

# Mimi's Learning Center Family Handbook & Policies

## Welcome

Welcome to Mimi's Learning Center! We are pleased to have the opportunity to provide you and your child a positive early childhood experience in an enriched, nurturing, Christ centered atmosphere. This handbook is provided to help you become acquainted with the details that go into making each school day as happy and successful as possible. Please keep it as a reference and feel free to call the center if you should have further questions.

## Program & Curriculum Goals

The curriculum designed for Mimi's Learning Center is developmentally based, focusing on the individual child's social, emotional, and intellectual needs. Our hands-on play-based curriculum starts in the infant class. We strive to help children learn moral character by making the right choices. Our professional staff encourages exploration and growth in a well-equipped environment that is stimulating, safe, consistent, and nurturing. We strive to enhance each child's development in hopes of fostering a love of learning.

In addition to an exemplary curriculum, we are committed to working closely with parents toward the welfare of the whole family. Parents are welcome to visit any time. We have many events which involve parent participation. We believe our task is to provide the continuum of surrounding the children in our care with love, security, and opportunities to grow.

## Enrollment

The center must have all necessary forms completed and on file before your child can be accepted in our care. A parent or guardian is required by law to update information in his/her child's file as needed. Admission forms are updated every August. Parents can update these through the year if changes are needed. This can be done via email or voicemail.

The policies are reviewed annually and updated as necessary. Parents will be notified of the policy changes in writing as they are updated.

The forms include:

- Admission Information
- Account Agreement
- Medical Release and most current copy of Immunization Record
- Discipline and Guidance
- Photo and Video Release
- Center Closing Schedule
- Supply List

## Tuition/Fees

An enrollment fee of \$100.00 registers your child in our program. This fee is due at the time of enrollment. This fee is non-refundable and non-transferable. A yearly supply fee of \$50.00 is assessed August 1<sup>st</sup> (early preschool, preschool, pre-kindergarten).

Mimi's Learning Center offers a convenient payment system called Tuition Express. Payments are automatically drafted from a bank account or credit card at the first of the month. Tuition is due in advance of services. Tuition is due on or before the 1<sup>st</sup> morning business day of each month. If the due date for tuition falls on a day the center is closed, tuition is due the prior business day. Tuition is late at the end of the day after pick-up. A late fee of \$10.00 per day will be charged. Checks should be made out to Mimi's Learning Center. A \$35.00 fee is charged for all returned checks. If returned checks are not paid in cash within one business day, services will be terminated, and no fees, tuition and deposits will be returned. After a second returned check, you will be required to pay in cash/money order only. Refunds for tuition are determined by the situation.

## Hours and Days of Operation

Hours of operation are from 6:30 a.m. to 6:00 p.m., Monday through Friday. If your child is not picked up by 6:00 p.m. a late charge of \$1.00 per minute. This fee will be due by the next morning that your child is in attendance. We do not allow for extra hours, therefore please make arrangements in advance. After 5 minutes of being late, the emergency contact person will be called to pick up. If you have 5 occurrences, we reserve the right to reevaluate your child's enrollment in our program.

The Center will operate Monday through Friday. Please see closure dates attached. No discounts on tuition will be made for holidays or other days in which the facility does not operate.

## Inclement Weather Policy-

Mimi's Learning Center follows RRISD inclement weather policy. Please watch for school closures or late starts through RRISD, Mimi's Learning Center will follow the same closures for bad weather. In the event of a power outage or dangerous weather while children are at school, parents will be notified by phone to pick children up.

## Drop off and Pick up procedures

Mimi's Learning Center uses a computer software called ProCare to sign children in and out. Parents will have a registered fingerprint that identifies them and the children they are authorized to pick up. Children will only be released to individuals who are listed on the pickup list with a valid ID. We ask that you please do not hold the door for those without a registered fingerprint, so staff can properly check identification.

## Absences

Tuition and other fees must be paid in full without deduction for absences of any duration or for any cause. Staffing and other operational costs are incurred on the basis of fixed levels of enrollment. Please call or email if your child is going to be absent.

## Withdrawal

A written notice of at least 2 weeks is required prior to the expected date of withdrawal. At this time, payment will be due in full. Mimi's Learning Center will also give 2 weeks' notice before terminating a child from care unless termination is due to non-payment of fees, behavior issues, and dangerous parental situations.

