

Fame Well School Policies and Procedures

Fame Well School reserves the right to change or revise any policy, procedure or tuition/fee schedule with written notification to parents.

Welcome

Fame Well School's doors are open to you, the parent, at any time your child is present in the center. For the safety of all children, we do request that you make your presence known to the person in charge, and cooperate in not disrupting our program.

Children Served

Fame Well School is open to children ages 18 months to 12 years old without discrimination on the basis of political affiliation, religion, race, color, sex, and mental or physical disabilities.

Hours of Operation

Fame Well School's standard operating hours are Monday through Friday, from 7:00a.m. to 7:00p.m. Fame Well School will observe the following holidays in which we will be officially closed:

New Year's Eve & New Year's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Holidays (Thursday & Friday)

Christmas Eve & Christmas Day

If the holiday falls on a Saturday or Sunday, we will be closed on that Friday or Monday. However you decide to spend those days, we wish your family best and safest times.

Early Arrival or late Pick-up

Fame Well School is licensed for specific hours of operation. Early arrival and late pick up is prohibited. After 7:00p.m., the center will charge a late pick-up fee. If children are left at the center after closing time, and no word is received from the parent(s), or an emergency contact is unavailable, authorities will be contacted.

Forms

Upon enrollment, your child(ren) will need all state, county, and Fame Well School forms completed before your child's start date.

Information on forms regarding your child(ren) or specific center forms must be updated as needed.

Nutrition

Upon arrival each afternoon, school-age children will receive a nutritious snack before beginning the afternoon's activities.

Preschool students will be provided a morning and afternoon snack to help fuel them throughout the day. Fame Well School, however, does not have the facilities to prepare a hot lunch for your student. Students are welcome to bring their own lunch each afternoon, or if you prefer, Fame Well School will have a hot, nutritious lunch delivered for your child. Additional catering charges will apply should you choose this option.

Fame Well School has chosen to be a ***Peanut Free Environment***. You may not bring any peanut products into this building. Many children are prone to strong allergic reactions to peanut products.

Field Trips: Transportation and General Guidelines

Field Trips allow children to visit parks, museums, and theaters. This is a wonderful opportunity for your child(ren) to experience "real life" adventures. For the safety and welfare of all children, we only transport children five years and older. If a child does not meet the 40 lb. weight requirement enforced by the state of Texas he or she may not attend.

Field Trip Permission Forms must be signed and dated for each field trip. If the permission slips are not signed, the child(ren) may not attend.

Vehicle Emergency Forms must be filled out completely and information kept up to date. It is in the best interest of all the children to make sure all information is accurate, and easy to read.

Children who are unable to follow the classroom or field trip expectations will not be allowed to attend subsequent field trips. Fame Well School may terminate enrollment due to dangerous behavior such as the following:

1. Running away or hiding from teachers
2. Causing bodily harm to self or others
3. Disruptive behavior on the vehicles
4. Destruction of property
5. Any actions that are not conducive to a harmonious environment

All children going on field trips must wear a Fame Well School T-shirt that is to be purchased by you, the parent.

Transportation (TO AND FROM SCHOOL)

Fame Well School will provide transportation to and from designated schools. All of our buses and vans are licensed and are fully insured.

Children are eligible to ride in our buses or vans only if:

1. Children are school-agers 5 years and older; or
2. They are under five years of age currently attend an off-site Kindergarten program (only if we provide transportation to those sites).

Personal Items

Each classroom has fun and educational toys that are provided by Fame Well School. In order to avoid any loss or breakage, we ask that you keep your children's toys at home. We do participate in "Show and Share" each week in which they are allowed to bring a toy to show to the classroom. This toy must be small enough to fit in the child's cubby. Please make sure your child's name is on the item. Please understand that Fame Well School is not responsible for any lost or damaged personal items.

Fee and Payment Policies

Throughout the year, we continue to improve our resources, so tuition fees are reviewed annually and are adjusted in the fall. During the summer, tuition fees will change in order to provide educational activities for all ages. There are other nonrefundable fees that do apply. They are as follows:

Registration

Once you have enrolled your child(ren), a registration fee is charged every May to ensure your child's space in the Fall.

Tuition

Monthly tuition must be paid by closing time on the child's first day of attendance each month. Late fees will be charged on the third day. If tuition is not paid by the fourth day, your child(ren) may not attend classes on the following day.

