**[](http://images.google.com/imgres?imgurl=http://www.ecovoom.com/images/feet_icon.gif&imgrefurl=http://www.ecovoom.com/overView.jsp&usg=__XVWIJ-BFa2E_cIyKI0wsd0FWLd8=&h=119&w=107&sz=5&hl=en&start=3&um=1&tbnid=EXDlE4r92Ein1M:&tbnh=88&tbnw=79&prev=/images?q=feet+icon+images&hl=en&rls=p,com.microsoft:en-us:IE-SearchBox&rlz=1I7SUNA&sa=X&um=1)LITTLE FEET**

**CHILD CARE CENTER**

Caring for your little ones, one step at a time

**4420 S Staples Corpus Christi, TX 78411**

**Email:** [**info@littlefeetchildcarecenter.com**](mailto:info@littlefeetchildcarecenter.com)

**Website: littlefeetchildcarecenter.com**

**Phone: 361 723-1347**

**Fax: 361-723-0292**

**PARENT HANDBOOK**



PARENT SIGNATURE:

PRINT NAME:

DATE:

**Open Door Policy**

We have an “open door” policy. I invite you to drop in at any time to visit the child care center during child care hours of operation to observe your child. Your concerns, questions or comments are always welcome. All we ask is that you do not disturb the classes.

The center also has bulletin boards directly in front of the Director’s office. On the bulletin board are all the documents required by the licensing department which include the latest inspection report. Beside the office, we have parent resources available as well as informative information about things happening in the center. The center also has a copy of the minimum standards in the office for your review at any time during operational hours.

Should you have any questions or concerns about the day care center that you wish to review or discuss with the director in regards to policies, procedures or the minimum standards just ask and the director will be more than glad to answer them for you. If you would like to remain anonymous we also have a comments/suggestion box that you can leave a note.

**Objectives**

We look forward to your child attending Little Feet Day Care Center. It is our goal to provide a safe, educational and fun atmosphere for your child. We are proud Texas Rising Star Providers. We are guided by, but not limited to the Minimum Standards set forth by the State of Texas. In order to do so we must all abide by the same policies.

**Non-Discrimination Policy**

Applications for enrollment are accepted without regard to race, religion, color, sexnational origin**.**

**Hours of Operation**

Schedule: Doors open from 07:30 a.m. until 6:00 p.m. Monday through Friday. Open from January to December with exceptions to holidays. We are not licensed to allow children to be dropped off before 7:30. All children must arrive by 09:15 a.m. or otherwise will not be allowed in for the day. Children must be picked up no later than 6:00 p.m.

**Enrollment & Charges**

**Forms**

All important and required papers must be filled out and turned in prior to your child’s first day. **Child enrollment forms must be updated annually every August**. It is the parent’s responsibility to inform the center if there are any changes before the annual update. Also, Little Feet continuously monitors and updates the parent handbook. In the event that changes occur parents will be given updated policies and will need to sign to acknowledge receipt of them.

Enrollment forms include:

* Complete Registration Packet which includes personal information, authorization for emergency medical attention, good health statement from doctor or parent, special needs statement and fee statement.
* Copy of current immunization record as per Texas Health Requirements
* Signed acknowledgment of receipt of this hand book
* Copy of parent’s driver’s license
* TB testing – Not required unless your child has been in contact with someone who may have had tuberculosis.
* Hearing & Vision Screening for all children who are 4-years-old by September 1st and older. This must be completed within 120 days of admission.

**Medical Requirements**

A statement signed by a physician licensed to practice medicine, shall certify that the child has been currently examined by the physician and the child is physically able to participate in the school’s programs. Also, current shot records must be kept on file at the school and updated at all times.

A signed affidavit from a physician that in his opinion immunization would be injurious to the health and will being of the child or any other member of the family or household. Or, a signed affidavit from the parent or guardian that immunization conflicts with the beliefs of their religion. These options will be acceptable in lieu of current shot records.

At this time, Little Feet does not require employees to have proof of vaccine-preventable diseases vaccines.

*First day of school reminder:*

If your child has never attended Day Care before, please feel free to come a little early and spend some time helping your child adjust. Please dress your child in comfortable play clothes. We get dirty sometimes.

***Registration Fee***

A one time, non-refundable registration fee of $85.00 required per child uponenrollment**.** The center also has an annual supply fee of $25.00.

