

**The Learning Daycare at
PLAINVIEW METHODIST CHURCH**

POLICY & GUIDELINES

Our Mission Statement:

Here at PMLD we strive to teach children the love of God and Jesus' sacrifice for us through weekly worship and a Christian based curriculum. To keep God as the foundation and center of this daycare. We strive to teach children social skills that will set the foundation of their social life and friendship making abilities for years to come. We want you to have the comfort of knowing that when you drop your child off at our daycare, that they are being well looked after, loved, and cared for the way we would our own children. We want your child to feel at home here and create a positive and healthy association with daycare. We want to build the steppingstones for your child to be ready for Pre-K. We hope to create an environment for your child to meet milestones, grow, and flourish until that time comes, and most importantly we hope to give and create memories for your child that will last a lifetime.

Contact Information:

Address:

1001 W 7th St.
Plainview, TX 79072
(806)-774-5511 (Daycare phone)
(806) 293-3658 (Church phone)

Director:

Kayla Barajas
kaylabarajas13@gmail.com

Hours of Operation:

Monday-Friday
7:30am-5:30pm

•We are closed major holidays such as, but not limited to, Christmas, New Years, 4th of July, etc.....

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About PMLD:

PMLD is currently licensed by the Texas Department of Human Services and abides by TDHS Minimum Standards.

We are a Christian based daycare. We follow a faith-based curriculum that we adapt for each age group to make it fit and appropriate for their developmental age and level.

Process of Enrollment:

Parents are required to fill out a "New Child Enrollment" packet that can be picked up in the daycare office. All enrollment forms are required to be completed before the child(ren) are allowed to start. A copy of the child(ren) up-to-date immunization record or "Immunization Exemption Form" is required, along with a letter/signature from the child(ren) primary care provider stating a clean bill of health.

Tuition/Payment:

Payment for childcare is due on Monday of every opening week. A \$5 late fee will be added for every day, after that payment is not received unless you have communicated with the Directors. There will also be a \$1 per-minute fee for children that are dropped off before 7:30am or picked up after 5:30pm.

- Note: Your first eight payments will be higher than a regular weekly payment. This is because you will be required to pay the withdrawal fee up front. Withdrawal will be divided up between those first eight weeks. After that time period has passed, your payments will be lowered to the normal weekly charge. These payments will ensure that at time of withdrawal, your two weeks are paid in advance.

- Note: Continuous lateness and/or non-payments will forfeit your child's spot in our daycare. We, PMLD, reserve the right to drop any child, without notice, for non-payment.

- Note: Failure to pay fees by the end of the week will result in your child's dismissal for the daycare, and your code will be deactivated.

- Note: The full tuition is due regardless of absences. Failure to pay will result in the loss of your child's spot in the daycare.

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Withdrawal:

At time of withdrawal, you are required to give a two-week notice. At this time, you will utilize the two-week payment given in advance to cover the cost of withdrawal. Your child may continue to attend until those two weeks are up but are not required too. You will also be required to come in and sign a "Withdrawal Form" to put an official "last day" date on your payments. If notice was not given and a form has not been signed, you will continue to be billed.

Maternity leave:

Maternity leave can be utilized if you have a child enrolled in daycare and chose to keep them home with you during your maternity leave. This period of time cannot exceed six weeks. A form is to be filled out and an "End Day" for maternity leave. This will ensure that at the end of this period, the normal price for childcare will be resumed. The payment for maternity leave will be \$75 for that six-week period. Payments will resume too regular price upon arrival of "End Day."

Illness:

PMLD reserves the right to send a child home due to illness.

- PMLD considers an illness anything that prohibits your child(ren) from participating comfortably in the daycare activities or outdoor play and/or the illness results in a greater need of care than the caregivers can provide without compromising the health, safety, and supervision of the other children.
- Your child has a fever, which by the CDC is considered a temperature of 100.4 degrees or greater. The only exemption is a doctor's note that the temperature is associated to something nonviral, such as an ear infection, etc.....
- Or if a health care professional has diagnosed the child with a communicable disease.
- Please also take into consideration that children "new" to the daycare may experience a high level of infection/illnesses as their body adapts to a new environment with a completely new "family" or

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germs. This is normal and will change once their body strengthens their immune system.

