



WHIZ KID LEARNING CENTER

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PREPARING ACADEMIC ACHIEVERS

PARENT HANDBOOK

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*Signature Required

Dear Families,

We are happy that you have chosen us to care for your children. We hope that this handbook will help introduce you to Whiz Kid Learning Center and answer many of your questions.

Whether it is for infant, toddler, preschool, prek, or school age care, we are here to meet your needs. Our mission is to provide excellent child care services to the community and surrounding area by exceeding the Texas State Minimum Standards guidelines set forth by the Texas Department of Health and Human Services.

Our goals are:

- to provide affordable, convenient, dependable childcare services
- to create a childcare setting for social, cognitive, and physical development.
- to provide a nurturing environment
- to provide learning experiences for our children
- to provide an after school and summer program for school age children.

Our staff of warm, caring, professional childcare providers maintains a positive and stimulating atmosphere where your child is cared for and respected. Your child is very special. It is our goal to attend to all of his/her needs, personal and developmental.

You are an important part of our "Whiz Kid Learning Center Family." Please like us on Facebook. Also visit our website: www.whizkidlc.info.

Hours of Operation:

WKLC operates Monday through Friday from 6:00 a.m. -6:00 p.m.

Holiday Closings:

WKLC observes and will be closed the following holidays:

- **Martin Luther King**
- **Good Friday**
- **Monday After Easter**
- **Memorial Day**
- **Independence Day (July 2,5)**
- **Labor Day**
- **Thanksgiving**
- **Day After Thanksgiving**
- **Christmas Eve**
- **Christmas Day**
- **New Year's Eve (Early Closing)**
- **New Year's Day**

PLEASE NOTE: IF A HOLIDAY FALLS ON A SATURDAY, WE WILL BE CLOSED THE FRIDAY BEFORE. IF THE HOLIDAY FALLS ON A SUNDAY, WE WILL BE CLOSED THE MONDAY AFTER

IN THE EVENT THAT THERE ARE ADDITIONAL CLOSINGS OR EARLY CLOSINGS, THE PARENTS WILL BE NOTIFIED IN WRITING AT LEAST TWO

WEEKS IN ADVANCE. EARLY CLOSINGS WILL ALWAYS BE FROM 6 AM TO 1PM.

FULL TUITION IS STILL DUE EVEN IF THE CHILD ATTENDS ONE OR MORE DAYS OR MISSES THE ENTIRE WEEK.

ENROLLMENT POLICIES

AGES SERVED:

WKLC Serve families with children between the ages of 6 weeks to 11 years.

ENROLLMENT PROCEDURES:

Parents must submit several completed documents upon their child's admission to the preschool. A file will be maintained on each child enrolled in the preschool. Each file will have to contain the following completed documents:

- Completed application form signed by parent or guardian
- Updated immunization records
- Completed enrollment forms
- Initialed and signed receipt of parent handbook
- Completed and signed Child Nutrition Program Application

TRIAL PERIOD & TERMINATION

A 2-week trial period is given for adjustment. After this time period has lapsed, the parents or the provider may decide to terminate care. Payment for two weeks will be accepted in lieu of notice. All final payments are to be paid at the time of notice. In cases of non-payment, legal actions may be taken, and the parents will pay all legal fees incurred.

WITHDRAWAL POLICIES

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded at the time of departure. If the required notice is not given, parents will have forfeited any possible refund.

TUITION

REGISTRATION FEE: \$165.00 PER FAMILY

WEEKLY TUITION RATES

INFANTS: \$185.00

NON-POTTY- TRAINED STUDENTS: 155.00

POTTY TRAINED STUDENTS: \$145.00

BEFORE & AFTER SCHOOL CARE: \$90.00

BEFORE SCHOOL CARE: \$60

AFTER SCHOOL CARE: \$80.00

DROP IN FEES

INFANTS: \$60.00 PER DAY

2 & UP: \$50.00 PER DAY

AFTERSCHOOL RATES DURING HOLIDAYS

The afterschool care fee will be applied whether your child is in attendance or absent. The additional fee will be calculated as follows.

*Students who are out of regular school for one day in a week that needs to attend WKLC, will be required to pay the regular tuition that is due, plus a discounted drop-in fee of \$30.00.

*Students who are out of regular school for 2 days and need to attend WKLC for 3 days and attends regular school for 2 days, the full weekly tuition will be applied. (Not the afterschool fee but regular weekly tuition)

*Students who are out of regular school for 3 days and need to attend WKLC for 2 days, you will be required to pay 2 days drop in and the regular afterschool fee will be applied as well.

