

Discovering Minds Child Development Center



4311 Ave F

Bay City, Texas 77414

discoveringmindscdc@gmail.com

“Enriching Minds One At A Time”

Parent Handbook

Updated 04/28/2025

Mission Statement: To provide a warm welcoming environment and to ensure quality, safe and creative childcare and preschool services to our scholars.

Philosophy: Our philosophy is to enhance the lives of our young scholars and strengthen family independence. Discovering Minds Child Development Center will always strive to provide a healthy, safe, warm and friendly environment, quality child-care services for our scholars who are attending, help support our parents who are training or working, and provide the essentials elements that will improve and support the physical, social, emotional and cognitive development of our young scholars.

*******All Rules Are Subject to Change*******

Hours of Operation:

Monday-Friday

7:00am-5:30pm

****ANY SCHOLAR PICKED UP AFTER 5:30PM WILL PAY A \$5.00 A MINUTE LATE FEE THIS FEE MUST BE PAID BEFORE THE SCHOLAR CAN RETURN THE NEXT DAY, OR CHILDCARE SERVICES WILL BE SUSPENDED UNTIL FEE IS PAID. ****

These are the holidays in that Discovering Minds Child Development Center will observe as follows:

New Year's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, First Week of August, Labor Day, Thanksgiving Day and the Day after Thanksgiving, and Christmas Eve and Christmas Day.

Discovering Minds Child Development Center will post any special closing days for training at the Parent Posting Center two weeks in advance so that other arrangements can be made. Texas Rising Star requires that staffing have 30 hours of continued education each year, and directors have 36 hours of continued education each year, which can result in our center closing for training days.

Discovering Minds Child Development Center is also a year-round childcare facility.

Center Culture:

Our core values are to enhance the lives of our young scholars by making a positive impact on them and their families in order to strengthen family independence. Discovering Minds Child Development Center will always strive to provide a healthy, safe, warm, loving and nurturing, and friendly environment, quality childcare services for our scholars who are enrolled and attending, help support our families who are training and working in our community, and provide the essential elements that will improve and support the physical, social, emotional and cognitive development of our young scholars.

Curriculum Goals:

The curriculum “Frogstreet” is used to introduce and provide all children enrolled with a developmentally appropriate program that emphasizes the different learning styles that children can learn best from, from infants to preschool, which are visually, auditory, kinesthetically, and through reading and writing. By introducing and providing these learning styles to our children through our curriculum, we will help them grow and develop in the principles of learning through participation, repetition, relevance, transference, and feedback from our children and their parents.

Family Engagement:

Parent involvement is very important to us here at Discovering Minds Child Development Center, it is an intricate factor in a child’s developmental growth. Discovering Minds Child Development Center welcomes you to get involved with your scholar's learning. Our program promotes family engagement, and our practices here at our facility encompass the following:

We want you as a parent to actively take part in your scholar's learning both at home and at school so that your child can be successful in meeting all educational goals set for his or her age.

Have effective, continuous two communication between us, Discovering Minds

Child Development Center, and you, the parents.

Provide the parent with information about us, Discovering Minds Child Development Center, as well as the parent provides us with information about the child's life, family, learning abilities, and culture so that this information may be integrated into our curriculum and teaching practices.

We provide learning activities beyond school to encourage and support family efforts to create learning environments at home and in the community.

Discovering Minds Child Development Center expects family engagement and participation from each parent at least once a month. If a parent can not participate in our all-day activities, we do have morning activities that require about 15 minutes of a parent's time. This helps boost the confidence of your scholar, helps keep you, the parent, informed about your scholar's progress, and keeps your scholar eager about learning.

PROCARE APPLICATION:

All Parents, Family Members, and Friends that has PERMISSION from you, the parent to PICK-UP OR DROP-OFF your child must download and have this application available on their phone to receive notification, sign-in and sign-out kids, update contact information, pick-up or drop-off persons permission emergency contact information and physician contact information. This information can be changed by you, the parent, and does not need the assistance of a staff member of Discovering Minds Child Development Center. **ALL TUITION INVOICES WILL BE EMAILED, AND ALL PAYMENTS ARE REQUIRED TO BE MADE ELECTRONICALLY. NO CASH PAYMENTS WILL BE ACCEPTED THROUGH OUR OFFICE. ALL PAYMENTS ARE TO BE MADE ON MONDAY. IF PAYMENT IS NOT MADE, YOUR CHILD WILL NOT BE ALLOWED TO ATTEND THE CENTER THE NEXT DAY. ALL SUBSIDY PAYMENTS ARE REQUIRED TO BE MADE EVERY WEEK ON MONDAY. IF PAYMENT IS NOT MADE BY THE NEXT DAY, YOUR CHILD WILL NOT BE ALLOWED TO ATTEND THE CENTER UNTIL PAYMENT IS MADE.**

