

**Parent Handbook**

**Aggieland Preschool Academy**

**4301B S. Texas Ave
Bryan, Texas 77802**

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**infor@aggielandpreschoolacademy.com**



Dear Parents,

Welcome to Aggieland Preschool Academy!

On behalf of all the staff at Aggieland Preschool Academy (APA), we would like to thank you for choosing us for your child’s early care and educational needs.

We believe children develop to their highest potential when they are allowed to explore and experience the world through hands-on activities and interactions and we strive to provide the highest quality of care and education in pursuit of this ideal. Children and technology are the future, so in addition to our awesome curriculum we will also be incorporating a media center where students will use tablets for educational purposes. We recycle and teach the children why recycling is important for the planet. We also want to reuse whatever we can - our facility being a prime example since it was once a teacher supply store!

Our staff has chosen this field as their profession and strives to maintain best practices in early care and education. Here at APA, we believe that quality early care and education is a partnership between parents and provider. Communication between family and preschool staff is vital; therefore, we practice an “Open Door” policy and welcome your visits, comments, and suggestions.

This handbook has been prepared as a resource and reference guide to Aggieland Preschool Academy’s policies and procedures. Please read it thoroughly and keep it handy, as you may need to refer to it from time to time. After reviewing this handbook, if you have any additional questions or concerns regarding the material within, please do not hesitate to speak to the Supervisors or center director. **You want the best for your child and so do we**!!

Sincerely,

Angeline Watanabe

And The Staff of Aggieland Preschool Academy

**MISSION STATEMENT**

Aggieland Preschool Academy exists to promote educational and personal development of every child and staff member who enters our doors. We will respect every child, parent, and coworker by keeping lines of communication open and confidentiality a priority. Aggieland Preschool Academy is under the regulations of all applicable state and local childcare agencies. As a matter of policy, Aggieland Preschool Academy operates to meet and exceed all state and local regulations.

 **PHILOSOPHY**

Aggieland Preschool Academy believes in high quality care and education for each child. From birth to age six the intellectual and physical development of children is unparalleled, and the desire to learn and to know will never be more intense. Our program is based on the philosophy that:

* Children grow and develop through active exploration in a warm and nurturing environment.
* We believe in the uniqueness of each child, and strive to meet the individual needs of each child.
* We provide a variety of educational experiences that place emphasis on child involvement and decision making.
* The development of young children is strongly influenced by the degree of intellectual, physical, emotional, and social stimulation in the environment.
* Children learn through play, exploration, hands-on activities, and observation as well as through positive feedback from adults who influence them, primarily parents and teachers.
* In a safe, happy, clean, and organized atmosphere, children learn at their own pace from everything the see, hear, touch, taste, and smell.
* A child who experiences success will see herself/himself as competent, and that enhanced self-esteem increases a childs desire to learn.

 **Aggieland Preschool Academy Staff**

We at Aggieland Preschool Academy maintain the highest standards in choosing our staff. We look for strong references, high moral standards, previous teaching experience, knowledge gained from being caring, concerned parents themselves, and, of course, a love of children. Backgrounds include formal training, degrees in early childhood education, and previous teaching experience.

Every member of our staff completes a thorough screening and training process that comply with local government regulations. This includes a criminal record check and three employment references. Each of our staff is CPR and first aid certified, and is required annually to obtain certificates of training in areas of specialization that would be beneficial to the center’s growth and stability. Additionally, we are trained in recognizing signs and symptoms of child abuse/neglect, and are required by law to report any signs or suspicions.

**Aggieland Preschool Academy ADHERES TO**

**10 Standards of High-Quality Early Childhood Education**

1. Promote positive relationships for all children and adults to encourage each child’s sense of individual work.

2. Implement a curriculum that fosters all areas of child development: cognitive, emotional, language, physical, and social.

3. Use developmentally, culturally, and linguistically appropriate and effective teaching approaches.

4. Provide ongoing assessments of a child’s learning and development and communicate the child’s progress to the family.

5. Promote the nutrition and health of children and protect children and staff from injury and illness.

6. Employ teaching staff that has the educational qualifications, knowledge, and professional commitment necessary to promote children’s learning and development and to support families’ diverse needs and interests.

