

INTRODUCTION

Thank you for choosing Promise Land Learning Center and Child Care. We will endeavor to prove worthy of the confidence you have shown through your selection of our services. We do not take this responsibility lightly. We pray this will be reflected in the programs and care we provide.

At Promise Land Learning Center we believe that we have a special call from God to help parents within our community. Our goal is to provide your child with a Christian environment and to help them develop spiritually, emotionally, physically, mentally and socially. It is our belief that children should be taught through example and repetition. We will work to see that the children in our center are equipped in these attributes, as the seeds of faith in Jesus Christ are planted.

We believe it is very important to have the utmost confidence in the child care facility you have chosen. Your children, in many cases, will spend a great deal of time in the center. For this reason we want you to be informed of our policies.

The quality of care we provide is important to us. Communication between the staff and parents is an essential part of our success. Each child is an individual with his/her particular needs; we must work with you to meet those needs.

Our goal is also to be a partner with you in the growth of your child. This requires continual communication. The best time to reach me is between 10:00 a.m. and 11:30 a.m., Monday through Thursday at 936-588-3400 or 936-588-3430. We are always available, of course, for emergencies or concerns that you might have.

If there is anything we can do to make you or your child/children more comfortable with us, please let us know.

We are a Christian child care facility, an extension of Living Branch Church. We will teach your child Christian values according to the Bible only. We believe in Proverbs 22:6, "Train up a child in the way they should go, and when they are old, they will not depart."

God bless you,
Patsy Givens, Director

IN THE BEGINNING

The first few weeks in any new environment can cause anxiety for children and adults alike. Our staff is trained to be alert and aware of your child's reaction to their new environment and will be sensitive to their feelings.

If possible, prepare and plan to spend some time in the classroom before your child's actual "first day" of school.

After enrolling your child at Promise Land and having all the correct paperwork completed for your file, your child may attend and be introduced to their new teacher and classmates. Take time to get to know the teacher and staff involved in the care of your child. It is important that you feel confident in the staff's abilities.

Talk with a positive attitude to your child about the center and their activities. If you see that there is a problem, please bring the concern to the teacher or director.

Separation anxiety in the younger years is a normal occurrence; therefore, your child may resist having to be left at the Center. After several weeks, departures become easier. We suggest that after the necessary signing in, and walking your child to class, that you give your child a hug and let them know you will return that afternoon to pick them up. Prolonging your departure could cause more anxiety for your child.

Younger children may want to bring a special object from home, such as a stuffed toy or blanket. This will help the child during naptime and make them more comfortable.

Re-adjustments may need to occur after long weekends or vacation. Your continuing positive attitude will help his/her transition.

Promise Land **General Policies**

Absences

If your child is going to be absent, we ask that you notify the Center's office by 9:00 a.m. The nature of illness is also important to us, particularly if the illness is contagious.

Accidents

Promise Land staff is trained and certified in CPR and First Aid. If an accident should occur, staff are trained and qualified to administer first aid and/or determine whether further medical treatment is required. In the event that further treatment is necessary, the parent will be notified.

Arriving at Promise Land

We encourage you to accompany your child to their classroom. This helps provide a smooth transition and allows you a brief exchange with the teacher to convey information about your child. If your child arrives before 7:45 a.m., classes may be combined in one room before they move to their regular classrooms for the day. Likewise, at the end of the day as children are picked up, children may be combined in one classroom.

Baby-sitting

On occasion, parents ask staff to baby-sit outside the Center. Promise Land does not authorize or take responsibility for any services that staff may provide outside the premises of our program. Staff members are not allowed to leave the Center with any child enrolled with the exception of family members without written permission from parents stating the teacher is allowed to transport your child and that the parent/parents will take full responsibility.

Birthdays

Your child's birthday is a special day! We enjoy being a part of the day. If you want to have a birthday party for your child we ask, that your child's teacher is notified one (1) week prior to the party.

This allows us to post a party notification in your child's classroom because of food allergies. Cupcakes are easier to serve to young children as opposed to cake. Parties will be scheduled during the afternoon snack time.

Biting

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Many young children are not very verbal. Children may become frustrated by a new experience, such as another child taking away their toy or suddenly being around many other children, and may bite in response.

