



**“Putting the *CARE* back in Childcare”**

Parent Handbook

And

Operational Policies & Procedures

1101 Airport Freeway Bedford, TX 76021  
Office (817-438-7503) [www.midcityscholars.com](http://www.midcityscholars.com)

## **Mission Statement**

Mid Cities Scholars is a developmental early childcare program that provides a rich learning environment in which children can explore, interact and learn through the many facets of their play. We aim to promote a loving, caring, safe and secure center at all times. We nurture growing children and provide engaging, stimulating learning experiences.

## **Our Philosophy**

It is our philosophy that children learn through playing, exploring their surroundings and interacting with others within a structured environment. Mid Cities Scholars provides a safe, nurturing, loving, and clean environment to foster children's development. We are committed to showing and modeling respect to each child through a warm, encouraging, and caring attitude.

Our program is individualized to meet the needs of the children as they move through the center. The schedule allows for independent play, group play, social interaction, activity exploration, outside play and movement.

It is our goal to help children develop positive self-esteem, a sense of trust, and respect for others. We facilitate this by providing quality care, a foundation for future learning, and an exceptional experience while at our school. Parents are always welcome. It is important that we partner with parents, so that we feel comfortable discussing your child's needs. We look forward to a long and rewarding friendship with you, your child, and family.

## Hours, Days, and Months of Operation

Days: Monday-Friday

Hours: 6:30am-6:30pm

You must bring your child before **10:00am** or you could be denied care for that day. This will insure minimal disruption of the daily routine for our students and teachers. Approval for arrival after 10:00 am is at the discretion of the director.

The center will operate year-round except for the following holidays:

New Year's Day (day before and day of)	Labor Day	Good Friday
Martin Luther King Day	Memorial Day	Independence Day
Thanksgiving Day (and day after)	Christmas Eve	Christmas Day (and day after)

\*Early dismissals (2:30pm) could fall before Thanksgiving or Christmas\*

Mid-Cities Scholars is open during the week of Spring Break. Our preschool is licensed by the Texas Department of Family and Protective Services to care for children year-round during the hours indicated above.

### Inclement Weather Hours

\*\*For the safety of our children and their families, it is of the utmost importance that prudent and timely decisions are made concerning the opening of school on bad weather days. In the event of bad weather, we will follow the following protocol:

- When HEB ISD schools are closed or open late due to inclement weather or other emergencies, Mid-Cities Scholars will be closed for the day.
- If bad weather occurs while students are present at school, we will close early. Parents will be notified via e-mail or by phone.
- HEB ISD closing information can be found at [www.HEBISD.edu](http://www.HEBISD.edu)

## Our Staff

**Owners: Shontay Rowe/Wayne Rowe**

**Assistant Director: Gillian Eden/Shelby Franco**

### **Teaching Staff & Staff Training**

We believe that our teachers/caregivers are the foundation for our success. We carefully select our staff and only hire those who come to us highly recommended. Our lead teachers must have a minimum of two years of childcare experience. Each teacher/caregiver must also maintain 24 clock hours of training per year. They also must be CPR/First Aid Certified. Our staff is carefully trained and we conduct annual evaluations.

## Curriculum/Enrichment Program

We believe that even the youngest minds can become independent thinkers. Our curriculum is based on developing the whole child through emotional intelligence, language skills, and problem solving. Our educational programs are adapted from the Zoo-Phonics curriculum, which emphasizes hands-on experience, real life adventures, and assisted discovery.

Since most of our scholars will enroll in H-E-B elementary schools, we regularly review H-E-B educational standards and confer with teachers within the district to ensure our scholars are well equipped to excel in kindergarten and beyond.

Mid-Cities Scholars uses School Zone curriculum workbooks as well as our own curriculum themes. A newsletter is posted and emailed every week detailing the themes, daily activities, and upcoming events. A curriculum binder is available in your child's classroom for viewing. Each student is encouraged to meet age appropriate goals covering variety of developmental milestones from the following categories:

- Language and Literacy
  - Social, Emotional, and Personal Development
  - Reading and writing
  - Personal Health and Safety
  - Physical Development
  - Music and the Arts

- Early Mathematics and Science (3's and Pre-K) Computer Lab (3's and Pre- K)

## Classrooms

Our center is comprised of four classrooms. We pride ourselves on low caregiver/child ratios which meet or exceed state mandated standards. Our classrooms and their corresponding ratios are listed below:

Infant Room - 6 weeks to 12 months - (Ratio 1:4)

Toddler Room – (12 months-18 months) (Ratio 1:9)

2<sup>nd</sup> Toddler Room – (18 months-2 years) (Ratio 1:11)

Pre-K Room - (3 years- 4 years) (Ratio 1:14)

Room ages will adjust based on enrollment but never exceed company standards (which meet or exceed Texas Minimum Standards).

Subject to total classroom attendance, children under 24 months may be combined, as can children 24 months and older. All children may be combined if total attendance within the center is 12 children or less.