7. Establish and maintain collaborative relationships with each child’s family.

8. Establish relationships with and use the resources of the community to support the achievement of program goals.

9. Provide a safe and healthy physical environment.

10. Implement strong personnel, fiscal, and program management policies so that all children, families, and staff have high-quality experiences.

**ADMISSION POLICY**

Aggieland Preschool Academy is committed to a policy of nondiscrimination on the basis of sex, race, color, national origin, and religion in all aspects of its operations including, but not limited to enrollment and termination of enrollment. The center respects diversity and incorporates it into the daily curriculum. The center is open to all families in the community of Bryan/ College Station.

Aggieland Preschool Academy will accept children with special needs when it is determined that the child can be best served in the Aggieland Preschool Academy environment and that the quality of the experiences of the other children will not be affected. In many instances, having a child with special needs is enriching for all children involved by helping them to learn about disabilities and interact with people different from themselves.

 **EXPULSION POLICY**

In certain circumstances, it may be necessary for the center to decide to discontinue a child’s attendance on a short term or permanent basis. Such a decision would be based on the best interests of the child, other children in the class, and the overall operation of the center. Aggieland Preschool Academy will make every reasonable effort to work with the family of the child in order to correct problematic behaviors before a final decision to terminate enrollment is made.

**Reasons for suspension or termination of enrolment may include but are not limited to**:

● The child is at risk of causing serious injury to other children or him/herself.

●Parent threatens physical or intimidating actions towards staff members.

●Parent exhibits verbal abuse to staff at any time.

●Failure to pay/habitual lateness in payment.

●Habitual tardiness when picking up a child.

●Failure of a child to adjust after a reasonable amount of time.

●Uncontrollable tantrums/angry outbursts.

●Ongoing physical/verbal abuse to staff or other children (by a child).

●Excessive biting.

**Proactive actions to prevent expulsion may include but are not limited to:**

●Staff will try to redirect the child from negative behavior.

●Staff will assess the classroom environment.

●Staff will always use positive methods and language while disciplining children.

●Staff will praise appropriate behaviors.

●Staff will consistently apply consequences for rules.

●Child will be given verbal warnings.

●Child will be given time to regain control.

●Child’s disruptive behavior will be documented and maintained in confidentiality.

●Parent/Guardian will be notified verbally.

●Parent/Guardian will be given copies of disruptive behaviors that might lead to expulsion.

●Center director, staff, and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.

●Recommendation of evaluation by a professional consultation.

**DAYS and HOURS OF OPERATION**

Aggieland Preschool Academy is a year round program (September to September)

Monday - Friday, 7:00 a.m. - 6:00 p.m.

**HOLIDAYS**

Aggieland Preschool Academy is closed ten days out of the year: New Years Day, Martin Luther King Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, and Christmas Day. No tuition credit is given for these days. If one of the above holidays falls on a weekend, we reserve the right to close to observe the holiday the preceding or following business day.

**UNSCHEDULED CLOSINGS**

Aggieland Preschool Academy may close due to conditions that are perceived as potentially dangerous. This includes unforeseen local or national events (including pandemics), utility outages, and severe weather. In those instances where it is absolutely necessary to close due to severe driving conditions, you can get information by calling the center after 7:00 a.m. If weather conditions worsen after the center has opened for the day and it becomes necessary to close due to extremely dangerous driving conditions, parents will be notified to pick up their child to maintain the safety and well- being of our staff and families.

**VISITING AGGIELAND PRESCHOOL**

 We encourage you to visit our Preschool and observe your child or have lunch with them. However, young children often have difficulty understanding that when parents come to visit, they must go back to school or work. Please use good judgment when visiting your child, children do outgrow this separation difficulty, and our staff is here to assist you with these transitions.

 \*Our best times to come for visitation are open play time and lunch.

 \*If visiting your child while at Aggieland Preschool Academy, you must sign in at the front desk. We do ask that while visiting your child you do not distract from any activities going on.

 \*Throughout the year we host events that require parent volunteers. If you are volunteering for a special event you must fill out the event sign up form when it is available. Volunteers are utilized on an as needed basis. We do not accept volunteers as walk-ins.