When a child does bite, the following procedures will be followed:

The child doing the biting will be separated from the other children, as needed. The attention will be placed on the child that was bitten. Both families will be notified in writing of the incident. If biting incidents become excessive, the parents may be asked to withdraw the child from the center.

Breakfast

Breakfast is served from 7a.m. till 8:15a.m. Curriculum classes begin at 8:30 a.m., so we encourage breakfast to be over by 8:15 a.m.

Cleanliness

Our center is cleaned and maintained on a daily basis by our staff.

Preventive pest control is conducted on a regular basis, by a professional company. All changing tables are cleaned after each use. Toys and equipment are disinfected on a daily basis.

Clothing

It is required that parents bring at least one change of clothing for their child, infant through Pre-K. All clothing must be clearly marked with the child's name. If you have any clothing you would like to donate to the Center, they would be greatly appreciated. In addition, we ask that all children wear closed-toe shoes. This will ensure their safety and comfort while in our care.

Disabilities

Promise Land Learning Center complies with the Americans Disabilities Act and applicable federal, state and local laws in providing services to children with disabilities. If your child has special needs, please alert the office upon enrollment.

Emergency Evacuation and Relocation

In the event of an emergency evacuation of the building, all staff and children will remain safely away from the building until all threats of danger have subsided. If, however, immediate re-entry to the building is not possible and/or a weather advisory exists, Promise Land staff will transport the children to another designated evacuation center. Parents will be notified as soon as possible of the new location.

Emergency information

Your enrollment card will list emergency phone numbers in case you can not be reached. It is extremely important that the information be kept current with correct phone numbers (home and cell).

Promise Land has written policies and procedures for dealing with emergencies. The center conducts a monthly fire drill and is inspected annually by the Fire Marshall.

In the event of a tornado warning, the children will be placed in a designated area and will remain there until the threat of a tornado has passed. All staff members are trained in tornado-drill procedures. Tornado drills are held twice a year.

Age Requirements

A child may enroll in Promise Land Learning Center if the child is three (3) months of age through six (6) years of age. Summer months age will increase.

Enrollment Forms

To enroll your child, all necessary forms must be completed by the first day of attendance. Your signature of understanding the tuition policy and parent handbook must be on file before attendance can begin. This information must be kept on file in our office in order to meet Texas State Licensing requirements. Your help in maintaining accuracy in these forms is of utmost importance.

Operational policies are given to parents at time of enrollment. It is very important that each parent read these policies and sign forms at the end. Please return signed forms acknowledging that it has been read.

Parents will be notified of any changes in policy in writing.

Late Child Pickup

Promise Land hours of operation are Monday through Friday, 7A.M. to 6P.M. Charges will be automatically billed to your account when children are picked up after 6:00P.M. The child care is open twelve months in the year, but closed for certain holidays. The school begins in August and goes through the month of May. We do accept school age children during the summer.

Food and Nutrition

We offer a nutritional food program that includes breakfast before 8:15a.m., a.m. & p.m. snacks and lunch.

Snack and meal menus are planned monthly and posted with all ages in mind. Milk will be served with lunch. If your child has an allergy to milk, please notify us in writing. Under no circumstances will children be able to bring carbonated drinks from home. Please, no heat-ups for ages 2-6 years.

Occasionally, parents may be asked to bring a sack lunch for field trips. You will be notified in advance of such events.

Guidance and Discipline

Guidance and discipline is consistent and based on an understanding of the individual needs and development of the child. Our goal is to have effective discipline. Our discipline is founded in love, respect and guiding children toward acceptable behavior. We view discipline as a time to help children learn new social skills and alternatives. It is teaching time---a time to remain supportive of your child.

Techniques used for discipline and guidance will include:

- Redirecting the child
- Offering the child words to use to solve problems
- Giving the child a chance to try again
- Modifying the environment or routine to better meet the child's needs
- Removing the child from the group for a specified time. "Time out" is not a punishment, but rather a time when the child can calm down, remember what behavior is asked of them, and decide for themselves when they are ready to rejoin the group with the appropriate behavior.

Registration

Registration fee is \$50 per year. It is due annually. Your year is 12 months from the first day your child attended our school.

