

# Giggles and Grins Little Scholars



*"Teach me to walk in the light of His Love"*

## PARENT HANDBOOK 2021-2022

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*“**Tell Me** and I’ll forget. **Show Me** and I may remember. **Involve Me** & I learn.”*



*Dear Parents,*

*Welcome! We would like to thank you for choosing Giggles and Grins Little Scholars Daycare for your childcare needs. We are committed to providing great customer service to ensure all of our children receive quality and loving care. We will strive to build our children’s self-confidence and self-esteem with praise and positive redirection as they grow in their learning, knowledge and skills.*

*It is our goal to provide a variety of exciting, stimulating learning environments through active engagement and activities that will allow our scholars to develop socially, physically and mentally to the very best of his/her ability. This handbook has been prepared especially for you, the parent of the child enrolled in our daycare center.*

*You will find many of our policies and operating procedures explained in this handbook. By reading this handbook you will feel more confident in your family’s adjustment into our program. We suggest that you keep this handbook for reference throughout the year. Whenever you have questions, please feel free to call or stop by the office.*

*My staff and I look forward to working with you and your child.*

*Thank you,*

***Rochanda Davidson, Owner & Director***

## **MISSION STATEMENT**

Our mission is to provide excellence in education while sharing love with our students and their families to ensure our little scholars become compassionate learners, spiritually connected, and acquire the necessary building blocks to prepare them for academic and social success.

## **PHILOSOPHY**

At Giggles & Grin Little Scholars Center, we believe children are an important asset. We strive to provide a loving environment, so that each child will know they are special and loved. We also feel the development of a child's self-esteem and self-confidence is important in building positive relationships with others.

We see each child as a unique individual by respecting and responding to their individual needs. Although specific learning experiences are planned each day, we leave room for creative learning that is so important for young children.

As children enter the elementary years their intellectual abilities are much greater. The child-centered learning environment in each of our classrooms includes integrating intellectual and spiritual growth while providing a nurturing, structured, and stimulating place where our students can develop creativity and build problem-solving skills.

## **CURRICULUM**

Our curriculum is flexible and designed to meet the needs of all children enrolled in our program. It focuses on the whole group, small group, and individualized instruction. Classroom instruction is both developmentally appropriate and challenging with a hands-on approach to learning.

We also incorporate the CLI Engage curriculum. Children participate in a variety of activities including:

**Learning centers-**These are areas set up by our staff and are changed monthly to fit the theme for the month. Learning centers have activities that are suggested either by written or verbal cues from the teacher or can be developed daily by the children. Materials and equipment in each area are displayed in a manner that promotes individual and group interaction.

**Independent Play/Practical Life-** Often, problems are presented for children to solve in creative and cooperative problem solving learning sessions. Children are encouraged to behave independently according to their individual development level.

The staff encourage children to problem solve creatively, to learn to accept and appreciate diversity and to negotiate for what they want when conflict may arise with another scholars' desires. Staff assist children in areas of practical life and self-help skill development by providing activities that encourage cooperative play and undeveloped skills. The goal is for our little ones to

promote self-esteem and competence.

Whether buttoning, pouring, folding, preparing food, or cleaning a table, children experience real life situations and activities that encourage them to expand their independence.

Our curriculum is flexible and designed to meet the needs of all children enrolled in our program. The curriculum focuses on whole group, small group, and individualized instruction.

Classroom instruction is both developmentally appropriate and challenging with a hands-on approach to learning. Language Arts, Math, Science, Social Studies, Spanish, Art, Music, Physical Education are also included in our curriculum.

Our curriculum is delivered by highly qualified teachers. Our program of study is revised and updated regularly to ensure our students receive a quality educational experience.

## OUR STAFF

**Director of Operations/Owner-** The Director of Operations is responsible for overseeing the daily operations of the school, including both logistical and educational aspects. Parents with questions, concerns, ideas and comments are always welcome to communicate directly with the Director of Operations.

**Admissions Coordinator-** Welcomes new parents and guides them through the admissions process and assists the Director of Operations with the daily operations of the center.