Our school preparedness curriculum taught in the 3-year and Pre-K classrooms introduces children to structured teaching environments similar to what they will encounter in elementary school. These classrooms maintain lower teacher/child ratios than state minimum standards, as we believe that smaller classroom sizes facilitate learning. Children are taught pre-writing, pre-reading, and pre-math skills as well as gross and fine motor activities.

Please remember the ages assigned to these groups are approximate. We recognize that children develop at different rates. After consulting with parents, children will be assigned to the classroom that best matches their stage of development.

## Administrative Policies

### Registration Policies

Upon enrollment, a non-refundable registration fee of \$100 and a supply fee of \$50 will be due. Registration fees are payable annually on or before September 1<sup>st</sup>. If your child has been newly enrolled within six months of September 1<sup>st</sup>, you will

not be charged an additional registration fee for that year. Supply fees are a onetime payment.

Once the entire enrollment information packet has been submitted and fees have been paid, your child is enrolled and can start class. The Enrollment Packet includes the following:

- Registration/Admission Information
- Enrollment Agreement Form
- Signed Agreement of Operational Policies & Parent Handbook
- Immunization Records
- Infant Care Instruction (if necessary)
- Authorization for Emergency Medical Care Form • Discipline and Guidance Policy Form

### **Immunization and other Medical Records**

For the safety of all the children enrolled, each child enrolled or admitted into our center must meet applicable immunization requirements by the Texas Department of Family and Protected Services and submit immunization records by the date of admission.

### **Hearing and Vision**

Children who are four years of age as of September 1<sup>st</sup> must have their vision and hearing tested. The school will need to have a copy of this on file.

### **Class Placement**

All students and teachers are assigned to their respective classrooms in August, just prior to the start of the school year. Many factors are considered in the placement of students and teachers:

- Age of child as September 1<sup>st</sup> of the current school year
- Day choices as determined by parents
- Teacher & Parent input regarding learning styles and personality type

## **Tuition Policies**

If your child routinely attends school (i.e. not a drop-in only), tuition is due and payable on Monday of each week. Upon payment of registration, all parents will be enrolled in weekly recurring bill pay using the same card used for registration. In the event a parent opts out of recurring bill pay, tuition is due by Sunday of the upcoming week at 11:59pm.

### **Drop-In Services:**

Our drop in rates vary from \$30 to \$45 for half day care and \$50 to \$65 for full day care, subject to space availability.

## **How to Pay**

- Auto-Billing - If you wish to change the card on file or the frequency of payments (weekly, biweekly), please notify the Director
- Pay Online: Visit our website at [midcityscholars.com](http://midcityscholars.com) • At the office: Checks, Money Orders, Debit/Credit Card.  
\*\*\*Checks should be made payable to Mid-Cities Scholars

## **Late Payment Fees**

A \$15/day late fee will be assessed to tuition if payment is not received by 11:59p.m. Monday. In the event of non-payment, Mid-Cities Scholars has the right to refuse providing services until the balance is paid in full.

## **Late Pick Up Fees**

**After 6:30pm:** Your account will be charged \$2.00 for each minute you are late beginning at 6:31pm. This fee is due immediately.

### **Late Fees for Core Knowledge Program:**

**After 2:30pm:** Your account will be charged \$1.00 for each minute you are late beginning at 2:31pm. This fee is due immediately.

If your child is picked up late three times within 90 days, Mid-Cities Scholars has the right to terminate your child's enrollment.

**Illness Related:** You have 1 hour to pick up your child from the time of illness notification. Children suffering from illness are kept separate from their peers.

After 1 hour, a rate of \$2.00 per minute will be assessed to your account. Late fees are assessed regardless of circumstances and should be paid at the time of pick up. Unpaid, accumulated late pick up fees may result in enrollment termination.

### **Returned Checks and Delinquent Accounts**

A \$30.00 returned check charge is assessed on any returned checks or insufficient funds for direct debit. If more than 2 returned checks are incurred in a 6 month period, cash or money order payments will be required. Any unpaid balances or delinquent accounts will be referred to a collection agency and services will be suspended. You will be responsible for any associated court fees.

### **Emergency Extra Day Fee:**

Parents must check with the front office in advance to see if there is any availability for this service. The drop-in rate will apply and extra days cannot exceed 2 in one month. Payment must be made the same day of service.

### **\*\*\*Drop In Guidelines**

A Drop In would be considered as the following: Bringing your child to school for any amount of time on a day that he/she is not scheduled to attend; your child coming earlier or staying later than they are scheduled to be here, for any reason. Any Drop In must be approved by the director. There will be a **\$15.00/hr fee** regardless of any advanced notice.

\*The \$1.00/min late fee will be included with the Drop In fee if we are not notified by 2:00 Pm and your child stays for longer than 30min  
We must be notified before 6:00am for early drop-off.

### **\*\*\*Special Day Request**

Mid-Cities Scholars requires all parents to uphold their original days of enrollment. There is NO switching days due to holidays, bad weather, etc. In cases of emergency, the Mid-Cities Scholars Director may allow your child to come a different date or extra day for an **emergency extra day fee**. However, this cannot be a recurring situation. If you are enrolled in the core knowledge program and need extra care after 2:30pm, you must call ahead before noon to see if there is any availability. This is considered a special day request and parents are only allowed to use this service twice a month.