Parent Signature: _____

Parents' Procedures For Signing in and Signing out:

Parents and or Guardians who will be transporting your young scholars to the Center must sign in upon arrival and departure. Your sign-in and sign-out are required through the ProCare Application will send an invitation will be sent where you will be required to sign up for this application, and all family members with whom you wish to pick up your children will be required to have this application. This application gives each approved family member or friend in which you permit to pick up your child/children a unique identification number for their signature, this tells us who was the person that signed your child/children out of our facility and this keep DMCDC informed on your scholar being safely accounted for and each of our parents and guardians are secured in knowing that their little scholars are being appropriately protected. If your scholar is not properly signed in or out, then DMCDC is not responsible for your scholar until they have been properly signed in and received by staff personnel. Your scholar will only be released to those on the enrollment form unless a parent or guardian has made other arrangements by written documentation, and the responsible person picking up our scholars must have proper identification. Proper attendance tracking is imperative to the safety of the scholars enrolled. All parents, family members, and or friends are required to sign their scholars in and out each day. When a family fails to sign their child in or out, a \$5.00 penalty will be applied to your account for each occurrence.

Procedures for the release of Children:

Discovering Minds Child Development Center will check for ID and or driver's Licenses against our scholar's folder and verify every person for pick up. Also, we will make sure the authorized person signs out our scholars for the day. Parents are required to send written documentation of who they would like the scholar to be picked up by, and that person should bring sufficient identification. If the person picking up the scholar cannot give us the appropriate information, we will not let the scholar leave our center with that person. Also parents must understand that once

Discovering Minds CDC release your scholar to you, you are responsible for your scholar at that time, please when leaving the doors of the facility, take your scholar by the hand to ensure that they are entered into your vehicle safely and not be able to run toward the highway, where an accident can potentially happen. We are here to ensure the safety of all our scholars, and this is our priority.

All late pick-up fee charges for \$1.00 per minute are due on the day of late pick-up. Excessive late pick-ups may cause your child to be dismissed from the preschool.

School Meals:

DMCDC will provide breakfast, lunch, and a snack for every scholar in attendance. We will also post a copy of the menu near the front entrance and in every classroom. ***Liquids and food hotter than 110 degrees Fahrenheit are kept out of the reach of all scholars. *** If your scholar attends the After-School Mentoring Program, then they will be provided a light supper and a snack upon their arrival and at the designated scheduled time. All staff are educated on food allergies, and they take precautions to ensure scholars are protected. Employees do not reward good behavior or clean plates with food of any kind.

No Outside Food shall be brought into the center period

*All scholars must arrive before 8:45 am or they will not be allowed entrance for the day.

For Toddlers: Breakfast is served between 8:00 am – 8:30 am. Kids arriving after these hours should be fed at home before coming to the preschool. **ALL OUTSIDE FOOD FOR ANY SPECIAL OCCASION THAT DISCOVERING MINDS CHILD DEVELOPMENT CENTER MIGHT HAVE TO SHARE AMONG SCHOLARS MUST BE COMMERCIALY PREPARED OR PREPARED IN A KITCHEN THAT IS INSPECTED BY THE LOCAL HEALTH OFFICIAL. NO HOME-MADE FOOD MAY BE BROUGHT INTO THE FACILITY EXCEPTIONS!!!!**

SPECIAL DIET:

If your child has any allergy or has a special diet, those foods must be provided by the parents, and a **physician's note must be provided (No Exceptions per Childcare Licensing)** to the center at the time the special diet must take place. We will not feed a scholar something different because he or she is a picky eater. We are part of the CACFP State of Texas Agriculture Food Program, and this is the same program that the local school district cafeteria adheres to.