PAYMENT OPTIONS

- *DEBIT/CREDIT CARD*
 - *IN PERSON OR VIA PHONE*
- *MONEY ORDER*
 - *PLACE MONEY ORDER IN ENVELOPE WITH YOUR CHILD'S NAME ON THE FRONT AND DROP IN THE DROP BOX.*
- *CCMS*
- *ONLINE*
 - www.myprocare.com
 - Whizkidlc.info

Parents may pay WEEKLY, BIWEEKLY OR MONTHLY. Payments are due on FRIDAY prior to the week of service. Payments are considered Late after 6PM ON MONDAY.

LATE PAYMENT POLICY

Tuition is due every FRIDAY for the following week of care. If the fee is not paid before Monday at 6pm, there will be a \$10 late fee PER CHILD/PER DAY added to your account. Your child(ren) will not be cared for until the outstanding balance is paid in full. Continued Late payments will result in termination of care.

CCA/CCMS LATE PAYMENT POLICY

CCA or CCMS tuition is due on the 1st of every month prior to care. There will be a \$10 PER CHILD/PER DAY if not paid on time. Your child(ren) will not be cared for until the outstanding balance is paid in full. Continued late payments will result in termination of care.

CONFIDENTIALITY

Within WKLC, confidential and sensitive information will only be shared with necessary personnel of WKLC who have a “need to know” in order to most appropriately and safely care for your child(ren). Confidential and sensitive information about faculty, other parents and/or children will to be shared with other parents, as WKLC wants to protect everyone’s right of privacy. Confidential information includes but is not limited to:

- Phone numbers
- Address
- Disability information
- HIV/AIDS Status
- Financial Status

You may observe children at our center who are disabled or who exhibit behaviors that may appear inappropriate. You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of WKLC are strictly prohibited from discussing anything about another child with any parent.

MANDATED REPORTING

Each employee under contract with WKLC is a Mandated Employee. Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. Under this act, mandated reporters can and will be held criminally responsible if they fail to report any suspected abuse or neglect.

Causes of reporting suspected child abuse or neglect include but are not limited to:

- Unusual bruising, marks or cuts on the child’s body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness and season
- Transporting a child without appropriate child restraints
- Dropping of or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.

PARENT CODE OF CONDUCT

WKLC requires the parents of enrolled children to behave in a manner consistent with decency, courtesy and respect while on the school premises. No parent is permitted to do the following while on school grounds:

- Swearing/Cursing
- Be under the influence of any drugs or alcohol
 - **Children will NOT be released to parents under the influence**
- Threatening employees, children or other parents
- Physical/verbal punishment of your child or other children
- Smoking
- Violate safety policy
- Violate confidentiality policy
- Engage in confrontational interactions
- Engage in conversations on the cell phone

PARENT IMMEDIATE ACCESS

OPEN DOOR POLICY

Parents are welcome to visit the preschool at any time. No prior scheduling is necessary, but parents should check in with the front office for visits prior to entering the classroom. During visits, parents are asked to observe any precautions or procedures given by the teacher for the safe and orderly conduct of planned activities. Parents are encouraged to schedule Parent/Teacher Conferences if they wish to speak to speak to teachers for a prolonged period. (See Parent Communication on Page 20).

CLASS SESSIONS/CLASS OBSERVATIONS

We encourage parents to come in and observe the classroom quietly. Our teacher's focus should be conducting the class efficiently to meet the educational needs of all

children. We encourage parents to set aside a time to address any concerns at the end of their observation by setting a time to have a parent-teacher conference.

PROCARE APP

The center uses an app called Parent Engagement to communicate with parents about your child's day and needs. You will receive a daily report for each of your children enrolled at the center. You will be instructed to download the app and log in once your child has been added to our system. You should check this app daily for communication from your child's teacher regarding a range of things that happened during your child's day.

COURT ORDERS

In cases where an enrolled child is the subject of a court order (Custody Order, Restraining Order or Protection from Abuse Order), WKLC must be provided with a CERTIFIED COPY of the MOST RECENT order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Whiz Kid Learning Center, BOTH parents shall be afforded equal access to their child as stipulated by law. Once presented with the proper information, WKLC is obligated to follow the order for the entire period it is in effect.

ARRIVAL PROCEDURE

8:30 POLICY

WKLC has an 8:30 a.m. cut off time. We will not be accepting any students past this time. If you are running 5-10 minutes late, please call ahead so that we can prepare to

accept your student. This policy is in place to help with staffing as well as our meal counts for Lunch and Snack.

DR. VISITS

If your child has an appointment with his or her Doctor, we will accept your child past the cut off time. Parents are responsible for obtaining a valid Doctor's Note from their child's physician to keep in their file when going on a visit to the Doctor.

SIGN IN POLICY

Parents and/or guardians are responsible for signing their students in and out each day. Located at the front desk, there will be a Sign-In Kiosk. This Kiosk requires you to register your thumbprint in order to sign your students in and out each day.

If the Kiosk is down, there will be a paper Sign-In Sheet available for parents and guardians to sign in and out on until the Kiosk is repaired.