## Illness and Exclusion

If your child appears ill, has fever, is vomiting, has diarrhea or shows signs of a communicable disease, please do not take him/her to the center for care. If your child has such symptoms and is at the center, you will be asked to pick him/her up immediately. This is a state requirement and is intended for the protection of all children who are in group care.

For the protection of all children and staff, we ask that you notify the center within 24 hours after your child, or any member of your child's immediate household, develops a known or suspected communicable disease. In effort to maintain a healthy environment for all our children, we ask that your child be fever/symptom free for 24 hours before returning to the center. **This policy is highly enforced, and no exceptions will be made.**

While in our care, if your child becomes ill with any of the following symptoms, they need to be picked up as soon as possible. These guidelines are set by the state. This is not negotiable as we are not health care professionals and cannot diagnose your child.

Those symptoms are:

1. Fever of 100.4 or higher
2. Diarrhea (uncontrolled or three times in a short period of time)
3. Projectile vomiting or vomiting two or more times in a short period of time.
4. Unable to care for in a group setting and is in need of one-on-one care.
5. Head Lice

In the instance of a lice notification, the rooms will be cleaned and sanitized with plush toys and similar items cleaned, sanitized, and bagged and kept from the classroom for up to 2 weeks. Parents will be notified and asked that all clothing and nap items be taken home and laundered. Infected children cannot return until they are lice/egg free. **This is a policy that will be highly enforced.**

In the event of a medical emergency, the parent will be contacted immediately along with 911.

## Medicine/Vitamins

Mimi's Learning Center does **not** administer medication. If your child has had any medicine before arriving, we must be informed. Please do not send any beverages with your child that has vitamins or any other medicinal additives.

## Immunization requirements

Mimi's Learning Center is required to obtain a copy of the child's immunization record as specified by the Texas Department of State Health Services in 25 TAC 97, subchapter B (relating to Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education).

- Immunization records must include:
  - The child's name and birth date
  - The number of doses and vaccine type
  - The month, Day and year the child received each vaccination.
  - A signature or stamp of the child's physician or health care provider who administered the vaccine.
  
  - For Parents that cannot provide an immunization record and/or are exempt, management will need to be notified and are able to assist the parent according to Texas Department of State Health Services rules 25 TAC §97.66

Mimi's Learning Center does not require or staff to be up to date on immunizations.

## Tuberculin Testing requirements-

Mimi's Learning Center does not require tuberculin tests but recommend that parents discuss this test with their doctors.

Hearing and Vision screening requirements- Vision and hearing screening tests are required for children 4 years and over. We do not provide this service at Mimi's Learning Center. Parents are required to provide individual visual acuity and sweep check results from a health care professional.

## Parental Communication/Questions

We encourage open communication between parents and staff. If you have any questions or concerns regarding your child's care, curriculum, or any other aspect of your child's program, please contact the Center Director. Mimi's Learning Center communicates with parents through the ProCare app, email, and notes posted on the front door.

A scheduled conference is offered in our Pre-K class to give parents information about student progress before starting elementary school. All other classes will offer parent conferences on request.

Parents are referred to other professionals and local community resources when needed. A resource area with parent education materials is available.

Parents are offered an annual written evaluation and/or survey. (Suggestions and evaluation results are integrated into the program operation when applicable.)

Should you have any questions regarding the contents of these policies or contract, please discuss it with us

immediately. We appreciate the opportunity to provide childcare services to you and sincerely hope our partnership will be rewarding for all parties. Most problems concerning childcare, both from the parents' and from our viewpoint, can usually be resolved. However, if a mutual solution cannot be reached, we reserve the right to terminate our services at any time. No tuition or fees will be refunded for any reason. Parents will be notified verbally of any policy changes and be given 2 weeks to comply with changes.

## Discipline and Guidance Policy

At Mimi's Learning Center, we provide an individualized and consistent level of discipline appropriate to each child's level of understanding. Acceptable methods of discipline should encourage self-esteem, self-control, and self-direction.

- Using praise and encouragement of positive behavior rather than focusing only on the negative.
- Reminding a child of behavior exceptions by using clear, positive statements
- Using general positive redirection.
- Using supervised time out away from group, when appropriate for child's age and development, which is limited to no more than one minute per year of the child's age.

No harsh punishment will be allowed or permitted to any child in our care.

