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MISSION STATEMENT

THE MISSION OF DAWNING YEARS ACADEMY IS TO INSURE THAT EVERY CHILD UNDER OUR CARE HAS A SAFE, CLEAN, LEARNING ENVIRONMENT EVERY DAY. WE WILL SPEND THE FULL DAY TEACHING AND NURTURING EACH CHILD AS IF THEY WERE OUR OWN. WE AS CARE GIVERS WILL CONTINUE OUR TEACHER TRAINING SO THAT WE CAN EDUCATE OUR CHILDREN IN THE BEST MANNER POSSIBLE. WE WILL HELP TO PROMOTE LEARNING AND SOCIAL SKILLS. WE WILL ABOVE EVERYTHING ELSE SHOW LOVE IN EVERY THING WE DO AND GIVE OUR BEST TO ALL.

It Is Important For Parents To Know

Parents may visit the center at any time to observe their children. There are cameras in each class room that allow parents to observe without disrupting the class.

Questions specific to your child may be discussed with the child's teacher. Teachers should not be distracted from supervision of their class so discussions may need to be scheduled if the teacher is with a class at the time.

If you have any questions regarding;

- ✓ The center operations.
- ✓ Policies and procedures.
- ✓ Incidents or problems.
- ✓ Participating in activities.

You should speak to A. Kirk Allen, Director. If he is not immediately available, you may contact him at any time at by phone at 713 416 3982.

Parent notifications, immunization requirements and daily menus will be posted on the parent information board located at the sign in counter in Building 1. Policy and procedure changes will also be posted and you will be required to sign as acknowledgement that you are aware of the changes.

You may view a copy of the minimum standards while at the center. The minimum standards are in the reception area as well as in each classroom. You can also request a copy of these standards from your local day-care licensing office.

The most recent copy of our licensing inspection report can be found on the information board next to our license. It can be reviewed any at time.

Contact Child Care Licensing by visiting their website **www.tdprs.state.tx.us** or by calling the Child Care Information Line at 1-800-862-5252.

Parents Should Bring For Their Child

All children under the age of four years should have a change of clothes here at center in case of accidents.

During quiet time children will need a large towel to lie on the sleep mat and covers to cover with.

For babies and children that are being potty trained you will need to bring wipes, diapers, pull ups and changes of clothes.

Formula and food for babies is provided. Please refrain from allowing your child to bring toys, cookies and chips to the center.

Parent Responsibilities At Enrollment

Before a child is admitted to the center we must have certain information and records from the parent to ensure the child's health and safety, to handle emergencies, and to meet minimum standards.

- A completed enrollment application including current contact, emergency and doctor information.
- Your child's current immunization history.
- Signed acknowledgment of receipt of this document.
- If transportation is necessary, a completed authorization form is needed for transportation.
- If the child is under 12 months old, a completed infant care instruction sheet and it must be redone every 30 days.
- A child nutrition program application for each child being enrolled.
- Enrollment fees and tuition for the first week must be paid.
- A doctor's statement stating your preschool child is physically able to participate in a day-care program.

Parents must inform us in writing about who is permitted to take your child from the facility.

Parents also need to tell us about any special concerns or needs, including allergies, medical history, behavior disorders, dietary needs and current medications.

If your child is four years old at the time they enroll they must be screened for hearing and vision. Dawning Years Academy is not responsible for this but evidence must be on file or a statement from the parent indicating who has these records.

A Tuberculosis examination is not required.

Fees Payment Policy

Fees are listed in the reception area or they are defined by your sponsoring organization.

Parents that pay weekly

Weekly fees are due every Monday and are to be paid in advance of the week your child is attending. Fees not received by 6:pm on Tuesday will have a 15% late fee accessed on the outstanding balance and the child will be suspended on Thursday until fees are made current. The child's spot will not be held during the time your child's fees are not current.

Parents sponsored through the WorkSource

Your monthly fee is divided into four payments. At least half of the monthly payment is due by the 2nd Tuesday of the month. The remaining balance is due in full by the 4th Tuesday of the month. Fees not received by 6:pm on Tuesday will have a 15% late fee accessed on the outstanding balance. If fees are not current by Thursday of the week it will be reported to WorkForce Solutions and **Your child care may be suspended.**

Parents that pay monthly

Payment is due no later than the 5th of the month. If payment is not received by the morning of the 6th, the fee will convert to a full weekly payment with a 15% late fee. The payment will remain at the weekly rate until the next month.

Fees must be paid for each week the child is enrolled. If your child will only attend one or two days a week the parent may pay the drop-in-by-day-rate.