ABSENCE NOTIFICATIONS

Parents and/or guardians are responsible for calling ahead of time to notify WKLC if their child will be absent for the day. When reporting your child's absence, this will allow their teacher to effectively plan for the day and this will also allow admin to staff properly for the day.

PICK UP PROCEDURES

LATE PICK UP POLICY

Any student that is left on the premises after 6:00 p.m. will have a Late Pick Up Fee charged to their account. Each account will be charged \$1.00 PER MINUTE/PER CHILD until 6:05 p.m. At 6:05 p.m. the rate will increase to \$2.00 PER MINUTE/ PER CHILD.

If for whatever reason your child is still at school at 6:30 p.m. and we are unable to reach anyone on your child's authorized pick up or emergency contact list, we are mandated to contact the proper authorities.

TRANSPORTATION

AUTHORIZATION

Each parent will need to complete and sign a Transportation Authorization Form for any student who will be riding in the school vans.

BEFORE SCHOOL

WKLC provides transportation to the following schools:

- ACTON ELEMENTARY
- SMITH ELEMENTARY
- DANIEL INTERMEDIATE
- HYMAN ELEMENTARY
- HIGH POINTE ELEMENTARY
- LIFE SCHOOL CEDAR HILL

STUDENTS NEED TO BE AT WKLC BY 7:00 A.M. TO RIDE THE VAN

AFTER SCHOOL

Parents are responsible for calling WKLC whenever their child will not be riding the van from their school.

FIELD TRIPS

PERMISSION SLIPS

Each child will need a signed permission slip when participating in field trips. Field trips are taken during Spring Break and Summer Break.

BEHAVIOR

WKLC reserves the right to deny field trip privileges to any student who exhibits poor behavior. Students will be disciplined through our discipline protocol. Once a student reaches the “Last Resort” stage in our discipline policy, he or she will not be allowed to attend the field trip in question.

SCHOOL NEWSLETTER

Whiz Kid Learning Center will provide a monthly newsletter containing information such as special activities, closings, birthdays etc.

Newsletters will be e-mailed to parents and will also be posted on the parent boards for parents to view as needed. Parents should alert WKLC if their e-mail has changed so that they may be able to communicate with parents effectively as some things on the newsletter could be subject to change.

DRESS CODE

PRESCHOOL STUDENTS

Students enrolled in our Toddler and Pre-K Program are required to follow the WKLC Dress Code which includes:

- Yellow or white Polo Shirts
- Khaki Bottoms
 - Pants
 - Shorts
 - Skirts
 - Dresses
- Closed toe shoes and sneakers

INFANTS & SCHOOL AGE CHILDREN: Infants and School Age Children are not required to follow the WKLC Dress Code except for shoes and sneakers. Infants should have plenty of extra clothes for the teachers to change them into when necessary.

EXCLUSIONS:

Students are not allowed to wear the following items due to concerns of possible choking hazards:

- Rubber Bands
- Hair barrettes
- Hair beads
- Necklaces
- Bracelets
- Earrings
- Rings

INCLEMENT WEATHER

Whiz Kids Learning Center makes every effort to be open on all weekdays of the year, except holidays as noted. We realize that parents need to work and that reliable childcare is very important. However, there are times when it is not safe or feasible to operate the facility, such as acts of nature (snow, etc.) and God (tornadoes, hurricanes, etc.). In those circumstances, closures will be the same as those for Duncanville I.S.D. Radio and television stations broadcast this information. If this information is not available or if the public schools are not in session, Center closing will be left to the discretion of the Executive Officers. As a general rule, if a majority of local businesses are closed, we will be as well.

- If the Center needs to close during the day while your child is already in attendance, we will be contacting daytime phone numbers as provided by you so that you may make arrangements to pick up your child immediately.
- Weather closings that fall on weekdays are not subject to reimbursement or reduction. Full tuition is due.
- Field trips will not be attempted if weather conditions present a hazard.
- Transportation to and / or from schools will NOT be provided to school during inclement weather.
- If D.I.S.D. has a delayed opening, our Center will attempt to open at 7:00 am. We ask for your patience as the safety of staff members is extremely important to us.
- Please ensure that you are part of our remind / text message service. This will be one of our first form of communication.
- Closing information will be posted on Facebook as well. Please "like" us at Whiz Kid Learning Center

Thank you for your cooperation as we focus on everyone's safety.

FIREARMS/WEAPONS

Other than Registered Law Enforcement, under no circumstance is a parent allowed to possess a firearm or weapon of any kind while on school property.

FIRE/EMERGENCY DRILL

FIRE DRILL

Fire Drills are conducted once a month. In the event of a fire, personnel and students will be relocated to the professional Medical building next door; at that time parents will be notified.