## Director/Parent/Caregiver Collaboration Regarding Challenging Behavior-

Caregiver and/or Director have ongoing conversations with parents to express concerns and discuss strategies in addressing challenging behaviors. Conversations are framed around the objective of the program. Parents are kept informed as to their child's progress.

If your child or children are disobedient and/or destructive and cannot follow our discipline and guidance policy, you will be called to come correct the situation. If the child cannot be controlled in a reasonable amount of time after parent correction, the child will have to be picked up for the day. If there are two or more occurrences in one week of calling the parent to come correct situation, the child will be suspended for one day. If after a reasonable length of time, the child's behavior is unchanged and the child cannot follow expectations and classroom rooms, our services will be terminated immediately.

## Nutrition/ Food Services

- Meals

A healthy breakfast, as well as lunch and afternoon snack will be provided to the children each day. Healthy snacks (as listed by the Texas Department of Agriculture) are available for school age children as children arrive. Menus are posted weekly for your review. Parents who wish to provide meals and/or snacks for their children in lieu of our menu are welcome to do so. On days that providers serve meals, milk, fresh fruit, and vegetables are available for children who bring lunches from home. (This policy simply means, that if a child doesn't bring lunch or enough to eat that they will have something healthy to eat).

- Menu Planning- 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. Sample menus must be provided.
- Home Lunch Practices- If parents choose to bring their children lunch from home, Mimi's Learning Center will provide resources for parents about nutrition, foods that may cause allergic reactions, and

sample menus of healthy lunches. These resources are posted on our parent info bulletin board and copies can be made upon request. This food will be stored in the refrigerator and kept at an appropriate temperature.

- Mimi's Learning Center will provide resources for parents about nutrition, foods that cause allergic reactions and sample menus of healthy lunches. These resources will be posted on our parent info bulletin board and copies can be made upon request.

If your child is on formula, please bring a daily supply as well as bottled water. Formula brought by parents must be FDA approved unless a statement from a healthcare provider is given. Nursing mothers are encouraged to visit the center for feeding or provide bottled breast milk for feeding times. Please make sure all milk and/or formula bottles that are brought to the center are clearly labeled with your child's first and last name initial.

- Food Allergies-

Parents of children with food allergies are required to fill out a food allergy and anaphylaxis emergency care plan form which is to be signed by the parent and the child's physician. All staff are educated on allergies, and they ensure children are protected.

Mimi's Learning Center is a Nut Free facility. We will not provide any nut products and ask that parents do not bring any nut products for their children's meals and snacks.

- Feeding Charts

For infants ages 0-12 months, Mimi's Learning Center requires that all parents/guardians complete a monthly feeding instruction sheet every 30 days. Should you have any questions or concerns regarding the feeding instruction sheet, please see your infants' classroom teacher. Also, for children in our Infant program, daily feeding plans will be established each morning with the child's caregiver.

- Food service and preparation- All food and drinks for breakfast, lunch and snack will be prepared by individuals with a Texas Food Handlers License. Liquids and foods hotter than 110 degrees F are kept out of reach of children.

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

## Nursing Mothers

Mimi's Learning Center welcomes mothers who wish to nurse their infants in the classroom. Should nursing mothers desire privacy while she nurses her infant, we will provide her with an area to do so. Breastfeeding resources available upon request.

Breastfeeding Education- A compilation of Breastfeeding education and support resources in the community is provided to parents upon request.

## Safe Sleep for Infants

For your infant's health and safety in mind, Mimi's Learning Center will place your infant on his/her back to sleep. Any request to do otherwise must be accompanied by a physician's written instructions to sleep on his/her side or tummy.

## Transportation/Field Trips

- Children attending our After-School program will be picked up daily from school and transported to Mimi's Learning Center.
- Children in our Summer Camp program will be participating in field trips. Mimi's Learning Center will transport children to and from each field trip location. Field trip location and times will be posted in advance.

## Water Play

During the warm summer months Mimi's Learning Center does allow children to participate in water activities which include sprinkler play and water tables. Dates for water play will be posted on the calendar located on the parent board. Parents will need to give permission to water play on the admission form.

## Sunscreen/insect repellent-

Mimi's Learning Center requires parents to bring sunscreen for their child. Insect repellent is optional but recommended. We will apply both before outside time daily. Please make sure to have sunscreen/repellent labeled with child's first name and last initial.

