

It takes a Galaxy to teach our Stars to Shine Brightly



The Shining Stars Academy

Parent Handbook

7711 Beechnut St.

Houston, TX 77074

713-995-1022

Fax 713-270-8614

www.tssac.com



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About Us:

The Shining Stars Academy is privately owned and operated since 1981, licensed by The Texas Department of Protective and Regulatory Services and abides by the State Minimum Standards.

Origins:

The Shining Stars Academy was established in 1981 by Eva Maximous, who wanted to provide quality childcare for her first born son. Eva has a degree in kinesiology and was a physical education teacher. She has the passion to improve child care. She has been in business for over 30 years and is passing on the legacy to her children to continue the quality care she has established.

Missions Statement:

The Shining Star Academy mission is to provide education, security that aid in a healthy development of young children; and quality child care/ Pre School that provides hands on development, through 12 fully equipped learning centers and a Licensed Teachers

Philosophy:

Children are born a blank slate. That is why quality child care is of great importance. Children learn best through hands-on activities that address the needs of the individual child that is through centers, such as dramatic play, house keeping, grocery store, blocks, games, math, science, library, arts and crafts and much more. Children need balance between what the child desires and what the teacher provides in day to day learning activities. The philosophy is derived from early child development theorist such as Erik Erickson, Lev Vygostsky, and Jean Piaget.

The steps to ensure these goals are met through:

1. Teacher's should have goals for the individual child's learning
2. Ways is which the teacher believes the individual child will reach their goals
3. The parents and teachers must work together to improve the individual child growth and development

Children Goals: Developmental Programs:

1. Healthy positive self-image
2. Communication Skills
3. Self-expression through creative media, dramatic play, music, story telling, block building and other forms of center play.
4. Self-control, self-direction and independence
5. Social skills thorough group interaction
6. Intellectually through balance of teacher directed and free choice activities
7. Strengthen auditory skills, visual activists and rhythm awareness
8. Attention span and following simple directions
9. Practice thoughtful and courteous behavior
10. Fine and gross motor skills
11. Awareness of physical fitness and good health habits

The Shining Stars Academy Policies

Requirements:

Shining Stars Academy is licensed by the State of Texas to care for children from infancy through 11 years of age. An application, medical records release authorization and form 1531 must be

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completed before enrollment is accepted. If you are applying for supplementary income (The Texas Work source Commission (NCI)) a form 2450 must be provided. The license is displayed on the foyer. We are inspected periodically by our regulatory agencies. We provide the best for of health, safety, and specific requirements mandated by the State standards and The Shining Stars Academy center rules. We value our partnership with State regulatory agencies and support their commitments to quality childcare. A copy of the State Minimum Standards and licensing inspection report are available in the front office or on the Texas Department of Protective and Regulatory Services website.

Hours of Operation:

The Shining Stars Academy Operates 6 Days a Week Monday thru Saturday. The hours are open Monday at 5:00 a.m. thru Saturday 11:00 p.m. closed on Sunday. There will be a \$1 for every minute your child is left after 11:00 pm on Saturday. There will be an extra charge after 10 hours and after 5th day of attendance for the week. No exceptions. No child can be left longer than 16 hours within a 24 hour. We operate January – December.

The Shining Stars Programs:

Parent Newsletter: Monthly parent letter that informs the parents on upcoming events, changes, and class room activities.

Educational Objective: 12 hands on learning centers, themed weekly curriculum, as well as outdoor activity. (HISD inspired CURRICULUM) & Mother Goose Curriculum

Parent/Teacher Conference: Two parent/teacher conferences will be held a year at the beginning and end of school years.

Social Development: Dramatic play in centers such as house keeping, puppet shows and other center activities that promote social skills with other classmates.

Cognitive Development: Through child care curriculum incorporating math, science, spelling, English, and reading, science centers equipped with sand and water activities.

