

His branches shall spread; His  
beauty shall be like a tree

Hosea 14:6



Parent Handbook  
Operation Policies

Learning Tree Children's  
Academy

7713 Milwaukee Avenue  
Lubbock, Texas 79424  
T (806) 771-2323  
F (806) 771-0725

[LearningTreeCA.com](http://LearningTreeCA.com)

## INTRODUCTION

We proudly welcome you to our private school. Our facility is state licensed and is dedicated to providing your children with the best quality care while offering a variety of fun filled learning experiences. We strive to foster a positive self-image as well as a positive attitude within every child in our school. Our wonderful well-trained teachers' top priorities include the safety, happiness, and well-being of each child in their care. We ask that you take a few moments to read through this Parent Handbook. It contains the operational policies of our private school.

## HOURS OF OPERATION & HOLIDAYS

Our school is open Monday through Friday from 6:30AM until 6:30PM year-round. We will be closed in observance of the following holidays:

a. New Year's Day	January 1 <sup>st</sup>
b. Good Friday	Friday before Easter
c. Memorial Day	Last Monday in May
d. Independence Day	July 4 <sup>th</sup>
e. Labor Day	1 <sup>st</sup> Monday in September
f. Thanksgiving Day	4 <sup>th</sup> Thursday in November
g. Day after Thanksgiving	4 <sup>th</sup> Friday in November
h. Christmas Eve	December 24 <sup>th</sup>
i. Christmas Day	December 25 <sup>th</sup>
j. Day after Christmas	December 26 <sup>th</sup>

We will post closings for the Christmas holiday week as well as all days closed throughout the year.

Our school will close at 3:00PM on the day before the holidays listed above. We make every effort to provide consistent daily care for your children. In the event of our school being closed or delayed due to weather conditions, advance notice will be posted on local television and radio stations

## PARENT VISITS

We enjoy an open door policy for our parents. We welcome parents to drop in and visit anytime throughout the day. We do ask that parents sign in on the visitor log at the front desk. A daily activity schedule is posted inside every classroom. Use this schedule to help you decide if you would like to visit during a busy time like outdoor playtime, or a quiet time such as story time. We strongly encourage parents to attend the classroom parties that we have planned throughout the year. We would love to have you share in any of the many activities we offer. All visitors that do not have a security code will need to ring the guest doorbell and be signed in at the front desk after presenting state issued identification.

## MINIMUM STANDARDS & DFPS

All private schools registered and licensed by the Texas Department of Family and Protective Services must comply with state minimum standards. A copy of the minimum standards is available for review in the front office. It is our policy to post the most recent licensing inspection report on our parent information board.

Texas Department of Family & Protective Services  
5121 69<sup>th</sup> Suite A4, Lubbock TX 79424  
806-698-5500  
[www.txchildcaresearch.org](http://www.txchildcaresearch.org)  
Child Abuse Hotline 1-800-252-5400

## POLICY CHANGES

We will notify parents of any changes to school policy in the following manner: changes will be dated and posted on the parent information board.

## AFTER SCHOOL CARE & SUMMER CAMP



It is our policy to only transport children age 4 and older. We adhere to the safety standards set by the Texas Department of Motor Vehicles when transporting children from school.

Written notification of field trips will be given to parents indicating when and where the class will be going, and when the class is expected to return to school. A copy of this notice will be posted 48 hours in advance of the field trip on the parent information board.

Advance notice of water related activities will be posted on the parent information board.

It is our policy that every child attending a field trip must wear our school t-shirt. Please see the front office to purchase a school t-shirt.

## ENROLLMENT & ADMISSION

The following forms must be **completed** and on file when care for your child begins:

- a. Admission Information
- b. Health Requirements
- c. Enrollment & Information Sheet
- d. Financial Agreement
- e. Examining Physician's Report
- f. Current Immunization Record

It is essential that you keep us informed of changes in contact information as well as special care needs for your child as they occur. It is our policy to conduct a routine update of the information in every child's file twice a year.

Parents are required to purchase a school uniform for their children to wear throughout the week. If you choose to purchase a school t-shirt, it can only be worn on Fridays. Please contact the front office for more information on purchasing school uniforms and t-shirts.

