

Parent Handbook 2020



Where Children Learn and Grow

Gingerbread Kids Academy: 281-239-2110

Gingerbread House: 281-232-9583

When Your Child Comes Home Messy...

Red paint in the hair? Blue paint on the jeans? Sand in the shoes?
Peanut butter on the favorite shirt? White socks look brown? Sleeves a little damp?

YOUR CHILD probably...

Worked with a friend

Solved a problem

Created a masterpiece

Negotiated a difference

Learned a new skill

Had a great time

Developed new language skills



YOUR CHILD probably didn't...

Feel Lonely

Become Bored

Do repetitive tasks that are too babyish

Do worksheet tasks that are too easy

Do sit-down work that is discouraging

YOU probably...

Paid good money for those clothes

Will have trouble getting the red paint out

Are concerned that the caregiver isn't paying enough attention to your child

THE CAREGIVER probably...

Was aware of your child's needs and interests

Spent time planning a challenging activity for the children

Encouraged the children to try new things

Put smocks on the children

Was worried that you might be concerned

Susan Ruane, M.A.

Welcome to the Gingerbread Family!

We are so glad that you have chosen us to love, nurture, and educate your child at one of our two locations: The Gingerbread House Daycare in Rosenberg and The Gingerbread Kids Academy in Richmond.

My husband Larry and I opened our first center in May 1982 and our second location was established in March 2014. Our second location was a work of love, and without the support of our family, it would have only ever been a dream. We have four children: our son Tim, the director of Gingerbread Kids Academy, and his wife Patti have two children: Kassidi and Kolton; our daughter Cindy has four children: Kristen, Patrick, Stephen, and Mattea; our daughter Kelly has three children: Cheyenne, McKenna, and Dallas; and our son Nick and his wife Meghan have two children: Stetson and Stella. My husband Larry is enjoying retirement as I continue to enjoy the many blessings that God has chosen to provide for my family and me.

Our Staff is another part of my family. They have chosen this profession because they understand that love, patience, and understanding are the most important tools when working with children. As our teachers, they take on the responsibility of caring for your children to the highest level. They receive annual training in early childhood development and are encouraged to pursue advanced classes through local colleges. Please take the time to get to know all of our wonderful staff.

OUR GOALS:

1. Provide unconditional love to every child.
2. Provide every child the opportunity to discover and learn at his/her own pace with teacher guidance.
3. Instill an understanding of honor, respect, and responsibility toward others, including their family, parents, teachers, friends, and the community.
4. Promote a home environment and love for learning.
5. Emphasize the importance of parent/teacher/administrative communication.

Thank you again for choosing to become a part of our FAMILY.

Respectfully,

Kathryn Kaminski – Ms. “K”



OUR PHILISOPHY

We provide developmentally appropriate activities in an educational and nurturing environment that ensures love is at the heart of everything we do. We strive to develop respectful relationships with both children and families that will support each child's growth and development.

ADMISSION

Both locations are licensed for children from 8 weeks through 11 years of age. Our hours of operation are as follows:

- **Gingerbread Kids Academy: Monday through Friday - 6:30 a.m. to 6:30 p.m.**
- **Gingerbread House: Monday through Friday - 6: 30 a.m. to 6:00 p.m.**

Before admission, an initial visit is required for all parents and their child/children. This visit will help your child become familiar with the new surroundings. Your enthusiasm and confidence will help your child feel more assured about attending the center and their adjustment will be easier. You are welcome to visit the center anytime.

REGISTRATION

State law mandates the following information be kept on file for each child:

- Enrollment for with current information for each child. This must be on file prior to start date of child.
- Current Immunization Record and Medical Statement signed by a physician. There can be no exceptions.
- A signed Medical Authorization with emergency phone numbers. YOU MUST NOTIFY THE CENTER IMMEDIATELY IF PHONE NUMBERS CHANGE.
- A list of people who have permission to pick up your child. You may make changes to the list of people who can pick up at any time or request the change in writing. We do not allow phone calls to request people to pick up your child. In a one-time situation, we may ask to hang up and call the number on file to ensure your identity. We require identification during the time of pick up. Please do not be offended if we request identification from those who do not ordinarily pick up your child. IT IS FOR YOUR CHILD'S SAFETY.
- A signed statement that you have received and discussed the Parent Handbook.
- A signed Rate Sheet with the hours that your child will attend the center.
- Any changed in Policies will be sent to parents in memo form and may change without prior notice.