SEVERE WEATHER DRILL

Severe weather drills will take place once every three months. Students and teachers will take shelter in the bathrooms in the inner hallways. These bathrooms do not contain windows and therefore are considered safe.

EMERGENCY EVACUATION PLAN

The Whiz Kid Learning Center Emergency Preparedness Plan is posted in the classrooms and in the Administration Office Area at the center. In the event the center is required to evacuate from the campus, the following location will be used:

WOODS RECREATIONAL CENTER

6801 MOUNTAIN CREEK PARKWAY

DALLAS, TEXAS 75249

INCIDENT/INJURY REPORT

INCIDENT REPORTS

Incident reports will be filled and sent via Procure Parent Engagement App, at the time the incident takes place. Incident reports are for injury and behavioral related scenarios. Parents will be notified accordingly when an incident or injury report has been written for their child.

ILLNESS PROTOCOL

Incident Reports will also be used for documenting illnesses within a child. WKLC will NOT admit an ill child or continue to care for a child if the child is too ill and cannot comfortably participate in regular activities. Any oral temperature of 100 degrees or greater accompanied by behavior changes or other signs of symptoms of illness will be grounds for being sent home. The following symptoms include:

- LETHARGY
- ABNORMAL BREATHING
- DIARRHEA
- VOMITTING
- RASH WITH FEVER
- MOUTH SORES
- RUNNY NOSES
- COUGHING

If your child is presenting with these symptoms, he or she will need to be picked up WITHIN AN HOUR. If your child is not picked up within the hour, there will be a \$2.00 charge per minute you are late.

If your child is presenting with these symptoms, he or she will not be able to return for 24 hours. Within that 24 hours, your child will have to be symptom free WITHOUT MEDICATION.

Upon your child's return, you will need to bring a doctor's note stating your child is cleared to attend school.

Sibling Rule

If one child is sick, WKLC requires that all children from that household not attend daycare until both are fever or symptom free, without the aid of fever reducing medicine, for 24-48 hours. This rule is strictly enforced.

DISPENSING MEDICINE

We at WKLC will administer medicine to a child if a completed Medication Authorization Form is filled out and signed by the parent and/or guardians. The medicine must be in its original container, must not be expired and must be labeled with your child's name and direction for administering the medication.

Over the counter medicine will not be dispensed by our staff without a Doctor's written order including creams, cold medicine, cough drops etc.

FOOD POLICY

NUTRITIONAL VALUE

WKLC provides healthy and nutritious foods for breakfast, lunch and snack. We ask that no outside food be brought in unless approved by the Director or Owner. If your child has a special dietary need, the director must be informed and given a note from a Doctor.

PEANUT POLICY

WKLC is a PEANUT FREE SCHOOL. Due to severe allergies, we ask that no nuts of any kind be brought into the building.

NO SHARING SNACKS

According to licensing rules, no outside food or snacks may be brought into the school. If there is a medical reason, a doctor's note will be required. This is due to the increase of severe allergy cases. There is an exception to this only for school age children. They may bring a snack but may not share under any circumstances. Please discuss this rule with your child. Sharing will cause them not to be able to bring food for the duration of the school year. Thanks for your understanding. Snacks are always provided by WKLC so additional snacks are not required.

CURRICULUM INFORMATION

DAILY SCHEDULE

Each classroom follows the curriculum provided by Frog Street. The curriculum allows children to be creative and challenges their minds at the same time. Each classroom has a daily schedule that include the Frog Street Curriculum as well as any extra activities the teachers may have planned. You can find your child's daily schedule posted on the Parent Board in their classroom.

CLASS ASSIGNMENTS

On special occasions, teachers like to include additional activities for their students to either complete at school or at home as a fun family activity.

RATIO

WKLC enrolls our students and hire staff based on the Teacher-Student Ratio Requirements by the Child Licensing Standards of Texas. Our class sizes are capped out at a 2 teacher ratio so that all children can receive a one-on-one, small group and large group interaction with the teacher.

NAP/REST TIME

By State Licensing Requirements, all preschool children are required to have a nap and or rest period. Children are not forced to sleep but they are encouraged to lay quietly while their classmates take a nap.

Infants do not have a regular nap schedule but can sleep whenever they are sleepy. As your infant prepares to transition into the Toddler Class, teachers will start training infants to take one nap a day if possible.

Students who are not sleepy are given a quiet activity whether it may be reading a book or doing a small puzzle.

BIRTHDAY AND HOLIDAY CELEBRATIONS

WKLC encourages socializing among students. When the holidays are approaching, your child may participate in a holiday party! Birthday parties are also acceptable during school hours after nap time. When purchasing goodies such as cupcakes or cookies for these types of celebrations, it is required that all food is STORE BOUGHT.

We also ask that parents also provide healthy snacks during class holiday parties or birthday parties.