Family Vacation

To maintain the highest standards of quality, Fame Well School budgets for everyday costs that relates to our teachers and educational programs. In order to cover these costs, we will charge full tuition if your child(ren) attend any portion of their scheduled week. If your child(ren) does not attend the center at all, you are required to pay half tuition.

Unpaid Tuition

Enrollment will be discontinued if tuition payments are not received. In order for your child(ren) to return to the center, a registration fee must be paid.

School Closures

If your school-age child is attending Fame Well School during the holidays or any other public or private school closure or early release day, there will be an additional fee.

Returned Checks

There will be a charge for any check that is returned. If this happens, you must pay by Money Order, Cashiers Check, or Cash, until the matter is resolved.

Medication

All medication must be left at the front desk with the person in charge. A medication form must be filled out completely and signed by the parent or guardian before any medication can be administered. Authorization by the parent must be given weekly.

Medications must be in the original container and labeled as follows:

- **Child's name**
- **Current Date**
- **Amount of medication to be administered**
- **Times to be given (11:00 a.m. and 3:00 p.m.).**
- **Expiration Date**
- **Any other special instructions that may be important**

Any nonprescription medication must have a signed and dated note stating the following information from the doctor:

- **Name of the child to receive the medication**
- **Name of medication**
- **Amount to be given**
- **Times to be given**
- **Length of time to be given**
- **Any other special instructions.**

We are only allowed to give the amount that is specified on the label or on the doctor's note. We may not give higher or lower dosages than printed on the instructions per the child's age. There is no way to confirm the weight of the children at the time the medication is to be administered. Therefore, we are unable to use dosages outlined by weight.

Medications will only be dispensed by the person or persons designated by the owner or the center director.

Medications will only be given twice a day, 11:00 a.m. and 3:00 p.m. If the children need medication more than these scheduled times, please administer it before you drop off and again after pick up.

All medications must be taken home on Fridays. We may not keep medicine over the weekend.

Medical Emergency

If a child becomes ill, injured, or has an adverse reaction to prescribed medication while at the center, the parent(s) or emergency contact person will be notified immediately.

If it is necessary to seek immediate medical attention for a child, the child will be transported to the designated medical facility. The child's vehicle and emergency medical permission forms as well as the health information on file will accompany the child.

Our designated medical facility is:

Methodist Sugar Land Hospital
16655 Southwest Freeway
Sugar Land, TX
281-274-7000

In the event of an occurrence of a communicable disease as outlined by the Department of Health, written notification will be posted on the classroom door or our parent information board, located in the front lobby, within 24 hours or the next working day.

Illness or Sick Days

To assist us in maintaining the health and safety of all of the children, we must do our best to prevent the spread of illness. Children who have diarrhea, vomiting and/or fever (100.4 degrees or higher), must not be allowed into the center for at least twenty-four (24) hours after their last episode or after the fever has subsided. If your child becomes ill in our center, we will ask you to pick your child(ren) up for the day. Again, the children must stay out of the center for twenty-four (24) hours before returning. To ensure your child's safety, we will keep a file with all emergency contact information, including doctor's information and preferred hospital.

Medical Records

In the interest of all of our children, submitting your child's medical and immunization records are mandatory. These records must be updated and maintained in accordance with state laws.

Vaccinations

The state of Texas requires the following vaccinations for all children:

Recommended Childhood and Adolescent Immunization Schedule United States ~ July - December 2004

Vaccine↓	Age →	Birth	1 mo	2mo	4 mo	6 mo	12 mo	15 mo	18 mo	24 mo	4-6 y	11-12 y	13-18 y
Hepatitis B		HepB #1											
			HepB #2		HepB #3			HepB series					
Diphtheria, Tetanus, Pertussis			DTaP	DTaP	DTaP		DTaP			DTaP	Td	Td	
Haemophilus influenzae Type b			Hib	Hib	Hib	Hib							
Inactivated Poliovirus			IPV	IPV	IPV					IPV			
Measles, Mumps, Rubella						MMR #1				MMR #2		MMR #2	
Varicella						Varicella			Varicella				
Pneumococcal			PCV	PCV	PCV	PCV				PCV			
Influenza						Influenza (Yearly)			Influenza (Yearly)				
Hepatitis A										Hepatitis A Series			
		Recommended Ages			Catch-up				Preadolescent				

Potty Training

We will do potty training for toddlers and parents should provide diapers and wet towels to center.

