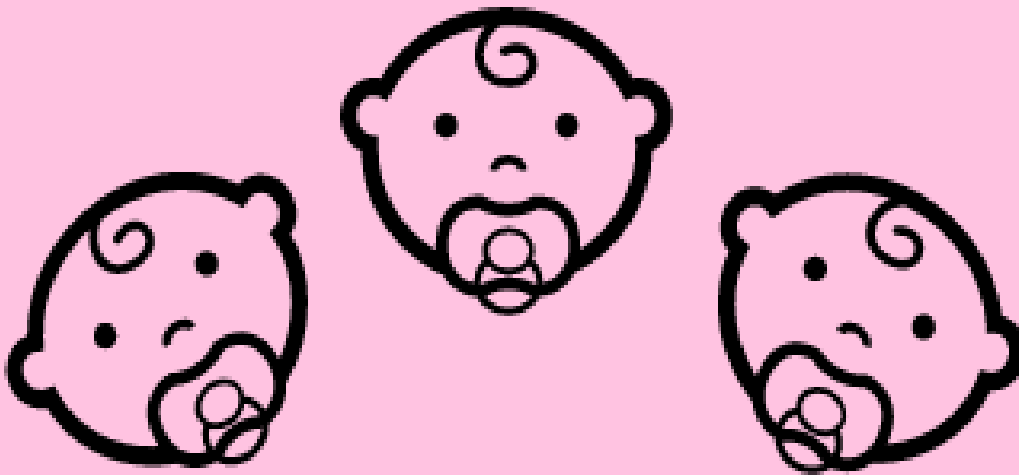


# Wee-Bitsy Babies & Tots



Parent Handbook

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### **Our mission**

Welcome to Wee Bitsy Babies and Tots Care Center! The information contained in this Parent Handbook will introduce you to the philosophy and organization of the center. It will also serve as a quick reference to the daily operating policies and procedures. The Center was founded on principles that exemplify high standards and to meet the needs for high quality child care for all families. It is our goal to ensure successful growth through learning and to build successful partnerships with families. We look forward to working with your family to provide a healthy and secure educational and social foundation for your child (ren).

### **Philosophy**

We believe that excellent childcare depends upon consistent caregiving. Children grow and learn best in safe environments that provide opportunities to explore, create and communicate with other children and adults. The program is designed to be inclusive of all children, including those with disabilities and special learning and developmental needs

### **Curriculum**

Wee Bitsy Babies and Tots Care Center uses the Brilliant Beginnings and Brains Curriculum, which is a research based curriculum that engages all learning styles. It is our goal to facilitate in the development of young children ages birth through school-age. We provide the necessary tools for children to allow them to learn by utilizing play, planned activities and exploration and the foundation.

### **Our staff**

Our staff is here to assist your child in making their stay enjoyable. Questions pertaining to the facility can be directed to the management of the Childcare Center. All staff are trained and have extensive knowledge in Early Childhood and specific training in developmentally appropriate practices related to the age of the children they provide care for. They also are trained in CPR/ First Aid for infants, children and adults.

### **Goals and objectives**

It is our goal that to serve each child and families with the highest quality of caregiving and opportunities for parent involvement. We offer extra-curricular activities that focus on the arts. We also offer programs for mental, social, spiritual and physical growth.

### **Enrollment**

Open enrollment for students not presently attending the school for the following year begins in November. Enrollment priority is given to siblings of children currently attending the school. Our school welcomes students without regard to their race, ethnicity, national origin, religion, ability, gender, or family structure. In order to apply please see the Management staff for an Interest Form.

### **Tuition**

All tuition is due on the Monday of each current week. If you are enrolled in direct withdrawal program, your tuition will be deducted on the 1<sup>st</sup> and 15<sup>th</sup> of each month. Return payments will result in an additional \$40 fee. A late fee of \$25 will be added to all payments made after due date has passed. If all payments are not received within 1 week your child will not be allowed to attend until all balances are reconciled. Tuition is non-refundable.

### **Additional Fees**

A non-refundable registration fee of \$200 is required at enrollment. Also due at this time is a non-refundable supply fee of \$75, which will be deducted from your tuition payments. Payment options and scholarships may be available. For more information please see management. There will be a \$25 convenience fee applied to your weekly tuition if you are late picking up your child.

### **Calendar**

Our program follows the same school schedule as our local school district. Please pick up a copy of the current school calendar which lists yearly closings and holidays at the front desk.