Learning Centers

Play is a need of every child...And when we observe children at play, we often see enjoyment and delight. Because of this fun aspect, adults sometimes think of play as a form of amusement or fun only; not as something to be taken seriously. However, play is an important childhood activity that helps children master all development needs.

Children accomplish most of their learning by the "hands on" method of playing with materials and equipment to find out how they work. Every object becomes a toy that they manipulate playfully until they learn what it does. We call this the self-discovery method of learning and it is very effective.

Medical Requirements

The state requires that all children have a proper immunization and that records be kept in the child's file at the center. Children will not be allowed to attend if these records are not up to date.

Medication

Promise Land Learning Center will administer medication at 11:00 am and 3:00pm.

- Must be signed in daily on the medication form.
- Administered by one designated staff member
- Expired medication will not be administered.

Medication is only to be given to the person listed on the prescription

- All bottles and containers should be clearly labeled with the child's name and in the original containers
- All medication must be taken home daily
- Must be stored in areas not accessible to the children.

We are not responsible for any medication left over the weekend. Breathing treatments can be given with written parental permission and a note from your child's physician. Medication must not be left in your child's room.

Holidays

We are closed for the following holidays:

New Years Eve (close @ 1:00pm)	Labor Day
New Years Day	Thanksgiving Day/ the day after
Good Friday	July 4 th
Memorial Day	Christmas Eve/Christmas Day

There may be days which the center is closed depending on how the holidays fall on the calendar; the days will be posted in advance of any unscheduled holidays.

There will be no deduction in tuition or weekly fees. Holidays must be paid for even when we are closed.

Drop off and pick up

It is the policy of this center that children be brought into the building and left in the presence of a staff member. A responsible person authorized by the parents or guardian to receive the child must also pick them up in the building and have written permission from the parents or guardian or a person listed on our pick up list. Children will only be released to adults 18 years or older. All children must be clocked in and out.

Messages

If you have special instructions for the day for your child, please write the instructions on forms available at the front desk, signed and dated. This way we are certain to acknowledge and follow them, if they are reasonable. Many times the same staff member is not there through out the day. This helps to eliminate problems.

Illness

Children, who are ill with a contagious disease or fever of 100.4 or above, may not attend the center. If your child becomes ill while attending the center, parents will be notified.

Leaders in charge will determine if the child is too ill to remain in the center. Any child experiencing symptoms that include, but are not limited to, the following symptoms will need to be sent home:

- . A fever of 100.4 degrees
- . Contagious skin or eye infection without a note from your doctor
- . Diarrhea – (3 or more loose stools)
- . Vomiting
- . Contagious illnesses that are obvious (ex. Flu symptoms)

If your child is set home because of illness, an illness form will be presented to you before you depart with your child. The form will clearly state when the child may return to school.

State law requires that we notify parents of children who become exposed to contagious diseases. If your child should become infected with a contagious disease, please notify the center immediately so the director can notify

families of other children who may have been exposed to the contagious disease.

Injuries

The staff members of Promise Land Learning Center will inform the director of any bruises, bumps, falls, or any such injuries should they occur while your child is in our care. This also applies to bruises and injuries to the child, which they cannot explain or the child may have arrived with. For this reason it is important that there is good communication between our staff and you, the parent. Should your child suffer an injury when he is not under the supervision of this center, please relay this information to us.

If a child is injured in our care, parents will receive an incident report. If the staff feels the child may need Medical attention, parents will be notified immediately. If a Doctor's treatment is necessary and parents cannot be reached, your child will be taken immediately to a medical emergency facility listed on your entry application.

Visitors

All visitors to the center must check in at the front office. We closely observe all unfamiliar faces. We never hesitate to ask who they are or why they are here, and our staff will always direct them to the front office.

Safety

Safety for everyone is of the utmost importance at all times. Our staff will always strive to maintain a safe environment for your child/children. Fire drills are done frequently. Feel free to report any unsafe condition you detect to the director or the person in charge.

Returned Checks

There will be a \$25.00 charge for all returned checks. Cashier's check, cash, or money order will be required as payment for a returned check. Your account will be put on a money order, cashier check basis after two returned checks. You must pick the return check up the same day or your child will not be admitted the next day.