**Tuition Policy**

All tuition is due in advance each Friday. Tuition not paid by Tuesday morning will result a late charge of $10.00 per day per child. If fees are unpaid one week after the due date, your child will not be admitted until full payment is made. The tuition is the same whether in attendance 1 day or 5 days. There will be no exceptions. This includes holidays.

We will be closed on New Year’s Eve and Day, Friday before Easter Sunday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day. In the event that a holiday falls on the weekend, we will be closed either the Friday before and or the Monday after. Due to fixed costs, averaged over calendar year, there is no reduction in tuition for these holidays.

Children holding full time positions are responsible for the quoted tuition whether a child is in all or part of a week. Such actions are necessary to hold your child’s position in our school since we have teacher’s salaries, food, supplies, rent maintenance and utilities. Since school is limited to the number enrolled, it is necessary that you understand our policy.

If you remove your child from the center and then return you must pay an enrollment fee of $100.00. Your child will only be admitted if space is available.

**Full Time Care**

**Infants – 0 months to 11 months……………………………….Weekly tuition $185.00**

**Infants – 12 months to 17 months……………………………...Weekly tuition $175.00**

**Toddlers - 18 months to 23 months……………………….……Weekly tuition $140.00**

**Two-year old’s…………………………………………………...Weekly tuition $135.00**

**Pre School 3 to 5 year old’s………………………….………….Weekly tuition $135.00**

**School Age 6 years to 12 years……………………….…………Weekly tuition $90.00**

**Drop Ins**

Drop ins must comply with all requirements as full time students. Tuition will be at $50.00 per day payable on the day of service.

**Parents with workforce-**

Missed swipes: Workforce will pay for (1) “missed” swipe per child each month. If a parent does not swipe their child’s attendance for a second day during the month and the provider chooses to accept the child, the provider is responsible for collecting payment from the parent for the day(s) beyond the one (1).

***Natural Causes (Hurricane, Tornado, & Fire***

In the event that there should be a hurricane, tornado or fire and the center is not able to operate due to the outcome of one of these events the parent will be required to pay the weekly rate in full. If the center remains closed after 5 days, then the parent will not pay until the doors reopen for service.

**Part Time After School Program**

These services are at a first come first serve basis. This is available to school age children attending public school or private school. The services are from Monday thru Friday and are for picking up the student from his or her school by a certified vehicle provided by the day care center. Please call the center to see if we can pick up your child from his or her school.

**Late Pick Up Charge**

We know that emergencies arise that are beyond your control. A fee of $1.00 per minute will be charged for each minute after 6:00. Excessive tardiness will lead to additional fees. These fees are due when you pick up your child!! Please call in advance if you are going to be late. Legal authorities will be contacted for children left at the center 30 minutes after the closing time of the center.

**Returned Checks**

Return check fee is $25.00 plus $20.00 late fee. Cashier’s check or money order will be required as payment for a returned check. Your account will be put on a money order or cashier check basis after two returned checks. No checks will be re-run. You must pick the check up the same day or your child will not be admitted the next day.

***Holidays (Non-Operational days)***

* Good Friday
* Memorial Day
* Independence Day
* Labor Day
* Thanksgiving Day Before Close at noon
* Thanksgiving Day
* Thanksgiving Day After
* Christmas Eve
* Christmas Day

New Year’s Day

**Clothing and Personal Belongings**

Your child will have many opportunities to experience a variety of activities. Simple clothing that is washable will allow your child to participate comfortably in the playground activities, and messy art activities. All Children shall come to school clean and neat.

We cannot replace lost articles. All parents are asked when you bring your child to the center to put his/her belongings in their personal box and not lay them down for the teacher to put up. It is very hard to remember every child’s coat, sweater etc. Parents are responsible for putting the child’s name on clothing, blankets, coats, and each item that enters the center. **We will not be responsible for lost items.**

What you bring to school: All items must be marked with your child’s name. The center cannot be responsible for a toy brought from home.

* A change of clothes, sock, and underwear must remain at the school at all times.
* A coat during the winter.
  + Blanket
  + Infants and toddlers need diapers or pull ups, wipes and pacifier if used, sippy cup (clearly marked with permanent marker).

**Foot Wear**

In order to help reduce injuries to the children’s feet the center is requesting that all children avoid wearing flip flops when attending the day care. We recommend that the children wear a shoe with a non-slippery sole and foot wear that covers the foot.

**Arrival & Departure**

**Sign In & Out**

Signing in & out must be done by the parent. Each parent will be issued a PIN number that is 5 digits. The key pad is located outside of the office. During enrollment, each family will be shown how to operate. Early dismissal: Please try to schedule your child’s pick up either before or after nap time. Trying to gather a child and his/ her things to leave is very disruptive to the other children.

