



PARENT HANDBOOK

Purple Rose Learning Academy
Rev. 9/1/2020
Individually Owned & Operated
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Welcome

Dear Families,

We are honored that you have become a part of the Purple Rose Learning Academy Family!

We share a small amount of your child's life and are privileged to be given the opportunity. Our goal is to impact our students' lives educationally, emotionally and socially so they are provided with a strong foundation for their educational career.

We look forward to working as a family to help each child reach goals that are set for them throughout their time at Purple Rose. We strive not only to provide a challenging academic program but a secure, personal environment of care to each individual student. We hope that we can exceed all of our families' expectations and want to take this time to personally welcome your family to ours?

Sincerely,

LaWonna Miller

ABOUT US

Our Mission

Purple Rose Learning Academy's mission is to provide high quality childcare that meets the appropriate needs of each child's social, cognitive, physical, and emotional growth in a safe, educational environment.

Our Philosophy

Purple Rose Learning Academy offers the opportunity for each child to develop physically, socially, and cognitively according to his or her individual learning style. Each child is considered unique in temperament and rate of development. Curriculum is planned to enhance and challenge the child's particular individual needs, interests, and abilities. Activities and relationships occur in a healthy, positive, and relaxed environment, in which well-qualified staff provide personal attention, guidance and nurturing to each child. We strive to maintain continuity and consistency throughout our program by conducting cooperative staff planning, training, and a variety of joint activities involving the various groups of children. In this context, all caregivers at the center are encouraged to express their individual educational strengths as they work with children and in their cooperative efforts with other staff members.

Our goals are:

- To provide affordable, convenient, dependable childcare services
- To create a childcare setting for social, cognitive, and physical development
- To provide a nurturing environment, fostering the development of healthy relationships
- To provide learning experiences for our children, through art, music, language, and self-expression
- To provide a preschool program, readying children for lifelong learning

Our Environment

Purple Rose Learning Academy is created to be beautiful, healthful, and conducive to learning by placing an emphasis on light and spaciousness, beautiful rugs, and inviting classrooms. We also offer an inside basketball court, ping pong, foosball in a space to develop team building, caring and sharing. We also promote athletic activities to promote healthy bodies.

We accept infants from 6 weeks of age to preschool. We provide before and after school programs for children up to 13 years of age with transportation to and from local elementary schools including summer and holiday camps.

Our Promise

Our promise is to take care of your children as if they were our own. We will love, educate, and give them a secure environment in which they can have fun, gain self-confidence, develop intellectually, and become well-rounded happy individuals.

Our Teachers

Our teachers/primary caregivers will provide the following to your children

1. Communicate with the child and parent
2. Build trust and give the parents peace of mind
3. Provide time for language, motor, sensory exploration, and fun
4. Provide stimulation in each learning environment through instruction and activities by providing age appropriate materials, creating experiences, singing, dancing etc.

5. Evaluates the child's experiences in the program.

EDUCATIONAL PROGRAMS

What They Will Learn

At Purple Rose, we are more than just a Childcare center. We are an educational child care center that works to provide all children with an educational experiences to help them grow. Learning is important at this age as your child will be taking in the world around them constantly. We provide your child with what they need to learn.

During their time at Purple Rose we will learn a lot. These skills are ones that they will carry each child to the next years of their lives and will help them in their development.

Social Skills

Your child will be able to spend time around children their age as well as adults. This can help them develop their social skills and learn how to properly interact with others. Social skills are important for young children to learn and daycare is a great place for your child to develop these skills. Your child will be able to play with other children as well as work on different activities together. Socializing is important for young children and we make sure to incorporate social activities in our daily routine.

Motor Skills

This is also a time in your child's life when they will develop motor skills. Both fine and gross motor skills are important for kids to learn and we will help them in our classroom! Fine motor skills involve small muscle movements, such as holding a pencil, molding play-dough, and other similar tasks. Gross motor skills include activities such as running and jumping. Both are important for your child to develop and work on at a young age. We will plan activities that will work on both fine and gross motor skills to help your child further develop these skills.

Knowledge-Based Skills

In this program, we will also begin to help your child learn different knowledge-based skills. From beginning to count to learning the alphabet and more words, we will help your child begin to learn the basics that will help them throughout the rest of their lives and academic journey.