Field Trips

In addition to our regular program, field trips which may require an extra fee will be planned throughout the year for 4 years old and up. Parents, who would like to attend a field trip, must be cleared through a criminal history process and finger printing. This is necessary to protect all children in our care.

Parents will be notified at least 72 hours before a field trip. You will be notified of our time of departure from the center and the time the children are due to return to the center. We must have written permission for each field trip your child participates in.

Each caregiver that escorts children on a field trip is trained in CPR and first aid. Each caregiver is also equipped with a communication device.

School Pictures

School pictures will be taken at least twice a year. Purchase of the pictures is optional.

School Attendance & Withdrawals

All withdrawals must be made in writing through the front office. A weeks (7days) notice is required. All accounts must be paid in full before records or report cards will be released to another school or the parent(s). Tuition is due for the full month regardless of the day of the month the student withdraws from Promise Land School.

Rest Time

All children who spend a full day with us will be required to rest. Depending upon their age, children are expected to rest quietly allowing those who need to sleep the opportunity to do so. Sleep mats or cots are provided by the center.

Sign-in/out procedures

Parents are required to leave their child in the presence of a staff member. Students can not be dropped off at the door of the building. Parents or other authorized guests (18 years or older) must enter the building to sign a child

out before they can be released. A driver's license or some other picture ID must be shown at the front desk if the person is not recognized.

If either parent wishes to place restrictions on the other parent's right to pick up a child, custody, and or visitation rights, it will be maintained as a part of the child's confidential file and must be accompanied by a legal document.

Special Events

- February - Valentine Day Class parties
Go Western Day
- March/April - Easter class parties/Easter egg hunt
- May – Teacher Appreciation Day
End of the year programs/Pre-k & Pre-k adv Graduation
End of school year classroom parties
- August - Beginning of school
- September - Individual Pictures
Grandparent's day
- October - Harvest Party
Hearing & Vision Screening
Auction
- November - Thanksgiving Luncheon for parents
- December - Parents Night Out (our Christmas gift to our parents)

We encourage all parents to participate in any activity you may wish. You may volunteer to help in your child's class parties, however costumes will not be allowed, without communicating with our Director.

State Licensing

Promise Land Learning Center is licensed by the State of Texas and is inspected on a regular basis. Our center complies with licensing regulations and standards. These standards relate to our facility, staff, health and safety procedures, teacher/child and record keeping. These standards can be reviewed at the TDPRS website listed below. You may also view a copy of our centers last inspection. It is posted in our center for all to see. For information about local licensing offices, look on the Family and Regulatory Services website at: www.tdprs.state.tx.us or you can call the local child care office at 936-756-1551.

If you suspect child abuse, you should call and report the situation immediately by calling the Child Abuse Hotline at 1-800-252-5400.

School Supplies

A supply list will be provided for each Pre-k & advanced Pre-k class at the time of enrollment, all supplies will be due in August and again in January. All supplies will be combined with each classroom and will not be returned.

Tuition

Please see the insert for fee schedules. Tuition is due every Monday or the first day of the week your child is scheduled to be here. We accept cash, check, money orders or cashier's checks. If tuition is not paid by Wednesday morning a \$25.00 late fee will be applied to your account.

Family financial emergencies will be dealt with on individual basis, please notify the director.

Cash payment is required after the second insufficient fund check is received by Promise Land Learning Center.

If paying by cash, a receipt will be issued immediately. Please maintain receipts for your records. Tuition is paid at the front desk.

There are no reductions made for holidays and weather related closings. **No reductions are made for absences or illness.**

Vacations

Tuition is due during vacation time. Please let us know when you will be on vacation so that late fees will not be added to your account. You may take care of your tuition upon your return. Vacation forms are located at the front desk.

Weather

Promise Land Learning Center will follow the local school district's decision regarding school closings for hazardous weather. Listen to our local radio and television stations for the latest information. There is no discount or reduction in tuition for inclement weather closures.

EDUCATIONAL PROGRAM

Promise Land Learning Center takes pride in the educational programs of the center. Our program is based on each child's social, emotional, intellectual, physical and spiritual needs. We believe children are happy and secure when they have plenty of opportunities to succeed each day.

Nursery Department (three months – two years)

Newborns have the ability to learn and remember even in early weeks of life. In the Infant Department, the teachers strive to provide developmentally appropriate care.