### **Parent communication**

It is our goal to keep the doors of communication between the family and the center open. Each parent will receive a monthly calendar sent to you via email that provides important dates and upcoming activities at the center. Once a quarter you will receive the center newsletter that outlines important happenings at the center as well as relative child development information. An archive of these various resources are stored in the parent resource room for your reference. Each of these resources are also placed on the bulletin board in the front lobby as well on the Parent news board in each classroom. In addition, parents will receive daily progress notifications from teachers through our family talk app.

### **Hours of operation**

We are open Monday-Friday from 6:00 a.m. until 6:30 p.m. All children are required to be at school by 9:00 for AM instruction. Although the center is open for twelve hours a day, we strongly encourage you to not leave your children at the center longer than 8 hours a day when possible.

### **Inclement weather**

In the event of inclement weather and the school is not open, parents will be notified via phone call to all contact numbers provided, also through email and other media outlets such as social media and news media.

### **Embracing diversity**

We do not discriminate against children, parents, coworkers, for any reason. This includes but is not limited to race, color of skin, religion, creed, gender, disability, military status, or national origin. All are welcomed at our facility.

### **Nutrition/meals**

During the regular school day, the children will be provided with nutritious meals and snacks. Students and parents are educated on proper nutrition during the year. We currently provide breakfast, lunch and afternoon snack. Our menus and food program follow guidelines under the state requirements (milk must be served with breakfast and lunch). We do not charge an extra fee for meals and snacks. Breakfast is provided at 8:30 a.m. Lunch is served 11:10-12:10. Afternoon snack is served at 2:30 for those that participate in full-day center based program and starts at 3:30 for afterschool children. Because we serve various schools with varying dismissal times, snack is served to afterschool students as they arrive. All meals are approved by the CACFP program for their nutritional appropriateness. Meals include milk, fresh fruit and fresh vegetables. Foods and Liquids hotter than 110 degrees are kept out of reach of children. If your child is on a special diet, or has a food allergy the office must have a copy of the doctor's report. An emergency food allergy plan must be completed by an authorized medical official. This is a requirement of the state. Our center is a peanut free zone. No outside food is allowed at our facility. Staff does not reward good behavior with food of any kind. \*During special occasions such as birthdays, holidays, only commercially packaged foods are allowed.

### **Illnesses**

At Wee Bitsy Babies and Tots we take every precaution to protect children against illness. Should a child experience an illness or irritation where he/she is not able to comfortably function in a group setting, a parent will be notified to pick their child up. An ill child will be excluded from attendance for any of the following reasons:

- Temperature- 100 degree or more accompanied by behavior changes or other symptoms
- Signs of severe illness –lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness, rash or fever, mouth sores with drooling, wheezing etc.
- The child is too sick to go outdoors is considered too sick to be at the center. There will be no exceptions.
- The child is diagnosed with a communicable disease, until it is determined by an n authorized medical official that the child is no longer contagious to others and is able to return to normal activities.
- The illness results in greater need for care that the staff can provide without compromising the safety and supervision of the other children.

### **Medication**

If your child needs medication, parents or guardians, must sign an authorization form. The school nurse is the only one authorized to administer medication. No medicine will be given without written authorization. Any medication given by the school nurse, must have the child's name on the label and must be issued by a physician.

### **Open door policy**

Parents are welcomed at the center at any time. We celebrate various activities throughout the year. We encourage parents to come and participate in any center activity that We Bitsy Babies hosts. Please see the “center happenings” board in the lobby for gentle reminders of upcoming events. Also

### **Injuries and emergency procedures**

In case of severe injury or acute illness, the child will be transported immediately to 123 Wee Care for Babies Hospital at 123 Baby Lane Houston, TX. 77030. At the same time parents will be notified of the injury/illness. If the parents cannot be reached the emergency contact person listed will be notified. A member of management will accompany and remain with the child until parent/guardian arrives. A written report will be provided for parents and also placed in the child’s file.

### **Immunizations**

All children admitted to the facility **must** meet immunization requirements, as specified for the child’s age by the state’s department of health. A copy of the most recent shot record must be provided for each child at enrollment and kept up to date. It is the responsibility of the parent to provide the center with the most up to date immunization requirements.

### **Family participation**

Family involvement at Wee Bitsy Babies and Tots is very important to the success of not only our program, but also your child (ren). There are several ways that families can get involved with the center and activities to ensure that your experience while enrolled in our center will be a great one!

Opportunities for parent involvement include:

- Class parties
- Parent/teacher conferences
- Monthly parent meetings
- Holidays (see monthly calendar)
- Annual fundraisers
- Graduation

We have partnered with a local organization to sponsor a parent resource room. Parents have the opportunity to receive pertinent information related to the resources in the community as well as information on their child’s growth and development. The resource room is open during the centers operating hours. Please take advantage of our lending library which offers parents the opportunity to check out books, toys and activities to do at home with your child (ren).