Illnesses and Exclusion Policy (Sickness)

Due to COVID-19, Guidelines have been Changed

Please do not bring scholars to the center if they have a temperature of **99** degrees or more if you are asked to pick up your scholar with a temperature of **99** degrees or more your scholar can not return to this facility without **a physicians note** stating that the scholar is no longer ill or no longer contagious or the scholar cannot return to this center. (No Exceptions, Don't Ask)

Also, if your scholar has been given **Tylenol within the last hour, please do not bring them to the childcare facility, or you will be asked to return to pick them up.**

If a scholar is out sick, the Parent is still responsible for tuition to hold the scholar's enrollment, and if your scholar gets sick while in the center's care, you, as the Parent, are responsible for picking up the scholar immediately. There is only a 15-minute timeframe for you to get to the facility if you work within the city limits, and if you are out of the city limits, this timeframe can only be extended by 30 minutes. Your child may not return for a least 24 Hours per the childcare Minimum Licensing Standard Regulations.

Parents agree that a scholar who is ill (e.g., fever, infection, diarrhea, communicable disease, or any other type of illness that may be passed on to others, except the common cold) is to be kept home to protect the well-being of other scholars in the facility. **A doctor's note is required for re-admittance** to the daycare after such illness. ****Parent's green mucus is often a sign of infection**** please make sure that your scholar has an appointment to see a physician if green mucus is visible if your scholar has not been seen by a physician then Discovering Minds will reject to accept the scholar in care, our job is to protect all scholars not just one scholar and to keep all our scholars and staff free from illness it may require you the parent to take off from work to care for your ill scholar.

You must bring a physician note in order for your scholar to return to DMCDC. Discovering Minds does not have a "Get Well" clinic and we do not have an area in which we can leave your sick scholar in for the day so please keep your scholar home if they have a cough or green mucus.***
A daily health check is conducted on each scholar daily and documented.

Medication Policy:

Medication will only be dispensed at Doctor's orders!!!! Parent must keep medication in the original prescribed container with the dispensing orders labeled on the front. No other medication will be given to a scholar at no given time at the center!!!! This is per Minimum Standard Licensing Regulations.

In a Medical Emergency: Discovering Minds Child Development Center will notify the proper authorities first and take the necessary action in order to ensure that our scholar is properly taken care of and once all proper measures have been taken and remain back to normal then the parents of the scholar will be notified in a timely manner and the proper childcare licensing representatives will be notified of the emergency that has taken place.

• Parent Signature: _____

Communicable Diseases:

As a childcare provider, I need to be made aware of your scholar(s) having had any communicable disease while attending this childcare facility. If it is determined that your scholar has a communicable disease, **he or she will not be allowed at the facility until the disease has been completely alleviated.** (For example: pink eye, ringworms, lice, hand, foot and mouth, poison ivy, Covid-19, FLU, etc, just to name a few).

Immunizations:

The scholars at the center will be required to have an updated shot record and or Affidavit signed and notarized by the State of Texas that must be maintained in their records to remain at the facility. This will include all shots as well as hearing and vision screenings. The center is not responsible for taking care of this, but will require you to bring in a copy from your scholar's doctor for our records. If your scholar/scholars are of school age, I am aware that the school that they attend will do hearing and vision screenings. Just tell us the date, and we will update their files. We do not require our staff to be vaccinated at DMCDC, and we do not discriminate against any scholar or parent who chooses not to have their scholar vaccinated.

Important Notices:

DMCDC will post all important information concerning field trips, Teacher In-services, Community Resources, and Holidays on the White Board and Bulletin Board near the front entrance known as the Parent Center and on our website www.discoveringmindscdc.com, Facebook Page, Instagram Page and ProCare Application and we will send this information home with each scholar any other important information that Parent need to be made aware of.

Our Pre-School program includes teaching the appropriate behaviors for school-age scholars, personal hygiene, and an educational journey where

the sky is the limit.

Discovering Minds Child Development Center will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know, and we will try to adopt it for your scholar. We will work with you, but not for you.

All Kids except for after-school kids will be required to wear Discovering Minds Child Development Center uniforms, which are: Boys: Navy blue t-shirts or polo shirts, khaki pants or shorts, and tennis shoes. ****No Sandals of Any Kind**** Girls: Navy blue or pink t-shirts or polo shirts, khaki pants, shorts, skorts, or skirts, and tennis shoes. ****No Sandals of Any Kind****

If your scholar were wearing any other type of shoes other than tennis shoes, you would receive a phone call to pick him/her up for being inappropriately dressed. This also goes for the uniform dress as well.