TUITION AND REGISTRATION FEES (Non-Refundable)

Registration includes the registration fee, supply fee, and the first and last weeks tuition. You must RE-REGISTER and pay the Registration Fee each August 1st.

Tuition is due in two-week increments. Payments are due on Monday and are considered late after closing on Tuesday, and a \$40.00 late fee will be assessed to your account. If payment is not received by closing on Tuesday, your child will not be allowed to attend the following week until the tuition and late fee is paid in full. Tuition is due in the provided due dates even if your child is out for vacation or sick. Discounts for Holidays, vacations, or summer breaks are not offered. If tuition is not paid, you will lose your spot in our program and will then have to re-register. **If conditions beyond our control prevent us from opening for more than three days, the tuition will be half-rate for that week.**

Tuition can be paid by cash, money order, credit card, or automatic bank draft. An additional fee will apply if paying by credit card.

SUPPLY FEE

An annual supply fee will be due each February 1st.

WITHDRAWAL POLICY

If it is necessary to cancel our services, we require a two week written notice prior to the next payment due date in order to apply the security deposit to your last week. If you do not supply a written notice, the security deposit will be forfeited.

INSUFFICIENT CHECKS

There will be a \$30.00 return check change plus a \$10.00 processing fee on insufficient checks. You will also be charged a \$40.00 late payment fee. After two returned checks, you will be required to make payment by cash or credit card only. You are responsible for keeping up with the cash receipts. If checks are not processed due to insufficient funds, we reserve the right to re-submit the check when the funds are available in the account.

YEAR-END TAX STATEMENTS

We do not automatically provide an end-of-year tax statement. We recommend that you keep your cancelled checks or cash receipts and use our EIN number. If you require an end-of-year printed statement you must submit the request in writing along with the required processing fee.

HOLIDAYS

Our holiday schedule observes the same major holidays followed by Lamar CISD. The center will be closed for the following holidays, and full tuition is charged for those weeks. If the holiday falls on a weekend, the day will be observed on the previous Friday or the following Monday. If the holiday falls on a Tuesday, we will also be closed on that Monday. If the holiday falls on a Thursday, we will also be closed on that Friday. (Example: Thanksgiving)

- New Year's Eve (close early)
- New Year's Day
- MLK Day (Staff In-service Day)
- Friday of Spring Break
- Good Friday
- Memorial Day
- Independence Day
- August Staff In-service Day
- Labor Day
- Fair Day
- Thanksgiving Thursday and Friday
- Christmas Eve and Christmas Day

We close for teacher in-service training on MLK Day and the 2nd Friday of August annually.

Note: Vacations, Holidays, and Custodial Visits will be charged at the full rate.
Summer Camp: Contact director for schedule.

STUDENT BEHAVIOR/DISCIPLINE

We incorporate a pro-active approach to discipline within our curriculum, and utilize a method of discipline and guidance presented in the framework of the Conscious Discipline program. If behavioral issues become a concern, we will use positive re-direction and require a parent conference to discuss the child's challenging behaviors. If a child becomes uncontrollably aggressive toward another child/teacher/parent/visitor, they will be removed from the class. The director will call the parent and request that the child be picked up immediately. Suspension will become an option if the child's aggressive behaviors become repetitive. We ensure that parents are kept current with their child's progress in the classroom. The director can make the decision as to whether the program can meet the needs of the student.

Parents may not confront any child other than their own on the premises. If an area of concern becomes apparent, please bring the issue to the attention of the director or assistant director. Any verbal or physical contacts from a parent with a child, teacher, or other adult on the premises will cause for immediate dismissal of the child from the program.

PARENT CONFERENCE, COMMENTS, QUESTIONS, OR VISITATIONS

If a parent has a concern about their child's progress, they should make a request for a parent/teacher conference to the director in writing. We encourage daily communication about children's progress between teachers and parents. We will schedule conferences twice annually to discuss student development. You will be contacted by email or paper notice for this meeting time.