Parent Posting:

Information of interests is posted on the parent's bulletin board. Please check occasionally for new information posted regarding upcoming events, which are important to you and your child. THERE IS A POSTING ON THE PARENT'S BOARD INDICATING THE SHINING STARS ACADEMY IS IN A GANG FREE ZONE.

Change to Information:

Notify the Academy for a change of address, business address or telephone numbers. Parents must develop a procedure for regularly updating the admission information, including information of special care needs. Parents must sign and date the updated information immediately. A new form must be filled at the time of updating and kept in conjunction with the old one.

FEES:

Annual Fees:

1. There will be a non-refundable application fee of \$65.00 paid at the time of registration.
2. The registration fee of \$65 due annually on the first of August of every year (**subject to change yearly**)

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3. **Annual Curriculum Fee:** Since The Shining Stars Academy is a Child Care/Pre School we have a yearly curriculum that requires parent's financial participation. The annual fee is due the beginning of August every year and it is to cover the cost of classroom supplies as well as the individual child's supply along with their school bags.
4. The annual curriculum fee required by August 15th of every year. Or could be paid monthly at \$15 a month by the 15th of each month. All children that do not attend public school must participate in the curriculum fee.
5. All children must participate in accident insurance. The charge is \$70.00 per child per year (**subject to change yearly**) if the insurance fee is not paid your child will not be covered in case of an accident or any illnesses.
6. When two or more children are enrolled in TSSA full time, sibling discount is 10% per family.
7. Fees are established on annual basis. All fees are fully earned per year.

Tuition Policy:

8. The weekly fee is due on every Monday morning at drop time. A late charge of \$25.00 will be assessed against all payments made after Tuesday. To insure proper credits, place the child name in the lower left hand corner of the check, or money orders, or any other payment type.
9. All workforce Solution payments are due by the 15th of each month. If payments are not made by the 15th of each month there will be a \$25 late fee added each week it is late.
10. Withdrawal requires a 30 day written notice (no e-mail). Payment is due for the month whether or not the child continues to attend the center. Any outstanding fees must be paid before or on the child(ren) last day. Any fees that are accumulated by the center (collection or legal fees) will be assessed to the parent. Children may be withdrawn by the center for nonpayment or discipline issue.

Accepted Forms of Payment:

11. Forms of payment are accepted through check, cash, credit card, or money order. There is a processing fee associated with checks and credit cards of a \$3 fee. Checks and Credit card policies are determined and enforced by Telecheck, all fees that are applied by Telecheck are not the responsibility of The Shining Stars Academy.

Increase of payment:

12. The fee for school aged children will increase at the summer months along with a summer program fee, since they are not in public or private school.

Late Pick-Up Information:

If you are a full time and have workforce solution full time you have a maximum of 12 hours a day, if the time has been exceeded you will be charged five dollar for each additional hour. If you are part time you have a maximum of 6 hours a day, if the time has been exceeded you will be charged five dollars for each additional hour.

Field Trip Payments:

Fees are established on annual basis. All fees are fully earned per year.

Field Trips: Each child that attends a field trip their parents must be notified of the trip. Indicating when and where the child will be going, and when the child is expected to return to the center. The notice must be posted

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within 24 hours of the field trip in a prominent place, where parents and others may view it. The notice must remain posted until all children have returned from the field trip. Parents must also sign a permission form to take the child on a field trip including permission to transport the child to and from the trip. Transportation is only for children 3 years and up they must wear The Center T-Shirt and Tennis Shoes.

13. All Field trips will have a charge to participate and attend the field trips. The field trips will be posted and payments for the field trips are due no later than the day before the trip.

14. Children will have planned excursion around the facility

Absentee Policy:

15. The weekly fee must be paid in full, the charge is to reserve a spot for your child, unless there is an illness that would not allow the child to attend the center.

16. Please notify office of vacations or illnesses that have your child absent from the facility.

17. Parents get one week of vacation free of charge for every 6 month period.

Additional Charges:

18. If your child is not to be picked up from public school you are to notify the Academy or a \$10.00 penalty fee will be added to your bill. You must call prior to two PM the day of the child's absence.