## Physical Activity-

Children need a balance of inside and outside play time. Your child will have the opportunity to go outside in the morning and in the afternoon. Parents must anticipate this and dress their child appropriately. Children will go outside with temperatures above 45 degrees and below 100 degrees.

## Screen time policies-

Mimi's Learning Center does allow minimal screen time for ages 2 and up. Screen time is only used on bad weather days when children cannot go outside and on special occasions/holidays. Screen time is limited to 30 minutes. Tablets in the classroom do not have internet access and only include learning games.

## Personal Belongings

At least one full change of clothes, extra shoes, diapers, or disposable training pants, wipes, ointment, small pillow, and blanket. Baby bottles and/or drink cups all need to be labeled with your child's name. Your child's caregiver will let you know when diapers and wipes need to be replenished.

## Clothing Guidelines-

Children should wear comfortable clothing that allows them to participate in all activities both inside and outside. Please dress your child appropriately considering the weather and play activities. Remember that we encourage exploration through hands-on activities therefore play clothes are the best choice for school. Clothing should not have any scary or inappropriate pictures or words.

The center provides lots of fun and educational toys for children. Please encourage your child to keep his/her

toys safely at home. Toys from home are not permitted at Mimi's Learning Center (unless otherwise specified i.e Show-n-tell days) The center will not be responsible for items that may become lost or broken.

## Texas Penal Code

Mimi's Learning Center will inform parents verbally that 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.

## Emergency Preparedness Plan

Emergency routes and relocation plans are posted in every classroom. The designated relocation area if we need to relocate inside the building is Room #3. If we need to relocate outside of the facility, we will follow our emergency evacuation plan and relocate across the parking lot by the fence. Emergency drills are held periodically to acquaint your child with evacuation procedures. The first time a drill is held, it may make quite an impression on your child. However, he/she will become accustomed to the drills and know just what to do in case of an emergency.

In the event of tornado/severe weather, children and teachers will relocate to their assigned area until we are given an "all clear" message. We will notify parents about details of their child's safety. We will provide water, food, and games to the children during the emergency while in the shelter.

## **Policies are reviewed and updated annually if necessary.**

### Licensing

Mimi's Learning Center's license is issued by The Texas Department of Protective and Regulatory Services. This agency produces a set of minimum standards that is kept at the center, along with the center's most recent inspection. These are available for your review upon request.

You may contact TDFPS at 512-834-3246.

The TDFPS website is [www.tdfps.state.tx.us](http://www.tdfps.state.tx.us).

- Licensing Office  
[http://www.dfps.state.tx.us?child\\_care/about\\_child\\_care\\_licensing](http://www.dfps.state.tx.us?child_care/about_child_care_licensing)  
14000 Summit Drive, Suite 100  
Austin, Texas 78728  
(512)834-3195

## Preventing and responding to abuse and neglect in children

For information from the Texas Department of Family and Protective Services on reporting abuse, neglect, or exploitation, visit [http://www.dfps.state.tx.us/contact\\_us?report\\_abuse.asp](http://www.dfps.state.tx.us/contact_us?report_abuse.asp)

The Child Abuse Hotline number is 1-800-252-5400 or make your report on a secure website [www.txabusehotline.org](http://www.txabusehotline.org)

Our teachers are trained annually to look for signs of child abuse and neglect

## Recognizing the Signs of Child Abuse- Physical Abuse

Physical Abuse is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

**Suspect Physical Abuse When You See:**

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without obvious injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unreasonable clothing that may hide injuries to arms or legs

**Neglect**

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

**Suspect Neglect When You See:**

- Obvious malnourishment
- Lack of personal cleanliness
- Torn or dirty clothing
- Stealing or begging for food
- Child glasses, dental unattended for long periods of time
- Need for care, or other medical attention
- Frequent tardiness or absence from school

**Sexual Abuse**

Sexual Abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.

**Suspect Sexual Abuse When You See:**

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors or play
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

**Emotional Abuse**

Emotional Abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

**Suspect Emotional Abuse When You See:**

- Over compliance
- Low self-esteem
- Severe depression, anxiety, or aggression
- Difficulty making friends or doing things with other children
- Lagging in physical, emotional, and intellectual development
- Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems

## **School Closures 2023-2024**

February 20, 2023  
Presidents Day

April 7, 2023  
Good Friday

May 29, 2023  
Memorial Day

July 4, 2023  
Independence Day

September 4, 2023  
Labor Day

November 23, 2023  
Early Release-MLC closes at 12:00 p.m.