Developmental Activities Include:

- Discovery Time
- Early Learning
- Socialization
- Growing Independence
- Fun with Fitness
- Developing Foundational Skills through Fun

Infant Program

Infants are just starting out their journey in life and need specialized attention. Our teachers help your infants develop by providing the essentials for early brain development.

As parents, we understand how hard it can be to entrust the care of your infant to someone else. Of course, you want to be there for each smile, squirm, and squeal. With our infant childcare program, you will. We take a partnership approach with parents, from working with you, to developing your baby's daily schedule to capturing special moments with photos and sending them to you. Each day, you will receive detailed written reports of your little one's feeding, sleeping, diapering, and learning activities. At Purple Rose Learning Academy, we make sure this first transition away from home is smooth and joyful for you and your baby. We will Communicate with you daily and remember we have an OPEN-DOOR POLICY.

FYI-In the event that a parent has to breast feed, please let us know and we will provide you a personal space.

Through personalized care and engaging activities in a calm, secure environment, our professional team fosters your baby's early foundational skills.

Cognitive: Early brain development is dependent on a multitude of factors, including caregiver responsiveness, exposure to language and conversation, nutrition, and physical activity. In our daycare curriculum, we take a holistic approach to support growth in all areas.

Socio-Emotional: Recent brain research reveals that emotional and cognitive development are closely interrelated. Providing responsive caregiving to infants not only helps them begin to regulate their emotions and gain a sense of safety and predictability in their social environments, but also strongly supports attention and learning.

Physical: The development of small and large muscles is important during these early years of life. Whether your baby is just starting to raise his or her head, roll from stomach to back, or take that first step, our nursery offers plenty of comfortable space for him or her to practice these burgeoning motor skills in a safe and secure environment.

Toddlers Program

Exploration, Discovery, and Learning for Your Toddler

In our toddler daycare program, your little one can channel his or her seemingly boundless energy and curiosity into fun activities in a safe, stimulating environment. Professional, patient caregivers guide your toddler through this period of immense growth, fostering cognitive, socio-emotional, and physical development through art, movement, music, reading, and active outdoor playtime. Within our well-structured toddler programs, your child will have plenty of choices with which to express his or her blossoming independence and self-confidence.

During this time in your child's life, they will be learning and developing new skills every day. From taking their first steps and potty training to beginning to speak, your toddler is going to grow a lot in the next few months. During this time, one of the best things you can do for their development is to provide a stimulating environment that encourages learning. At Home Away From Home, we work hard to create an environment that will help your child learn and grow.

Our caring and friendly staff will make your child feel at home in our classrooms, allowing them to learn in a comfortable environment. We work hard to make sure that your child has everything they need to thrive.

Pre-Schoolers Program

Engaging our Little Learners

Children learn best by exploring the world around them. Active and inquisitive three- and four-year-olds benefit from preschool programs that allow them to experiment and learn through activities like puppet play, storytelling, and gardening. Our preschool program is designed to engage your child's natural curiosity with fun, stimulating activities that foster healthy cognitive, socio-emotional, and physical development. With the help of our skilled, nurturing teachers and comprehensive curriculum, your child is primed to successfully sing, skip, and count his or her way into the next important stage of learning.

Before and After Schoolers

Always Learning at Before & After School Care

A boost of confidence before school and help with homework, fun activities, and time with friends afterward—your child has it all in our before and after school care. In our safe, secure environment, our skilled teachers help your child set goals at the start of each day, and then prime them to continue learning, growing, and laughing long after the school bell has rung. An array of engaging activities allows your child plenty of opportunities to move, socialize, and develop new skills and interests. Enriched mornings and afternoons serve as a valuable extension to your child's elementary school experience.

Outdoor Adventures & Activities: Research shows that children's muscles, bones, and emotional health benefit from physical activity. What better place to exercise and play than in the fresh air? Teachers oversee all physical activities in the security of our safe outdoor play environments.

Help with Homework: Your child benefits from working closely with skilled teachers in our small class settings. Whether the subject is English, Math, or Science, your child receives help completing homework and working through difficult problems as needed, allowing him or her to enjoy the rest of the day—including family time in the evening.