Fee Payment Policy

Drop In Rates

- ***\$45.00 – 0 through 16 months***
- ***\$40.00 – 17 months through 23 months***
- ***\$35.00 – 25 months through 35 months***
- ***\$30.00 – 3 yrs and older***

This rate is only good if paid in advance.

There are no half week rates.

Fees must be paid every week to maintain enrollment. All children with unpaid fees will be closed out at the end of the week. You will need to pay a new enrollment fee to re-enroll your child after they have been closed out.

No child can attend the center with outstanding fees.

If you feel you can not come in to pay before the 6:pm deadline, we can accept credit card payments over the phone.

Payments made to Dawning Years Academy can be in the form of check, debit card, money order or cash. Parents should always obtain a receipt when paying fees.

There is a \$40.00 fee on all return checks. After a returned check all future payments must be made by money order or cash.

Arrival and Release of Children

Parents must sign each child in before leaving the child at the center. This is the parents' responsibility. Parents must make sure staff is aware the child is in the center. Do not leave your child at the front door, and never leave your child at the facility before the center opens.

Staff is required to question any type of bruise found on any child immediately. This may require calling the parent on the job. Our staff is required and will report any suspected cases of abuse or neglect to Texas Department of Human Services.

Coats and other belongings should be placed in the child's cubby or taken with the parent.

The person who picks up the child must sign the child out before the child can be released. Dawning Years Academy staff will only release the child to parents and those persons listed as authorized to pick up the child.

If the person picking up the child is new to the staff, we may request picture identification and write down the license plate of the car picking up the child.

If staff suspects the person picking up the child to be under the influence or may be putting the child at risk, staff may not release the child and will contact the authorities.

Parking To Pick Up & Drop Off Children

When dropping off or picking up your child at Building 1 please pull up so that other parents can pull in off of the street. If you are afraid of being blocked in, don't pull in the driveway, park on the street. Please limit your time to 3 minutes.

Hours Of Operation For Dawning Years Academy 2011

We are open January – December, Monday – Friday from 6:00am until 6:30pm with the following days closed for Holidays.

- 1) New Years Eve and New Years Day
- 2) MLK Day
- 3) Good Friday
- 4) Memorial Day
- 5) July 4th
- 6) Labor Day
- 7) Thanksgiving Day And The Day After
- 9) Monday After Christmas

If there are situations that cause our facilities to be closed you will be informed by posted notices at least 5 days in advance. For emergency situations you will be notified by phone or posted notice.

In severe weather situations, if HISD is closed, Dawning Years Academy is closed as well.

Rules For Dress

- Sandals, open toed shoes, open heeled shoes, flip-flops and hard sole boots may not be worn. These types of shoes are hard to run and play in and may cause accidents or injuries. We encourage soft sole, comfortable shoes. (Tennis shoes)
- Jewelry is discouraged. Ornaments in the hair should be limited. No dangling ear accessories are allowed. Dawning Years Academy will not be responsible for any jewelry or accessories that are lost. Small children may also put these objects in their mouths and cause serious damage.
- Girls 18 months and older should wear shorts under their skirts.
- Children that are potty training should not wear overalls or other clothing that is difficult to get out of.
- No children will be admitted in their pajamas. Staff will not dress your child.
- Hair should be groomed. Clothes should be clean.
- There should be an extra set of clothing sent with each child that may have accidents or at least until they are four years old. Clothing should be clearly labeled with the child name. Ample diapers and such necessities should also be sent.
- All clothing that may be taken off at the center such as hats, coats and sweaters must be clearly labeled. It should be placed in the child's cubby or taken with the parent.
- Unclaimed items will be donated to charities.

Discipline Policy

We will only employ methods that encourage self-esteem, self-direction and most importantly self-control. We do not hit, threaten, shake, humiliate, yell, shame, raise our voice or reject any child at any time. We set directions and rules for the children. If disciplinary problems occur these are the guidelines that we will follow:

Cases where the child is defiant (will not follow directions)

The child will be separated from the group for a maximum time of two minutes. Time may be increased by a maximum of one minute for each year according to the age of the child. The parent must be told that their child was separated from the group and for how long. The parent will be told exactly what their child was doing to deserve being separated.

There will be **no** other forms of punishment.

If the child repeats the same unacceptable behavior or there seems to be a pattern, the staff member will complete a Discipline Action Form. This information will be given to the parent and the Director. A conference will be made by the Director and a resolution will be sought.

Discipline Policy

High Risk (Child is a danger to himself or others)

All actions that put the center or any of our children at risk will be documented. There will be a form completed the first time this activity is observed. (Hitting another child or the child hitting himself). If it was an accident it will be treated as such but in cases where a child is a threat to himself or others the discipline process will be accelerated in order to remove the child from the center.