**Administrative Assistant-** Assists the Director of Operations and the Office Manager with daily administrative needs and offers support for parents and staff. Communicates with parents and staff about community health issues, and serves as a caregiver for children who are unwell.



## **HOURS OF OPERATION**

The center is open daily from 5:00 AM to 6:30 PM. Please plan to transition your child into their classroom at least 5 minutes before their day is scheduled to start. Establishing and following a regular routine for our little scholars is important. **Children** feel more confident and secure when their daily activities are predictable and familiar. A consistent daily **schedule** and step-by-step **routines** give **children** a predictable day.

## **ELIGIBILITY FOR ENROLLMENT**

Infants through Pre-K: Enrollment is limited by availability. Class placement is determined by admitting students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational or admission policies.

We observe holidays and breaks as indicated on our calendar.

Pre Registration applications with registration fees will be accepted on a first-come, first-served basis. Registration will open to the public on July 15, 2021, available openings will be filled on a first-come, first-served basis. Priority will be given to families on the waiting list.

## **WAITING LIST**

Applicants who wish to have their name placed on the Little Scholars waiting list must submit a completed enrollment form. A \$100 non-refundable registration fee is required at this time to hold a space. If a student is not enrolled within this time frame space will become available to the public.. Admission will be granted on the basis of availability. Parents/Guardians will be notified by phone when space becomes available. Enrollment must begin within 1 week or the space will be forfeited and the client's name will be removed from the waiting list.

## **PRE REGISTRATION**

Pre Registration applications with registration fees will be accepted on a first-come, first-served basis. Registration will open to the public on May 1st, available openings will be filled on a first-come, first-served basis. Priority will be given to families on the waiting list.

## **POLICIES AND PROCEDURES**

We are licensed by the Texas Department of Family and Protective Services. Our policies and

procedures reflect licensing requirements.

## **SECURITY**

### **Entry To Building**

**Parents have complete access through the front double doors**

### **(not implemented yet)**

Each family will be given a code of their choice to access the building. This code is given to secure the safety of our students and staff. If code has been forgotten, administrative staff can assist you. This code should only be shared with person(s) that pick up or drop off students on a regular basis.

### **VIDEO/AUDIO SYSTEM**

This facility is carefully monitored by video and sound inside and outside. At the front door entrance there is a camera that will allow personnel to monitor all person's that enter this facility. There is also video to monitor hallways and classrooms throughout the building.

### **ARRIVAL AND DISMISSAL**

A parent or an adult (age 18 or older) must drop off and pick up each child. The adult must ensure the child has been received by a staff member. According to child care licensing rules, CHILDREN MAY NOT ENTER THE BUILDING OR CLASSROOM UNESCORTED. We will not take supervision of children prior to our opening time of 5:00 a.m.

Children will be released ONLY to a parent or an adult (age 18 or older) designated by the parent. There must be written permission from a parent when a child is to be picked up by someone other than those designated on the authorized pick-up list as indicated on the enrollment form. Proper identification will be required. Parents as well as other authorized adults may be asked for proper identification until staff becomes familiar with them.

### **SIGN IN/SIGN OUT**

Students are required to sign in and out on kiosks with a signature before entering the classroom and before exiting the building by a parent or guardian each day.

## **FOR PARENTS OF INFANTS AND ONE-YEAR-OLD STUDENTS WHO HAVE OLDER SIBLINGS AT G&G**

For the safety of younger students and as required by child care licensing, older children must be dropped off first thing in the morning and picked up last in the afternoon. Please drop your younger student off last in the morning and pick them up first in the afternoon.

## **ATTENDANCE**

We believe children benefit from the opportunities offered by our program when they attend regularly. Full benefits of our program can only be expected with full participation and attendance.

We recommend students arrive no later than 8:30 am. to eat breakfast. **All students should be in attendance by 9:00 a.m.** unless they have a doctor's appointment; if so, please notify us so the child can be added to the daily lunch count.

## **CLASS & SCHOOL CELEBRATIONS/SPECIAL PROGRAMS**

Class celebrations/parties will be planned for the following: Christmas, Valentine's Day, End of the Year and many more to come you will be notified in advance. These celebrations/parties are held during school hours. Parties are encouraged to be kept simple.