**ITEMS TO BRING WITH YOUR CHILD ON THE FIRST DAY**

 ALL children **must** have the following forms which are required by the State of Texas:

* Current health statement;
* Current Immunization record;
* Signed consent from the doctor to attend public childcare;
* Four and Five year olds DO NEED hearing/vision screening.

**APA has a wide variety of games and toys. Personal toys are not permitted in the preschool, as they can cause disputes and can be broken or lost. Aggieland Preschool Academy is not responsible for stolen, lost, or broken toys or personal effects.**

**Please be sure that your child has the following items in the center on a daily basis, replacing them and laundering them when needed:**

●Diapers- approximately eight disposable diapers will be needed daily.

●Baby wipes- labeled

●A change of clothing (three for infants/ small toddlers)

●Sweater or jacket- labeled for Fall and Winter months.

●Receiving blanket (infants)

●Ointments- as needed, please make sure everything is labeled and must be accompanied by a medical authorization form.

●Lunch from home.

●Bottle or cup- must be labeled. Bottles must have a cap- this is a licensing regulation.

●A backpack or tote- All belongings must be brought to school in a bag and everything must be labeled. The center is not responsible for any lost personal items.

**●**A nap mat if necessary- 12 mos. plus.

**Student Confidentiality**

All information pertaining to a child and his/her family is at all times kept strictly confidential. At times, a staff member in the presence of the center director may review the child’s file for information pertinent to the child’s needs.

No child’s family information will be released to anyone outside the center without parental approval, except as required under applicable law.

**DIAPERS AND TOILET TRAINING**

If a child is not toilet trained, disposable diapers and wipes are to be supplied by the parent. Regulations state that children under 12 months may not be toilet trained in a group care setting. The teachers will inform you when your child’s diapers are running low.

Learning to go to the toilet is one of the most complex developmental tasks of early childhood. Toilet learning requires specific neurological and physical maturations in the child. When the child is ready, parents and staff discuss the child’s individual toilet learning program and work through the process together. While potty training your child, you will be required to bring 3 - 5 sets of extra clothing (including underwear) so that we can change your child’s clothes in case of an accident.

By law we are not allowed to apply any ointment during changing without a written consent from the parent. (Please see the front desk if this form is needed, and also, please notify your child’s teacher).

Any child in the 3 and 4 year old classroom must be potty trained. They must arrive to school in underwear, be able to acknowledge their need to go to the restroom, and be able to use the restroom independently (be able to pull pants up and down, wipe, flush, and wash hands on their own). Children in the three and four year old classroom may be able to wear pull-ups during nap time ONLY if there is an immediate goal of breaking that habit.

If a child in the 4’s/5’s classroom continues to have accidents, the center director will speak to the parents about moving the child back into a toilet training room where the child can be in a setting most conducive to meet the child’s needs until the child is developmentally ready to move back to the preschool class.

**WHAT TO WEAR**

Please keep in mind our program is very active - teaching the children through several different methods. We have different types of sensory bins that may get messy from time to time, crafts involving glue and paint, and other day to day activities that could possibly soil your child’s clothing. With that in mind, please make sure that you are sending your child each day in clothing that you will not mind getting dirty. Also, remember if you have girls, skirts and dresses are fine but please put shorts on underneath their dresses.

Outside time is another activity that the children really enjoy. Weather permitting, each class will have two separate times per day for outside play. As such, we require that all children have:

1. Shoes and socks to play outside. Do not wear sandals, flip-flops, soccer shoes, cleats, boots, or shoes that have slick soles. These kinds of shoes may cause twisted ankles, stubbed toes, and lots of trips/falls.
2. Sunscreen in their bags labeled with their first and last name.
3. Mosquito spray in their bags labeled with their first and last name.
4. Spill proof water bottles with their first and last name labeled clearly.
5. Jacket when cold outside with their first and last name clearly labeled on the tag.
6. Please send your child with a complete change of clothing including socks and underwear in case of soiling.

