom

Children should move to a new classroom based on age, developmental stage and the availability of a space. Children may have to wait for an opening or move up a little sooner than expected. In order to take advantage of an opening, the director and caregiver will make sure that the classroom works for children at each end of the range. Before a child moves, he or she will have spent time visiting the new classroom. Any decisions for a move will be discussed with the parent. Classroom schedules, supply list and curriculum will be explained to the parent of the relocating child. Our goal is to make the transition as smooth and stress-free as possible. Your child's well being is our main concern.

Naptime

Children need a time to rest and relax. All children will rest on assigned mats from 12:00 to 2:00. Children are not required to sleep, but must rest quietly so they will not disturb

other children. Again, your child's favorite naptime cuddle is always welcome and will be sent home daily.

Open Door Policy

As a parent, you are welcome in the Learning Center at any time. We encourage you to take an active interest in your child's daily activities.

Outdoor Play

With the exception of bad weather days, all children will have the opportunity each morning and afternoon to play outdoors. Unless a child is ill, they will be expected to play outside with the class. If your child must remain inside for any reason, please submit a written note.

Parent Conferences

There may be a time when the care-giver and parent are unable to agree on certain matters. The director may schedule a conference to speak with the parent and care-giver to address any problems that may need addressing. On such occasions the parent and/or care-giver will be encouraged to voice concerns and/or give ideas. Parents should never hesitate in speaking or seeing the director or staff.

Personal Belongings

Please make sure your child's name is clearly marked on all clothing, backpacks, etc. Do not allow your child to bring non-essential items to school.

Pick-up and Drop-off Procedure

There will be a sign-in and out sheet for the QISD Learning Center. The parents will need to check in/out for their child on a daily basis. Sign in/out sheets will be located in the QISD Learning Center office.

For unauthorized and unfamiliar persons picking up children, the director or staff will need a **verbal and written** authorization. A picture ID will need to be available for verification upon pick-up.

Termination/Suspension

Only after we feel that every effort has been exhausted to make the program work for the child should the center consider suspension or termination.

We believe strongly in working through challenges that a child or family may be having with the program. Termination is only used as a last resort.

Toilet Training

We will introduce toilet training and help your child learn how to use the toilet when they are ready. If your child is toilet training, please send pull-ups. Clothing should be easy for the child to remove. Overalls, tights, and clothing with buttons are difficult for young children to remove. We will always be patient and encouraging while your child is toilet training. We know and expect that accidents will happen and will never punish your child for an accident.



Toys from Home

Generally we discourage children from bringing toys from home, except for specific program purposes such as “Show and Tell”. Toys often cause conflicts and we cannot be responsible for their safe keeping. However, bringing a “*piece of home*” to child care is often important to children. If your child needs to have a special comfort toy from home please be sure to label it and inform the teacher in the morning. We encourage infants and toddlers to bring a special item from home to help with separation.