Severe Weather, Fire, or Emergency Situations

In order to be prepared for severe weather situations, we have monthly fire and disaster drills that are conducted according to state/county regulations. The children are our first concern and top priority. If we have an actual situation, parents will be notified as soon as we have all the children in our designated safety area.

Our center is equipped with a weather band radio, a fire alarm system and fire extinguishers. If there is an emergency situation and it becomes necessary to close the center, parents will be notified to make arrangements for early pickup.

If there is inclement weather and it is determined that the center will not open, parents will be instructed by the center as to TV or radio stations providing closing information.

If an emergency situation develops and it is determined that the building or premises is unsafe, the children will be transported to:

All Care Medical Center
5201 Hwy 6 #A
Missouri City, TX
281-208-4600

Emergency Preparedness Plan is posted in each classroom and front office.

Alcohol, Drugs, and Tobacco

In our effort to provide a safe, healthy environment for each child to grow and develop, we maintain a center free of alcohol, drugs, and tobacco use.

The use or presence of alcohol, drugs, and tobacco is prohibited in the building or anywhere on the grounds by center staff, parents, or anyone visiting the center.

The use or presence of alcohol, drugs, and tobacco is prohibited during any outing or field trip, as well as on any vehicle used by the center to transport children.

Gang-free Zone

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Discipline

Learning self-control is a part of growing up. We will never embarrass or ridicule the children when they misbehave. Fame Well School use positive strategies that strengthen the self-esteem of children. Using “Positive Re-Direction” can control most situations. We use this by redirecting a child to another, more appropriate activity.

When positive re-direction is unable to work in a positive manner, we will use a procedure called “Time Out”. This is used to give children time to think about their actions before returning to their activity.

Dis-Enrollment Policy

The staff will work with each child to fulfill the needs of that child and every effort will be made to provide a positive learning experience.

Fame Well School reserves the right to ask parent(s) to make alternative arrangements for care if it is determined that a child’s needs can not be met, or the child has not adjusted to group care provided by the center. In the event behavior becomes disruptive to the program or becomes a problem that poses an unsafe situation for the child or other children in the class, alternative arrangements will be required (such as, biting, spitting, hitting or verbal abuse).

If you, as a parent, are uncooperative in completing and returning forms, fail to pay your tuition on time, fail to follow any state or county regulations, or fail to follow any Fame Well School Policy or Procedure it may be necessary to dismiss you child(ren) from care.

Signing Children In and Out

It is very important for all children to be signed in each day upon arrival. Once your child(ren) have been signed in, you must personally walk them to their classrooms. Children will only be released to parents or legal guardians with legal custody. Designated persons who you allow to pick your children up, must be 18 years or older. Whoever enters the building must be signed in. When leaving, we ask that your children be signed out. Anyone picking up a child must be prepared to show picture I.D. If they do not have proper identification, we will not release your children.

Fame Well School will not release any child to anyone who appears to be under the influence of drugs or alcohol. If this situation occurs, we reserve the right to call the proper authorities.

In order to maintain compliance with any court orders, Fame Well School requires a certified copy of a custody order. This confidential information remains in the child’s personal file for the safety and well being of the child. If at any time this information

changes, or a restraining order is issued on either parent, we must receive a copy. Fame Well School will follow what is written in the court order.

Parent Communication

Our goal is to provide the best care for all the children who attend our school. We feel that having a partnership with the parents allows us to succeed in our goal. All parents are encouraged to communicate with the entire staff. We also enjoy having parents attend field trips and other outings with us. Fame Well School welcomes any scheduled conferences with teachers and managers.

Communication is a key element to a successful relationship. The relationship between parents and center staff is vital to the success of a child's experience. A partnership must be formed the first day, with open communication and understanding that the development and growth of the child is our top priority.

We have several different ways of providing communication. The first is face-to-face interactions with children, parents and staff members. The second way is through our monthly newsletters. We also will post notices on the door of your child's classroom. As a special tool for our preschool parents, we will provide a Daily Sheet summarizing your child's activities each day to help keep you informed.