Notice:

If your scholar wears sandals to the facility, they would be at risk of injury. If anything happens to the scholar's toes or feet while wearing sandals, Discovering Minds Child Development Center will not be held liable.

Scholars are allowed physical activity twice a day. They are only allowed 2 hours of TV/video time a day per state regulations, only if the scholar is 24 months and older. Any scholars younger than 24 months will not receive any video time at all. Cell Phones are not permitted by scholars in our center. **Cell phones are not permitted per state licensing 746.2207 by our staff members, so we do not allow them in our center from our scholars per the same licensing standard.**

To update any of your contact information please feel free to visit our website www.discoveringmindscdc.com and click on the contact us field and you will be able to email any of our staff members to leave the correct contact information or

call our office Monday-Friday from 6:30 am to 5:30 pm and those changes can be made to your scholar files immediately.

If your scholar is going to be absent from school, please contact us immediately so that we are aware of your scholar's circumstances. Otherwise, we will consider the scholar dropped after 3 consecutive days of absenteeism, and we will replace your scholar with another scholar who has been placed on the waiting list.

If ever you are concerned about your scholar, please feel free to contact us at any time through email, text messages, or by telephone, and we will gladly assist you.

If you receive a subsidy, we will notify Neighborhood Centers Inc. after 3 consecutive days of absenteeism, after 5 consecutive days of absenteeism, and then your child's subsidy can be cancelled from the subsidy. As a parent, you have 40 days total of absenteeism for the entire year, but Neighborhood Centers can terminate the subsidy at their discretion.

Parent Signature: _____

Special Accommodations

Our program's policy and process in supporting families and children who may need additional accommodations to include home language, differing abilities, and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the public and in the parent's primary language. Please notify the Director if you or your child require accommodation, and we will ensure that we do our part to meet your needs.

Below are ways that our program will partner with families:

- We will provide space to accommodate sessions if specific therapies are needed during the day while the child is in our care.
- Participation in all comprehensive care meetings if needed
- Complete supporting documentation from an authorized medical professional for any accommodations related to the child's physical or developmental needs.
- Provide materials and resources in parent's/child's primary language.
- Provide opportunities for cultural inclusiveness by hosting cultural events throughout the year.

TV/VIDEO TIME:

Scholars are allowed physical activity twice a day if the weather permits. They are only allowed 1 hour of TV/video time a day per state regulation 746.2207. If you are concerned about your scholar, please feel free to contact us at any time through email, text messages, our ProCare app and or by telephone, and we will gladly assist you.

Social Media Disclosure:

Discovering Minds Child Development Center and its staff all have social media accounts, if we find any negative, slanderous and or any misinformation on you the parent social media accounts which include screenshots of negative, slanderous and or misinformation you are posting, Discovering Minds Child Development Center has the right to sue you for business we may have lost because of your comments or postings. If you are not pleased with us or feel that we may need improvement in a particular area please feel free to let us know so that we may improve to be the best center that we can be, we can only do better if you let us know, let's show the scholars how to handle conflict resolution, they learn from us showing the how to communicate.

Parent Signature: _____

Discipline & Guidance Procedures:

A scholar must respect the safety of all scholars in the center at all times.

- * No Hitting
- * No fighting
- * No loud talking
- * No spitting or biting
- * Keep your hands to yourself at all times.
- * Be courteous to everyone at all times.
- * Be able to listen when instructed to do things.
- * Also, keep all your things together and in your cubby (clean up after yourself) and respect others.

Discovering Minds CDC and staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are: praise and encouragement of good behavior instead of focusing only on unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. Discovering Minds CDC staff will never use corporal punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance teaches children skills that help them to get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps to develop internal control of their actions and encourages acceptable behavior. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency

from all parties involved is the best way to handle these issues.

Suspension and Expulsion of Scholars:

The safety of all children and employees is important to us. While our goal is to work with children and families, aggressive behavior may place others at risk. **Discovering Minds CDC reserves the right to terminate care for aggressive behavior at any time.** No reduction or refund of tuition fees will be given in these situations.