We will also periodically send out parent surveys via online survey formats or paper surveys. We encourage you to deliver feedback to the center regarding staff, curriculum, and atmosphere. Please participate in the evaluations when distributed.

Parents have the right to visit their child at the program during business hours to observe their child, program activities, the building, grounds, and/or equipment without having to secure prior approval. Parents are entitled to review our policies, minimum standards, and most recent inspection reports. If you have any questions or concerns you may call the director at the Gingerbread House at 281-232-9583 or Gingerbread Kids Academy at 281-239-2110.

If you wish to contact the local licensing office or child abuse hotline, refer to the back of the handbook for websites and phone numbers.

ABSENCES

Please contact the center as soon as you know your child may be absent for the day. You may receive a call from us if we do not hear from you by 10 a.m.

Any time a student is gone for more than one week without payment of the regular weekly fee, the student is dropped from the enrollment list and the vacancy will be filled. In order to re-enroll, an opening will be to be available and a new registration fee paid plus any outstanding balances on the account.

If your child is absent due to illness for an entire week (Monday-Friday), you will be charged one-half the regular week. You must contact the director immediately regarding the extended absence. In addition, a doctor's release must be obtained stating they may return to the program. Partial weeks are charged full rate.

When a child is absent, we encourage them to complete the curriculum that was missed in their absence. We may ask that some work is completed at home.

ILLNESS/INJURY

It is our responsibility to protect the health and well being of all the children and staff. If you child is running a temperature, vomiting, or has diarrhea, he or she will not be allowed to stay at the center.

Children sent home with fever may return 24 hours AFTER the temperature has returned to normal. In addition, they may return 24 hours after the administration of antibiotics and with approval from a physician. Please do not try to conceal the fever by giving your child fever reducing medications (such as Tylenol or Motrin) before they come to the center. Again, it is our responsibility to protect the health of other students, so please be considerate of others. Fever (100 and above) is usually a sign that something is going on and a child may be contagious. We follow the guidelines as described in the Minimum Standards regarding picking up a child who is ill (#746.3601). If you are called to pick up your ill child, you will be expected to pick up their siblings.

Children spend time outdoors EVERYDAY unless the weather permits. Outdoor play is healthy for children and is required by Texas Licensing. Children who are too sick to go outside for fresh air are too sick to be at the center. Please do not request that your child “stay inside” while their class goes outside, as it is not feasible due to required ratios.

Injuries not requiring medical assistance will be noted on incident reports. You will be presented with reports to sign at the end of the day. If medical assistance is required, you will be contacted immediately.

We must have a written consent to obtain any emergency help for your child. We will use the information on your child’s enrollment form to contact their doctor if necessary. If we are unable to reach the specified doctor, we will contact a local pediatrician to come to our aid. If a child is seriously ill or injured we will call 911 and then the parents.

If there is a MEDICAL EMERGENCY concerning your child, we will provide necessary care and treatment while contacting emergency personnel. Any emergency first-aid or CPR will be administered until the emergency personnel arrive. All staff members are required to have current CPR/First-Aid training. We will then attempt to contact parents first followed by the student’s emergency contact to explain the medical situation. If medical personnel are on site, you will be given the opportunity to speak with them. At this time we will make arrangements to meet at the designated medical facility. A staff member will remain with your child until you arrive and will be available to the parent as long as necessary.

Please notify the center immediately of any changes in your phone numbers or doctor/hospital preferences. Your child’s file is the only resource that we use to contact you, so please keep the information current. It is a best practice to request to see your child’s file periodically to make sure all the information is updated.

MEDICATIONS

The state mandates that we have very specific medical policies for each center.

We require a written authorization from the parent/guardian of each child along with the directions for administering any medication. We are not a trained medical facility and thereby exercise the right to administer only medication for common childhood illnesses, i.e. ear infections, etc.

All medication must be properly labeled with the NAME OF THE CHILD, DOCTOR’S NAME, DOCTOR’S PHONE NUMBER, NAME OF MEDICATION, AND COMPLETE INSTRUCTIONS.

You must fill out a daily medication chart with date, time, and dosage of medication. Medication will be given at the center ONLY AT LUNCH TIME (between 11 a.m. – 12 p.m.). The reason for the hours span is due to the fact that a child may be eating, sleeping, or the person designated to administer medication may be attending to an unforeseen problem. Please allow this leeway when you are writing instructions. **Medications must not be mixed in infant or toddler bottles at any time.** Medication will not be shared between siblings.