### **Drop off/pick up procedures**

Upon arrival (drop off), parents must walk their child (ren) into the center and sign them in using the attendance computer at the front desk before proceeding to the classrooms. Please ensure that your child’s teacher is aware of their presence in the classroom by walking your child to their classroom and completing morning check-in confirmation with their teacher. Please do not allow children to walk to their class on their own. Your child’s safety is our number one priority, so please consider this additional time in your morning routine as we partner to ensure the safety and well-being of your child. Upon

departure (pick up) parents must sign children out using the attendance computers at the front desk before proceeding to the designated pick up area. Please keep your children with you at all times and do not allow them to roam the building or walk out of the building alone. If someone other than yourself will be picking the child up, please let the front desk know and ensure that designated person is listed on their authorized pick up list. Please inform the designated individual that they will be required to show proper identification before the child is released to them. If there are any changes that would impact this procedure, please inform us in writing. Unless it is an emergency, please finish all phone calls prior to entering the building during drop-off and pick up times. We have a *No Cell Phone Policy* in the building.

### **Emergency information/updating contact information**

In the event of an emergency, the center will make an immediate attempt to contact the parent and other emergency numbers. Please ensure that all contact information is up to date. You can update your contact information at any time by filling out the appropriate form on the website or filling out the form at the front desk and placing it in the drop box. The school administrator will input change in the system immediately and notify you for confirmation of receipt.

### **Threatening incidents**

In the event that the facility's safety is threatened. All center staff are trained by local law enforcement to keep the children safe and secure the environment. Parents will be notified immediately and kept abreast of the situation. If there is a reason that children need to be moved to another safer location, all employees are trained to assist in transporting children by bus to 1234 ABCD Lane when deemed safe to do so by administration and law enforcement officials.

### **Behavior expectations**

We encourage each child to make appropriate choices and sometimes use the "calm down" and "think about it" area for children to take a moment away to calm down. Staff are trained to help children with practices that help them calm down, process choices and redirection. In cases where there is an issue of constant inappropriate behavior, parents will be required to attend a parent conference to outline and agree on a behavior modification plan. Follow-up will be made with the parent daily until the issue is resolved.

### **Field trips**

Field trips for ages 4 and up are planned throughout the year. A notice will be posted on the outside of your child's classroom door 48 hours prior to the scheduled trip. A field trip permission form, indicating the day, time, location, purpose and items your child will need for the day. The teacher will send a detailed list home for the field trip. Parents, grandparents, aunts, uncles, etc. are always invited to attend any of our scheduled field trips.

### **Transition plans**

When your child is ready to move to a new classroom, we do all we can to make this transition a smooth and successful one. We will contact you when we feel your child is ready to move. The move will always be a collaborative decision among parents, teachers and administrative staff. We recognize that transitions can be a challenge therefore we will take into consideration each child's temperament and

adjust our transitions time accordingly. Transitions planning will be discussed in detail during the parent conference.

### **Parent conferences**

Please do not use drop/off pick-up time to communicate lengthy concerns with your child's teacher as this can be a distraction to the care of other children in the classroom. Conferences are offered to parents two times a year, but parents can request a conference to discuss any concerns on an as needed basis. During conference time, each parent will receive information on their child's development and have the opportunity to set goals with teachers based on the results from the developmental assessments conducted by the teacher.

### **Absences**

If your child is going to be absent, please call or email the office and let us know. It is imperative that if your school age child is absent, you contact us by noon, so the bus driver is aware prior to making the afternoon pick up from the school.

### **Termination of services**

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

\*center 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.

### **Clothing guidelines**

Please dress your child in comfortable clothing, appropriate for the weather. Flip-flops or any open toed shoes can present a tripping hazard. Please have children wear closed toe shoes at all times. During colder months, please provide children with an appropriate jacket/coat for outside time.

### **Physical activity**

Our daily schedule provides opportunities for children to engage in physical activities. Children participate in age appropriate outdoor and indoor activities as part of the daily curriculum.

### **Screen time policies**

Electronic media is only used for educational purposes. Screen time for children over 2 years of age is restricted to less than 2 hours/day.

### **Non-discrimination clause**



We do not discriminate on the basis of race, culture, religion or ability.

**Gang-Free Zone**

As a result of House Bill 2086 that passed during the 81<sup>st</sup> Legislature, Regular Session, Chapter 42 of the Human Resource Code will be amended to include Section 42.064 requiring that information about gang free zones be distributed to parents and guardians of children in care at licensed child care centers. Information about this requirement can be found on the parent information board as well as copies of the information are printed for parents in the parent resource room.

**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*