## **FAMILY PARTICIPATION**

In addition, the following special events/activities will be celebrated school-wide throughout the year: Fall Festival, Thanksgiving Feast, Birthday Party for Jesus, Easter Egg Hunt, End of the Year Picnic, Valentine's Gala, and Graduation. Information will be posted in advance for each celebration. Contact your child's teacher if you are interested in helping during these celebrations.

## **BIRTHDAYS**

Birthdays are also special days. Please contact your child's teacher in advance if you would like to bring a birthday treat for your child's class. Birthday celebrations should be simple and will be held during the afternoon snack time. Store-bought cookies, small muffins, or cupcakes are encouraged. Health Department regulations do not allow parents to bring homemade food items for other children to consume. Gift exchange is not allowed during this time.



## **HOLIDAYS**

See attached Holiday Schedule

## **CLOTHING**

Students should wear comfortable play clothing that is appropriate for school wear, weather conditions, and the relaxed atmosphere of the classroom. Washable play clothes without difficult fasteners are most suitable for daily wear.

Children will be engaged in a variety of activities daily. Although every effort will be made to keep their clothes as clean as possible, students' clothes may be soiled during the day.

T-shirts may be ordered through the school office. These t-shirts will also be available for families who join G&G, our parent-teacher organization. Students are encouraged to wear their theme t-shirt on Fridays. **Fee for additional shirts. Kid (\$15.00) Adult (\$20.00)**

A change of clothes, including underwear and socks, must be kept at school in case of an accident. Please label all items and place them in a large ziploc baggie with your child's FIRST and LAST name, thank you..

If the child comes home with the change of clothes, please promptly launder them and return them to the school office IN A NEW BAGGIE and TAG with the child's first and last name.

## **DISCIPLINE AND GUIDANCE**

Our policy concerning behavior management ~ sometimes referred to as discipline ~ is based on the individual need of the child, the ability of each child to understand what he/she is doing and the consequences of their actions. A child is never made to feel that the outcome of an act will result in physical or verbal abuse.

At G&G it is our desire to avoid using punishment to address disciplinary issues. Instead, we use these opportunities to instill positive enforcement while focusing on teaching the child acceptable behavior and self-control. Positive reinforcement is always encouraged and children are told what they are doing well.

Caregivers use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. We believe using praise and encouragement for good behavior is more effective than focusing only on unacceptable behavior. We remind the child of behavior expectations daily by using clear, positive statements and redirection.

Teachers will tolerate the actions that are acceptable and appropriate for the age group and stop any behavior that interferes with learning activities. Brief supervised separation or time out from the group, when appropriate for the child's age and development, will be used if necessary. Time out will be limited to no more than one minute per year of the child's age. Corporal punishment will not be used.

If inappropriate or unacceptable behavior becomes severe or does not improve or the behavior interferes with other's learning opportunities, students may be sent to the school office for time out, cool-down period, and/or a behavior conference. Depending on the severity and/or frequency of the behavior, parents may be required to pick up the child for the remainder of the day. In severe cases, the child may be excluded from attendance at Giggles and Grin Little Scholars.

## **Biting**

Biting is a common issue for children 12 to 36 months of age. Infants and toddlers who are teething sometimes bite others to apply pressure to their gums. Other children sometimes bite while trying to give kisses and show affection.

Many toddlers may bite during or after periods of conflict. As their vocabulary is not yet fully developed, many bite to communicate. Experts believe biting is a primitive form of communication. Sometimes caregivers or parents assume that a child bites as part of a hateful plan or intent to do harm. Experts explain that young children probably do not understand that their actions hurt others.

When one child bites another, we will immediately make it clear that the behavior is unacceptable. We will attend to the biting victim, offering comfort and first aid as necessary. The biting victim will receive an accident report notifying the parent of the biting incident. In most cases, our staff will attempt to reach a parent of the biting victim by phone to notify them. In addition, an incident report will be sent home for the child who bites.

An administrator is notified of biting incidents through school accident/incident reports. The reports will be monitored and reviewed. If patterns become evident without evidence of improvement, the parent may be required to have a conference with the administrator(s) and/or the teacher. If this behavior continues for an extended period of time without improvement, the child may be excluded from attendance at Giggles and Grin Little Scholars.