## **Parent Referrals**

We greatly appreciate your business and we know you'll be pleased with our services. We hope you tell all of your friends and acquaintances about us! If a family decides to enroll their child based on your recommendation, you will receive a tuition credit after that family has been enrolled for 90 days and if both parties' tuition are in good standing.

Please note that referral promotions are subject to change at any time. Please consult with the Director for the latest referral and incentive programs.

## **Daily Arrival and Pick Up**

Children must be accompanied into the facility and signed in and out at all times. This a state regulation and must be done accurately. Your child is to be taken to his/her classroom and parents should wait until they have been acknowledged by the teacher. During departure, children will only be released to persons designated on enrollment forms unless the center is notified in writing in advance of a change. Anyone unfamiliar to the childcare personnel will be asked to show picture identification. If enrolled in our core knowledge program your child must not enter the classroom before 8:50 a.m. If entering the classroom before this time an extra charge will be assessed to your account. Core knowledge will be dismissed at 2:30 p.m. Parents must pick up children at this time.

\*Mid-Cities Scholars is only licensed to stay open until 6:30 p.m. It is highly requested that you pick your child up by this time. If not, late fees will start at 6:31p.m., and police may be called to pick up child.

## **Dismissal to another Person** (746.501) (2)

In accordance with state law, we must have the names on file of the persons to whom your child may be released when you are not able to pick up your child yourself.

- A Change of Pickup Form must be submitted to the school office at time of drop off whenever a child is to be released to anyone other than a parent or guardian, including those named on the childcare enrollment agreement.
- If a child is to be released to a person unknown to the Mid-Cities staff, the parent MUST contact the office; providing a full name and description of the

person, and state that their child may be released to that individual. The person picking up the child should be prepared to present their license identification upon arrival at the school. We will either take a photo of the person holding their photo identification or we will make a copy of their driver's license and retain within the child's records.

### **Vacation/Illness Policy**

Tuition must be paid in full regardless of your child's attendance. This policy includes closings such as observed holidays and severe weather closings.

### **Withdrawal/Removal**

Mid-Cities Scholars requires a **two-week written notice** prior to withdrawing from our center. If notice is not given, tuition will still be due.

In the event that a child displays uncontrollable and continuous misbehavior that threatens the well-being of classmates and teachers, disrupts the classroom excessively, or puts his/her own safety at risk, a meeting will be held with the parents/guardian, the director and one or more of your child's teachers to determine whether or not that child will be able to remain in our care. The parent's account must be at zero before last day of school.

### **Transportation, Water Activities and Field Trips** (746.5601) (13,14,15,16)

There will be no transportation provided to or from Mid-Cities Scholars. Parents will be notified in advance and in writing of any outdoor activities that require special planning, such as water activities. Mid-Cities scholars will have occasional water table play and water days during the summer months. These will consist of sprinkler play. Parents will be informed in advance of these days and parental permission is required on the enrollment application for children's participation.

### **Animals at school** (746.501) (16)

We do not allow animals at our center at this time. If this changes parents will be notified in writing.

### **Drug Free/ Gang Free Zone (746.501) (22)**

It is mandated by law to advise our parents of the gang-free zone designation which includes day care centers. Any gang-related criminal activity or engaging in organized criminal activity within 1000 feet of the center is a violation of this law and is therefore subject to increased penalty under state law.

### **Gun Free Zone (746.3707) (7)**

Firearms, hunting knives, bows and arrows and other weapons are strictly prohibited at Mid-Cities Scholars in accordance with state law.

### **Smoking Free Zone**

Mid-Cities Scholars is committed to providing a safe environment for children while they are away from their parents. To ensure the environments are as safe as possible, our facility is a tobacco free zone within 1,000 feet of the building.

### **Child Abuse Reporting and Prevention (746.501)(25)**

Mid-Cities Scholars staff are required by Texas State Law and Licensing Requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to suspect the occurrence of physical, sexual, or emotional abuse. The staff may not notify the parents when the police or CPS are called about possible child neglect, exploitation, or abuse except when recommended to do so by CPS or the police. Staff attend annual child abuse and neglect trainings online through Texas Department of Family and Protective Services to know the signs of abuse and how to report it. Child abuse can be reported at 1-800-252-5400.

Each employee is required to have one hour of training on recognizing the signs of childhood abuse and neglect, including prevention techniques and warning signs. Staff is also trained on how to properly coordinate with the appropriate community organizations to report abuse and neglect.

Prevention techniques and warning signs will be sent out quarterly with your child newsletter to parents and employees. We will keep all parties informed of possible issues of abuse and neglect via our newsletter and website. We will regularly meet with local community organizations to discuss current abuse and neglect strategies.

If a parent is seeking to obtain assistance and intervention, please stop by the front office to speak to the Director for guidance on what steps to take. Your case will be confidential.