Summer Camp

We will provide a safe and fun environment that will allow your child to stay active, learn, and engage with other children. This is a fun way for your children to spend their summers and allows you to continue working without worrying about what they are doing.

Our summer camp leaders plan fun activities for children to participate in every day. Your child will be able to explore the outdoors, enjoy time playing in the water, go on field trips, and so much more! We work hard to make everyday fun and exciting for our summer camp kids and include educational activities to keep their little brains working hard!

Summer will include:

- Exciting and purposeful field trips, both on-site and off-site, that engage children's imagination and promote learning.
- Daily devotions that focus on relevant issues that school age children face.
- Weekly Bible scriptures that is fun, interactive, and Bible-based.

- Sports and team building activities that build character and promote positive relationships with their peers.
- Themed projects that cultivate creativity and problem solving while celebrating each child's unique gifts and contribution.
- Academic enrichment activities that keep skills fresh and foster a continuing enthusiasm for learning.
- Community outreach projects that teach children to give as well as receive.

Play time! Children need to play. Our facility provides a wonderful place for children to just be kids in a safe, loving environment.

ENROLLEMENT & TUITION

Enrolling Your Child

To enroll your child, you must complete the following:

- Enrollment Packet (including 2 emergency contacts)
- Permission to Transport & Medical Authorization Form
- Policy/Procedure Acknowledgement
- Photo Release Form
- Immunizations Record
- Medical Examination (within 30 days of beginning program)
- Vision and Hearing Screening: The Special Senses and Communication Disorders Act, Texas Health and Safety enroll Code, chapter 36, requires a screening or profession examination for possible vision and hearing problems for first-time enrollees who are four years or older as of Sept 1st of each year. A licensed or certified screener or health care professional will conduct the screening. You may access information about this on the Internet at www.dfps.state.tx.us.
- Any other supplemental information requested

When we need to have the paperwork updated, it is your responsibility to do so in a timely manner. You can do this by either updating in the office in person or email.

Enrollment Agreement

The Enrollment Agreement explains the terms and condition of enrollment and fees.

Registration Fee

A non-refundable, initial Registration Fee of \$25.00 is due upon enrollment for each child.

Summer Registration & Activity Fee

If you child is enrolled in regular fulltime daycare services, then there is no Summer Registration. If you child is not an enrolled in regular fulltime daycare services, then there is a Registration fee of \$25.00 per child. There will also be fees associated with field trips and t-shirts.

Payment Policy

Childcare fees are due on Monday for that week. Payment is considered late at closing on Monday. Late fee is \$15.00 per day from Tuesday on. *If payment is not received by closing on Wednesday,*

you will need to make other childcare arrangements. We accept the following forms of payments: Visa, MasterCard, and ACH. If you leave our center owing a balance, we will attempt to contact you. If payment is not made after one week of departure, we turn amount owed to a collection agency for collection. You will be accountable for services rendered plus collection agency fees.

Purple Rose Learning Academy is required to staff and incur operating cost even if your child does not attend. Tuition fees are still required and not prorated for illness, holidays, vacations, or emergencies. We also reserve the right to change the tuition at any time.

Discounts

Purple Rose Learning Academy offers a 10% discount to families who enroll multiple children. This discount does not apply to infants, School age, Holiday drop In and Summer Camp Programs.

We do offer different promotions throughout the year.

Late Pickup Fee

Our late fee policy is \$15.00 for every 15 minutes you are late (being 1-14 minutes \$15.00, 15-29 minutes \$30.00/etc.) *due the same day you are late.* If being late becomes a habit, you will be asked to make other childcare arrangements, as this is unfair to the child as well as the staff. **All children must be signed in and out at the front counter.**

Vacations and Absences

The Director(s) must be notified in writing **TWO WEEKS** prior to vacation.

After 6 months of continuous enrollment, children enrolled for attendance qualify for a maximum of 2 weeks of vacation credit in any calendar year. The Director must be notified in writing in at least 2 weeks prior to vacation in order to receive the vacation credit. Vacation credit will be given only if tuition is current at the time the vacation credit is taken.