 **HOW BIRTHDAYS ARE CELEBRATED**

Birthdays are special and important occasions. At APA, we want to make your child’s birthday fun and exciting. You are welcome to bring a treat for everyone in your child’s class. All items must be store- bought in the original sealed packaging with a nutrition label. Please make arrangements with your child’s teacher for any special plans. We prefer to incorporate birthday festivities into our lunch time routine.

**CHILD SIGN-IN/OUT**

**Pick up/Drop-off:**

From the moment your child arrives until he or she is picked up at the end of the day, your child’s safety is our foremost concern. No child shall ever be left unsupervised. Each morning children must be accompanied by a parent or authorized adult. All children must be dropped-off and signed in by 11 a.m. There are no exceptions to this policy.

When signing in your child we ask that you please follow these steps:

1. Sign your first and last name, and time you arrived and depart. Please note: **WE WILL NOT RELEASE YOUR CHILD UNLESS THE PICK UP PERSON IS AUTHORIZED ON THE CHILD’S INFORMATION SHEET.**
2. Make sure your child’s belonging are together with their name clearly labeled on everything.
3. Accompany your child all the way to their classroom and make sure their teacher is aware they have arrived. **(PLEASE DO NOT LEAVE YOUR CHILD IN A CLASSROOM UNATTENDED BY STAFF!!).**
4. By state Law, children must be signed in/out on the attendance record.
5. Please enter and exit out of the front doors.
6. NEVER HOLD THE DOOR OPEN FOR ANYONE. Each authorized individual receives a key fob that he/she must use to obtain entry to the building.

 **Safety and Security**

We offer keyless entry into our building. The magnetic doors at the front will only disengage with the use of a key fob, or entry pin. Each parent will be provided with a key fob. Please be advised that **THERE IS A 10.00 CHARGE FOR REPLACING AN ELECTRONIC FOB**. This method provides us with limited access to the building at all times. Our facility is equipped with cameras in each room which are frequently used for observation by administration and parents when requested. We recently also equipped the facility with two emergency “panic buttons” located strategically throughout the building in case of emergency.

**\*\*LATE PICK UP POLICY\*\***

 If you will arrive later than your scheduled pick up time, you must do the following:

 • Notify administration by telephone. If you do not speak to an administrator, leave a clear voice message.

 **• Failure to pick up your child on time will result in a $1.00 per minute late fee, charged directly to your account.**

**KEEPING EMERGENCY CONTACT INFORMATION CURRENT**

It is important that parents keep Aggieland Preschool Academy aware of changes in contact information, including home, work, and cell numbers, as well as changes of address or email addresses. We will also need updated emergency contact numbers, changes in designated pick-up people, or pertinent medical or educational information. Please give these changes to the front desk in writing or by email. **Because of our need to contact you immediately concerning the well-being of your child it is essential that all information be kept current at all times!!**

**\*\*GUIDELINES FOR EXCLUSION OF SICK CHILDREN\*\***

 Our teachers are alert to any sign of illness in your child. Should your child become ill while in our care we will do the following:

 • Isolate the child from the rest of the children, but within sight and sound of a staff member.

 • Notify the parent immediately of the child’s condition. If unreachable, the designated emergency contact will be called.

 • Children must be picked up immediately if their temperature is 100 degrees or higher, accompanied by a change in behavior, or if accompanied by a rash, vomiting or diarrhea.

 • Children must be picked up immediately if there is evidence of lice or any other communicable disease, if a child has an unexplained rash, or if a child exhibits behavior that indicates they are unable to function within the program.

We understand it is difficult to balance school, work, and family. We are here to help in every way we can, but we do not have the facilities to care for ill children. Please keep your child home if you observe any of these symptoms:

1. A temperature of more than 100 degrees in the morning. **Children should be free of fever for 24 hours (without medication) before returning to school.**
2. Conjunctivitis, an eye infection commonly referred to as Pink Eye. The eye is generally red with some burning and there is thick yellow drainage being secreted.
3. Bronchitis, hoarseness in the throat, cough, and slight fever.
4. Rashes anywhere on the body that you cannot identify or that have not been diagnosed by a physician.
5. Impetigo of the skin (reddish pimples). A blister may form and then burst leaving the skin surface irritated and raw.
6. Vomiting/Diarrhea. **Must not have vomited nor had two consecutive loose stools in the last 24 hours be returning to school.**
7. A severe cold with fever, sneezing, and/or runny nose with discharge that is not clear.
8. A contagious disease (measles, chicken pox, Mumps, etc.) Please let us know if your child becomes ill with a communicable disease, we are required by law to notify the parents of other children attending our program. (Privacy will be kept.)
9. Diagnosed by a doctor as having an ear or throat infection. Children must be medicated for at least 24 hours before returning to school.
10. Head Lice; a child must be free of **head lice/eggs** before returning to class. A doctor’s note and assessment by the Director or Assistant Director will be required upon your child’s return. This also applies to **ringworm.**
11. Is in the first 24 hours of antibiotic treatment.
12. Has a constant cough.

**MEDICATION POLICY**

Aggieland Preschool Academy staff will dispense prescription medications during the day only with written parental authorization. All medications must be clearly labeled and in their original containers. You must provide your own medicine dispenser utensil. Before we can administer any medication, which also includes ointments, parents must complete a “Permission to Dispense Medication” form for each prescriptive or non-prescriptive medication. Forms are available at the front desk. We will not exceed recommended dosages (per label) of any medications. Each time the medication is dispensed, the time, date, amount, and responsible party will be recorded. Medication forms that state “administer as needed” are unacceptable. MEDICATION MAY NOT BE STORED IN YOUR CHILD’S backpack or cubby. This includes, but is not limited to:

Sunscreen Creams/Lotions Cough drops

Hand Sanitizer Hair care products Bug spray repellent

**MEDICAL EMERGENCY PROCEDURES**

Aggieland Preschool Academy is extremely concerned and cognizant of our role in correctly managing situations that require first-aid and/or emergency care. Our staff is required to be certified in CPR and basic first-aid training. Specific safety and emergency procedures are posted throughout our facility and within the staff handbook. Fire drills occur once a month and severe weather drills are held each session.

**Medical Emergency:**  In the event of an actual medical emergency we will make every attempt to reach you. If you are not available, the child’s pediatrician and/or EMS (911) will be called and first-aid protocol will be followed. If transportation is necessary, the program director or director’s assistant will accompany the child to the hospital. Parents will be notified by phone at the number specified on the enrollment form and/or sign-in sheet.

**EMERGENCY PREPAREDNESS:** In the event of an actual evacuation due to fire, severe weather, flooding, terrorist attack, etc., all parents will be notified and given one hour to pick up their children. Unless prohibited from doing so by the emergency circumstances, we will relocate to Public & Main (formerly Café Eccell) directly across Rosemary Dr. Once inside Public & Main, the staff will do a name to face roll call every 15 minutes using the daily attendance records brought from our facility and the director will communicate with CCL, local authorities, and parents using a personal cell phone or landline provided by our place of shelter. In addition, all parent emergency contact numbers, authorizations for emergency medical care, and registration forms will be transported and available for use.

**PARENTAL NOTIFICATION PROCEDURES**

**Medical Notification:** Parents are notified of any accidents both on HiMama and in person. Accident reports are filled out by the attending staff member and signed by the director or assistant director. Parents are also asked to sign the accident report as proof that they were notified of the accident. Although accidents do unfortunately occur, safety is our number one priority in our childcare facility.

**Notification of Policy Changes:** Aggieland Preschool Academy reserves the right to change or revise any policy, procedure, or tuition/fees when deemed necessary. Written notification, including but not limited to notification by email, will be provided to parents.

**DISCIPLINE & POSITIVE REDIRECTION**

Aggieland Preschool Academy’s goal is to help develop and build a child’s self-esteem and confidence. We believe that every child should learn to take ownership of their actions and learn to make appropriate choices before acting. Our staff will attempt to avoid discipline problems by:

* Making rules clear and simple
* Being consistent when dealing with children

The staff is trained in the emotional make-up of young children and will be flexible in their approach to discouraging a potential problem. Specific techniques used by all staff for discipline will be to:

* Speak to the child at his/her level while maintaining eye contact and using a calm voice;
* Listen to the child’s explanation of his/her behavior;
* Remind the child of rules at school;
* Speak to the child in positive, not negative terms;
* Remove the child from the group and placing in time out for one min of their age (example; 2 year old=2 minutes, 3 year old=3 minutes, 4 year old= 4 minutes, and 5 year old= 5 minutes).