November 24 and 25, 2023  
Thanksgiving Day and the Day After

December 25<sup>th</sup>, 2023-January 1, 2024  
Christmas Break

# Supply List

Please be sure EVERYTHING is clearly labeled with your child's first name and last initial.

## **INFANTS (0-12)**

1. Diapers/diaper cream
2. Wipes
3. Two changes of clothing (season appropriate)
4. Bottles/ formula or breast milk
5. Baby/Junior table foods for snack & lunch

\*Please do not bring bumper pads or blankets

## **Toddlers (12 months to 2 years)**

1. Diapers/diaper cream
2. Wipes
3. Two changes of clothing (season appropriate)
4. Water cup for outside time/in between meals
5. Sunscreen/insect repellent
6. Small blanket and/ or small pillow for naptime

## **Two-Year Olds**

1. Diapers/diaper cream
2. Wipes
3. Two changes of clothing (season appropriate)
4. Sunscreen/insect repellent
5. Water cup for outside time/in between meals
6. Small blanket and/ or small pillow for naptime
7. T-Shirt for Art (please label with first name and last initial)

## **Three, Four, Five Year Olds**

1. Two changes of clothing (season appropriate)
2. Small blanket and/ or small pillow for naptime
3. Sunscreen/ Insect Repellent
4. Water bottle for outside time/in between meals
5. T-Shirt for Art (please label with first name and last initial)

## Emergency Preparedness Plan

- **Evacuation-** In the immediate situation rendering inside of the building unsafe and safety can be found outdoors (example: fire) Teachers will relocate children **outside** of the operation on the opposite side of the parking lot by the fence.  
Staff responsibilities for evacuation- 911 will be contacted immediately by management. Teachers will take attendance/class admission form binders and guide children to the nearest exit of the building according to the emergency exit sign posted in each room. Teachers will evacuate children across the parking lot in the grass. Parents will be contacted by phone immediately after evacuation. Staff will care for children having them sit in the grass we will provide food, water and games for children until release.
- **Relocation-** In an imminent situation rendering inside and outside of the building unsafe (example: flooding) teachers will follow the emergency exits posted in each classroom and relocate children **away** from the operation and Teachers will take attendance/class admission form binders and guide children to the nearest exit of the building according to the emergency exit sign posted in each room. Teachers will relocate children across Sylvia Ln. to 1818 Sam Bass Road Round Rock TX 78681. Parents will be contacted by phone immediately after relocation. Staff will care for children having them sit at relocation location- we will provide food, water, and games for children until release.
- **Sheltering-** In the event of immediate or imminent situation rendering partial areas of indoor space unsafe and leaving or exiting the operation unsafe (example: tornado) children would shelter **within** the operation in the nearest restroom, away from all windows with nap mats to cover heads from any debris.  
Staff responsibilities for sheltering- 911 will be contacted immediately by management. Teachers will bring attendance/class admission form binder into the restrooms with students keeping them away from the windows. Children will cover themselves with nap mats. Parents will be contacted by phone immediately by management. We will provide food, water, and games for the children. Teachers will care for children in the restrooms until release.
- **Lock-Down-** In the event of immediate or imminent situation rendering partial areas of indoor space unsafe and leaving or exiting the operation unsafe (example: endangering person on premises or in area)  
Staff responsibilities for Lock-down-
  1. Management will signal for lockdown. (with walkie talkies)
  2. 911 will be contacted immediately by management.
  3. Emergency Bag will be taken for lock down by management.

If an endangering person is in the area on the **outside** of the school, all doors leading into the school will be locked and teachers will relocate children within classrooms away from all doors and windows.

If an endangering person is **inside** the building management will signal for lockdown and teachers will relocate children **to** designated safe areas away from doors and windows, locking the classroom doors and remaining quiet.

Safe areas- Room #1 and #2-( infant room 1 and toddler) Middle Restroom  
Room #3 (2's)- Room #3 away from door and window  
Room #4 (infant room 2)- Room #5 near restrooms behind the wall  
Room #5 (3's)- near restrooms behind wall  
Room #6 (pre-k) -back of room in resource room

Doors leading into the school will remain unlocked. Teachers will care for children quietly in classrooms until release. Parents will be contacted by phone immediately.

\*Severe weather sheltering drills and lockdown drills will be conducted at least 4 times in a calendar year.