Third Party Payments

Parents /Guardians are responsible for paying any tuition or fees not paid by third party agency.

Photography, Video, & Audio Release

Parent/Guardian grant permission to Purple Rose Learning Academy and its employees the right to photograph, and/or video, and/or audio record your child for any purpose. Example: advertisement, social media, donations, and website.

Withdrawal

We request two weeks' notice *if* you decide to withdraw your child from our facility. Please feel free to contact the Director during operation hours if you have any questions. If proper notice is not given, tuition will still be due regardless of your child's attendance

OPERATIONAL PROCEDURES

Hours of Operation

Purple Rose Learning Academy is open Monday through Friday 5:30 a.m. to 6:00 p.m. year-round.

Holidays

We are closed for the following holidays every year: New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, and the Friday after, Christmas Eve and Christmas

Day. If the holiday falls on a Saturday, we will be closed the Friday before. If the holiday falls on a Sunday, we will be closed the Monday after. In the event of any other closings, we will post a letter of notification prior to the event.

Closures & Inclement Weather

While we strive to remain open, there are times where inclement weather, natural disasters, threats, or a major building issue may force us to close. Please call the office or check the local news stations if you have any concerns that the campus may close.

If the campus must close after you have dropped off your child, we will call you to arrange for pickup. If we cannot reach you, we will contact your designated emergency contacts. If the center is evacuated, we will inform the person we reached of the new pickup location.

Smoke Free Environment

Purple Rose Learning Academy is a smoke-free environment, in compliance with local, state, and federal laws. Please do not smoke outside the center.

Infant & Toddler Information

Diapers, Formula, & Food

- A package of disposable diapers
- Wipes
- 3 changes of clothing (including socks and bibs)
- Diapering ointment when needed and powder
- Enough prepared bottles for 1 day labeled with first and last name with cab, or formula or breast milk with date
- Jar food and cereal

Toddler items to be provided

- Package of diapers or pull-ups
- Wipes
- 3 pair of changes clothes
- Blanket
- Sweater or jacket to accommodate indoor/outdoor weather
- Label all items

Please label all items with child's first and last name. Please take soiled clothing and all bottles home each day for cleaning. Prior to administering ointments, a consent, waiver, and release to apply nonprescription ointment or creams must be completed.

Safe Sleep

Pursuant to the recommendation of American Academy of Pediatrics, infants are placed on their backs to sleep. If you request your child to be placed in a different position, a written note from your child's physician documenting medical condition is required.

Toilet Training

We request a minimum of 3 full changes of clothing, labeled with your child's first and last name. We will supervise and offer assistance as needed. For health and safety reasons all soiled clothes will be placed in a sealed bag and sent home with the child at the end of every day. Staff will not rinse or wash items.

Clothing & Accessories

Children should wear comfortable clothing appropriate for all activities throughout the day. Children are NOT permitted to wear clothing with drawstrings or jewelry around the neck or waist.

Please bring at least one complete change of clothes including socks and underwear, labeled with child's first and last name. WE ARE NOT RESPONSIBLE FOR LISTED ITEMS.

Personal Items

Please do not send personal belongings unless we have a special request for them (show and tell, etc.). If a child brings a toy or stuffed animal, the toys or personal item will be put up until the parent arrives. If it comes to daycare again, it will become property of the daycare.

School Suspension

If a child is suspended from school due to behavior or discipline issues, we also will not care for the child during the suspension period.

Positive & Progressive Guidance

A major goal of Purple Rose is to assure the physical, emotional, and spiritual wellbeing of each student. We strive to minimize the occurrence of problematic behaviors by maintaining a low child-teacher ratio and by providing activities that are appropriate to the developmental levels and interests of each age group. We believe that a team approach involving parents, staff members, and children is the most effective way to encourage positive student behavior. In dealing with any behavior issues that might arise, we adhere to the following policies:

1. Discipline shall be directed toward teaching the child the acceptable behavior. Positive approaches to behavior management will be the first strategies used, including the use of positive suggestions, redirecting the child to appropriate activities, and praise for appropriate behaviors.
2. Time-out procedures may be used if the above procedures are ineffective. This may involve a designated time-out place within the classroom. The time spent in time-out will be limited to one minute for each year of the child's age. Any child put in time-out will be monitored during the period and will not be left alone.
3. If classroom time-out procedures are ineffective, the child may be given a short time-out in the school office. The child will be under adult supervision at all times.
4. If the above procedures continue to be ineffective, the parents will be asked to meet with the teacher and/or preschool director to discuss the behavior and determine a plan for improvement.
5. If our staff determines they are unable to manage the behavior of a child and the behavior presents serious risk of injury to the child, other children enrolled, and/or the staff, then the child may be suspended for up to 3 school days.
6. If, after the behavior suspension, there is still a risk of injury to the child, other children enrolled, and/or the staff, then a board meeting will be held to determine if we can continue to be able to meet the needs of the child.
7. All discipline shall be consistent and based on an understanding of the individual needs and development of each child. No child shall be subjected to punishment of a physical nature nor be subjected to derogatory or loud language. WE HAVE A NO SPANKING POLICY.

Nap and Quiet Time

All children in our Toddler through Pre-K programs who attend full day will have a requires rest time each day. For those that do not sleep, a quite activity will be provided. Children are required to bring a small blanket for rest time and taken home every Friday for cleaning.

Outdoor Activities

While outdoor play is essential part of your child's day, there are times that it will be too hot or too cold to go outside Again please bring your child with the appropriate clothes for the expected weather.

Birthdays

Every child's birthday is a special event; therefore, snack time arrangements can be made with the teacher in advance. If you are bringing cupcakes, goody bags, etc. the office can tell you how many children are in the class. All foods must be in a commercial package with ingredient labels to address any food allergy issues. Due to severe nut and peanut allergies, we have a NO NUT OR PEANUT POLICY.

Biting

During multiple stages children can bite other children. If a bite occurs, the teacher will first attend to the bitten child by comforting them and gently cleaning the bitten area with soap and water. The biter will be removed from the immediate area and the teacher will explain the bad behavior. An indecent report will be completed on both children and given to the parent to sign. If the child continues to bite up to 3 times, he will be withdrawn from the center. **Each case will be dealt with on an individual basis.** The names of the children involved are kept confidential. Each time a child bites, the incident is documented by the caregiver, and a verbal or written notification is given to the parents of the child who has bitten as well as the parents of the child who has been bitten.

Babysitting

Purple Rose Learning Academy staff members are prohibited from providing childcare or babysitting service to customers outside the scope of their employment. Children will not be released to Staff members on a regular basis or as an emergency basis.

Pest Control

Notice of pesticide applications will be posted at least 48 hours before treatment. This notice will contain pest control information as well as service dates.

HEALTH & NUTRITION

Immunizations

All children must comply with the state immunization requirements to be admitted into the Center. Any exemptions from the immunization requirements must meet criteria specified by state regulations.

Children who do not attend public school MUST have a current shot record on file. We must have current copies each time your child's shots are updated. We MUST also have a well child report from his/her doctor on file.

Allergies

Please inform the Center's Director about any allergies your child may have. We must also have a notice from the child's Physician of the allergies. If your child requires medication for life sustaining conditions you must complete and sign the consent, waiver, and release to administer Prescription Medication Form.

For children with food allergies, please have your child's physician complete the Allergy Form. We want to make sure that your child is SAFE in our care.

Illness

We do not have the facilities or staff to care for sick children. If your child has a fever, contagious illness, or contagious disease, please keep them at home until they are well. If your child becomes ill while at the center, you will be called to pick-up your child. **(Please be here within the hour of being notified that your child is sick.)** If your child is sent home, they MUST be fever free, and free from vomiting and diarrhea for 24 HOURS, before returning to daycare. We cannot keep a child with a 100 degree or higher (armpit) temperature. **THIS IS A STATE LAW.** We do not supply pain reliever. **YOU MUST FURNISH YOUR OWN PAIN RELIEVER.** (See COVID19 addendum)

We may notify you if we become aware that an employee or a child in our care has contracted a communicable disease that the law requires us to report. We will keep the information confidential and will only share the information with those that need to know or required by law

