

# Discovering Minds Child Development Center



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Bay City, Texas 77414

[discoveringmindscdc@gmail.com](mailto:discoveringmindscdc@gmail.com)

“Enriching Minds One At A Time”

Parent Handbook

Updated 07/17/2023

**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 which Discovering Minds Child Development Center will observe as follows:

New Year's Day, Good Friday, Memorial Day, Independence Day, 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 has 30 hours of continued education each year and directors have 36 hours of continued education each year, which can conclude in our center closing for training days.

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

### **Center Culture:**

Our core values is to enhance the lives our young scholars by making a positive impact on the 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 “Learning Beyond Paper” 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 this 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 to us here at Discovering Minds Child Development Center, it is a intricate factor in a child’s developmental growth. Discovering Minds Child Development Center welcomes you to get involved with your scholars 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 scholars 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 provide us information about the child's life, family, learning abilities and culture so that this information maybe integrated into our curriculum and teaching practices.

We provide a learning activities beyond school to encourage and support family efforts to create learning environments at home and in the 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 most the confidence of your scholar, helps keep you the parent informed about your scholars' 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 in order 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 TAKING IN 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 BY THE 10TH OF EACH MONTH IF PAYMENT IS NOT MADE BY THE 5TH THEN YOUR CHILD WILL NOT BE ALLOWED TO ATTEND THE CENTER ON THE 6TH 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 is requires through the ProCare Application you will sent an invitation where you will be required to sign up for this application and all family members in which 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 give permission 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 release of Children:**

Discovering Minds Child Development Center will check for ID and or Drivers Licenses against our scholar's folder and verify every person for pick up. Also we will make sure the person authorized, sign out our scholars for the day. Parents are required to send written documentation of who they would like for 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 safety to all our scholars and this is our first priority.

All late pick up fee charges in the amount of \$1.00 per minute are due on the day of late pick up. Excessive late pick up's 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 8:45am or they will not be allowed entrance for the day.

For Toddlers: Breakfast is served between 8:00am – 8:30am. Kids arriving after these hours should be fed at home prior to 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-NO 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 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 exact 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 **100** degrees or more if you are asked to pick up your scholar with a temperature of **100** 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 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 30 minutes. Your child may not return for a least 24 Hours per 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, with the exception of the common cold) is to be kept home to protect the well-being of other scholar's 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 child care 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, ring-worms, 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 sign and notarized by the State of Texas that must be maintain 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/scholar's 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](http://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 afterschool 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 where any other type of shoes other than tennis shoes you will 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 it would be at the risk of the parent. 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 24months 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](http://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 6:30am to 5:30pm 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 circumstances otherwise we will have considered the scholar dropped after 3 consecutive days of absenteeism and we will replace your scholar with another scholar that 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, and or by telephone and we will gladly to assist you.

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

Parent Signature: \_\_\_\_\_

**TV/VIDEO TIME:**

Scholars are allowed physical activity twice a day if 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 to assist you.

**Social Media Disclosure:**

Discovering Minds Child Development Center and its staff all have social media accounts, if we finds 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 which 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 anytime.** No reduction or refund of tuition fees will be given in these situations.

## **Consequences for Disciplinary Procedures:**

Scholars will not receive time out longer than their age. For example, if a scholar is two years old they will only receive 2 minutes of time out for each incident in which 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 make a decision 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 anytime 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 on going conversations with parents and keep them informed on the progress of their child. If or When your scholar displays challenging or inappropriate behavior at anytime 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 to refuse care and service to any child and or parent at anytime for any reason!!!!**

## **Enrollment policies:**

**A registration fee in the amount of \$75.00 is due Annually along with your scholars' weekly enrollment. Open enrollment will be in August. All scholar's must re-enroll in order 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 need 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 schools 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, and 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 to 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 3:30p.m. to 5:30p.m. Any scholar that attends the after school mentoring program will be paying for

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

**LATE FEES IN THE AMOUNT OF \$1.00 PER MINUTE WILL BE ASSESSED AT TIME OF PICKING UP THE SCHOLAR. \*\* AFTER 5:45PM THE AMOUNT WILL INCREASE TO \$5.00 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
- \* Scholar's must remain seated and in 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 back pack {clean up after yourself}

### **Field Trips Tuition:**

Field trip notices will be giving 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 keep off 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 having prior notice and approval. However, the Teacher has a conference time and the Parent need to schedule accordingly. 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 ask to view a copy of the minimum standards of the Licensing Inspection report that will be posted near the entrance.

Parents may volunteer in your 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 scholar's involved.