Release of children: The center is legally responsible for insuring that each child leaves only with an authorized adult. Children will be released only to the persons listed on the enrollment and child care forms in the student files. Appropriate written permission must be on file for each person who is allowed to pick your child up. **We will not release a child without written permission from the parents and without a photo I.D. from the person picking them up.** If the person listed on your child’s enrollment forms is not available a parent must call and give oral permission along with a brief description of the person to whom will be picking up their child. Also, the person’s name and driver’s license number. They will have to show their driver’s license in order to take the child. If this request is made by telephone a staff member will call the parents at the number(s) listed as contact numbers on the enrollment form to confirm the request. **YOUR CHILDS SAFETY COMES FIRST.**

**Absent / Sick**

Should your child be absent or sick the center request that you please call in and inform us of the nature of the absence or illness in order to maintain accurate attendance records. Also for those that are in the workforce program the center must report attendance issues to workforce on timely bases. Reporting the facts is vital and necessary.

**Medication**

The center will not keep and administer any medications on hand. Otherwise please make arrangements to come and medicate your child or give at home.

**Illness / Injuries**

Your children’s health is of great importance. Health checks are performed on each child daily upon arrival. If your child becomes ill while at the center your will be notified to pick up your child up immediately. In such an event, your child will be isolated from the other children until you arrive. Do not bring your children to school if they have any following:

* A temperature above normal. A temperature of 99.4 or higher underneath the arm. Children must be fever free for at least 24 hours before returning to the center.
* A rash of any kind
* Diarrhea or vomiting
* Green or yellow mucous draining from their nose and/ or a severe cough.
* Eye infections, mumps, measles, strep throat, chicken pox, lice or any other communicable diseases. A doctor’s note to return to the center will be required.

Accidents: The staff will make every effort to ensure the safety of your child while in our care. Unfortunately, minor accidents may occur. We will notify you immediately in the event of illness or accident. In the event of a serious accident parents will be notified as soon as possible. We will seek emergency treatment for the child by dialing 911. We will not transport the child to the hospital; this will only be done by ambulance. Payment for this care/treatment is the responsibility of the parents. We will provide emergency information from your enrollment form to the hospital/doctor. Parents are responsible for such medical bills that may arise.

**Health Checks**

The staff at Little Feet conduct daily health checks for all children in care to ensure the health and safety of the children. If there is a concern the staff will contact the parents.

Employees at Little Feet are not required to receive vaccines against vaccine-preventable diseases, however all employees are encouraged to receive their flu shot annually.

**Discipline**

Discipline consists of positive reinforcement. The use of physical punishment is never permitted.

If your child is experiencing a change in the home environment that may result in changes in behavior at the center it important for you to notify the Director. Also, the Director will immediately notify a parent in the event of a behavior problem that exists consistently.

In order to maintain a fun and educational environment we must enforce a discipline policy. In the event that child is having a behavior problem we will….

* We will use age appropriate consequences for unwanted behaviors
* We will try to use preventative, not punishing techniques such as, age appropriate time outs, separation from activities, discussions on behavior, redirection to another activity etc.…
* We will teach anger management skills
* We will approach each child as an individual and deal with them in a way that is most appropriate for their age level and personality.
* We will train our staff to deal with an array of discipline issues.
* We will use special restraining techniques if a child is uncontrollable and in danger of hurting themselves or another student or staff member

WE RESERVE THE RIGHT TO SUSPEND OR TERMINATE CARE, WITHOUT NOTICE OR CAUSE AS DEEMS NECESSARY.

**Food**

We provide breakfast, lunch, and a nutritious snack for your children. If your child has a food allergy, please let us know and we will try to accommodate them. A menu is posted on the bulletin board at the entrance of the center as well as inside the dining area and all classrooms.