Administering Medication

When possible please administer your child's medications when they are in your care at home. If this is not possible and you wish for us to administer medication, prescription or over-the-counter, to your child while in our care, a medication permission form must be completed, signed, and dated by you prior to any medication being given. Prescription medicines must be administered according to label directions and can only be given to the child whose name is on the prescription bottle and cannot be given after the expiration date. These slips are located on the front desk. **ALL MEDICATION MUST BE CLEARLY MARKED WITH YOUR CHILD'S NAME AND DATE.** All medication MUST be in its original container. Parents will be responsible for making sure medication needing refrigeration is put into the refrigerator, which is located in the front office. It is parent's responsibility to make sure that the medication is picked up at the end of the day. Please ask for it.

Purple Rose Learning Academy reserves the right to discontinue administration of any medication at any time if: severe reactions occur, medication expires. Child injured or ill, required forms are incomplete. Parents will be notified if the administration of medication has stopped.

We will apply sunscreen and insect repellent upon your request and that you provide it for your child. The medication guidelines still apply as above.

Accidents

We always take care of your child to the best of our ability, although sometimes accidents do occur. If your child is hurt, you will receive an accident form in your family folder. This report needs to be signed and returned to the office. Please do not take it home-we will be happy to make a copy for your records if needed. We are not responsible for medical bills. It is **your** responsibility to carry health insurance (*or at least accident insurance*) on your child. Depending on the severity of the accident we will notify you as soon as we get your child stable. We will either ask you to

come to the daycare to decide if your child needs medical attention or we will transport by ambulance and notify you. Of course, we pray that this is not a dilemma that either one of us will ever have to face. The daycare is not to be held responsible for accidents, that is why it is called an accident, because it was not meant to happen.

Medical Care

Childcare staff members are not trained nor licensed to provide medical care or advise.

Medical Emergencies

In the case of a medical emergency, we will take appropriate emergency action, call 911 if appropriate and notify the parent immediately. It is imperative that all enrollment forms contain current contact information, emergency medic information and authorization for medical treatment

Mandated Reporting

Childcare staff members are mandated reporters and have an obligation to report suspected abuse or neglect to the appropriate state agencies. Failure to report can result in staff members being charged with criminal penalties. It is also improper to interfere with anyone's attempt to report child abuse or neglect.

Our staff is trained annually on abuse and neglect. We will also have pamphlets in our office to share with our parents and the community.

We will also provide assistance and directions to parents who are being abused and how to properly file a report.

We ask that you join us in our efforts to prevent child abuse or neglect and Alert us to any concerns you may have any time.

If you suspect child abuse the toll-free abuse hotline is 1-800-272-5400.

MAINTAINING A HEALTHY ENVIRONMENT

To help prevent the spread of germs and communicable diseases, we teach cleanliness and proper hygiene, including frequent handwashing.

Meals

Purple Rose Learning Academy provides breakfast, A.M. snacks, lunch, and P.M. snacks (as mandated by the federal food program).

Our weekly menu will be posted in the front lobby. While we encourage children to taste what is being served, we cannot force them to eat. Outside foods are not permitted in the center unless a physician's note is provided for medical reasons. If your child requires a special diet for religious or other reasons, please contact the Director. As a note **Our staff DO NOT** reward good behavior or clean plate with food at any time.

SECURITY AND SAFETY

Security Entrance

We will have a ring doorbell entrance to control access. Please do not allow anyone in the center with you that did not come with you. The Safety of our children is high priority. (See CoVid addendum)

Arrivals & Departures

Upon arriving and departing, your child must be signed in and out using our computer system. Please accompany your child into the classroom and place your child with a staff member prior to leaving. Upon departure, be sure that a staff member recognizes that your child is leaving for the day and proceed to sign them out of the center. We ask that all children be here by 8:30am. **(Please see CoVid Adendum)**

Schoolers

Please notify the office as soon as possible when your child will be absent from school or late to the center. This is especially important as we are responsible for your child and we need to know where they are at all times during our operating hours. If you fail to let us know that we do not need to drop off or pick your child up from school, there will be a \$5.00 charge.