## **School Visitors** (746.501) (18,19) Parents

or family members:

- Parents may come any time for any reason
- Forgotten lunches, snacks, rest mats or other items that should be brought to the school office and will be delivered to your child's classroom by a staff member
- Parents coming to school to observe their child or assist with classroom activities must stop by the front office to sign in and out when arriving and before leaving our center. All parents are asked to leave ID at the front office, while in our building.
- Parents must notify the Director and classroom teachers if a child development professional will be coming to observe their child so that we provide a room for their therapy. This individual must present identification and professional credentials (badge, business card, etc.) or return at a later date with proper identification.
- Parents are invited to classroom parties and special activities! We ask that you sign in as a visitor in the front office and sign out before leaving.
- If you are volunteering for more than one day, we will need to perform a background check background check through the Texas DFPS.
- Parents will be notified when visitors are scheduled to visit the center.

## **Health & Safety**

### **Illness Policy**

We require that all families follow the medical policies described below: When ill children are brought to the center, they may cause other children and our staff to become ill. Please be courteous by not expecting our staff to care for your child when he/she is ill.

Parents/guardians shall remove children from the school within one hour after notification. Children who exhibit signs of any illness should remain at home.

Commons signs of illness include but are not limited to the following:

- Unusually pale or flushed
- Irritability ○ Fatigue or lethargy
- Rash ○ Fever

- Heavy nasal discharge
- Vomiting ○ Diarrhea ○ Persistent cough

A child exhibiting any of these signs of illness must be symptom-free without medication for 24 hours before returning to school.

If your child cannot participate in school activities, although they are not contagious, they will not be allowed to attend.

If your child is hurt at school but does not require emergency treatment, you will be notified. At the end of the day you will be provided a written accident report, signed and dated by the center Director or Assistant Director.

In the event of a serious medical emergency, 9-1-1 will be called, and you will be notified.

Parents must notify the school if their child contracts a communicable disease.

Parents will be notified if a communicable disease is reported in their child's class. Children diagnosed with a communicable disease will not be allowed to return to the classroom until released by a doctor.

Common illnesses requiring a 24-hour non-medicated waiting period are listed and described below:

- **Fever-** Defined as children who develop a fever of 100 degrees orally while at school. Children with a 99-degree fever will not be re-admitted to the center until their temperature has been normal for 24 hours without medication. If symptoms of fever (99 degrees) appear during school hours, office staff will contact parents to coordinate a designated pick up for their child before their temperature reaches 100 degrees.
- **Vomiting-** Defined as one or more episodes. Child must be free from vomiting for 24 hours before returning to the center.
- **Diarrhea-** Defined as three or more loose stools within one day. Child must be free of diarrhea for 24 hours before returning to school. If the episodes develop an erratic, but recurring pattern, the child may attend the school if a doctor's written statement is presented verifying that there is no infectious cause.
- **Rashes-** Rashes that have not been identified as non-communicable by a physician will need to be seen by a doctor
- **Colds-** Defined as severe colds with fever, sneezing and thick nose drainage.

We understand that a child who received an immunization may develop a fever but is not contagious. If your pediatrician has indicated this on the return to school form and authorized the administration of Tylenol or Tempra, your child may remain at the school.

You will be notified when a communicable disease is introduced into the school.

We ask in return that if your child is infected with a communicable disease, please notify the center as soon as possible, so that we can keep others informed and safe.

**\*\*Please remember:**

If your child suddenly becomes ill at home, please keep school staff informed of any communicable disease. While attending school, if your child shows any signs of fever, vomiting, rash or other symptoms we will notify parents for pickup. Please call the school and leave a message if your child will not be attending because of sickness.

Please be advised that we will perform a health check, which consists of a visual inspection of your child at the time of arrival at our center.

Please be mindful that we do not require any specific vaccines for employees; however, we strongly encourage our staff obtain flu shots.

### **Accidents, injuries and Sickness Policies**

- Non-life threatening instances: The school staff will provide onsite First Aid. If a child requires medical attention, the child's parent will be contacted; informed of the injury and asked to pick up the child. Parents/guardians will be notified in writing at the end of the day. With all head injuries and life threatening injuries, the parent/guardians will be notified immediately. The staff member who observed the incident will fill out an accident report and a copy will be retained at the center and one will be given to the parents/guardians.
- Emergency life-threatening instances: We will seek immediate medical attention. The local ambulance service will be called to transport the child to HEB Hospital Emergency Room indicated in the Enrollment Packet. Parents/guardians will be notified of accident by phone and also in writing at the time of pick up. With all head injuries and life threatening injuries, the parent/guardians will be notified immediately. The staff member who

observed that incident will fill out an accident report and a copy will be retained at the center and one will be given to the parents/guardians. Child will be transported to the nearest Hospital (HEB) at the parent's expense.

### **Head Lice Policy**

Mid-Cities Scholars has a no lice policy. **No exceptions will be made.**

Head lice are difficult to prevent and control in settings where children and their personal items, such as coats and hats, have close contact. The ages of the children we care for make it necessary for the staff to have close physical contact with children. Our lice policies are in place to protect our staff as well as the children. Head checks will be done any time the staff feels it is necessary.