In order for us to better monitor what medication is being administered, the Director, Director-in-Charge, and one additional staff only are approved to dispense medication.

If your child's medication states that it is given 3-4 times a day, we will be responsible for the dosage given at lunch time only. You are responsible to give medication in the morning, when you come home from work, and before your child goes to bed. If your child requires a nebulizer treatment, we will give the treatment one time a day.

ALL medications must be accompanied by a doctor's written authorization giving us permission to administer the medication at the center; this includes: prescribed medications, physician provided samples, and ALL over-the-counter medications (i.e. lozenges, cough medications, lotions, powders, etc). We will not administer medication without the physician directive on file.

Medications **MUST** be sent in original packaging. Please do not transfer into generic containers.

ALLERGIES

If your child has a food allergy that has been diagnosed by a health care professional, we **MUST** have the parent and physician complete and sign a **Food Allergy Care & Action Plan**. These medications also require a written authorization form from the parent/guardian along with a doctor's written authorization for administering the medication. Please inform the director, in writing, if your child develops an allergy after initial enrollment at the center, and you will be asked to update your child's file.

If your child requires an Epi Pen for severe allergic reactions, an Epi Pen must be left at the center and be available to the staff at all times.

IMMUNIZATIONS

State Licensing requires that every child have a complete and current immunization record on file before admission to the program. Please provide us with a copy of your child's updated immunization record as soon as your child receives the new immunization. In addition, please submit TB results when received. When your child turns 4-years-old, we are required to have your child's hearing and vision screening results on file. An immunization record with missing vaccines will deem your child ineligible for enrollment. Failure to comply with State immunization requirements or falsifying your child's immunization record will exclude your child from the center.

When making doctor's appointments for your child, we request that you make them in the afternoon. Please do not bring your child back to the center after they have received an immunization shot on the same day, as they may develop a fever or reaction, become irritable, and/or generally need comfort and care from a parent.

INCLEMENT WEATHER

In case of emergency situations, i.e. storms, flooding, chemical spills, ice storms, etc. the center will be closed when the local school district closes or we are advised by another community entity such as police or the fire department. If the local school district has a delayed start due to weather, our center will not open.

If we lose power or water for more than two hours, we are required to close. Parents will be notified to pick up their children immediately if we close during the day.

EMERGENCY PREPARDNESS

If we must evacuate the building without prior notice, the locations will be as follows:

Gingerbread Kids Academy will relocate to:

Rosenberg Fire Station #3
(located across the street)
6226 August Green Drive
Richmond, TX 77469
832-595-3600

Gingerbread House will relocate to:

Rosenberg Police Station
(located down the road)
2120 4th Street
Rosenberg, TX 77471
832-595-3700

Children with limited mobility will be transported by the center vans to the place of relocation. Children 24 months and under that are not able to walk will be relocated using the evacuation cribs via the exit routes with the help of the administrative staff. Children under 24 months, children with limited mobility, as well as children with mental, visual, or hearing impairments needing one-on-one assistance will be provided support leaving the building by the director or teacher assigned to their group of students, and will also be transported by vans to the evacuation location along with their caregivers. The director or assigned staff member will take roll prior to leaving the center and upon arrival at the relocation site to ensure all students are relocated.

Each classroom will travel to the relocation site with an emergency bag that contains a list of the students, allergy sheets, and contact numbers for the families. The director or assistant director will contact the parents by phone to notify them that their children have been relocated to the evacuation site. The director or assistant director will also contact Childcare Licensing at 281-341-4082 and the local authorities via 911.

While at the relocation site, the assigned teacher will stay with the students until a parent or other authorized pick-up is able to retrieve them. Portable playpens, books, games, toys, snacks, diaper, and wipes will be sent from our other center not affected by the emergency to keep children occupied. In addition, teachers will create an atmosphere of normalcy as best as possible by singing songs, reading to the students, etc.

Upon arrival to the relocation site, the parent or authorized pick-up must show a valid photo ID before the child is released to them.