**Department of Family and Protective Service 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 on any information that pertain 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 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 in 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 and

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 scholars Admission form, and these forms will be used in order 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 each and every one of our scholars, and the needs of our scholar's will be taken care of. Also in case of a terroristic threat our scholars who 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 rear area of the facility the hallway door will be locked, so that no-one will be able to enter into that portion of the facility. Doors to each:

room will be locked by our staff members so that no one will be able to enter into 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 in order 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 24months 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: \_\_\_\_\_

### **Breast-feeding 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.

Breast-feeding education and support resources in the community is provided to all parents.

### **Sunscreen and Bug Repellant:**

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

### **Fire Arms:**

Fire arms are prohibited in an educational facility serving minors. Individuals who have Open Carry or Concealed Hand Gun License may not bring these fire arms into our facility. Fire arms may be kept in the licensed individuals' personal vehicle 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 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.

In the event that 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, it is imperative that all enrollment forms are completed with both parents information. A copy of a scholars' birth certificate may be requested at the Director's discretion. In the event that 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 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 fee in the amount of \$10.00 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 enrollment for 10 days if the scholar does not attend with full tuition within that 10 day period 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 fee's 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 dollars 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.**

## **Virtual School Campus Guidelines:**

Virtual instruction in the 2020-2021 school year in BCISD will look vastly different from virtual instruction during the 2020 Spring semester school buildings closure. It is highly recommended that a student have access to:

An adult who can frequently monitor student compliance and progress

Space conducive to long periods of learning at home for each student;

In order to continue in virtual learning once enrolled, the following requirements must be met:

The student will participate in all required coursework and virtual lessons during normal school hours.

The student will participate in all tutoring sessions required by the teachers.

Will BCISD provide Chromebooks and wifi hotspots to those students who do not have these at home? Yes.

Students are required to bring own laptop computer or chromebook, Students are able to check these resources out with Bay City ISD.

In virtual instruction at home, student attendance is determined by the child's teacher, is based on the child's virtual presence along with engagement and tied to completion of the day's assigned activities (the daily measure of engagement).

Students who participate in real-time virtual instruction will have their attendance recorded in the same manner as if they were in an in-person class.

A student who is participating in virtual instruction will be required to log in daily at scheduled times to participate in live streamed classes. Additionally, teachers will assign activities or assignments on a daily basis and they will

be completed in Google Classroom by the student on the assigned day. Instruction for virtual students will mirror instruction in the in person setting as much as possible. The same grading system will be used for students in virtual instruction as well as those students receiving in person instruction.

Truancy laws will apply to students who fail to attend school (based on completion of the daily teacher assigned tasks that demonstrate engagement).

Virtual instruction at home attendance satisfies attendance requirements.

The district can require a student to come to campus to complete a required assignment or project for elective courses (for example, CTE courses) if the course requires assignments that cannot be reasonably completed remotely. Parents will be notified in advance which courses have on-campus requirements. Some CTE Courses at the high school, which require 100% hands on work and/or require on site internships will not be available to virtual students. Counselors will contact virtual students who may require a schedule change.

These guidelines are strict guidelines of Bay City ISD and Discovering Minds will follow each required guideline of Bay City ISD there are **NO EXCEPTIONS TO THE RULES.**

Discovering Minds will not alter, modify, or change any of the required guidelines to better benefit the needs of anyone, we will strictly follow the schedule in which the school district has in place for the scholar and make sure that each caregiver follow the schedule of each specific scholar.

If the scholar does need additional assistance for assigned assignments then the caregiver will be able to assist that scholar one on one.

Each caregiver will have the proper number of ratio of children in their space. Discovering Minds will not exceed the number of ratio that is required by Childcare Licensing per 1 caregiver in a particular class. Our



caregiver will only work in that classroom and will not be able to work in any other classroom. This is a precaution that Discovering Minds will take to ensure that all students will remain safe and healthy. Each parent will sign their student in on a Sign In/Sign Out log the sign in/sign out log will record the date, the student name, the time the student was drop off and or picked up and the name of the person dropping off and or picking up the student. Discovering Minds will promptly take attendance for each student starting at 7:15am to 7:30am, at this time Discovering Minds will know how many student that they are accountable for; for the entire day. This will also give each student approximately 15 minutes to prepare to be readily available online. If the student would like to have breakfast then they will need to be at the facility no later that 7:15am. If the student is not at the facility by this time, they will not receive a breakfast from Discovering Minds, they would have to have breakfast at home.

Once students are completed with school, if they are apart of Discovering Minds CDC afterschool program, then that student will transition to the after school program with Discovering Minds CDC, where those caregivers will take accountability for the student until close, where they will conclude in follow the rules and regulations in which Childcare Licensing, CDC, and State of Texas has in place for each child.

**All guidelines are subject to change**

**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 a updated copy of Discovering Minds Parent Handbook.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_