Dawning Years Academy will not tolerate fighting children or children who are a threat to other children or the center, and we cannot be responsible for children who are a threat to themselves.

Bus Riders

Children who are a discipline risk while riding our buses will not be allowed to ride. **NO EXCEPTIONS.** This includes:

- Taking their seatbelts off while bus is in motion.
- Throwing things.
- Being unnecessarily loud.
- Hitting others.
- Being a distraction to the driver.
- Getting out of seat.

There is an enormous safety risk when children are being transported. We will not put ourselves and the other children riding the bus at risk by ignoring unacceptable behavior. The first incident of unacceptable behavior must be reported to the parent and the Director. If the activity is not corrected and continues it will be documented. The Director will discuss the matter with the parent and make a decision on further action. Continued unacceptable behavior will not be tolerated. The Director may choose to allow the child to continue in care but not allow the child to ride the bus.

Discipline Policy

Children that require medication to regulate behavior

Dawning Years Academy as a rule is not equipped to care for children that require behavior medication or care for children that exhibit signs that medication may be needed. But we will handle these instances on a case-by-case basis provided the parent is willing to work with us. The rules for these children to continue care are:

- The parent must be available to come and pick up the child any time the child acts out.
- The parent makes sure the medication is taken as prescribed by the doctor in order to keep the child calm.

Other Actions

Any actions that the staff feels may cause problems should be written on the Discipline Action Form. The form must be given to the Director. The Director will make the decision concerning further action. All Discipline Actions forms will be added to the child's file.

Exceptions that will cause the process to move faster to expulsion:

- ***The child is a risk to himself or others.***
- ***The child is destructive.***
- ***The child totally refuses to cooperate and is regularly combative.***
- ***The child rides our busses.***
- ***The child requires medication to regulate behavior.***

Illness Policy

Dawning Years Academy is not allowed to admit children who exhibit certain illness symptoms. Symptoms would include:

- Dark nasal congestion.
- Fever of 100 or higher.
- Open wound seeping puss or blood.
- Persistent coughing or sneezing.
- Uncontrolled diarrhea
- Two or more vomiting episodes.
- Showing signs of any type of communicable disease or contagious rash.
- The child cannot participate comfortably in normal daily activities including outside play.

It is the responsibility of the staff to speak to the parent about any abnormalities that they notice regarding the child as they enter the classroom.

It is the responsibility of the parent to make staff aware of any illness symptoms the child may have displayed before bringing them to Day Care.

If a child becomes ill while at the center, staff is instructed to immediately separate the child from the other children and then notify the parent. If the parent is not promptly accessible the emergency contact person will be notified.

Parents must immediately pick up their child from the center when notified.

A doctor's note is required in all instances where there is suspicion of a contagious condition.

If your child needs immediate medical attention and the center has called all contacts and no one responds in a timely manner the center will call for an ambulance.

It is important to keep contact numbers, doctor's information and authorization for emergency medical care updated.

Dispensing Medications

The Medicine Authorization form must be completed by parents in order for staff to administer medication to their child. This form must be signed by the parent. The day to start administering the medication and the day to stop administering the medication must be noted on the form. Dosage must be written by the parent. If there is dosage information on the medicine container, staff must follow those instructions.

Medicine can not be dispensed by verbal instruction.

All medicine must be labeled with the name of the child who is to receive it. Expired, unlabeled or medicine with another persons name will not be administered. Unused medicine will be returned to the parent at the end of the day. Staff must complete the Medicine Authorization form with the dose amounts and their name when medicine is administered.

If the child has a reoccurring problem and needs medicine on an as needed basis that can be done if the symptoms under which the medicine is to be administered is clearly stated on the Medicine Authorization form.

Medical / Emergency Situations

In any emergency situation at the center or while transporting children, the only priority is the safety of the children involved. If in the case of threat of fire, severe weather or such we will make every effort to make sure the children are secure we will then contact the parent or contacts.

We will make every effort to contact you as soon as the emergency is under control or as soon as we can.

It is the parents responsibility to make sure we have current information on file for your child. Parents must make sure we have:

- Up-to-date contact phone numbers
- Up-to-date designated emergency contacts
- Up-to-date doctors name and phone number
- Up-to-date hospital of choice for your child

If a severe injury occurs to your child, 911 will be called first and then the parent will be contacted, if the parent cannot be reached the emergency contacts will be called.

Fire drills are conducted monthly and disaster drills are conducted every 6 months.