NATIONAL HEALTH PANDEMIC PROTOCOL

During the time of a National Health Crisis, our center takes additional protocols to ensure the health and safety of our students, staff, and families. We follow any State and County directives given during the time of crisis, which may include the following: limited entry into facility, temperature checks before staff/student entry, amended classroom capacity, modified health requirements (maximum temperature, no cough/runny nose, etc.), wearing face masks for students and staff, and/or modified operating hours.

RECORDS

Records concerning your child: enrollment forms, health records, observation records, written parent-teacher conference reports, and all other information about your child is confidential information. It will be accessible only to you, our school director, and a representative by State Licensing.

You may provide us with updated contact information via email or by placing a signed memo in the parent mailbox at the front desk.

PARENT COMMUNICATION

Parent notifications are sent out via email and/or memos. It is your responsibility to notify us of any email changes during the year. Changes can be made in person or by email notification.

We encourage communication in multiple forms: daily updates through conversation with staff, scheduled meetings with administration, phone calls, emails, notes, etc. Periodically communication will be sent via handouts from classrooms, such as calendars, event invitations, etc.

ARRIVALS AND DEPARTURES

Gingerbread House opens at 6:30 a.m. and closes at 6:00 p.m., and Gingerbread Kids Academy opens at 6:30 a.m. and closes at 6:30 p.m. **ALL STUDENTS MUST BE SIGNED IN BY 9 AM DAILY. Parents must notify the center if their child will not be here before 9 a.m.** If there is not advance notice, the child may not enter for that day. *The only exception will be a doctor's appointment, but you must bring a doctor's note verifying the date and time of the appointment to enter the center.*

If you or any authorized person picks up your child, they may not return the child later in the same day. The only exception is a doctor's note stating the time of the appointment.

The responsible party must sign your child in upon arrival, and an authorized person must sign your child out upon departure of the center. Proper ID may be requested during pick-up.

OUR CURRICULUM GOALS

Each classroom uses an in-house framework of curriculum that implements elements from the Frog Street curriculum. Frog Street provides is an engaging and motivating curriculum that strives to help teachers excel and students succeed. We adhere to the Infant and Toddler Guidelines as well as the Texas Pre-Kindergarten Guidelines when implementing lessons and evaluating student progress.

The teachers use developmental checklists within the classrooms to ensure students are on target. While each student progresses at a different rate, we ensure that developmental milestones are met appropriately. If we feel that an assessment should be made by an outside provider, we will schedule a meeting to discuss this information.

We strive for each student to be prepared to successfully transition into a public school kindergarten environment after completing our program.

PRE-K PROGRAM

Students who attend the Pre-K program need to be here not later than 8:30 a.m. Those who arrive late will miss the introduction to their activities for the day. If your child does not arrive before 8:30 a.m., they will not be included in the Pre-K curriculum.

FAMILY ENGAGEMENT

We strive to maintain an environment that includes families in activities on a regular basis. We desire to facilitate events that allow for networking between families to grow our school community. We encourage families to reach out to us for assistance, as we are able to provide a list of community resources.

We plan events both as an entire school and within individual classrooms that encourage family participation such as: Parent Night, Halloween carnival, Family Breakfast, Muffins with Mom, Donuts with Dad, pre-k classroom monthly family projects, etc.

SPECIAL NEEDS/ARDS/NIP/IEP

You must notify is in writing at registration of your child has any special needs, behavioral intervention plan, individual education program, or participates in ARDs in a public school setting. If an aforementioned plan is in place, you will be required to sign a Release of Information form so the center and the public school can share information. If a diagnosis from a medical provider requires any special assistance, we must have an official letter from the physician on file.

LATE PICK-UP

Late pick-up is assessed beginning at 6:31 p.m. for GKA and 6:01 p.m. for GBH. You must contact our program to let us know you will be late. You will be charged a \$40.00 late pick-up fee for every 10 minutes that you are late. In addition to this fee, your child will not be able to return to the center until this charge has been cleared.

SCHOOL HOLIDAYS

For school age, children, please notify the center by signing up and paying for your child to attend the full day ahead of time. This is necessary to ensure the center has the proper amount of staff available. No refunds are available for these days.

NON-CUSTODIAL PARENT

A parent has the right to pick up his/her child at any time, with the exception of a certified court order stating that they do not have the right. If a restraining order is in place, it must specify the child's name. If an order is in place on a parent only, it does not cover the child.