Any child found to have live lice or nits (eggs) must be removed from the center **immediately.** The staff member who detects the lice or nits will provide the parents or authorized person who picks up the child with proof of the lice or nits found. Any time lice or nits are detected, the classroom will be thoroughly cleaned and toys that could harbor the lice will be sealed in plastic bags for at least two weeks. Other children in that classroom center will be checked for lice as well. Children who have been found to have lice/nits must be treated and be NIT-FREE before they may return to the school. **The returning child's parent/guardian must allow extra time for the returning child to be checked by staff before the parent/guardian leaves the building,** if nits are found, the child will not be allowed to stay. Staff will check children who have been affected periodically for two weeks to help prevent reoccurrence.

### **Hand Foot and Mouth Disease**

Hand, foot and mouth disease is spread from person to person through nose and throat secretions (such as saliva, sputum, or nasal mucus), blister fluid, or the stool of infected persons.

Is it contagious?

Yes, HFMD is moderately contagious. Infection is spread from person to person by direct contact with nose and throat discharges or the stool of infected person. A person is most contagious during the first week of illness. HFMD is not transmitted to or from pets or other animals.

**\*\*\*If your child becomes ill with this disease they must remain at home until**

**Mid-Cities Scholars has a written doctor's note stating that your child is clear to return to school.**

### **Biting Policy**

Biting occurs as a result of a child's inability to communicate. When a child is bit or has bitten, the following procedures will take place:

- The bitten area will be cleaned thoroughly
- An accident report will be filed
- The parent of the bitten child will be notified as well as the biting's child parents
- The classroom environment will be assessed
- The biting child will be closely supervised

The identity of the biting child will be kept confidential \*\*

### **Procedure for Child Who has Bit Someone:**

- After a child has bitten another child or adult 3 times within 2 weeks, a suspension of 2 days will be issued. This gives the child who is biting a break away from the classroom and a chance to "reset".  
*\*You will not be refunded tuition for these days.\**
- If it occurs for the second time that your child has bitten another child or adult 3 times within 2 weeks, then your child could be withdrawn from the center.

### **Medication Policy (746.501) (4)**

For child safety, all medication must remain in the front office with management personnel. If medications must be administered at school, the following conditions **must** be met:

- All medications must be signed in daily on our Medication Authorization Form and submitted to front office.
- Prescription medication will be accepted only if it's the original container and has not reached its expiration date, it will be given only by the listed recommendations for use unless documented instructions from the prescribing physician are on file. • We will not deviate from either the physician or manufacturer's directions.



- Medication will be sent home after the last date the medication \*\*Please DO NOT send medication to school in your child's tote bag, lunch boxes or backpacks this includes vitamins. (EPI Pens must be labeled and must be provided to the front office at the time of enrollment)

### **Meals and Snacks (746.501) (8)**

Parents should provide breakfast for their child before arriving to school and a lunch to be eaten at school. Mid-Cities Scholars is not responsible for the nutritional value of parent provided meals and snacks for meeting the children's daily nutritional requirements.

Mid-Cities Scholars will provide a daily snack and water to be served during the morning and second snack to be served in the afternoon if your child stays for extended care. Parents must notify the school front office and the classroom teacher of all food and environmental allergies.

Note: We do not have microwaves or fridges in all classrooms. If your child's lunch is hot, please use thermos. If your child's lunch is cold, please use a freezer pack. Please be sure to label everything so that your child's products come home.

\*If your child has a special dietary restrictions or needs and cannot eat the provided snack, parents will be responsible for providing the child with a snack that meets their dietary needs.

### **Infants:**

Mid-Cities Scholars does not provide formula, cereal, or baby food for infants during snack or lunch time. Parents are asked to complete an "Infant Feeding Checklist" monthly if the infant is less than 12 months old or until the infant is no longer drinking formula. Please remember to bring items with your child daily or as needed.

### **Breastfeeding Accommodations (746.501) (24)**

Breast Milk: Can only be stored for a 24-hour period or 3 months if frozen. All breast milk must be dated and labeled with the child's name.

Breast Feeding: Mid-Cities Scholars does support breast feeding. Parents are allowed to breastfeed in the center and we have designated the infant room for doing so.

### **Rest Time**

All classes have a supervised rest period after the noon meal each day. An alternate, quiet activity will be provided for each child who is awake after sleeping for an

age-appropriate time period. Every child is required a blanket and a crib sheet to cover the nap mat, cot or crib.

### **Potty Training**

This is a task where teachers and parents need to pull together as partners. When you feel that your child is ready to begin potty training, we recommend that you bring in at least 4 extra sets of clothing each day. Each child is a unique individual and has their own pace when it comes to potty training. We all need to have patience and encouragement for your child. By working together as partners we will see success in time. If your child turns three and is not potty trained, they will not be allowed to move into the three-year-old classroom.

### **Outside Play**

We do spend time outside every day, weather permitting. You are welcome to bring jackets, sweaters, and/ or extra clothes. Please make sure all belongings are labeled with your child's name. Please do not request your child stay indoors. The Texas DFPS states that children too sick to play outside are too sick to be at school.