Stimulation through song, talking, and exercise promotes growth in all areas. By talking to infants you are encouraging them to develop language skills. Listening and responding to coos, gurgles and babbles encourage first attempts at language.

As infants begin to walk, they are moved to the one year – twenty-three month year old class.

Attachments to parents and caregivers are formed toward the end of their first year. Self-awareness begins to develop in the second year. Our toddler areas are full of surprises and activities. The children begin to work on their gross motor skills. They are encouraged to throw balls, use riding toys, push and pull toys, paint, and color and have fun.

They do have a schedule that they work with each day.

We believe that each child is a unique individual who will develop at his/her own pace. For very young children, routines are an important part of life. Learning the rhythm of life is a very big part of their early education. Routines set the stage for expected behavior and good work habits later on. We make the most out of everyday activities, from changing clothes and eating to resting.

We require that parents bring the following if they have an infant in the nursery area:

A signed infant schedule completed and updated monthly

Bottles for each day – no glass bottles, please

Two changes of clothes

Two Sippy cups for 12-23 month olds

EARLY CHILDHOOD DEPARTMENT (two's and three's)

The Early Childhood Department begins the course of formal education. The children learn their numbers and alphabets. Children learn through centers and age appropriate curriculum. Not only do the children learn through the special curriculum, they learn through play and interaction.

Children at this age are able to start taking responsibility for their actions. The methods used for discipline are quiet time and redirection. Learning centers include dramatic play, art, puzzles, reading, home center, blocks and other manipulative areas that allow for freedom on exploration.

THREE'S – PRE-SCHOOL

Through the use of the Abeka curriculum the three year olds learn recognition of name, sound and picture. Language development and listening skills that include color words, shapes, animals, etc. They also encounter simple counting and number concepts.

PRE-K (four's)

The Pre-Kindergarten department is a time for learning and having fun. Through the use of learning centers and Abeka Curriculum that includes, poetry, social studies, art, phonics, and math. The children begin to develop a sense of independence. During the school year, the children learn many new and exciting concepts through the world of books and through their own exploration in learning and art time.

SCHOOLERS

Each student in this class is allowed to advance individually. The Abeka curriculum is used in this class. The Pre-k Advance class allows time for a child to have fun while they are learning.

AFTER SCHOOL PICK-UP

We offer before school drop off and after school pick-up for children in the Montgomery I.S.D. These children will be given a snack on arrival, afterwards they will have time to do homework with help from the teacher. There will also be time for fun and games until pick-up from the center.

SUMMER CAMP

They are able to use the many facilities at the church and the youth center such as the basketball court, volleyball court, indoor (sanctuary) and the outside playground. The summer camp's main focus is fun through learning. There is a lot of community awareness through field trips. Summer classes encourage independence, creativity (crafts) and spiritual growth.

By teaching through example the children have role models to follow. Bible, the most important time of the day, is taught in all age groups. The children are shown that no matter what their actions are. There is a Heavenly Father who loves them unconditionally and eternally.

Open-door policy

Parents, who may have questions concerning our operational policies, may call the school at 936-588-3400 to speak to the director or write a note requesting an appointment. We would be more than happy to answer any questions.

Parents are welcome to visit with their children at any time, providing it is not upsetting to the child.

Minimum Standard

Minimum standard guidelines are how this center operates. Standards are administered by the Children Protective and Regulatory Services. If you would like to view our minimum standards reports at any time, please call the office and make an appointment with the director.

Vision and Hearing

Vision and hearing test are required to be done on children, 4 years and up. Our testing here at Promise Land is done in October. It is done by trained volunteers of the Women's League. You may have your child tested by a private Physician, if so, please submit a copy of the results by November 15th, to the front office.

Thank You from PLLC

Thank you for enrolling your child/children in Promise Land Learning Center.

If you have any question regarding this handbook, please call us and I would be very happy to speak with you.

Thanks you & God bless you,

Patsy Givens

Promise Land Learning Center

ACKNOWLEDGEMENT

I _____ acknowledge that I have received a Parent Handbook on the date of _____ from Promise Land Learning Center. This handbook is very important for you and your family please pay careful attention to dates, etc.

If you have any questions please contact us at 936-588-3400.

Signature _____

Please return this form within 5 working days