In cases of sole custody, we will not allow social visits or phone calls from the non-custodial parent to the child while the child is in our care. Social visits must be arranged during the time the child is at home. In order to maintain a spot for your child in the program, tuition will remain the regular rate during the summer or vacations while your child may be out.

RELEASE OF CHILDREN

Children will only be released to a person who is authorized by parents. At least two authorized people must be designated on the enrollment form with emergency phone numbers.

Once the child is signed out, they are considered to be in the care of the person who signed them out, even if they remain on the school premises. In addition, they are considered to be responsible for the child's safety.

To authorize the emergency release of a child to a person other than a parent, the following steps must be taken:

1. Provide a picture ID with a recordable number (i.e. Driver's License). This will be placed in the student's file.
2. If the person signing out the child is not on the child's enrollment form, the parent will be called and asked pertinent questions about their child. A description of the person picking up the child will be given. If the parent cannot be reached, the emergency contact will be called. If no contact can be made with any persons on the enrollment for, the child will not be released.

PLEASE DO NOT LEAVE YOUR VEHICLE RUNNING WHILE ON THE PREMESIS.

You are responsible for your child's safety during the time you are bringing them to the facility and from the moment that you sign them out.

TRANSPORTATION

For transportation purposes (after-school pick-ups/field trips), staff and/or volunteers with proper training will transport children in authorized vehicles with appropriate safety restraints. Drivers must have proof of insurance and students are required to follow behavioral guidelines.

During a field trip, a signed permission slip must be on file. On the trip, students are required to wear shirts or nametags with the name and phone number of the center. Students arriving late will not be allowed on field trips. No one will be allowed to pick up his or her child from the field trip location. Siblings or other family members will not be allowed to participate in the field trip.

NUTRITION/FOOD SERVICE

We provide morning snack, lunch, and afternoon snack Monday-Friday for all students in the Munchkin 1 program (about 18 months) and older. If your child has food allergies, we need a physician directive stating what they are allergic to, and you will be required to provide their lunches and snacks.

Menus are available at the front desk as well as posted in the cafeteria. Menus are structured to provide children with a variety of foods with different colors and textures to include whole grains, fresh fruits and vegetables; less processed items; and foods that meet the Dietary Guidelines for Americans guidelines established by the USDA. If you choose to bring your child's lunch, you are encouraged to provide meals with adequate nutritional. Sample "sack lunch" ideas are available upon request.

Breakfast should be eaten at home. Please do not bring it into the center. Sippy cups and/or morning food may not be brought in.

Additional information regarding nutrition:

- Liquids and food hotter than 110 degrees F are kept out of reach of children.
- All staff are educated on food allergies and take precautions to ensure children are protected.
- Food is prepared in a kitchen that is inspected by local health officials. If prepared food is brought into the program to be shared among the children, it is commercially prepared.
- Food requiring refrigeration is kept at the appropriate temperature in a commercial refrigerator or freezer.
- Healthy snacks (as listed by the Texas Department of Agriculture) are available for school aged children as children arrive.
- Milk, fresh fruit, and vegetables are available for children who bring lunches from home.
- Students are encouraged to eat healthy meals through daily conversations in the lunchroom as well as lessons within the classroom. We also send resources home annually with nutrition guidelines for the center, information about foods that cause

allergic reactions, and resources from the *My Plate* campaign. See information at www.choosemyplate.gov.

WATER ACTIVITIES

During the summer months of June, July, and August, children will have the opportunity for water play activities. Parents must provide permission on the admission form for their child to participate in the water play. Water play may include sprinklers, splash pad, sponges, squirt tube, etc.

OUTDOOR PLAY/PHYSICAL ACTIVITIES

Students will have the opportunity to engage in outdoor activities during the morning and afternoon hours, weather permitting. We believe that our outdoor environment is simply an extension of our classrooms. Outside activities include: supervised games, running, climbing, nature exploration, and social development through peer activities. On very nice days, we will bring books and art activities outside as well.

BIRTHDAYS

Celebrations are fun for everyone! If you want to bring refreshments for your child's birthday, you are more than welcome to. Please give us advanced notice so the teacher can set aside some time for the Birthday party. Cookies and cookie cakes are a great option versus bringing cupcakes.