**\*\*Very Important:** Please LABEL all of your child's belongings, such as backpacks, extra change of clothes. We are not responsible for lost, stolen, or misplaced personal belongings that were not previously labeled properly

### **Emergency Preparation (746.501) (5)**

The safety of our students is our number one priority and school policies are designed for the protection of all students. Mid-Cities Scholars emergency policies and procedures are established in conjunction with the safety experts from the City of Bedford. We practice fire, lock down drills, and severe weather drills every month.

In the event of fire, severe weather, toxic or biological hazard, or any other circumstance requiring evacuation of the school or relocation with building, parents may not be able to reach us by phone. We will contact families by cell phone or e-mail at a time when it is reasonable to do so. In an emergency situation, parents can help us best by staying near one of the telephone numbers provided to us on the childcare enrollment agreement.

**\*\*Note:** It is important that you update your telephone number and address with the school every time you make a change.

### **Emergency Preparedness Plan (746.501) (23) (746.5201)**

- In the following situation, which includes, but not limited to, natural events such as tornadoes, flood, or hurricanes, health events such as medical emergencies, communicable disease outbreak, and human-caused events such as an intruder with weapon, explosion, or chemical spill we will follow the instructions of the local authorities.
- If there is a communicable disease outbreak, we will notify the parents via a text message, email, phone call or note on the classroom door.

### **Evacuation:**

- In the event of a tornado, each teacher will line up the children and take them to the hallway. There the teachers will instruct the children to drop, cover and hold positions as practiced in the monthly drills. Teachers must have their emergency bags (clipboard with children information, sign in & out sheets, emergency kit and flash light.) The director will do a face to face head count to check that all children are present and safe with the correct teacher.
- If we have an explosion, chemical spill, bomb threat or other reason to evacuate, we will evacuate the school and we will walk to the Frist United Methodist Church to the left of our building. The teachers will take their emergency bags with child information, and the Director will notify 911 as well as parents.
- In the event of any emergency situation as mentioned above, we will evacuate infants 0-17 months in the emergency cribs located in the infant room; 18-35 months will be evacuated in cribs as well. Children 36+ will be evacuated by walking. Children with limited mobility will be led out by a designated caregiver.

A map for building will be at the back of this emergency preparedness plan and also is posted in each classroom by the door.

### **Communication:**

Each classroom is equipped with a bag that contains the emergency preparedness plan, drill instructions, a building and map and classroom list with parents' names and numbers and authorization for emergency care for each child.

The Director will notify DFPS if any emergency happens at our location 1101 Airport Freeway Bedford, TX 76021 and will have our operation number and our center telephone number readily available.

Teachers must have their emergency bags (clipboards with children's information including authorization for emergency care for each child, sign in & out sheets, parent contact numbers, emergency contact numbers, emergency kit, and flash light)

### **Emergency Drills**

Licensing requires a fire drill once a month and a severe weather drill once every three months. Children must be able to safely exit the building within 3 minutes.

Fire Drill:

- Three long bells or Director instructions
- Follow your evacuation plan
- Perform a name to face check on each child. Check classroom before leaving room.
- Take emergency bag, walkie talkies, clipboards and cell phone with you
- Perform another name to face check once outside of building
- Do not return to the building until you have a verbal approval from the Director or designated person
- It is important that staff remain calm, so that children are calm as well

### **Severe Weather Drill**

- One long, one short bell or Director instructions
- Perform a name to face check before you leave your room, and when arriving to the hallway.
- Indicate to children to drop cover, and hold position. (This is very important)
- Take your emergency bag, walkie talkie, cell phone, book, and coloring sheet/ crayons to keep children occupied.

### **Evacuation: Bomb Threat, Gas Leak or other**

- One long bell or Director instruction
- Follow your evacuation plan (should be hanging in your classroom at all the times)

- Perform a name to face check before leaving your room and when you get to the evacuation point.
- Take the emergency bag, clip board, walkie talkie and cell phones with you  
Infants will be in the bathroom in the evacuation crib. **Lock Down**: In the event that we have an intruder
- Three short bells or Director instructions
- Lock your doors; cover the hall windows, close the blinds, sit away from the windows or take them inside the classroom restrooms
- Do quiet activities with children
- Keep your cell phone with you

**If there is a medical emergency,**

Assistant Director will call 911 and then the Director will carry out any other actions

**If there is a communicable disease**

We will notify parents via e-mail, text message, call or note on the classroom parent board

**Full Lock down**

A full lock down will occur when a person or situation presents an immediate threat to the students and staff in the building. All exterior doors and classrooms are locked and students and staff stay in the offices or classroom.