## **Suspension and Expulsion**

On rare occasions, a student may be suspended or excluded from attendance at G&G Center. Every effort will be made to work in partnership with the child's parents to improve the behavior of the child. If the school administration feels it is in the best interest of the child or other children in

attendance, the student may be excluded from attendance.



## **COMMUNICATION**

Parents are expected to receive, read, and respond to all communication from the school. Information and communication will be sent on a regular basis throughout the school year. You will be sent a link to create an account to our electronic communication tool for Hi Mama. Other communication tools will be by letter, text or email. You can also call the front office at 936-714-9213.

## **CONFERENCE**

Communication between parent and teacher is essential in caring for and educating your child. If at any time you would like to have a conference with your child's teacher, you are encouraged to set up an appointment. Conferences to discuss academic progress will be scheduled in January for all students except infants. Additional conferences may be held as needed. At G&G, We have an open-door policy. You are welcome to observe your child, our facilities, and our program activities any time.

G&G makes every effort to ensure our families are notified of upcoming events and activities and are aware of other important information. In an effort to keep you informed, information will be shared in one or more of the following ways:

- Notes in your child's cubby
- Hi Mama communication tool
- Notices and fliers posted on the entry doors of each building
- Notices and fliers posted on each classroom door
- An Activity Calendar found on school website monthly

Please check your child's cubby daily or Hi Mama app., and carefully read any messages found as you sign your child in/out each day.

## **POLICIES AND PROCEDURES/CALENDAR MODIFICATIONS**

If there is a need to modify or make additions to any of our existing policies, parents will be notified of these changes in the form of an addendum letter. Upon receipt of an addendum, please add it to your Parent Handbook.

If necessary, G&G reserves the right to modify the school calendar. Parents will be notified in advance if modifications are needed.

## **SCHOOL CLOSINGS**

In event weather conditions or weather-related issues cause Huntsville ISD to be closed, our G&G center will be closed also. Please tune to KSAM radio station, 101.7 FM, for announcements.

## **FUNDRAISERS**

Fundraising is necessary to help keep tuition costs as low as possible and to provide special activities and equipment for our students. A few of the fundraisers will be Professional Family Photo shoots with luxury lounge furniture, Raffle Drawing, Yearbook in more information to come.

## **GANG FREE ZONES**

Under the Texas Penal Code, any area within 1000 feet of a child-care center is designated a gang-free zone. Criminal offenses related to organized criminal activity are subject to harsher Penalties.

## **HEALTH**

We only accept children who are well. A child with an oral temperature of 100.4 or greater may NOT attend school. The child may not return to school until he/she is fever-free for 24 hours or has submitted written documentation from a health care professional indicating the child may be included in the child care center's activities sooner than 24 hours after having a fever.

Other symptoms and signs of possible severe illness which would exclude the child from attendance include:

- Lethargy
- Abnormal breathing
- Uncontrolled diarrhea (two or more episodes)
- Two or more vomiting episodes in 24 hours
- Rash with fever
- Mouth sores with drooling
- Heavy nasal drainage
- Behavior changes
- Communicable disease

Should your child become ill during the day, we will notify a parent or other emergency contact to promptly pick up the child. The child will be isolated and we will provide care until you or your designee arrives to pick up the child.

Young children may be affected by head lice, most commonly, children ages 3 – 10. Every effort will be made at school to prevent the spread of head lice. In the event of an active case of head lice, the child will be excluded from attendance. The child may return after suitable treatment has been made and no active lice are found. The child's class will receive notification that an active case of head lice was found in the class. If a child has active cases of head lice three times in a

semester, the child will not be allowed to return to school until he/she has no active lice and/or nits (lice eggs).

Please notify the school immediately if your child is diagnosed with a communicable disease so we may take precautions to prevent other children and/or staff from contracting the disease.

Communicable diseases include, but are not limited to, chickenpox, fifth's disease, head lice, measles, impetigo and pink eye.

In the event of an outbreak of a communicable disease in the area, G&G will follow guidelines as set by the Department of State Health Services. We require our staff to be trained in CPR and First Aid procedures. Minor injuries will be treated and an accident report will be placed in the child's cubby. An accident report will also be filed with the child's records.