PARENT TEACHER COMMUNICATION

PARENT BOARD

Calendars, newsletters, schedules and lunch menus are all located on the parent board in your child's classroom.

PARENT-TEACHER CONFERENCES

Our teachers are extremely busy greeting, supervising and teaching our students. When speaking with parents, we only have time for exchanging pleasantries and discussing special notes for the day as it pertains to your child. If you need to speak for a longer period on a more pressing matter with your child's teacher, we encourage parents to schedule a conference with that teacher.

Parents can schedule a Parent-Teacher Conference with a member of admin. We ask that you let us know at least 2 or 3 days in advance so that we may secure a teacher in your child's classroom while the meeting takes place.

Please note that at certain parts of the day (Lunch and Naptime) are not ideal for scheduling an appointment with a teacher as they will be serving lunch,

monitoring potty breaks and setting their room up for nap time. Please set an appointment between 9:00-10:00 a.m. and 3:00-4:00 p.m.

DISCIPLINE POLICIES

CORPORAL PUNISHMENT

Whiz Kid Learning Center as well as all other child care licensing facilities are bound to ensure that we are a corporal punishment free location. The state prohibits the usage of corporal punishment on our premises at any time. This includes the administering of corporal punishment by parents or guardians as well.

Although it is your right as a parent to administer corporal punishment to your child if you deem it necessary, however, corporal punishment cannot be administered on our premises.

Corporal punishment according to the state can be seen as any of the following:

- Spanking or threats of possible spanking
- Punishment associated with denying a child meal
- Pinching, shaking, or biting a child
- Hitting a child with a hand or any other instrument
- Putting anything in or on a child's mouth
- Humiliating child by singling him out or threatening to have him or her perform tasks in the presence of his/her peers or teacher
- Yelling at a child
- Subjecting your child to harsh, abusive or profane language
- Threatening or placing a child in a locked or dark room, bathroom or closet

**** On the following pages, you will find a copy of this discipline page in which will need to be initialed and signed. Please review thoroughly.**

REDIRECTION POLICY

We use discipline to reinforce appropriate behavior and or redirect inappropriate behavior. This is achieved through love, consistency and firmness. The facility rules are discussed and reinforced daily. If any of the rules are broken, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

1. **Positive Reinforcement:** The child will be encouraged and praised when they are demonstrating acceptable behavior.
2. **Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.
3. **Time-Out:** The child will be separated from the group for 1 minute per how many years they are. This technique is only used when a child is exhibiting tantrum like behavior, hurting themselves, hurting others and damaging equipment. When the child shows that they are ready to try again, they are encouraged to join the rest of the group.
4. **Last Resort:** Once a child reaches this stage, incident reports are written, parents are called, and the child is suspended for one day. If the child continues to exhibit behavior at this stage, they will then be suspended for a week on their second suspension.

SUSPENSION POLICY

Whiz Kids Learning Center reserves the right to suspend your child for behavior.

BITING POLICY

We acknowledge that behaviors occur for 4 reasons (sensory, attention, escape and avoidance) and are developmentally appropriate at times, and we are doing our best to be preventative and proactive to keep behaviors at bay. However, it is in the best interest of our children to strictly enforce a policy to keep the number of incidents under control. The behaviors that will be documented and reprimanded include when a child harms themselves, others or destroys property.

Our behavior policy states that we will do our best to control behaviors but, in some circumstances, the best environment for the child may be in a smaller environment or with 1 to 1 attention. If we have exhausted all our resources OR if a child is referred for evaluation and parents fail to follow through with suggestions, disenrollment may occur.

Biting is common among young children and occasionally it happens while the child is at the Center. It can occur for the following reasons; teething, cause and effect, attention, imitation, stress, frustration, and independence. We know that it can be very uncomfortable for both parties that are involved. When a child bites, we will do our best to properly treat it. A note will be added in ProCare for both the biter and the injuries. If it occurs frequently and seem to get out of control, then the child may be placed in a timeout away from the situation. If the biting occurs at times when the caregiver is busy, the child will be shadowed. This means that all caregivers will closely monitor the child. This may include being first in the highchair and the last to get out during the caregivers busy times. This preventative measure will be adapted according to various age groups and will help cut down on unexpected happenings. When biting becomes excessive:

1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days.
3. If a child once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parent will be asked to make other day care arrangements. If a child, who has been through steps 1 and/ or 2, goes 3 weeks (15 business weekdays) without biting, we will go back to step one if the child bites again. If a child bites twice in a 4 hour period, the child will be required to be picked up from day care for the remainder of the day. This will not count towards the 2 day suspension.