Little Feet follows the following strict guidelines pertaining to nutrition;

*a) liquids and food hotter than 110 degrees F are kept out of reach.*

*b) Staff are educated on food allergies and they take precautions to ensure children are protected.*

*c) on days that providers serve meals, prepared food that is brought into the program to be shared among children is commercially prepared or prepared in a kitchen that is inspected by local health officials.*

*d) that healthy snacks (as listed by the Texas Department of Agriculture) are available for school aged children as students arrive*

*e) that staff do not reward good behavior or clean plate with foods of any kind*

*f) that, on days that providers serve meals, milk, fresh fruit and vegetables are available for children who bring lunches from home.*

*g) lunches brought from home must be stored inside of the refrigerator.*

*h) all lunches brought from heal must meet the nutritional guidelines. (the center will provide you suggestions upon request)*

*i)The center encourages the parent to limit bringing in items that are most common child food allergies. ex. Peanut butter.*

*j) Any food that is brought in for parties etc., must be store bought.*

**Breast Feeding**

Little Feet Child Care Center supports breastfeeding and will provide a mother with a place to sit and breastfeed her child as needed. In addition, nursing mothers may also bring pumped milk and store inside the nursery. Staff members are trained to handle the storage and administration of breast milk according to the mother’s instructions. As a parent, you have the right to breastfeed or provide breast milk for your child while in our care.

**Naptime**

After lunch a nap period is provided for all children. To protect the health of each child we will provide a sanitized mat for each child. Parents will need to provide a small blanket with child’s name on it. Blankets should be taken home weekly for laundering.

**Parents / Parental Involvement**

A variety of parent involvement opportunities and activities are provided to benefit the parent as well as their child in care.

Parental involvement opportunities are scheduled at least on a quarterly basis and include parent meetings, fundraisers benefitting the program, staff appreciation activities, parent survey, and parent conferences to review child assessment/promotions to the next class. Please attend as many as possible and feel free to suggest parent education topics to your center director.

Parent conferences are offered at least two times per year and parent feedback surveys are provided annually.

Parents are welcome and encouraged to participate in their child’s program through various volunteer opportunities including:

* + Assisting in the classroom for special parties and/or activities
  + Going on field trips
  + Helping with fundraising efforts which benefit Little Feet, and
  + Attending quarterly parent meetings

According to the Internal Revenue Service, a child care expense for working parents is tax deductible. A statement will be given to the parents before January 31st of the following year.

We know that many times parents ask our staff members to baby-sit their children after hours. The center does not permit staff to baby sit the center children. This practice can and will lead to termination of the employee and the dismissal of the student.

**Transportation / Field Trips**

We offer transportation from afterschool to Little Feet during the school year for children enrolled into the child care center for aftercare. During the summer camp, we usually provide transportation to take the school-aged children on field trips. All field trips are scheduled and parents MUST complete a permission slip before the child can attend the field trip.

**Animals**

The center does not permit having animals on the premises.

**Water Activities**

During the summer time, we usually provide the children with splash days. The splash day is scheduled in advance and parents are informed and have the right to not participate. Children are taken in small groups where they play on the playground with sprinklers and beach balls. Children are asked to arrive with sunblock applied and to bring dry clothes and a towel.

**Outdoor Time**

The children have outdoor time up to an hour every day. The time is scheduled for 30 minutes in the morning and 30 minutes in the evening.

**Screen time / Television**

The classroom schedule doesn’t include the use of television or computers. We have 2 televisions in the center that are used for the older children but there is a limit on the time that we will use them. Screen time is no more than 1 hour total.

**Emergency Drills**

Emergency drills are held to acquaint your child with evacuation procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do in the event of an emergency. Fire drills are practiced monthly and severe weather drills every three (3) months (shelter in place). During fire drills the children are evacuated from the building and relocate to the front parking lot. During severe weather drills the children are moved into the dining room and the doors are closed.

**Gang Free Zone**

After consulting with the local CCPD the center has knowledge that it is not in or near a gang zone. The center is responsible for notifying the parents under the Texas Penal Code if it is located within 1000 feet of a child care center.

**State Department of Welfare**

Child Abuse: We are required by law to report any suspected Child Abuse. The hotline number for Child Abuse is 1-800-252-5400. If you have a concern and would like to contact Child Care Licensing, you can do so by calling the local DFPS at (361) 878-3451 or visit the office at 5155 Flynn Pkwy, Suite 623 Corpus Christi, TX 78411. Little Feet has a copy of the Minimum Standards located inside the office for you to view at any time. You can also view online at <http://www.dfps.state.tx.us/child_care/>.

Employees at Little Feet Child Care Center must receive an overview of the minimum standards, operation policies including discipline and guidance practices, and procedures for the release of children; an overview of the policy on the prevention, recognition, and reporting of child abuse and neglect, including: factors indicating a child is at risk of abuse or neglect, warning signs indicating a child may be a victim of abuse or neglect, procedures for reporting child abuse or neglect, and community organizations that have training programs available to the child care center staff members, children, and parents.

**THANK YOU FOR THE OPPORTUNITY**

**TO CARE FOR YOU CHILD!**