If severe weather forces school closings in HISD South Central District, then Dawning Years Academy will also be closed.

Transportation Rules

Our Schedule:

We start picking up children at 6:30a.

We leave the center dropping off children at school at 7:10a.

Evening pick up during regular school days between 2:30 and 3:30p

Evening drop off at home is between 4:30 and 5:30p

The bus's daily runs are scheduled, which means that the bus can not be detained. It will not wait for children to get dressed or wait for classes that let out late. If we pick up your child from school we will call the contact numbers if your child did not get on the bus as expected. If none of the persons can be reached that are listed on the contact, we will call the school and notify them that we are leaving.

All children are required to use a seat belt.

The bus will not make return trips to pick up children once it has come by, nor do we come back by to drop off children. Make sure the child is ready at the scheduled time and make sure someone is at home to receive the child when your child is scheduled to be dropped off. If you will not be home to receive your child or your child did not attend school please call us ahead of time to let us know. If a child is brought back to the center because no one received them at home the parent must come to get them and late day fees will apply.

No food or drink of any kind is allowed in the child's possession while the child is on the bus. Eating and drinking on the bus is not permitted.

Disruptive children will not be allowed to ride the bus for safety reasons. Parents will be notified concerning disruptive children. Please review the Discipline Policy for more information.

Daily Activities

All teachers post and follow a daily activity schedule. The activity schedules are included in this document.

Daily activities will include indoor activities, outdoor activities, potty breaks, reading and learning time and mealtimes.

All children are required to spend time outdoors when the weather permits. This would be when temperatures are between 65 and 90 degrees. No rain and low pollen and no ozone risk.

Infants may be taken outside briefly each day.

Outside time for children depends on their age. The older the child the longer the time they may spend outside.

These times may be altered depending on the daily activities planned.

Parents who do not want their children to participate in outside activities should give written notice to the child's teacher or the Director.

Quiet Time

All children are required to participate in quiet time. Quiet time is from 11:45 to 2:30pm. Children are placed on the same cot or mat daily.

We suggest parents bring a small blanket or big bath towel for the child to lie on during quiet time. The blanket will be kept in your child's cubby and should be taken home weekly to be washed.

Children say a prayer before going into quiet time.

Infants are put to bed according to the schedule prescribed by the parent.

This is quiet time. Children are not forced to sleep. However, they are required to be quiet and lay down during this time period.

Mealtime

Breakfast is served from 6:30 until 8:30am. Morning snack is served at 9:30. Hot lunches are served from 10:45 until 11:30. Snacks are served at 2:30pm. Meals are included in the fees. Parents are encouraged **not** to bring food for their children. All meals are cooked, hot and nutritionally balanced.

Infants are feed according to the feeding schedule prescribed by the parent. All formula, milk, juices and any other food for baby is provided by the center.

Menus can be reviewed on the information board. If your child has special dietary requirements the parent should let us know so that we can accommodate.

Before each meal children are required to wash and say grace.

Children are not forced to eat. Neither are they rushed. Each group has at least 20 minutes to eat each meal.

If You Suspect Child Abuse

Dawning Years Academy, like most parents, takes good care of children. Child abuse is rare, and it is very unlikely that anything like this will happen to your child.

If you do suspect that your child has been abused or sexually molested, report the situation immediately. Use the toll-free Child Abuse HOTLINE number 1-800-252-5400 or 1-512-834-3784 to report abuse or neglect that has occurred in Texas. The situation will be investigated immediately, and you will be given referrals or recommendations for help for your child and family.

Should agency staff interview or examine your child during an abuse investigation, a reasonable effort will be made to notify you within 24 hours after the interview or examination.

Discrimination Statement

In accordance with Federal Law and U. S Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write:

USDA, Director, Office of Civil Rights
1400 Independence Ave., SW
Washington, D.C. 20250-9410

Or call:

800 795 3272 or 202 720 6382(TTY)

USDA is an equal opportunity provider and employer.

THIS BOOKLET INCLUDES THE OPERATIONAL PROCEDURES FOR DAWNING YEARS ACADEMY. IT WAS PREPARED FOR THE PARENTS OF THE CHILDREN THAT ATTEND THIS CENTER IN ORDER TO GIVE THEM A CLEAR UNDERSTANDING OF HOW WE DO BUSINESS. THIS BOOKLET WAS PREPARED BY A. KIRK ALLEN, THE DIRECTOR OF DAWNING YEARS ACADEMY. PLEASE FEEL FREE TO SPEAK DIRECTLY TO HIM ABOUT ANY CONCERNS OR QUESTIONS YOU MAY HAVE.