**** On the following page, you will find a biting addendum in which will need to be initialed and signed. Please review thoroughly.**

POTTY TRAINING:

Potty Training No one wants your child to be potty trained more than the Staff at Whiz Kid Learning Center!! However, we request that children already be using the potty at home. Our only potty training room is the toddler class. Regardless of your child's age, they will be in the toddler classroom until they are potty trained. In order to promote to the next classroom, your child must be potty trained. We make every effort to help aid in the potty training journey. Parents MUST start the process at home so that we may continue here. We have several resources to help you. If a child ages out of the toddler classroom before being potty trained, your child may be put on probation that will incur an additional charge. Again, your child will not be promoted to the next class until he/she is potty trained.

SECURITY CAMERAS

I understand the cameras are solely for law enforcement only. They cannot be viewed by parents, guardian or teachers.

PROPERTY LIABILITY DAMAGE

Whiz Kid Learning Center strives to create the best learning environment for your children. With new materials such as books, toys and play equipment, WKLC wants to provide you and your child the best educational experience we have to offer.

Our teachers are working extremely hard to teach the students respect for school property. If your child purposely or maliciously breaks, damages, or destroys school property, parents will be responsible for replacing the item with the same or better quality within seven days after notice.

If damaged property is not replaced within the week, the owner reserves the right to add the cost to your weekly tuition.

I am fully aware of that if my child damages or destroys property of Whiz Kid Learning Center, I am responsible to replace the item within seven days.

I am fully aware that if I do not replace the damaged item within seven days after I am notified, charges will be made to my account.



WHIZ KID

LEARNING CENTER

2020-2021

This handbook is to help guide in an emergency pandemic. This handbook is very fluid and may be adjusted based on the pandemic and emergency needs of the center. This handbook was written to help guide families and staff with open communication. Whiz Kids Learning Center will adjust this handbook as needed due to State and Federal guidelines. We will follow all rules, regulations and requirements as well as recommendations of the local, state and federal government for the health and safety of students, families and staff.

Dropping off and Picking up of students

Parents will drop off and pick students up at their assigned classroom doors. Parents will not be allowed to enter the building for drop off or pick up. If parents need to speak with owners/directors they are to enter through the office door and wash their hands, arms and face. If parents would like to enter the building to see their child's classroom, they must wash their hands, arms and face as well as remove their sneakers. We ask that no parent touch anything or any other students during this time. We ask that when in the building that parents respect the personal space of students and staff by standing at least 6 feet away.

When a student arrives to school and when picked up, students will be brought to the bathroom to wash their hands, arms and face.

Communication with staff should be done via Email or phone to allow social distancing. We will make teachers available to keep all families updated and to answer/ address all the needs of the students in our care.

Hours of operation may change due to allow proper staffing. Staffing during these times may be limited.

Student Supplies

Students should arrive in clean clothing. Students should bring any items needed in a disposable shopping bag only other than their lunches. Lunches should still be brought in a lunch box to keep items cold/ hot as needed. All items will be sent home at the end of the week for proper washing. This includes nap time items, changes of clothing and all other student items that need cleaning. Students cubbies and bins will be sanitized each Friday.

Illness Policy and Monitoring

Students will have their temperatures checked daily. Once will be within 10-minutes of arriving then randomly throughout the day. Any student with a fever of more than 100.4 must remain out of school for 48 hours after the fever has broken without fever reducing medications. We will not allow a doctor's note for returning before the 48 hours.

Any student showing any concerning signs of a respiratory issues: excessive coughing, tugging in the chest, wheezing, shortness of breath, etc... Will be sent home and may not return for 7 days plus 3 additional healthy days and must be cleared by a medical professional.

Students with a cough and a fever will be required to be seen by a medication professional with-in 24 hours. Student must remain out of school for 7 days, plus an additional healthy 3 days. Parents will be required to contact the owners within 24 hours to inform the school what the illness may be.

If a doctor has cleared your child to attend sooner, the medical professional MUST in writing state "That the child _____ was seen and was evaluated for _____... The child does NOT have Covid-19 and is able to return to childcare without placing another child or adult at risk" We must also have what the child has and why the child is coughing.

If the child or anyone in the home or who was in director contact with the parent of the child has a positive Covid-19, families must inform WKLC via email only ASAP. The child will be required to stay home for 14 days.

Keeping Healthy

WKLC will take every precaution for your child to stay healthy! Consistent handwashing and cleaning of the center will be performed many times during the day. Students will be required to wash their hands additional times of the day. This may cause a child's hands to become more raw than normal. We ask that you use lotion on their child's hands nightly to help keep the child's hands from becoming overly raw.

We need your help in keeping students' and staff healthy. It is the responsibility of the parents to be open and honest with staff about any illnesses the child or parent may be experiencing. If we find that this is not the case, students will be asked to not attend school.

We ask that all families practice social distancing. Students should not be going out into public with parents. Playgrounds and group gatherings must be avoided for your child to be able to attend. Any violation in this matter will require the child to be placed on a leave of school until the pandemic is over.

During a time of a pandemic, WKLC will only care for the allowed students in accordance with the state, federal and local government.