Releasing Your Child

We will only release your child to people with whom you have given authorization on the Enrollment Form. If any person need to pick up your child, other than those on the Enrollment Form, we must be notified either by telephone or in person. This person will need to show a picture I.D which we will make a copy of for our files. Each person *MUST* sign his or her child in and out on our daily Sign In/Out sheet, which is located on the front counter. Parents are responsible for their child after being released from a staff member. The adult picking them up must escort all children to their vehicle. No child is to be left in a car without an adult. No child may go to the parking area without an adult. **.(Please see CoVid Adendum)**

Transportation of School Agers

Transportation is provided for children 5 years and older over 40lbs, unless approved by management. We follow state guidelines on booster seats. Our Staff is trained on our transportation policy and our plan to handle transportation emergencies. Staff members are prohibited from carrying children in their personal vehicles.

Field Trips

All children must purchase and wear a daycare T-shirt. *ALL CHILDREN MUST ATTEND FIELD TRIPS BECAUSE WE DO NOT HAVE ADEQUATE STAFF TO TAKE CARE OF THEM AT THE DAYCARE FACILITY.* ALL field trips are a separate fee from tuition. Field trips will be posted in advance and Must be paid in advance. We will keep costs as low as possible. A field trip permission form must be signed by a Parent/Guardian. Children cannot be dropped off or picked up at a field trip location.

Fire and Emergency Evacuation Plan

Purple Rose Learning Academy conducts monthly fire and emergency evacuation drill. No advance notice will be given of drill dates and times. If you are in the building during a fire or emergency drill, we ask that you follow our procedures and evacuate the building along with our children. In the event of an actual fire or emergency, the Director will inform parents as soon as possible. If the duration of the emergency is expected to continue for an extended amount of time, the Director will contact you to pick up your child. Our relocation will be at Spirt of Life Church located at 6717 Stuebner Airline Rd. Ste 202, Houston, TX 77091.

Firearms & Weapons

No firearms or ammunition or any other weapon are permitted inside the Center or sponsored events.

Gang Free

Under the Texas Penal Code -We are a gang-free facility. We do not conduct any illegal activities.

LICENSING & LEGAL

State Licensing Requirements & Regulations

Purple Rose Learning Academy meet or exceed applicable licensing regulation and standards. We are subject inspections by the State, Health, Fire, and licensing officials. We will follow Licensing rules at all cost and make the recommended changes as needed as soon as possible. All Reports will be posted in the front off and can be reviewed online at www.dfps.state.tx.us

Nondiscrimination

Purple Rose Learning Academy does not discriminate on the basis of race, color, religion, gender, national origin, sexual orientation, age, or disability.

Confidentiality of Information

The information in your child's record is considered privileged and confidential. Only those persons directly related to the care of your child, center management, or regulatory agencies will have access to the record unless your written permission is given. As a parent/guardian, you may have access to your child's records within a reasonable time upon your request. Upon withdrawal of your child from the center, files will be retained for four years. As a parent/guardian, you have the right to add information, comments, data, or other relevant material to your child's record. You also have the right to request, in writing, deletion or amendment of any information contained in the record. When your child leaves the center, center management will provide a copy of your child's record to you within a reasonable time of your written request.

Interviews & Inspections of Records

Regulatory agencies may review your child's record in order to ensure the center has followed its requirements. All information in the record is kept confidential. Purple Rose Learning Academy is required to have a copy of all state regulations available at all times. These regulations are available to all parents/guardians on www.dfps.us.tx.org.

Custody & Visitation

We must have a certified court order on file regarding parental custody matters. As a center, our position on custody matters is that we do not feel qualified on deciding custody decisions. This is a matter for the courts to decide. Purple Rose is here to serve the best interest of the children we care for. We would appreciate parents not involving Purple Rose staff in custody situations. No child will be released to any person, including a parent or relative, unless we have written prior authorization. We also require a valid subpoena before providing copies of any records for use in any court proceedings.

Policy Changes

Should there be any changes in our policy's they will be put in writing and be given to you through our parent folders in the front lobby. A Copy will be emailed to the parent as well. A signature confirmation page of acceptance will be required.