SCREEN TIME

As the children and teachers are arriving, the children may watch an education TV program for up to 45 minutes. Movies shown are generally rated G; however, some children's movies are PG-rated. Children under the age of three are only shown educational or G-rated movies.

PERSONAL BELONGINGS

TOYS, FOOD, MONEY, AND "KEEPSAKE" ITEMS ARE TO REMAIN AT HOME. Prized possessions may be lost or broken which causes stress and disappointment for your child. We do not guarantee that items will not get misplaced or picked up from another family. We discourage bringing "special" blankies, binkies, or sippy cups into the center. Some items of comfort may be allowed for a short period of time during the transition to the center, but as your child becomes more familiar with the school and staff, the items will not be needed. Your cooperation is appreciated as we try to foster your child's emotional development. As the students enter three and four year old classrooms, these items will be sent home.

CLOTHING

All clothing must be LABELED with your child's name. We will not be responsible for misplaced or lost clothing if it was not marked with your child's name.

WE DO NOT ALLOW CHILDREN IN PAJAMAS. Please do not send children in coveralls, belts, rompers, or tight clothing as these items can be difficult for the students to self-manage, especially during restroom time.

Hair: Do not send clips that are so small that they can be swallowed, even for babies. Long hair needs to be pulled back into a ponytail, during the summer months especially.

Jewelry: For safety reasons, we do not allow children to wear jewelry.

Shoes: Children must wear shoes with socks. For safety reasons, we DO NOT ALLOW flip-flops, sandals, crocs, or clogs as they do not provide protection for tiny feet while they are running or climbing. Boots are not allowed, as they tend to hurt others.

If your child is not able to put his/her clothes on at home without help, they are too difficult for him/her at the center. Everything worn into the center should be appropriate for messy/active/outdoor play. Children will be unable to fully join in the daily activities if they have to worry about soiling or ruining their clothes.

THINGS TO BRING

- Bring TWO complete changes of clothes because accidents do happen. A change of clothes includes: **shirt, shorts or pants, underwear, and socks**. REMEMBER TO LABEL EVERYTHING! Please be mindful to update the extra clothes in your child's cubby periodically to ensure they are seasonally appropriate and your child's current size.
- Bring a **SMALL** child size pillow (no larger than 12" wide) and a **SMALL** blanket (approximately 34" x 44" or smaller) for rest time. Please do not bring roll up mats, large pillows, pillow pets, etc. as our space is limited for storage of these items. We may request that a smaller item is brought if it does not fit in our designated storage area.

Although we try to keep the children looking neat and clean, we may have your child change clothes after getting dirty from lunch, outside play, or art projects. Please just remember that they are children and are meant to get dirty sometimes.

POTTY TRAINING

Potty training generally takes place in the Munchkin 1 room, usually around 24 months. Each child will develop this skill at his/her own pace. In order to expedite this mission, the parents must begin the process at home before or in alignment with us starting the process. Communication is absolutely key in this process. The parent role is vital in the potty training process to ensure the

routine is carried out during the hours not at school. The parent and teacher are a TEAM in this process!

Teachers will request additional clothes during this time and will only use pull-ups for a short amount of time. To a child, a pull-up is still just a diaper.

When soiled clothing is sent home, there should be no scolding the child because of the accident. Rather, the child should be encouraged to “do better tomorrow.” In addition to a new routine, potty training is a physical development each child must be ready for, and they *will* all become potty trained soon or later. **Patience, patience, patience.**

BREASTFEEDING

Mothers have the right to breastfeed during baby’s mealtime or provide breast milk for their child while in our care. The center will provide a comfortable area with a chair for mothers who choose to breastfeed during the day.

Upon request, a compilation of breastfeeding education and support resources in the community is available.

VACCINES FOR PREVENTABLE DISEASES

We do not require our staff to acquire vaccines for preventable diseases. We will notify all parents of children in the program in writing within 48 hours of becoming aware that a child in our care or an employee has contracted a communicable disease deemed notifiable by the Department of State Health Services.