**Full Lock Down (Critical Threat)**

Examples include: Intruder, hostage, active shooter, hostile individual, criminal activity, dangerous animal on campus

After the announcement of the Lockdown a (series of bells) please do the following immediately:

- Verify the classroom/ office door is closed and locked and cover all windows including blinds
- Move your students to corner of the room out of sight or a classroom bathroom. Turn off lights and electronic equipment (Everyone must remain quiet).
- Do not allow anyone to leave or enter your room.
- Get the clipboard with emergency number and verify roll/attendance.
- Get your emergency bag and move it to your student location

- All cell phones must be on silent or vibrant and should be kept out of sight.
- If you are in an area with lots of windows or where doors cannot be locked, move to an interior room or office and communicate with the Director via radio or text message.
- Remain calm. When police and administrators arrive, follow their instructions quickly and quietly. Remember, the crisis may not be over. Remain with your class until released by administrators.

### **Soft Lockdown**

When a person or situation presents a minimal threat to students and staff in the building. A minimal threat is any activity currently taking place near, but not on campus, that would otherwise result in a lockdown. All exterior doors and classrooms are locked and students and staff stay in their offices, work areas and classroom. A soft lockdown is subject to immediate change. The activities that warranted such a lockdown must be closely monitored by the Director.

Example: police activities near campus, intruder, weapons, hostage, active shooter, hostile individual, criminal activity, dangerous animal on property.

After the announcement of the lockdown, please do the following immediately:

- Verify classroom doors are locked
- Continue to teach your class
- Do not allow anyone to leave or enter your class. Remain with your class until the Director releases you

If you are not in your class (ex. outside) come back inside to your classroom and lock doors.

Retrieve your class attendance roster and verify the roll/attendance.

In the event our center must be evacuated off-site, children and caregivers will walk across the street to First United Methodist Church, located at 1245 Bedford Rd, Bedford TX 76021. If you need to contact the Director directly during an evacuation, please call 469-688-9385.

## **Communication with Parents**

Mid- Cities Scholars encourages parents to contact the Director with any questions or concerns about policies and procedures. However, conferencing with the

teachers at the classroom door during arrival or departure of the children is considered a safety issue due to the fact that children are in classroom unattended while speaking to you. Please understand the children come first and can't be left unattended.

If you wish to speak with your child's teacher, please call the school office. Teachers will be given your message and they will return your call at their earliest convenience.

Parents are informed of activities through weekly newsletters, e-mails reminders, calendars and the posting of lesson plans. Daily schedules are posted outside every classroom for your viewing.

You may communicate with the school by e-mail to the Director at [info@midcityscholars.com](mailto:info@midcityscholars.com) or [srowe@midcityscholars.com](mailto:srowe@midcityscholars.com) and by phone at: 817-438-7503

### **School Photographs**

A professional photographer will take individual pictures of the students during the Spring and Fall.

### **Birthdays/Parties**

Our classes have parties for Valentine's Day, Easter, Halloween, Thanksgiving, and Christmas. A sign-up sheet or notice concerning the party will be posted on each classroom door. The teachers may request food or party items. You are welcome to attend or help during these events!

Birthdays are important to children and we are happy to celebrate your child's birthday with them. If you wish, you may bring cake, cupcakes, cookies, muffins or doughnut holes as a birthday treat. Any treats brought in must be store bought with the ingredient list available in the event of severe allergies in the center. Please make sure you let your child's teacher know ahead of time so they can plan their afternoon snack time. Please keep everything simple. We cannot hand out invitations to home parties unless **ALL** children in the class are invited. **For safety reasons, balloons are not permitted.**

### **Personal Belongings**

Parents must supply the following:

- Water bottles/milk bottles (if applicable)
- Formula/Breast Milk
- Infant snack
- Diapers/pull-ups/ wipes
- Diaper cream or powder for diapering
- Extra change of clothes
- Blanket or roll up nap (We provide foam mat for floor)

\*\*Please label everything with your child's first and last name. All toys and valuables should be left at home since personal toys can cause meltdowns amongst children or be lost or broken. Preschool teachers will not be held responsible for any lost or damaged items.

### **Medical Emergencies**

Should an emergency arise, we will attempt to contact the custodial parent/guardian in the order written on your child's enrollment form. If parents are not available, we will contact the next person on the emergency contact portion of your child's enrollment form. 911 will be called and/ambulance will be called only in severe emergencies and the Director will make that determination. CPR/First Aid may be administered if necessary. There is no school nurse at the center.

Please be mindful of the water drainage channel next to the day care center. Please do not allow your children to walk unattended through the parking lot or in the area near the drainage channel, as that area is owned by the city of Bedford, and there is no barrier to prevent falls.

### **Discipline and Guidance Practices** (746.502) (7)

Children may be placed in brief, supervised, quiet-times from the group for disciplinary purposes. More difficult problems will be brought to the director and the parents will be notified. Disciplinary problems could result in the need for the parent to pick up their child that day, and ultimately, dismissal from the center if problems persist.

Discipline shall always 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 and self-control.



## **Positive Guidance**

Our staff focuses on the positive behaviors of the children. We also guide our staff to provide a fair and consistent environment. We feel that when consistent, age appropriate limits are in place, kids will become responsible for themselves. Children will be praised, rewarded and hugged daily. Children will be treated fairly and equally.