In case of a serious injury, we will make an immediate attempt to contact a parent and/or call 9-1-1 if necessary. In the event we are unable to reach a parent, we will attempt to reach an emergency contact designated on the student's enrollment form. Until the arrival of a parent, emergency contact, or ambulance, the director or designee will be in charge and make all decisions regarding the care of the child.

Although strongly encouraged, G&G does not require staff members to be vaccinated against preventable diseases.

## **COVID-19**

We understand the importance of this virus in its symptoms. We commit to washing hands constantly, sanitizing toys in all work areas in the facility. Mask or not required to be worn.

## **MEALS AND SNACKS**

Breakfast will be served each day. G&G believes breakfast is the most important meal of the day, breakfast will end at 8:30 promptly. Lunch is served according to your child's classroom schedule.

Mid-morning, afternoon snacks and dinner, as well as a well-balanced lunch, will be served to students daily. Milk and water are served with lunch. Milk and water are served with snacks for all students. Water is available throughout the day as well.

Monthly menus are posted on the bulletin boards located near each front entrance and will also be available at **gglittlescholars.com** and available per request. Please notify the office and your child's teacher of any special dietary requirements or food allergies.

Year old classes use sippy cups in the classroom. Child Care licensing requires that all sippy cups be labeled with the child's first name and last initial. Infant's bottles must also be labeled with their first name and last initial. Twos and older use open cups during snack time and lunch. Sippy cups may be brought from home for breakfast only and must be labeled with the student's

first name and last initial.

## **BREASTFEEDING**

For breastfeeding mothers, G&G is pleased to provide a comfortable place for you to breastfeed your child. Rocking chairs are located in the infant room. If you desire a more private setting, restrooms are available. At G&G we support a mother's right to breastfeed or provide breast milk for their child while in our care. As with any other bottles/cups brought to school, breast milk should be clearly labeled with the child's first name and last initial.

Students with diagnosed food allergies will be required to submit a food allergy emergency plan prepared by the child's health care professional prior to admission. The food allergy emergency plan must include a list of each food the child is allergic to, possible symptoms if exposed to food on the list, and steps to take if the child has an allergic reaction. The required food allergy emergency plan must be signed and dated by the child's health care professional and the child's parent. If your child should bring food from home for a meal, prepare a balanced meal and drink. (ex: no soda, candy)

## **MEDICATION**

Whenever possible, we ask that all medication be given to children at home. We understand that this is not always possible. Prescription and orally administered over-the-counter medication may be administered only upon written permission of the parent or written instructions from a health care provider stating that the provider may administer such medication or prescription and specifying the circumstances, if any, that the medication must not be administered.

If a child develops symptoms which indicate a need for over-the-counter medication, including topical ointments, while in care, such medication may be given under the verbal consent from the parent for that day only.

We will administer medications in the following manner:

1. Prescription medications must be in the original container labeled with your child's name, a current date, directions, and the physician's name.
2. Non-prescription medication must be in the original container, labeled with your child's name and the date it was brought into the school.
3. Non-prescription medication may require a note from the doctor before school staff will administer the medication. If the child is younger than the age and/or weight of the lowest dosage recommendation, a doctor's note is required stating specific dosage information for the child.
4. Parents must sign our medication log located in the school office EACH DAY the medicine is to be given. We will document each dose of medication administered.
5. If parental authorization to dispense medication is obtained over the phone, the medication form must be signed by the parent when the child is picked up.
6. Expired medication will be discarded.
7. Sunscreen and insect repellent provided by parents may be used. Parents need not sign in sunscreen and/or insect repellent in the medicine log. Parents must label the sunscreen and/or insect repellent with the child's first and last name and place it in a ziplock bag

labeled with the child's first and last name. The parent must place dated and signed written instructions regarding when sunscreen and/or insect repellent should be applied for their child inside the ziplock and give directly to the child's teacher. If parent directions are contrary to the manufacturer's directions on the bottle, the manufacturer's directions will be used. Sunscreen and/or insect repellent will be used only for the child indicated on the bottle and a ziplock bag.