19. Part time is available 3 days a week for 12 hours a day, or 5 days a week for 6 hours a day. There will be an extra charge after the allowed hours of \$5.00 each hour.

20. IT WILL BE A LATE CHARGE OF \$10 DOLLARS EVERY 15 MINUTES AFTER THE CLOSING TIME IT MUST BE PAID AT THE TIME YOU PICK YOUR CHILD UP.

21. All late fees must be paid before returning to attendance.

Holiday Policy:

The following holidays will be observed, your account will not be credited for these holidays. If the following holidays fall on a weekend, The Shining Star Academy will take the same Mondays or Fridays as the general public. The center may close on any weekend of the following holidays: **New Years Day, Dr. Martin Luther King Day, Good Friday and Easter Weekend, Memorial Day, The 4th of July, Labor Day, Thanksgiving day through the weekend and Christmas Day**

THE CENTER MAY CLOSE AT ANY TIME FOR EMERGENCIES SUCH AS, BAD WEATHER, DOWN UTILITIES, i.e. CITY WATER MAINS, ELECTRICITY, PLUMBING, ETC.

Tuition is not prorated for absences, vacation, emergency closures or holidays.

Center Rules:

Physician Information:

- 1.** A written statement from the parent with the name and address of a health –care professional who has examined the child within the past year stating that the child is able to participate in the program. This must be followed by a signed statement from a health care professional within 12 months of the date of admission; for each child who does not attend Kindergarten or school away from the child-care center.
- 2.** Texas Health and Safety code chapter 36, requires a screening or a professional examination for possible vision and hearing problems for the following children who are enrolled in a child-care center. First time enrollees who are four years of age by September 01, of each year will be screened for possible vision hearing problems prior to completion of the first semester of enrollment

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3. or within 120 calendar days of enrollment or present evidence of screening conducted one year prior to enrollment. A licensed or certified screener or health care professional must conduct the screening. A signed statement from the child's parents that their child screening records is current and on file at the Kindergarten program or school the child attends away from the center. Otherwise, a statement must be dated and include the name, address and telephone number if the Kindergarten program or schools must be provided.

Dress Codes:

4. At all time we ask that all children be dressed for the day when they arrive at the center. You must provide a change of clothing, please label the clothes with your child's name.

Personal Belongings:

5. The Shining Star Academy is not responsible for personal items or toys. We do not allow toy guns or sharp objects in the academy. The children may bring a video G rated or cartoon movie also G rated. Each child is assigned to a cubby hole, where they may put their personal belongings. Please check it for soiled clothes. We ask that all items brought to the center, coats, sweaters, bottles, training pants, bibs, toys, and etc. be labeled with your child's name!!!! Unclaimed items are given to charity after two weeks

Required Immunization:

- a. Each child enrolled or admitted to the child- care centers must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in Texas Elementary and Secondary Schools and Institution of Higher Education. This requirement applies to all children in care from birth through 11 years of age.
- b. Except as otherwise provided in this division, all immunization required for the child's age must be completed by the date of admission.
- c. Documentation acceptable for immunization records must have been validated by physician or other health-care professional with a signature stamp and include:
- d. Child's name and birth date
- e. The number of doses and vaccine type
- f. The month, day, and year the child received each vaccination
- g. Documentation on file at the child-care center may be the original record, a photocopy, or a handwritten copy that the child-care center director has signed.
- h. Every child must have documentation to indicate that he/she are free of active tuberculosis

Note: Please notify The Shining Stars Academy when your child's immunizations have been updated so that we may do the same with our records.

6. **Infant's Rules:** We ask all our parents to provide a minimum of 10 diapers along with any other supplies you feel will be necessary for your individual child requires. Please label all bottles, pacifiers, diaper bags and clothes. Please make sure that there is not medicine or personal belonging in the diaper bag.
7. **Potty Training:** We will help you potty train your two years old. You must bring at least six (6) pull-ups.