Consequences for Disciplinary Procedures:

Scholars will not receive a timeout longer than their age. For example, if a scholar is two years old, they will only receive 2 minutes out for each incident that occurs. If your scholar is a biter or a spitter, then we encourage you to break these habits at home. A scholar will not be allowed to bite more than 2 other scholars. If this occurs, then the administrator or the assistant administrator can decide to withdraw your scholar from the facility. If your scholar is in the after-school mentoring program, then DMCDC has the right to terminate services to your scholar at any time if any of these rules are broken.

Challenging Behaviors:

****For All Scholars**** Challenging behaviors will be communicated with parents so that we can work together on strategies to address the behavior. We have ongoing conversations with parents and keep them informed on the progress of their child. If or when your scholar displays challenging or inappropriate behavior at any time, he or she can be withdrawn from the facility immediately and will not be allowed to return, and no refunds will be given at the time of withdrawal.

Parent Signature: _____

We have the right to refuse care and service to any child and or parent at any time for any reason!!!!

Enrollment policies:

A \$75.00 registration fee is due annually along with your scholars' weekly enrollment. Open enrollment will be in August. All scholars must re-enroll to secure their enrollment. If your scholar does not re-enroll, then he/she will be removed from enrollment and replaced by another scholar. This is based on your child's full week of tuition amount. If at any time DMCDC needs to make amendments to any part of the Policy, it will be reviewed every six months, and any changes to the policy will take place. All parents and or guardians will be given written documentation of these policy changes. **Parents are responsible for each week's tuition, regardless of absences. The school's budget is based upon full enrollment; therefore, compensation will not be given for absences. *****Also, there will be no refund*******

Withdrawals from Enrollment:

A 30-day written notice must be given to DMCDC if a child is going to withdraw from enrollment. The center can determine if care should be suspended at the director's discretion and not on race, religion, or creed.

Your Child's Payment is due on Mondays. *There are no exceptions to this rule*****

After-School Program and Transportation Services:

A fee for after-school care is not included in tuition and is due on your child's first day and every Monday thereafter. Any parent or guardian who chooses to have DMCDC pick up their scholars before and after school, the parent will be responsible for a transportation fee as well. Hours of operation for the after-school program are from 3:30 p.m. to 5:30 p.m. Any scholar who attends the after-school mentoring program will be paying for

the program only. If you would like your scholar to attend DMCDC on a day that school is out, then adjustments will be made to your account accordingly for **\$10.00 per scholar for in-service days**. Full-time charges will apply to Thanksgiving Break, Christmas Break, Spring Break, and Summer Break.

LATE \$ 5.00 FEES PER MINUTE WILL BE ASSESSED AT THE TIME OF PICKING UP THE SCHOLAR. ** AFTER 5:45 PM THE AMOUNT WILL INCREASE TO \$10.00 PER MINUTE. Do Not Call With An Excuse, you still will be charged a late fee!!!!

Transportation Policies and Discipline & Guidance Procedures:

A child must respect the safety of the driver and the other riders at all times.

- * No Hitting
- * No fighting
- * No loud talking
- * Scholars must remain seated and in their seatbelts at all times while transportation is in motion
- * No Bullying

Policies:

A child must abide by all the Policies and regulations at all times

- * Be on time so that you will not hold up the driver from picking up other riders from school.
- * Be courteous to everyone at all times
- * Be able to listen to the driver when instructed to do things.
- * Also, keep all your things together and in your backpack {clean up after yourself}

Field Trips Tuition:

Field trip notices will be given to inform all parents of dates, times, places, and all fees as well. Field trips may require fees in addition to regular child care fees.

Animals:

Animals are to be kept off the property at all times while kids are in care. There will not be any animals to come in contact with the children on site.

Conference time:

Parents may visit the School during hours of operation to observe their scholar's daily operation and program without prior notice and approval. However, the Teacher has a conference time and the Parent needs to schedule accordingly. Parent/Teacher conferences are held twice a year with documentation signed and dated with parent and teacher. We cannot take a Teacher out of the class, it would place all our scholars at risk per state regulations, and it would not be fair to the other scholars in the class.

Parents will be given a copy of the operational policy and asked to view a copy of the minimum standards of the Licensing Inspection report that will be posted near the entrance.