**\*\*Aggressive behavior will be handled immediately.**

**DISCIPLINE POLICY**

Aggieland Preschool Academy directors and staff will try every means possible to avoid having to formally discipline a child, but unfortunately there are times when that process may be necessary. After a child’s initial write-up, the consequences for further misbehavior are as follows:

Our teachers follow the following formal discipline process:

1. Parents are notified about the child’s behavior by a note and/or phone call.
2. A conference is held with parents, teacher, and the director to develop a plan to deal with inappropriate behavior.
3. A second conference is held between the parents, teacher, and director to reevaluate the inappropriate behavior.
4. One week suspension from school (If they child is sent home on a Monday, they may not return back to school for one week until the following Tuesday).
5. The child is dismissed from the program when no improvements are seen within the time period that is to be set by the director, teacher, and parent of the child.

Dismissal may occur as a result of the inappropriate behavior of a child which violates the rights of others and/or which shows no improvement after these steps are taken to change such behavior. (We understand that many toddlers go through developmental stages of hitting, biting, etc. Parents and teachers will work closely to resolve these stages while protecting the other students).

\*During each parent conference, the parent is expected to work with the director and other teachers in helping to address the behavioral issues of the child, so as to avoid any further suspensions and ultimately expulsion from the program. Aggieland Preschool Academy is deeply committed to seeing your child grow in their time in our facility and we want to avoid having to use these more serious discipline actions. Please be aware that we do hold the right to bypass any of these steps and act immediately with the more severe consequences such as a suspension and expulsion.

**BITING POLICY**

Biting is a very common problem with younger children. Toddlers often bite out of frustration. Although biting is a natural behavior for young children, we do everything possible to prevent it. When a biting incident occurs, we calm the child who has been bitten, clean the area thoroughly with soap and water and apply a cold compress to the area. The parents of the bitten child are informed of the bite via the accident report and/or HiMama; the parents of the child who bit are also informed.

We talk to the child who did the biting and calmly but firmly explain that biting hurts and that biting is not allowed. We then explain that when we touch someone it must be a gentle touch. If biting continues, we plan a more concentrated program of intervention:

* Meet with the parents of the child who is biting to discuss possible reasons and plan together to change the biting behavior.
* The child will be closely monitored in order to carry out the plan determined by the parents and staff with the aim of intervening before a biting incident. Staff will give positive attention for acceptable behavior.
* When the child bites, staff will use the techniques listed above and remove the child from the area where the biting took place. Staff will tell the child he or she cannot play in that area when he or she bites. Staff will redirect the child’s activities to another area. When it is time to allow the child into the area where the biting occurred, they will say “You may try again to play in the block area. You may not bite our friends.”
* Please understand that children under the age of two will not be held to the same disciplinary structure as older children.

 **OUTDOOR POLICY**

Outdoor play is an integral part of the daily curriculum. The American Association of Pediatrics recommends, and State Licensing requires that children play outside daily. Children who attend are expected to participate in all scheduled activities, unless a physician’s medical instructions of limited duration indicates otherwise.

Age and weather guidelines:

Children under two years of age will go outdoors if the temperature is above 30 degrees or below 100 degrees.

Children over two years of age will go outdoors if the temperature is above 20 degrees and below 100 degrees.

Heat index warnings and wind chill factors are taken into account.

**MEALS & FOOD PRACTICES**

**Lunch:** Aggieland Preschool Academy does not provide a meal during lunch time. Parents are responsible for providing a nutritional lunch for their child. Your child’s lunch should include easy-to-eat foods such as finger foods. Please pack foods that your child enjoys. Teachers will encourage children to eat healthy foods first and then dessert foods.

**Children will not be allowed to share lunches or items.**

**Drinks:**  Every child must have a water cup every day. An additional drink or cup for milk may also be sent to be given during snack time or lunch ONLY. If a drink other than water is to be given, it must be in a different cup as we do not have the proper sanitizing equipment to clean the cups in between uses as required by the state.