## **ONLY ADMINISTRATIVE STAFF WILL ADMINISTER MEDICATION**

### **NAPPING**

G&G Little Scholars will provide a nap/rest time on a daily basis for children who are in our care for four or more hours per day as required by the Texas Day Care Regulations. Your child does not have to sleep, but will be expected to rest quietly and not disturb other children. Students in the one-year-old, two-year-old and three-year-old, and four-year-old class will be given a two-hour nap period.

Please provide a small pillow, and a light blanket. The health department requires the nap mat to be free from tears or holes which expose the foam inside the mat. Write your child's name clearly on all items with a permanent marker. Nap items will be sent home at the end of every week for laundering. Please return them every Monday.

### **COTS ARE REQUIRED FOR EACH STUDENT**

### **SAFE SLEEP FOR INFANTS**

G&G follows the safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS).

Safe sleep procedures include:

- Putting infants to sleep on their backs unless parents provide an Infant Sleep Exception form 2710 signed by the infant's health care professional. If the infant is able to roll back and forth from front to back, he/she will be placed on his/her back and will be allowed to assume a preferred sleep position.
- Placing infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non-full size cribs
- Ensuring infants younger than 12 months of age are placed in a bare crib with only a tight-fitting sheet. Items such as soft or loose bedding, including blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices will not be located in infant cribs. Infants will not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.

- Ensuring sleep positioning devices, such as wedges or infant positioners are not used The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation.
- Ensuring sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult If an infant needs extra warmth, footed pajamas may be provided by the parents. Placing only one infant in a crib to sleep
- Ensuring pacifiers used during sleep are not attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk.
- Ensuring if the infant falls asleep in a restrictive device, such as a swing or bouncy chair, the infant will be moved to a crib immediately unless the parents have provided an Infant Sleep Exception form 2710 signed by the infant's health care professional If the infant arrives in a car seat and is asleep, the infant will be moved to a crib immediately.
- Ensuring our child care program is smoke-free Smoking, including e-cigarettes and any type of vaporizers are not allowed in Texas child care operations. Actively observing sleeping infants by sight and sound Supervised "tummy time" several times per day for awake infants helping them strengthen their muscles and develop normally
- Ensuring infants are not swaddled for sleep or rest unless the parents provide an Infant Sleep Exception form 2710 signed by the infant's health care professional

## **POTTY TRAINING AND PACIFIERS**

Because our program expectations increase as students enter our three-year-old program, we require all students in the three-year-old classes to be potty trained when they enter school. We understand accidents will occasionally occur; however, it becomes disruptive to the class and the educational setting when frequent accidents take time away from the other students' needs.

If your child will be entering a three-year-old class and has not yet mastered potty training, please speak with his/her teacher for ideas on how you can help at home. Upon entering a three year-old class, if we determine that potty training has not been mastered, your child may be moved, as space permits, to a younger classroom and/or your tuition increased to the two year old rate until your child is successfully potty trained.

Pacifiers are allowed for students in our Infant, One-Year-Old, and Two-Year-Old classes. Students in a Three/Four-Year-Old class or older are not allowed to have pacifiers at school.

## **PREVENTING AND RESPONDING TO ABUSE AND NEGLECT OF CHILDREN**

G&G requires all employees to have annual training on Reporting Suspected Abuse or Neglect of a Child. All employees are required by law to report suspected abuse. G&G cooperates with Child Protective Services on all investigations.

For more information on issues regarding child abuse and neglect, including: warning signs that a child may be a victim of abuse or neglect; prevention techniques for child abuse and neglect or actions that a parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention, please visit the *Department of Family and Protective Services* website at <http://www.dfps.state.tx.us>. The Child Abuse hotline number is 1-800-252- 5400.

## **RECORDS**

Giggles and Grin Little Scholars is required to keep records of enrollment, attendance, and health for each child. A current shot record must be on file for all students. All forms required by the Department of Family and Protective Services must be completed for our files before attending class and must be kept current. Please promptly notify us of changes in any information found on the above-mentioned forms. Each time your child receives immunizations, please retain a copy and promptly submit it to the school office.