Closing of the Center

If a child has a cough and a fever, we must close the center for 24-hours for proper cleaning and sanitizing of the center in accordance to the CDC (Center for Disease Control).

If the medical team of a child or the parent has been informed that they may have covid-19, the center will be shut down for 24 hours for proper cleaning and sanitization.

If the child or parent is being tested for Covid-19, the center will close and remain closed until the results of the test are complete. If the test is negative, the center will reopen after cleaning and sanitizing of the center. If the test is positive, the center will be closed for 14-days.

Tuition Payments during a Pandemic

Payment of care is taken on a circumstance bases depending on the situation and pandemic. The owners will keep all families updated of payments.

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Behavior Policy

Please initial after each statement to acknowledge that you have read and understand the terms of the policy:

If a child engages in harmful behavior, parents will be notified, and a behavior report must be signed. _____

If behavior continues, the child will need to be picked up for the remainder of the day, parents will need to have a mandatory meeting with our front staff before the child can return to address the concerns. _____

Behavior Plans will be made to address and manage behaviors when needed. _____

If a child is assessed and no further action is taken to help the child, and the behavior continues, the child will be disenrolled. _____

I understand that if I decide to deny the referral or recommendations given, it may be grounds for disenrollment. _____

If a child over the age of 3 bites, the child will be sent home. _____

If a child under 3 bites more than once in a day, the child will be sent home. _____

If biting continues, the child will be assessed, and a plan will be made. _____

If a parent refuses to sign the behavior policy or behavior report, it will be documented, and the child will not be able to return. _____

I understand that if my child is sent home due to behavioral concerns, I will not be reimbursed for the days he/she misses school. _____

I understand that it is at the discretion of Whiz Kids staff to disenroll for behavior at any time, for the safety of the children in our care. _____

When a child exhibits negative behaviors that destroy property, hurt others, or hurt themselves these steps will be followed:

Step 1: If a child has two or more Behavior Reports within a week, a Parent-Management Meeting will be scheduled regarding the child's behavior.

Step 2: The child will be evaluated by the state (Child Care Consultation) if all the resources within Whiz kids Learning Center are not changing the destructive or harmful behavior.

Step 3: A Feedback Meeting with state officials and the Whiz Kids Learning Center Administration will be conducted along with a Plan of Action with details of how to help the child seek necessary resources.

Step 4: If all the above has been conducted appropriately with little to no progress for the child's behaviors, Whiz Kids Learning Center will be disenrolled depending on the severity of the behavior.

Child's Name: _____

Date of Birth: _____

Parents Signature: _____

Date: _____

WKLC Staff Signature: _____

Date: _____

Photo Consent and Release

Occasionally, Whiz Kids Learning Center, its affiliate companies, and/or other local news media will take photographs of children participating in various programs at WKLC. These photos and/or videos may be used from time to time in various forms of advertising media (brochures, magazines, orientation, training, public television, newspapers, etc). I give permission for WKLC and /or its agents to use any photographs and/or videotapes including my child, for any lawful media purpose without compensation.

Circle One: Permission Granted Permission Denied

Parent/ guardian Signature _____ Date _____

Acknowledgement of Photos Taken by By Others at Events

On several occasions throughout the year, WKLC will host events open to the enrolled families, and the public. These individuals may take photos of children which may include your child. These individuals may choose to post these photos to social media sites. Please be mindful, however, that WKLC cannot control the actions of enrolled families, nor any other individual other than the staff or WKLC. These events are always voluntary and not required. Should you wish to avoid any possibility of your child's photo being taken by and/or posted by another individuals, please do not bring your child to these events.

Parent Signature _____ Date _____

Whiz Kids Learning Center

2020-2021 Parent Participation Agreement

Please read and initial the following statements. If you have questions, please do not initial any item until you have had your question answered by the WKLC staff and understand it completely.

___ I understand that I must maintain updated medical information annually and be current on all immunizations required by the Department of Health.

___ I understand that registration fees and paid tuitions are non-refundable and non-transferable under any circumstance.

___ I understand that weekly tuition is due every Friday before the week. No discounts are given for illnesses, vacations, or absences

___ I understand that tuition incurs late fees after Monday at 6pm.

___ I understand that I may pay online, or hand deliver a money order made out to Whiz Kids Learning Center to the office or tuition box to meet the deadline.

___ I understand the importance of reading all information provided to me by WKLC staff in a timely fashion including my Parent Handbook, emails, notes, newsletters, flyers and other information shared by school

___ I understand that my child will be released ONLY to those individuals whose names are listed on the WKLC application. Release to anyone other than those listed on the application form will require arrangements with the Director

___ I understand that my child will be released from the program if he/she cannot benefit from the program or presents a danger to self or others as determined by the teacher(s) and Director.