No bottles of cups will be given during nap time per state requirements.

\*Note that during snacks and meals, Aggieland Preschool Academy will provide children with water to drink, but you must provide a water cup.

**Snack**: During our mid-morning activities, Aggieland Preschool Academy will serve a small pre-packaged snack. Our snacks include a variety of items. Please see the bulletin board for a complete weekly menu and listing of snack times.

For your child’s safety, we also ask that you DO NOT SEND any gum, hard candy or any other foods they may have trouble eating.

\*If a child has not packed the appropriate number of meals, the parents will be contacted and instructed to come and provide them with the appropriate food. If a parent cannot be reached, a snack or meal will be provided for the child **at the cost of the parents**.

\*\* No glass jars or bottles are allowed in the baby room, so please pack accordingly.

**Food Allergies:** The safety and well-being of our students is our number one concern. We must not only keep this in mind during our planned activities, but as well during our meal times. Due to some children’s severe allergic reactions to nuts and other food allergens, all children will be required to wash their hands before and after each and every meal time. If your child has a food allergy please make sure to note it on their registration form as well as provide Aggieland Preschool Academy with a copy of the allergies from your child’s health care professional. We will also need an emergency plan signed by you and your child’s doctor to keep on file, and to give to your child’s teacher, along with any medication meant to treat a reaction (e.g. Benadryl, Epi-Pen). During meal times children with food allergies will be sat separately at a table without any food that is harmful to them.

**BREASTFEEDING POLICY**

We are accommodating of mothers that would like to stop by during the day to breastfeed their child, and have a designated private room available.

**SAFE SLEEP FOR 12 MONTHS AND YOUNGER**

If a parent requests their infant be placed in a sleeping position or in a device that is not allowed by minimum standard rules, Aggieland Preschool Academy must inform the parent of the requirement to have their infant's health care professional complete Infant Sleep Exception, Form 2710, based on the infant’s medical need. Once the parent brings the completed sleep exception form, we will review it to ensure it is complete. Once Aggieland Preschool Academy and the infant's caregiver sign the Infant Sleep Exception Form, the sleep exception will be allowed within the time frame outlined by the health care practitioner.

**AGGIELAND PRESCHOOL ACADEMY ENROLLMENT**

 **Enrollment Information:**

During the enrollment process parents **must completely fill out their child’s registration form online**. If you would like to schedule a tour please reach out via email: info@aggielandpreschoolacademy.com or visit our virtual tour online at aggielandpreschoolacademy.com. If you have any questions you may ask the front desk or director. Additionally, the parent handbook must be read, signed, and returned, the electronic paperwork must be completed, and all registration fees must be paid before your child may attend our programs.

During the enrollment process, we ask that all parents provide a copy of their child’s most current health records, including shot records. It is required by law that all students must show a current shot record indicating that they have received their immunization shots, tuberculosis screening, and hearing and vision tests (ages 4+).

The Vision and Hearing Screening Program, Texas Health and Safety Code requires that all the children who are 4 years-old by September 1st and enrolled in a Department of Family and Protective Services (DFPS) licensed childcare center must be screened or have a professional examination for possible vision and hearing problems.

If your child is unable to take these tests we ask that you have a signed form from the department of health stating that your child was unable to take these tests.

 **Exemptions for shot records**:

The law allows (a) physicians to write a statement stating that the vaccine(s)) required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child’s household, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. Schools and child-care facilities should maintain an up-to-date list of students with exemptions, so they can be excluded from attending school if an outbreak occurs. Instructions for the affidavit to be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief can be found at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com).

 \*Note that Aggieland Preschool is for children no younger than 1 year old and no older than 5 years old.

\*It is extremely important that you list any medical issues your child has so as to better keep our staff informed about any potential complications.

**TUITION & FEES**

**Biweekly Tuition**: All tuition is due every other Monday

Our tuition is based on the age of your child. When your child turns 12 months or 17 months, your tuition will decrease the following month. We will not prorate the month or adjust your tuition until the full calendar month proceeding your child’s birthday.

 \*There will be no refunds for absences nor will we transfer credit from one day to another. We will not put any holds on tuition for court ordered visitation, vacation, or any other reason.