## **TOYS AND ELECTRONIC DEVICES**

Our classrooms have age-appropriate toys and equipment for student use. No toys, games, electronic devices, or like items should be brought to school. One small stuffed animal may be brought to school to be used during nap time.

## **TUITION AND FEES**

Tuition is charged according to your contract or monthly. Tuition is due by the third of the month. We offer sibling discounts. Contact the school office for more information.

### **➤ Delinquent/Non-payment**

If arrangements have been made through the office to pay tuition on another date, late charges begin accruing the first school day after the agreed-upon date, up to 3 days max. Thereafter, office staff will ask that you visit the office and your child will not be allowed to continue until tuition is current. Keep in mind your child's space will be available to the public until payment is made.

### **➤ Withdrawal from program**

Two weeks' notice must be given if it becomes necessary to withdraw your child from attendance at G&G. Full tuition is required on the day of withdrawal. The delinquent account policy also applies to outstanding tuition resulting from withdrawal.

### **➤ Late Pick Up**

Giggles & Grin Little Scholars closes at 6:30 pm each day. We understand that on rare occasions, circumstances beyond control cause parents to run late. In the event the student will not be picked up by 6:30 pm, please notify the school office immediately. A

late fee of \$20 per 15 minutes will be assessed for any child picked up after 6:30 pm.

➤ **REGISTRATION FEES**

➤ are non-refundable and are due at the time of registration in order to **secure a place for your child.**

➤ **FEE \$60.00 (paid@enrollment)**

➤ This fee will be utilized to purchase your child yearly supplies and T-shirts.

## **VISION AND HEARING SCREENING**

Pre-Kindergarten students will receive a vision and hearing screening during the school year. You will be notified prior to the screening and will receive information if further testing is recommended.

## **VOLUNTEERS**

We are happy to accept volunteer help from parents, church, and community members. If you have a particular talent that you feel we could utilize, please let us know. For the safety of our students and in accordance with licensing standards, background checks are performed on regularly scheduled volunteers

## **EMERGENCY PREPARATION REDNESS PLAN**

The Giggles and Grins Little Scholars' director/Administrative staff shall be responsible for the overall operational control of the center. Assumes any duty not carried out or assigned to Admin. assistant or caregivers.

## **EVACUATION/TEAM**

Ensures accountability of all staff and students Ensures appropriate sheltering for staff and students.

## **CAREGIVERS**

- Responsible for the orderly movement and immediate safe shelter of students in their care.
- Responsible for immediate accountability of students in their care
- Responsible for obtaining class emergency contact information, authorization for emergency care and child tracking system
- Responsible for any necessary notification of parents
- Responsible for continuing to care for each student until he/she is released according to dismissal procedure as stated in the parent handbook

## **DIRECTOR/Administration**

- Responsible for notifying appropriate emergency services (Fire, EMS, Police, Health Dept.)
- Responsible for obtaining school emergency contact information Responsible for items needed to meet student's medical and nutritional needs.

## **CLASSROOM TEACHERS STUDENT EMERGENCY INFORMATION RESPONSIBILITIES**

Each classroom will have an emergency clipboard that contains parent and emergency contact telephone numbers for each child in the class, authorization for emergency care for each child in the class, and the child tracking system information (roll sheets) for the class. A copy of our *Emergency Preparedness Plan* and a list of all employees' personal cell phone numbers will be included and provided. It is the responsibility of the caregiver for each class to have possession of the emergency clipboard in any emergency situation or emergency drill.

Parent and emergency contact telephone numbers for each child enrolled, authorization for emergency care for each child enrolled and class roll sheets for each class will be kept in a centralized location in the school office. In addition, a list of employees with personal cell phone numbers will be kept with this information.

The Director/Administration will be responsible for possession of this information in an emergency situation or emergency drill.

### **Relocation to the designated safe area or alternate shelter:**

- Students will be lined up or placed in strollers, bye-bye buggies, or emergency cribs based on age and as appropriate.
- Students will be counted prior to leaving the classroom as well as when they have reached the designated safe area or alternate shelter. In addition, roll sheets will be used to ensure the accountability of all students. (See emergency evacuation and relocation diagram located near the door in each classroom for the designated safe area or alternate shelter.)