Every child between the ages of 12 months and 5 years will need an individual nap mat. Nap mats are available for purchase at the front office.

## TUITION & FEES

As outlined on the Financial Agreement you signed in your child's enrollment packet, tuition is due on the first day of every month. The enrollment fee is due at the time of enrollment. Student fees are charged once a year in August. An annual fee is charged in January. Money paid to our facility is non-refundable.

## CHILD SIGN-IN/RELEASE OF CHILDREN

It is our policy that an adult must accompany every child into & out of our school. Please be sure to release the child only to a member of our staff. Please remember to use the designated computer in the front office to electronically sign in and out your child(ren) daily. It is our policy to allow only parents and designated people listed under the Emergency Information and Release section in your child's enrollment packet to pick up your child. You may update this list at anytime. All changes to your authorized pick up list **must** be made in **writing**. It is helpful if you notify us in advance if someone on this list will be picking up your child. Individuals asking to pick up a child from our facility **must** present a valid state issued picture identification and must be verified by a member of the office staff before they will be allowed to pick up the child. We ask that all parents and persons authorized to pick up children come through the front office to correctly sign out each child. Our staff is trained to not release children from playgrounds or parking lots.

## PARENT RESPONSIBILITY

At the end of the day, the parent or authorized person signing out the child becomes responsible for the child as soon as he/she is in the presence of the child.

Every child has a designated cubby labeled with the child's name for storage of personal belongings. We ask that parents label all personal belongings such as blankets, jackets, extra clothes, etc with the child's first name and first initial of the child's last name. The school will not be responsible for lost or broken items such as eye glasses, coats, shoes, watches, rings, bracelets, toys, etc.

Our school is equipped with a large variety of toys and age appropriate learning materials. You will notice that we change out the equipment for the fun activity centers in individual rooms several times throughout the year to provide the children with fresh and exciting opportunities for group and individual play. With all that we provide for the children, we ask that parents discourage children from bringing toys from home. However, we are always grateful for donations of toys, books, art supplies, etc.

## Breast Feeding Policy

We require parents to fill out an Infant Feeding Schedule at the time of enrollment and update it at the beginning of every month. The information provided by parents on this form gives the teachers individual instructions for your baby. It is the parent's responsibility to provide formula/milk, infant cereal, and jar food. Nursing mothers should provide breast milk, and space is available for feedings. Due to our rigorous standards for cleanliness and safety, we ask that parents provide enough bottles daily for the number of feedings required by their infant. When your child is a year old and ready for table food, we will provide breakfast, lunch, and afternoon snack in accordance with the posted menu.

## ANIMALS

From time to time, we are visited by pets. Whenever we have an animal friend attend our school, we will post a notice on the parent information board. In keeping with Texas State Standards we will adhere to the following:

- a. A statement of good health from a veterinarian is kept on file for all animals that visit the facility.
- b. Vaccinations as required by Texas Health and Safety Code, Chapter 826 for all animals that visit the facility are kept on file.
- c. All teachers and children will practice good hygiene and hand washing after handling or coming in contact with items used by an animal, such as water bowls, food bowls, cages, etc.

## PEST CONTROL

Our school strives to maintain the cleanest, most sanitary environment possible. Posted inside the facility is the current schedule for pest control.



## INJURY & PARENT NOTIFICATION

Although we closely supervise the children in their activities, some accidents inevitably occur during the course of normal play. Every teacher is certified in First Aid and has been trained on how to handle various types of injuries. A written accident report is filled out for all types of injuries. For minor injuries, this written report will be presented to parents at the end of the day for a signature. Serious injuries are always reported to the parent immediately, detailed written reports are made, and any appropriate medical attention will be given as stated in the Emergency Information and Release you signed in your child's enrollment packet. In an emergency, we will call 911.