**Fees:**

Registration Fee: $125.

Supply Fee: $50 bi-annually. Supply fees are charged in April and September

Our supply fee covers the following items that are used daily throughout the preschool:

Wipes (not only do we use wipes for changing diapers, but we use them during craft time)

Snacks

Supplies for snacks, e.g. coffee filters and water cups

Paper towels

Toilet paper

Soap

Lysol

Disinfecting wipes

Gloves

Supplies for classrooms: e.g. glue, paint, water colors, scissors, crayons, markers

Paper

**In the event that your child does not attend due to illness or vacation (not regularly scheduled) or the center is closed due to inclement weather, tuition is still due in full according to your child’s fee schedule.**

**Reimbursement of Tuition and Fees:** Tuition and fees WILL NOT be reimbursed if your child is dismissed for disciplinary reasons or if your child’s enrollment is involuntarily terminated as a result of your failure to abide by our policies and procedures. Tuition and fees WILL ONLY be reimbursed if you have been inadvertently overcharged by the school.

**Late Fees**: If for any reason your payment of tuition and fees is late, you will be charged a fee. If a check is returned by your bank, you will be charged a returned check fee of $30.00. For any late payment, whether that payment is to be made by check or credit card, you will be charged a fee of $25.00 per day until the payment owed is received.

**Drop-In Fees**: If you drop off a child that is not enrolled full-time, you will be charged a per diem rate as follows:

$40.00/day

**VOLUNTARY TERMINATION OF ENROLLMENT**

If you decide to withdraw your child from Aggieland Preschool Academy, a written 30-day notice is required for those clients on a monthly tuition cycle. Please provide your written notice to the front desk. For clients on the biweekly tuition cycle, should you withdraw your child, you will not be entitled to a refund of any tuition or fees as a result of the withdrawal.

**CHAIN OF COMMUNICATION**

We truly value feedback from parents. If you have a question or concern regarding your child please communicate them through the following contacts:

1. If you have questions about your child’s class please contact your child’s teacher, or call (979) 704-5035 to speak directly to the director or administration.

 2. If you have questions or concerns about Aggieland Preschool Academy Program you can contact the Childcare Director at (979) 704-5035.

 3. If you have questions about tuition or payments please contact the front desk or the director at (979) 704-5035.

4. HiMama is a useful tool in communication as well. Your account will be activated immediately upon enrolling in APA.

All emergency situations will be handled immediately; however, please allow a 24- hour response time for all non-emergency items. Parents are encouraged to address their questions or concerns FIRST to the center’s administrative team and if applicable to the to the center’s director and/or owner.

 **WATER PLAY**

Parents will be notified of Water Play-Splash pad activities in advance. Water play-splash pad activities will be scheduled on Fridays throughout the Summer months.

Children Participating in Water Play activities should wear appropriate swim wear and water shoes. Parents are required to provide a change of clothes as well as a towel.

**STATE LICENSING CONTACT**

 It is our top priority to keep your child free from harm. In Texas each person is required by law to report even the suspicion of abuse or neglect. The Child Abuse Hotline is 1-800-252-5400. The local licensing office number is (979) 731-0118, and the website is www.dfps.state.tx.us. Please remember anytime you see something that appears suspicious, makes you feel uncomfortable, or violate policy; please bring it to the attention of the Aggieland Preschool Academy director.

 **Viewing of the Minimum Standards Rules and Licensing Reports:**

A copy of the Minimum Standard Rules for Licensed Child-Care Centers and the latest report from the Department of Child Care Licensing are available for review at any time. If you would like to review these documents, please visit the front desk and we will direct you to the appropriate locations.

**Receipt for Parent Handbook**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_parent/sponsor/guardian) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

am in receipt of Aggieland Preschool Academy’s Parent Handbook, revised September 2020.

I understand that it is imperative for me to review and familiarize myself with the contents of this handbook.

I give permission for my child to be photographed by Center staff. The photographs will be used only within Aggieland Preschool Academy and/or Aggieland Preschool Academy’s website.

 Yes \_\_\_\_\_ No \_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1st Child

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2nd Child

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date