### **Communication:**

Primary communication devices will be landlines located in classrooms and/or school offices, communication electronically on Hi Mama app or business cell phone.. As a secondary means of communication, the director, administrative assistant, and all caregivers will bring their personal cell phones as available to the designated safe area or alternate shelter.

Landlines and/or cellular phones will be used to communicate with all necessary parties. The primary emergency phone number is (936) 714-9213. In the event of an emergency, parents, and guardians identified on the child's emergency card and/or registration form will be notified via phone call or text message of the type of emergency, sheltering location, and any additional details specific to the emergency as soon as all children are safely sheltered.

For lock-downs, children will not be released until the area is deemed safe by local law enforcement.

### **Alternate Shelter Away from Giggles & Grins**

Should evacuation from G&G become necessary, all students will be relocated to the following location(s):

**1st Alternative Shelter**-students will be moved to an automotive repair shop next to the facility out of harm's way.

**2nd Alternative Shelter** will be determined based on the circumstances of the emergency. The director will give direction to caregivers regarding which alternate shelter will be used.

### **Drills**

Fire drills will be held once per month. Severe weather sheltering drills will be held four times per year. *Crisis Lock-Down drills* will be held four times per year. An *Emergency Evacuation Drill* will be held once per year.

## **POSSIBLE EMERGENCY SITUATIONS**

### **LOCK-DOWN: DANGER IN THE AREA NEAR THE BUILDING**

1. An announcement will be made via classroom phones/walkie-talkies and/or by personal message or Hi Mama App
2. All entrances to the building will be locked and keyless entry points will be disabled.
3. All children and caregivers will move to the nearest safe room and lock doors when possible.
4. Direct caregivers will take attendance and account for all children in their care.
5. Windows will be secured, window coverings will be closed and children and caregivers will move away from windows when possible.
6. Caregivers will care for the children in their secure locations and continue the normal activity until an announcement is made confirming the threat is clear.

### **FIRE**

Upon hearing the fire alarm, smoke detector, or personal message, each class shall evacuate the area according to the posted routes and assemble in their designated area outside the building.

The Emergency Notification Coordinator will call 911. Direct caregivers will take attendance and account for all children in their care. Caregivers will care for the children in their designated locations until an announcement is made confirming the threat is clear.

### **SEVERE WEATHER**

An announcement will be made via classroom phones/walkie-talkies and/or by personal message. All children and caregivers will move to the designated area of the building as indicated on the emergency evacuation map.

Children will sit "Indian-style" facing the wall with their hands locked behind their heads. Direct caregivers will take attendance and account for all children in their care. All interior doors will remain closed. Caregivers will care for the children in their secure locations until an announcement is made confirming the threat is clear.

## INDOOR AND OUTDOOR ACTIVITY

We implement fun for all kids, we have added toys that serve everyone equally or disabled on the playground, we have music instruments, balls in lots of permanent rides on cars. Our activity time for the indoor and outdoor activity is at least 60 minutes a day. Inside the kids participate in song and dance that can also cater to a disabled child, With handheld musical instruments. WE will have group play where kids will have at least 15 minutes of their choice if they would like to participate. Kids should wear fun clothing that they are able to play freely. Also wear comfortable shoes that cover the feet and the back of the foot, to keep them safe. On days that weather prohibits us from going outside, kids will paint, utilize sensory centers, and we will implement song and dance. This will help kids run off a lot of energy.

We trust this handbook will help acquaint you with our school policies and procedures. If you have any questions or concerns regarding our policies and procedures, please call the school office to make an appointment with the Director. You will be notified in writing if any changes in these policies occur.

You may review a copy of the minimum standards at any time by making an appointment with the director. A copy of our most recent licensing inspection report is posted for viewing in the hallway near the office of the building. If you wish to contact the Department of Family and Protective Services, you may do so at the following location:

**DFPS Child Abuse Hotline: 1(800) 252-5400**

**DFPS Website: [www.dfps.state.tx.us/Child\\_](http://www.dfps.state.tx.us/Child_)**

**Local Agency 2017 N. Frazier, Suite C1 Conroe, TX 77301 (936) 756-1551**