Water Activities

Children love being in the water where they can play and be adventurous. Fame Well School offers the use of our on-campus pool during the summer months (May – August). In addition to all of our staff being trained in the latest in pool safety guidelines, at any time there is a child inside the pool area, there will be a fully trained and certified lifeguard on duty. In order to keep our kids safe when the pool is not in use, the pool area is enclosed and secured to prevent accidents. Also enclosed, all of our pool machinery is secured and inaccessible by our children.

Animals

If at any point Fame Well School decides to have classroom pets, we will give all parents written notice before doing so. We will ensure the animals do not create unsafe or unsanitary conditions. Children will never handle any animal that shows signs of illness, such as lethargy or diarrhea. Children and caregivers will practice good hygiene and hand washing after handling or coming in to contact with an animal and items used by an animal, such as water bowls, food bowls, and cages.

Hearing and Vision

- A. The Special Senses and Communication Disorders Act, Texas Health and Safety Cod, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for the following children who are enrolled in a childcare center:
 1. First-time enrollees who are four years of age or older and all children enrolled in programs who are four years of age by September 1 of each year will be screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest, or present evidence of screening conducted on year prior to enrollment; and
 2. Each child who is in the first, third, fifth, or seventh-grade must complete a screening or examination within the school year.
- B. A licensed or certified screener or a health-care professional must conduct the screening.
- C. You must keep one of the following at the child-care center for each child required to be screened:
 1. The individual vision and hearing screening; or
 2. A signed statement from the child's parent that his/or screening records are current and on file at the pre-kindergarten program or school the child attends away from the center. The center must be dated and include the name, address, and telephone number of the pre-kindergarten program or school.

Parent/Center Director Communication

Professional communication between parents and the center director is crucial. Fame Well School prides itself on our open door policy with our families. We are very interested in any questions or concerns that you may have regarding our program. Please do not hesitate to schedule a conference.

The Parents Role

Parents can assist and help ensure a smooth transition by doing the following:

- Have all forms completed promptly
- Update forms as needed when change occurs, such as, new phone numbers, addresses, etc.
- Keep the staff informed of special needs or changes that might affect your child's behavior
- Notify the center if your child is ill
- Do not bring an ill child to the center
- Notify the center if your child will be absent
- Notify the center if you will be later than usual picking up your child

- Provide a change of clothes marked with your child's name (center is not responsible for lost clothing or personal items)
- Children should be dressed properly for the weather and play
- Do not allow children to bring toys from home.
- Participate in the center's special activities
- Attend scheduled parent meeting and conferences
- Ask questions and address concerns as they arise.

Parent Visits

It is important to us to know that all of our parents are comfortable throughout the day. Fame Well School will welcome any visits by enrolled parents throughout the week. You may view your child from the classroom windows, but in order to prevent disruption, we ask that parents stay outside of the class.

Texas Department of Family and Protective Services

Fame Well School is licensed through the Texas Department of Family and Protective Services (TDFPS). This organization sets the rules and regulations for all child care entities. We are responsible for meeting or exceeding the minimum standards that TDFPS provides. We keep several copies of the minimum standard in our center at all times. You are welcomed to view it when you choose. If you would like a copy, you may call TDFPS and request a copy.

All Child-Care Inspection Forms are posted for two months (60 days) after the inspection date in a place visible to all parents, staff, and visitors. Licensing reports are also available for review online at the TDFPS website.

Texas Department of Family and Protective Services
1110 Avenue G
Rosenberg, TX. 77471
(281) 341-4015
www.dfps.state.tx.us
Child abuse Hotline – (800) 252-5400

Fame Well School

Emergency Preparedness Plan

1. The director or assistant director will move all the children to the gym or parking lot first.
2. The evacuation diagram is posted in each classroom and care-giver will lead the children follow the plan to evacuate from the school building.
3. The children will be transported to:
All Care Medical Center
5201 HWY 6 # A Missouri City, TX 77459 TEL: 281-208-4600
4. We will inform parents once the children are relocated to the designated safe area above.
5. The emergency telephone number will be 832-279-8143 and 832-282-9886.
6. We will call 911 for any emergency help needed.
7. We keep the parent and emergency contact telephone numbers files in a folder in the administration office and all teachers also have copy of this. We will take it with us when we evacuate from school building.
8. All teachers will have their student rosters and we keep one in the administration office. We will take out once we evacuate and we will call the roll to confirm all students in care evacuate from building.