Parents may volunteer in their scholar's class by reading and helping the teacher or on chaperone field trips, provided that the parents have a state-mandated background check kept on file in the main office.

If you would like to celebrate your scholar or scholars' birthday with his/her class, you are welcome to do so provided you give us notice so we can arrange the best time to celebrate and to ensure that we are not taking away our scholar's learning or nap time. Our scholar will be looking forward to those events and DMCDC would love to be a part of the celebration, but we must also give

proper notification to all our scholar parents to ensure participation for all scholars involved.

Department of Family and Protective Services Contact Information:

Parents may contact the (DFPS OFFICE) for child abuse at the child abuse hotline or website <http://www.dfps.state.tx.us/>. An overview of symptoms of child abuse, neglect, and sexual abuse, and the responsibility for reporting these, to The Hotline number or 911, available in your area.

Abuse/neglect Hotline number 1 800-252-5400

Texas Department of Human Services

1504 Mulberry

Angleton, Texas 77515

Phone: 713-940-3009

Gang-Free Zones:

DMCDC is in a gang-free zone and will inform the Parents of any information that pertains to this matter in a written notice and a mandatory orientation.

DMCDC will inform parents about Gang-free-zone areas that are within 1000 feet of the center and ensure there is no criminal activity going on to the best of our knowledge.

Emergency Preparedness plans:

Discovering Minds Child Development Center's emergency preparedness plan includes written procedures for:

Evacuation, including:

That in an emergency, the first responsibility of staff is to keep the scholar to a designate safe area which is classroom 1, 2, and 3 located along the back or alternate shelter known to all employees, caregivers, and volunteers; which is 4521 Ave F which is the Matagorda Rehabilitation and Nursing Facility conference room.

All the scholars will be relocated to 4521 Ave F Street by simply walking in a straight line with their hands behind their backs so that no other scholar will be hurt in the transition.

An emergency evacuation and relocation diagram is located in the lobby and all the classrooms of the facility.

Matagorda Rehabilitation and Nursing Facility Building is located at 4521 Ave F Bay City, Texas; and

The scholars in attendance at the time of the emergency will be accounted for at Matagorda Rehabilitation and Nursing Facility 4521 Ave F Bay City, Texas

Communication, including:

The emergency telephone number that is on file with us is 979-479-1578 Discovering Minds Child Development Center will use the cell phone of the Administrator, Assistant Administrator, and the Lead Teacher to communicate with the local authorities (such as fire, law enforcement, emergency medical services, health department), parents, and with each other.

Discovering Minds Child Development Center will evacuate with the essential documentation, including

Parent and emergency contact telephone numbers for each scholar in care
Authorization for emergency care for each scholar in care

The child tracking system that is put in place for Discovering Minds Child Development Center is that we have a copy of each scholar's emergency contact information located on each scholar's Admission form, and these forms will be used to track each scholar in care as well as notify each parent.

Discovering Minds Child Development Center will provide a safe and

reliable

area for the scholars to go in case of inclement weather or other emergencies. We will keep the scholars in the classrooms 1, 2, or 3 area located along the back wall of the building where the scholars will tuck their heads in between

their knees, this will ensure safety to our scholars, accountability for every one of our scholars, and the needs of our scholar's will be taken care of. Also, in case of a terrorist threat, our scholars who are located in Classroom 1 will be placed up against the wall, and the door will be locked. Classroom 2 will be placed up against the wall where the door will be locked. Classroom 3 will be placed with Classroom 2 up against the wall where the door will be locked. Classroom 4 will be placed in Classroom 3 against the wall where the door will be locked. All classrooms that are located in the rear area of the facility, the hallway door will be locked, so that no one will be able to enter that portion of the facility.

Doors to each:

the room will be locked by our staff members so that no one will be able to enter the classrooms. We feel that this would be the safest area for our scholars in case a terrorist came into the building, because he or She would not be able to see or locate any of the scholars in the classrooms.

We will have the scholar's Admission form on hand, we will use our ProCare Application to notify parents, text messaging, and email to call the Parents to inform them of an alternate location, and parents or Guardians can check the local news for updated information on or about the area.