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Health and Safety:

Illness and Accidents Policy:

- 8.** If your child has fever, diarrhea or vomiting, he or she will not be accepted at the center for **24** hours after they have started. If the child has a communicable disease such as chicken pox, measles, mumps, ringworm, German measles, shigellosis, scarlet fever etc... they will not be accepted back to the center without a statement from your physician. If a child becomes ill at the center, we will contact the parents to pick up the child within **30-45** minute or we will contact emergency personal.
- 9.** Parents will be notified of any incidents or accidents and will be presented with a accident report in the front office. We will not call parents for minor injuries, however if you request we may contact you. Otherwise all incidents will be presented at the time of pick up that day. If you have any concerns please contact office at the time you discover the problem and give the office **24** hrs to investigate and report back.
- 10.** Ask for assistant from the managers if you are ill and cannot walk through the Center or you must wear a mask cover the nose and mouth.
- 11.** We will not accept children that have had fever or any symptom of any illness in the last **24** hours.
- 12.** We do not administer medication at our facility. The only medication that we will administer will be breathing treatments required by a doctor.

Medical Policies:

Parents must sign an authorization form, which includes the time the medicine is to be administered to the child according to labeled instruction. The medication must be in the original container and in a zip lock bag when it is brought to the center. The medication amount **MUST BE LEFT** with the manager in the front office. In case of a serious illness or injury requires immediate attention of a doctor we will contact the parents immediately and if we do not receive a response within a timely manner we will contact medical personal such as ambulance to transport the child to Southwest Memorial Hermann.

Personal Hygiene:

We encourage good personal hygiene habits. We require hand washing before meals, after using the restroom, and at other appropriate times.

Special Needs:

If your child has special needs, please discuss them with the center's director at the time of the enrollment process.

Discipline and Guidelines

Discipline must be:

- 1.** Individualized and consistent for each child
- 2.** Appropriate to the child's level of understanding
- 3.** Directed toward teaching the child accepting behavior and self-control

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Methods of Discipline and Guidance:

Positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements;
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development level.

Safety Procedures:

Fire Drill:

In the event of a fire all children will be lead by their teacher using the evacuation plans posted on their walls. We will evacuate the building and all gather to the furthest back corn of the parking lot near the dumpsters. All teachers will then take roll to ensure all children are present and a manager will confirm. Office staff will have a parent contact log with them. Monthly drills are conducted to ensure children are familiar with the process. In the event that we cannot return to the center we will take all the children to the College Park Baptist Church:

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All extinguishers and alarms are regularly check to ensure they are working properly and a log of inspection is keep.

Severe Weather:

In the case of a severe weather or a hurricane alert is issued, everyone will be lead to the main hallway and mats will be used as reinforcement. Children will be instructed to place their head between their knees and their hands over their heads. In rear instances teachers will have to be flexible and able to think quickly to adapt to change in the plan. Modified drills are preformed to ensure teachers are prepared for these occasions.

Food Policy:

Our family style meal that meat the nutrition required by CACFP provides Breakfast, two nutrition hot balanced meals, and two snacks. The children are not allowed to bring any kind of food to the center unless requested in writing by a physician. All students will be encouraged to eat. If your child is not yet eating table foods, you must fill the necessary forms for the center to provide your child with the infant meal. Please do not allow your child to bring candy or gum to the center. A menu is posted each month on the parent bulletin board at the reception. You may provide food for your child after 7:00pm.

Meals:

Breakfast: Served from 6:00am to 8:00am. If you would like your child to have breakfast they must be at the centers no later than 7:00 am. Breakfast will be served during summer time for a fee that will be determined before the start of the summer.

Lunch: Served from 11:00am to 12:00pm. If you would like your child to have they must be at the center by 10:30 am

Dinner: Served from 5:00pm to 6:00pm. If you would like your child/children to have dinner they must be at the center by 4:30pm

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7:00 p.m. Snack is to be provided by the parents. If you know your child will be here past 7:00p.m. please be sure to provide them with a snack as most kids will have snack.