PREVENTING AND RESPONDING TO CHILD ABUSE

All staff members are required to receive annual training on preventing and responding to abuse and neglect of children. The center partners with organizations within Fort Bend County to provide training for staff, while families in crisis are referred to the Fort Bend County Women’s Shelter. If staff or other families suspect abuse or neglect, they are encouraged to call the Child Abuse Hotline at 800-252-5400.

Handbook policies are reviewed annually and updated if necessary.

The Gingerbread Kids Academy does not discriminate against race, denominational preference, color, sex, or national origin.

ADDITIONAL IMPORTANT INFORMATION

The Gingerbread Kids Academy and Gingerbread House facilities are considered No Smoking, No Alcohol, Drugs, No Cell Phone Usage on Center Property, and Gang Free/Gun Free Zones. (HB 2086) Cells phones are not allowed in classrooms by any teacher or parent.

Consumer Product Safety – You may access the CPSC Recall at www.cpsc.gov. (HB 95)

You may contact the local Childcare Licensing office at 1110 Ave. G, Rosenberg, TX 77471 or 832-595-3000. The Texas Department of Health and Human Services (Childcare Licensing) website is www.hhs.texas.gov.

To report suspected child abuse, contact the Texas Child Abuse Hotline at 800-252-5400.

Children under 8 years of age and less than 4' 9" must be secured in a child safety or booster seat in a vehicle. (HB 61)

PLEASE DO NOT BRING CELL PHONES INTO THE BUILDING.

NOTES

Gingerbread Parent Handbook Acknowledgement

Child's Name

Enrollment Date

- ___ 1. I acknowledge receiving the Parent Handbook and discussing the following items with the Person in Charge.
- ___ 2. Tuition is due on Mondays in two-week increments according to the Payment Calendar. Payments are considered late after Tuesday. A late fee of \$40.00 will be assessed to your account. End of Year Statement requests must be in writing along with a required processing fee of \$15.00
- ___ 3. A late pick-up fee will apply according to the center policy.
- ___ 4. Parent responsibilities cover the following:
- Any changes in address, phone numbers, employment, emergency information, or any changes in family situations must be given to the director immediately.
 - Parents must ensure that their child's immunizations are kept up to date and provide a copy of the updated records for your child's file.
 - Understanding the tuition policy for childcare, illnesses, vacations, and holidays.
 - Keep child at home when displaying signs of illness.
 - Medication will not be administered without written consent of a physician.
- ___ 5. The responsible party must sign your child in upon arrival, and an authorized person must sign your child out upon departure from the center. A child safety or booster seat is required of those under 8 years of age and less than 4' 9."
- ___ 6. I give consent for my child to ride in the van or private vehicle to go to public or private school and designated field trips.
- ___ 7. I give permission to have my child's picture and name used for publicity purposes.
- ___ 8. I give consent for my child to watch PG rated movies at the center.
- ___ 9. I agree that it is the responsibility of the parents, staff, and director to keep an open line of communication. I have received the contact phone numbers.
- ___ 10. I understand that the childcare facility is a NO smoking, NO alcohol, NO drugs, NO cell phone usage, and a gang free/gun free zone.
- ___ 11. I understand lunches are provided Monday-Friday. If I provide a lunch, it will meet the same nutritional standards.
- ___ 12. I understand that if my child has food allergies I am required to provide a physician directive stating the allergies and emergency care plan and will provide appropriate lunches and snacks for my child.

Mother's Signature

Date

Father's Signature

Date

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NOTES

IMPORTANT PHONE NUMBERS

Emergency911

Home Address: _____

Mom Cell Number _____

Mom Work Number _____

Dad Cell Number _____

Dad Work Number _____

Doctor's Name & Phone Number _____

Hospital Name & Phone Number _____

Local Police Non-emergency Number _____

Local Fire station Non-emergency Number _____

Gingerbread Kids Academy
814 FM 2977 Rd.
Richmond, TX
Phone- 281-239-2110
Fax- 832-363-1264

Gingerbread House
2417 4th Street
Rosenberg, TX 77471
Phone- 281-232-9583
Fax- 281-232-9583

Department of Health & Human Services
Childcare Licensing (Local Office)
1110 Avenue G
Rosenberg, TX 77471
281-341-4082
www.txchildcaresearch.org

PRS Child Abuse Hotline
800-252-5400

NOTES