FAMILY INVOLVEMENT & COMMUNICATION

Open Door Policy

Purple Rose Learning Academy has an open-door policy. We seek your involvement and input in our programs. We also encourage you to volunteer for many activities and field trips. We want you to feel comfortable coming to us if you have concerns, questions, or need clarification of any issues.

Parent Conferences

We offer parent conferences at parents' request. We would like to meet with you at least twice a year to review your child's progress as well as your concerns. This becomes very important in your child's Pre-K year as we are trying to get them ready to attend public school. Conferences are a good time for us to get to know you better as parents as well as for you to share your concerns with us about your child. Feel free to schedule conference either in person or on the phone. (See CoVid addendum)

Staff Profiles

Staff profiles will be posted outside the classroom and in the lobby.

Appropriate Conduct

Purple Rose Learning Academy expects parents and other visitors to always display appropriate conduct towards all members. Abusive or insulting language verbal or written, threatening behavior, harassment or physical attacks will not be tolerated and will result in the withdrawal of your child.

SUPPLEMENTS

Damages

Parents are responsible for damages caused by their child to the property. Such as breaking windows, etc. This does not include breaking small toys the children play with.

Movies/T.V. Time

All students, including those of school age, watch G-Rated movies only.

Holiday Parties

During the holiday season, we celebrate in our classrooms. The classes post a sign-up sheet to bring different items of food or drinks (store bought items only). Please participate in these special events. In the event of other parties or special food days, we will put a request for food or drink items in your family's folder.

Religious Instruction

We bless our food at lunchtime. However, we do not require children in our care to participate, due to different the different religious beliefs of each family. We plan parties around religious holidays, such as Christmas, Easter, etc., and do fun activities that deal with those holidays. If there is a holiday that conflicts with your religious beliefs, please instruct the office on how you would like to handle the situation.

Family Participation

We love help from our parents! Every year we will do Muffins with Mom and Donuts with Dad. We also have a fall festival, that we can only have if enough parents participate and volunteer. Throughout the year or during Summer Camp we will have “big” field trips in which we would love to have parent/guardian volunteers.

T-Shirt Purchase

Every parent must purchase a daycare T-shirt for all field trips.

State Requirements

We strive to do our best to follow state standards. A copy of the state standards will be available in our office for anyone that wants to view them. To access local licensing offices for childcare, you may contact: 713-287-3238 or 1-800-862-5252 or go the website at www.dfps.state.tx.us. If you suspect child abuse, please contact the child abuse hotline at 1-800-252-5400.

PREPARING FOR DAYCARE

Before the first day:

1. Talk with your child about what he/she can expect at the center, other children, toys, games, blocks, paints, snack time, rest time, the teachers, etc.
2. Prepare and label a change of clothing with your child's first and last name. Be sure to bring it to the center.

On the First Day and From Then On:

1. Dress your child in comfortable clothing that will allow him/her to be independent as possible while playing and in the restroom.
2. Encourage your child to have a good day, rather than to be good.
3. Have your child leave all toys and other personal possessions at home.

AVAILABLE DISCOUNTS OPTIONS

If you attend Spirit of Life Church on Sunday, you will receive a 10% discount on each week of attendance. (please sign in)

If you attend Bible Study on Tuesday at 7PM at Spirit of Life Church, you will receive a 5% discount the following week. (please sign in)

At the time of enrollment, if all payments are made on time the 5th week is free for the 1st child only.

Monthly Special will be posted for new enrollees

Referral Discounts available.

PURPLE ROSE LEARNING ACADEMY PARENT HANDBOOK ACKNOWLEDGEMENT

As Purple Rose Learning Center Parent, I, _____, have received and reviewed the Purple Rose Learning Center Parent Handbook. I understand that Purple Rose Learning Center's Policies and Procedures must be followed and that it is my responsibility to do my part. Purple Rose Learning Center wants to maintain a harmonious and safe environment for the children. Our goal is to bring about collaboration between the home and school in ways that enhance your child's development. My Signature Verifies that I have read and received a copy of this Handbook which details the Center's Policies and Procedures. I understand that it is my responsibility to ask questions if I do not understand any item listed therein.

Parent's Name

Parent's Signature

Date

Child's Name

Child's Name

Child's Name

Child's Name

Relax. (Everyone survives the first day)