Medication:

If your child(ren) needs to take any medication for any reason, you are required to fill out a medication consent form before we are allowed to administer any medication to your child. These forms are located in the office and your child's teacher should have some readily available upon request.

Fresh Air and Exercise:

We, as a licensed daycare, are required by the State Licensing Department to give the children the opportunity for fresh air, sun and exercise. Depending on the age, the time may range between 20-60 minutes. We provide morning and afternoon opportunities for outdoor play, weather permitting. It is your responsibility, as the parent, to make sure your child is equipped with proper weather attire. Each child is required to go outside with their class.

Emergency Closing:

PMLD will do the best in our power and ability to keep these closing few and far between. We do reserve the right to close the daycare because of weather and illness when recommended by the CDC. You will not be charged for days the daycare chooses to be closed.

- Bad weather: the daycare will close when PISD closes due to weather conditions.
 - Weather days are not considered a "chosen* closing.
- Illness: the daycare will close when an illness has affected the sufficient number of staff to not properly function or maintain State Required ratios as listed in the Texas State Licensing Minimum Standards Manual.

Drop-off/Pick-up:

Drop-off hours are during the hours of 7:30-9:15 a.m. in our infant rooms. Our infants follow a specific sleeping schedule. Their first nap starts at 9:30 a.m. and ends at 11a.m. Infants need time to wind down and teachers need

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time to prepare for nap time. Know that if you drop off your child after this time, you may be asked to leave and return at the end of nap time. This is to prevent the push back of nap time or risk waking a sleeping child up from their nap. Sleep is an essential and very important part of a child's development, and we take that very seriously. Interruption of sleep can also affect the child's temperament/behavior for the rest of the day.

Nap Times

Infants 0-16 Months: 9:30-11 a.m. & 1:30-3:00 p.m.

Children 17 Months- 5 years 1:30-3:00 p.m.

We require that anyone who will be picking up your child be on an approved pick-up list. We ask that they come by the office and give a copy of their driver's license. We will not release your child to anyone who is not on the pick-up list. Please speak with the director if there are any changes to the list.

Discipline:

PMLD will follow a Discipline Pyramid where we have levels of intervention. We start at the bottom by creating expectations and rules we expect our students to abide by. These expectations are set by the director and teachers. Examples would be listening during carpet time, lining up when asked and following instructions when it comes to class work and participation. Expectations are adapted to each child's developmental age. The next level up is intervening if a child refuses to abide by rules and expectations. The first intervention would be getting down on the child's level and explaining which behavior is acceptable and not. If this does not work, we move to the next tier up which would be a time out where a minute per age is given. After the time out, the teacher should talk to the child and explain why a time-out was assigned and what could be done to correct the behavior. If misconduct on the child's behalf continues, we will move on to the next tier, which is visiting the Director. The child will be escorted to the office and the director will consult with the child and notify parents that intervention has happened, and the child is in the office. The following tier is visiting the church office and calling parents in. If the behavior persists continually over a few days/weeks parents will be called in to put a B.I.P. (Behavior Intervention Plan) in place. We ask that you, as

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parents, help us to encourage behaviors that will positively affect your child and allow for emotional and educational growth.

- PMLD reserved the right to refuse service to anyone.
- Behaviors that could lead to behavioral intervention are, but not limited to,
 - Hurting other children or staff
 - Running away from the teacher
 - Refusal to listen to teacher instruction.
 - Extreme verbal discourtesy/abuse
 - Biting, spitting
 - Destroying property
 - Kicking, hitting, and fighting.

We here at PMLD will always do our best to take care of your child(ren) and make sure they are kept safe, but we will not tolerate behaviors that put your child and other children's lives at risk.

Reporting Child Abuse:

If you suspect a child has been abused, mistreated, or neglected you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency.

You are required to make a report within 48 hours of suspecting the child may have been abused or neglected.

Child Help National Child Abuse Hotline: 1-800-4222-4453

Texas Baby Moses Hotline: 1-877-904-7283

National Domestic Violence Hotline: 1-800-799-7233

Childcare Licensing: 1-806-698-5502

Child Abuse Hotline: 1-800-252-5400

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