___ I understand that monies raised from fundraisers/events throughout the year help supplement and support programs at the school

___ I understand that a 2 week paid notice is required if I decide to withdraw my child from the program. Withdrawals must be done in person and submitted in writing with the Director. Registration fees and paid tuition cannot be pro-rated or refunded under any circumstances

Parent

Signature _____ Date _____

RECEIPT OF WHIZ KID LEARNING CENTER OPERATIONAL POLICIES

**PLEASE INITIAL AT EACH CLAUSE STATING YOU HAVE READ
AND UNDERSTOOD THE CLAUSE:**

1. PURPOSE AND WELCOME _____
2. HOURS OF OPERATION _____
 - a. Holiday Closing
3. ENROLLMENT POLICIES _____
 - a. Ages
 - b. What to bring
4. WITHDRAWAL POLICIES _____
5. TUITION _____
6. CONFIDENTIALITY _____
7. MANDATED REPORTING OF SUSPECTED CHILD ABUSE & NEGLECT

8. PARENT CODE OF CONDUCT _____
9. IMMEDIATE ACCESS _____
 - a. Open Door Policy
10. COURT ORDERS _____
11. ARRIVAL PROCEDURES _____
 - a. 8:30 Policy
 - b. Dr. Notes
 - c. Sign in Policy
 - d. Absence notification
12. PICK UP PROCEDURES _____
 - a. Late Pick Up Policy
13. TRANSPORTAION _____
 - a. Authorization
 - b. Before School

- c. After School
- 14. FIELD TRIPS _____
 - a. Permission Slips
 - b. Behavior
- 15. SCHOOL NEWSLETTER _____
- 16. DRESS CODE _____
- 17. EXCLUSION _____
- 18. INCLIMENT WEATHER _____
- 19. FIREARMS/WEAPONS _____
- 20. FIRE/EMERGENCY DRILL _____
 - a. Alternate safety location
- 21. INCIDENT/ACCIDENT REPORTS _____
- 22. FOOD POLICY _____
 - a. Nutritional value
 - b. Peanut policy
- 23. CURRICULUM INFORMATION _____
 - a. Daily Schedule
 - b. Class Assignments
 - c. Ratio
- 24. NAP/REST TIME _____
- 25. BIRTHDAY/HOLIDAY CELEBRATIONS _____
- 26. CORPORAL PUNISHMENT _____
- 27. PARENT/TEACHER COMMUNICATION _____
 - a. Parent Board
 - b. Parent/Teacher Conference
- 28. DISCIPLINE _____
 - a. Corporal Punishment
 - b. Redirection Policy
 - c. Biting Policy and Addendum
 - d. Potty Training
- 29. BEHAVIOR POLICY _____

- 30.PHOTO CONSENT & RELEASE _____
- 31.PARENT PARTICIPATION AGREEMENT _____
- 32.SECURITY CAMERA POLICY _____
- 33.PROPERTY DAMAGE LIABILITY FORM _____
- 34.PANDEMIC HANDBOOK _____
- 35.BEHAVIOR POLICY * _____
- 36.PHOTO CONSENT & RELEASE * _____
- 37.WKLC PARTICIPATION AGREEMENT * _____

RECEIPT OF WKLC OPERATIONAL POLICIES / INITIALS

I AM THE PARENT OF THE FOLLOWING WKLC STUDENT(S):

I acknowledge that I received a copy of the Parent Handbook and I am fully aware of all WKLC Policies and Procedures.

Parent Name: _____

Parent Signature: _____

Date: _____

I am fully aware that I have to pay the late payment fee and the late pick up fee, they are per child and will not be waived under any circumstances.

Signature: _____

I also understand that tuition is payable weekly and timely. If my child stays home for a week, I still have to pay tuition unless I decide to pull him/her out.

Signature: _____

I am aware that if my child breaks something I am liable to pay for it.

Signature: _____

WKLC DOES NOT PROVIDE REFUNDS FOR THE FOLLOWING:

- 1) SCHOOL HOLIDAY**
- 2) STUDENT'S PERSONAL VACATIONS**
- 3) STUDENT'S SICK DAYS**
- 4) STUDENT'S SUSPENSION**
- 5) POWER OF OUTAGES OR RISKY SITUATIONS THAT RESULTS IN CLOSURE OF SCHOOL.**

Signature: _____

REPORTING ABUSE AND NEGLECT:

Texas Law requires caregivers to report suspected child abuse or neglect to the TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES OR LAW ENFORCEMENT.

Call **1-800-252-5400** to make confidential reports.

Failure to report suspected abuse or neglect is a crime.

Employers are prohibited from retaliating against caregivers who make reports in good faith.

LOCAL CHILDCARE LICENSING OFFICE:

8700 N Stemmons Freeway

Suite 104

Dallas Texas

214-951-7902

800-582-6036