## **Parental Involvement/ Parental Communication**

Mid-Cities Scholars strongly encourages family involvement. You may visit the center any time to eat lunch with your child, observe your child in class, and observe center operation, and /or program activities during normal business hours. We will also notify you in advance of any family gatherings, open house, meetings, or events.

Effective communication between center and parents is our goal. Notes of childcare happenings, closings, policy changes, etc will be posted on our parent communication board outside each classroom and in the front lobby of the center. Operational Policy changes will be conveyed in writing and a new signed and dated copy will be kept on file. Other written notices may be sent via email or sent home with your child. Mid-Cities Scholars requires all parents to have an e-mail on file, so we can communicate to effectively. We encourage every parent to share his or her questions, concerns, or comments with us.

## **Social Networking/Outside Employment**

Please understand that employees of Mid-Cities Scholars are prohibited from participating in social networking with parents and children attending our center. Mid-Cities Scholars employees are prohibited from outside employment with parents of the organization. This includes but is not limited to babysitting and nanny-type jobs.

## **Parent Code of Conduct**

Please understand that young children are present in our building. Some adult language is not appropriate for young children; this includes but is not limited to cursing, swearing, and vulgar language on our property.

Threatening staff, children, or other parents will not be tolerated per DFPS, and Mid-Cities Scholars maintains the right to terminate care in the event of disruptive behavior from a parent or guardian.

Mid-Cities Scholars must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child care Centers. All adults, including parents, must follow these rules while on our property.

### **Parent Volunteer Policy**

Mid-Cities Scholars is always looking for parent volunteers. If interested, please notify front office staff and complete a Parent Volunteer form. Criminal Background checks are required.

### **Policy Change Notification** (746.501) (6,12)

Parents will be notified of any policy changes before the policy has been implemented and we will give you a starting date for when the policy will go into effect. We will notify all parents in writing.

### **Security System**

Mid-Cities Scholars has a security system on campus that allows us to monitor the front door, classrooms, and outside of the building.

When you arrive:

1. Please sign your child in using the BrightWheel application. A link will be sent to you at the time of enrollment.
2. Once your child is signed in, a release button will open the door to take your child to their classroom.

### **Family Orientation**

Parents are encouraged to attend parent teacher meetings. Exact dates will be listed in your calendar of events for the school year. Every year in September, we offer a Family Orientation, or as children are enrolled. We will review the parent handbook, curriculum, minimum licensing, and state accreditation standards and you will meet our staff. Families are strongly encouraged to attend.

### **Dress Code**

Mid-Cities Scholars must have at least one complete change of clothing for your child, clearly marked with the child's name. When dressing your child for school, keep their comfort in mind. Please send your child in closed toed shoes, preferably tennis shoes, so that they can run and play. No jewelry. The center and its employees are not responsible for any jewelry lost at the center. **Electronic games,**

**videos, or toys are not allowed. The center and its employees are not responsible for any lost items.**

### **Parent Incentive Program**

Mid-Cities Scholars offers an incentive program for parents who refer friends, families, and others.

In appreciation, the following incentive program is offered. For each day that a referred parent enrolls, we will credit your account as listed:

1 child= 1 day is credited

2 children = 2 days is credited

3 children= 3 days credited

Please Note: Referred Children must have been enrolled for 60 days and tuition must be current.

### **Custodial/Non-Custodial Parents/Legal Guardianship**

Custody Issues & Court Orders regarding Divorce/ Legal guardianship:

In order to enforce non-custodial visitation and possession, you must provide the center with a certified copy of the court ordered possession papers.

Custody Issues & CPS placement Orders Regarding Foster Care:

Foster parents must provide CPS placement papers and all mandated documentation regarding enrollment, including immunization records and child's health statement.

### **TDFPD Minimum Standards for Child Centers and Parent's Rights**

You are entitled to review a copy of the rules and regulations for childcare center set forth by the Texas Department of Family and Protective Services, referred to as Minimum Standard Rules for Child Care Centers as well as our most recent licensing inspection report. We have a copy for your review.

Texas Law requires the director and caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement.

Texas Department of Family and Protected Services.  
1501 Circle Drive. STE 310 Fort Worth, TX 76119/Office  
Website: [ww.dfps.tx.us](http://ww.dfps.tx.us)

Reports of suspected child abuse may be directed to the Child Abuse Hotline at: 1800-252-5400.

## Filing Complaints

Parents may contact the local licensing office

Childcare Licensing (Fort Worth)  
1500 Circle Drive, Fort Worth, Tx 76119  
(800) 582-6032/ Office [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

We Look Forward to a Great Year!



## Mid-Cities Scholars Of Bedford & Euless

“Fostering and Educating Young Minds”

### Acknowledgement of Parent Handbook and Operational Policies

This acknowledgement must be signed and returned to Mid-Cities Scholars on or before the first day of your child’s attendance or together with the enrollment packet. I acknowledge that I have received Mid-Cities Scholars’ Parent Handbook and Operational Policies. By signing this form, I understand that it is my responsibility to read the handbook and abide by all policies set forth by Mid Cities Scholars.

Date: \_\_\_\_\_

Child’s Name: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Director/Owner Signature: \_\_\_\_\_