****Scholars 24 months or younger and scholars with limited mobility will be rolled in a crib to 4521 Ave F Bay City, TX, during an evacuation.**

*****All inclement weather notices will be followed according to the Bay City ISD policy or procedures.*****

Parent Signature: _____

Breastfeeding Policy:

The Parents will have a safe and comfortable area to come in and breastfeed their scholar. The policy clearly states that the parent has the right to provide breast milk for the scholar in the center.

Breastfeeding education and support resources in the community are provided to all parents.

Sunscreen and Bug Repellent:

Discovering Minds CDC will apply sunscreen and or bug repellent as needed. Sunscreen and bug repellent must be provided by the parent, must be in the original container, and must not have expired. A "Sunscreen/Bug Repellent Permission Slip must be completed by the parent before these items can be applied.

Firearms:

Firearms are prohibited in an educational facility serving minors. Individuals who have an Open Carry or Concealed Handgun License may not bring these firearms into our facility. Firearms may be kept in the licensed individuals' vehicles while on our premises.

Confidentiality:

While your child is enrolled in our program, parents may come across confidential information about our program, our staff, and sometimes other children. All information received from Discovering Minds CDC must remain confidential at all times. This includes, but is not limited to, posting confidential information about Discovering Minds CDC, our scholars, staff, and/or families on social media. Breaching confidentiality may lead to

termination of enrollment.

Parent Code of Conduct:

Please understand, young scholars are present in our building. Some adult language is not appropriate for young scholars. Discovering Minds CDC prohibits swearing or cursing on our property and in our facility.

Threatening staff, scholars, and/or other parents will not be tolerated per Texas Department of Family and Protective Services. Discovering Minds CDC has the right to terminate care in the event of disruptive behavior from a parent or guardian.

Discovering Minds must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property. Failure to follow discipline and guidance rules will lead to immediate termination of care.

If a parent is dissatisfied with any situation at Discovering Minds CDC, parents are to maintain composure and handle issues professionally with the center director. Conversations that take place in the classroom must be developmentally appropriate for the children who are observing and must not be aggressive in tone. Any behavior that places a child at risk will lead to immediate dismissal from the program.

Parent Signature: _____

Custody Situations:

Discovering Minds CDC prefers not to get involved with custody disputes. Discovering Minds CDC will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS. With this being said, all enrollment forms must be completed with both parents' information. A copy of a scholar's birth certificate may be requested at the Director's discretion. If a custody dispute takes place on our property or in our facility, the local police will be contacted and asked to handle the dispute.

Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, Discovering Minds CDC has the right to terminate care. This included, but was not limited to, decisions about the scholars' care, health, and education. Parents must have these conversations at home and notify the center of any mutual decisions made by both parties involved.

Required Registration:

The following items are needed for admission into the center.

Immunization records, Admission Application, Food Program Application, and \$75.00 Registration Fee.

It is agreed that your scholar will be attending Discovering Minds Child Development Center, and your payment will be due on Monday morning of each week, or a late \$10.00 fee a day will be assessed to your account by Friday morning.

If you are a parent who currently has a parent fee, your parent fee must be paid every week. If the payment is not made, then your scholar will not be able to attend classes until the fee is paid. *No refunds will be given for tuition or registration fees. *** Registration fees will only hold a scholar's enrollment for 10 days. If the scholar does not attend with full tuition within those 10 days, then the parent has forfeited their registration fee for that scholar, and no refunds will be given.**

Discovering Minds Child Development Center does not charge you, the parent, childcare fees by the hour or the day. We charge our fees by the week, and you, the parent, are responsible for these fees every week. If these fees are not paid, then your scholar will not be allowed to attend. For example, 8 hours of childcare services will cost a parent 58.00 a day, multiply that by 5 days a week, which will give you the total of \$290.00. We do not charge you, the parent at DMCDC, that amount a week We do not even charge you half that, so please understand when we say No child is allowed to attend our center on credit, This is how our employees are paid, our bills are paid, our food is purchased, etc

Parent Acknowledgement of Policies and Procedures

I acknowledge that I have received and understand all aspects of this parent handbook, and I will abide by all rules and regulations of Discovering Minds Child Development Center. All policies and procedures are subject to change as state regulations, policies, and procedures change, laws change, and situations occur. When these policies and procedures change, you, the parent, will be notified of these changes and will be required to sign and date an updated copy of the Discovering Minds Parent Handbook.

Parent Signature: _____

Date: _____

Director Signature: _____

Date: _____