## IMMUNIZATIONS, PHYSICIAN'S STATEMENT, ALLERGIES, & SPECIAL NEEDS

- a. In compliance with the requirements of the State of Texas, we must have on file a copy of the current immunization record for each child in our care. Every child must be current on the following: Polio, DPT, HIB, Hepatitis A & B, MMR, and Varicella. A current TB test will be required when specified by the Lubbock Health Department.
- b. An annual physician's statement of good health must be on file for every child enrolled in our care.
- c. For the safety of your child, we ask that you provide us with a physician's statement in regards to any allergies your child might have. This statement should include the nature of the allergy, the possible allergic reaction your child might have (i.e. signs and symptoms), and what care should be provided in the event of an allergic reaction.
- d. In order for us to be able to provide the best care possible for every child, it is important that parents notify us at the time of enrollment of any special needs required for the care of their child. We ask that you provide us with a physician's statement detailing the type of care needed for your child's special needs. Depending upon the nature of your child's special needs, our school might not be the right environment for your child.

## MEDICATION & ILLNESS POLICY

Please take note of our Medication Policy:

- a. All medication is kept in a secure location and is administered by office staff.
- b. Medication is given around 12:00 noon. Medications needed at other times are the responsibility of the parent.
- c. Parents **must** complete written instructions on the medication form prior to medication being given.
- d. All medication (over-the-counter or prescription) **must** be in the original container with the child's name clearly marked along with specific directions for use.
- e. Any over-the-counter medications to be given **must** be accompanied by written authorization from a doctor.

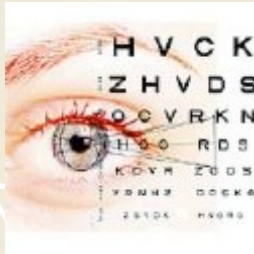
Our Illness Exclusion Policy is as follows:

- a. Any child who is contagiously sick should not be brought to school. Please find alternative care until your child is no longer contagious, has been symptom/fever free for 24 hours, or has been released by a physician to return to school, and feels well enough to actively play with other children.
- b. If your child becomes ill while at school (e.g. develops a temperature registering 100.4 degrees or higher, vomits, has diarrhea, etc) we will notify you at once and you will be expected to make arrangements to have your child picked up from the facility within 30 minutes. If your child has not been picked up within 30 minutes, in accordance with the policies in the Financial Agreement in your child's enrollment paper work, a late pick up fee will be charged to your account.
- c. If your child has been sent home ill, your child should not return to the facility for care until his/her temperature has registered normal for 24 hours without the aide of medications or has been released by a physician's statement.

Our Medication and Illness Policy helps protect the safety and health of all children and staff.

## VISION & HEARING SCREENINGS

All children age 3 and older will participate in vision and hearing screenings on site at our school as required by Texas Standards. A minimal fee will be charged to your account to cover the cost of each screening. You will be given advance notice of the date and time of each screening so that your child may be present to participate.



## MEALS & SNACKS

We are proud to provide our children with breakfast, lunch, and afternoon snack. We offer tasteful, nutritious, well-balanced food that is cooked on site at our school and meets the requirements and guidelines of the USDA Food Program. Our menus are always posted on the Parent Board. Meal times are posted on the daily activities schedule inside each classroom. Please notify the school if your child will be arriving after 10:00AM so he/she will be counted for lunch. If your child arrives at school after a scheduled mealtime, it will be your responsibility to feed your child. In the event that your child has a food allergy to a menu item for the day, you may choose to provide an alternative meal from home. Please understand when you provide a meal for your child, our school is not responsible for the nutritional value or for meeting your child's daily food needs.

## DISCIPLINE & GUIDANCE

It is our policy to treat each child with respect, fairly and firmly. In the event that a child's behavior is not acceptable we will redirect that child in accordance with the following Discipline and Guidance Policy:

Discipline will be:

- (1) Individualized and consistent for each child
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior

Staff will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior expectations daily by using clear, positive statements.
- (2) Reminding a child of behavior expectations daily by using clear, positive statements.
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There will be no harsh, cruel, or unusual treatment of any kind.

The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toileting;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane

language;

- (8) Placing a child in a locked or dark room, bathroom, or closet
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

If unacceptable behavior is severe or continuous, we will notify and discuss appropriate actions and solutions with parents.