Family –Style: All meals are family style in which our children serve themselves; this creates a home like atmosphere. All adults sit at the table with the children to give assistance as needed. It allows for small portions and seconds. Upon finishing the main course, the child may be allowed to clear his own dish from the table.

Birthday:

When your child has birthday you may wish to provide a treat that is permit by the Health department of nutrition for each child in your child's group. Or have a party, arrange the date and time with the manager. If you attend your child's party you must take your child with you when the party is over for safety measures.

Daily Building Activity Procedures:

Pick up and drop off Policy:

13. State licensing regulation requires all children to be assisted upon entering or leaving the building.

They must be left with a staff member. Children will be released to the parent or person designated by the parent only. If someone other than you is picking up the child, The Shining Star Academy must be **NOTIFIED IN WRITING!!!!** A valid I.D. card and password is required.

Sign In and Out:

All children must be signed in and out at the beginning and end of each day. You must be registered on the digital reader and you must be signing in and out daily. Failure to sign may result in a fee of \$10. Initial or sign your full signature (Saturday's)

Transportation Policy and Regulation:

1. The Shining Star Academy provides transportation to and from public schools, private schools, and field trips. Transportation is provided for certain schools please make sure to confront the reception office for schools that is provided for transportation.
2. Each child being transported must fasten their seat belt and be individually seated per seat belt.
3. A designated area will be provided by the school for The Shining Star Academy to pick up the children.
4. The children will be waiting at the designated area.
5. The bus driver will not wait for any children longer than 5 minutes. The driver is not responsible for the children getting to a safe waiting area.
6. If the school calls the centers for a child that has missed the bus, the driver will not go back to pick the child. The school will have to notify the child parent to pick up their child. At parents requests we will go back for a fee of \$10.00 per child to pick the child up.
7. All busses leave the centers in the morning at 7:15am sharp. Any child that comes to the center after that time must be transported by the parent to the school.
8. Parents must sign the school-agers authorization forms. If child is scheduled to be picked up by Shining Stars Academy from public or private school and does not need transportation for any given day, the parent must notify the centers at least two full hours before scheduled pick up time. If they do not call the center they will be charged with a \$10.00 fee.

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Drop In:

Drop-Ins are welcome! You must complete the child's application before dropping off your child for the first time. A fee will be applied to the registration fee whether you use all ten (10) hours of service or not for the first time. Drop-Ins are by appointment only based on the availability.

Open Door Policy—Security Measures:

You are welcome at the Shining Stars Academy at any time to observe your child. The open door policy encourages you to do so. As an important security measure, we ask that you bring your child into the centers and see that he/she is under supervision before you leave the centers. The director may accompany any parent that is visiting their child during the child care center hours of operation to and from her child's group, or may limit the amount of time a parent spends at the center. If the director believes this is necessary to protect the children in care.

Rest Periods:

Your child day at The Shining Star Academy provides many exciting activity experiences. A rest period is scheduled each day to balance the activity time. Most State Regulatory agencies established a designated rest period for the pre-scholars approximately two (2) hours. We encourage your children to rest quietly during that time; therefore we do not allow tours for anyone without children enrolled in the center during that period of the day.

Curriculum:

The Curriculum used by our facility is Mother Goose Time, to give your child a broad range of learning opportunities, including classroom time, indoor/outdoor play, interest centers such as block and puzzle areas, home life area, etc. Children learn from play and discovery. The ultimate goal of the academy's curriculum is to respect the individual students and his/her needs to create a home away from home environment where your children will feel happy and secure.

Check for your children's folders every Friday with the work that your child has accomplished for the week. The folders must be returned every Monday.

Training and requirements for Shining Stars Academy Staff and Teachers

Training Requirements:

Pre-service and Annual Training:

Background Check:

Abuse and Neglect Policy and Training:

Complaints and Reporting:

If you have any complaints you may submit it to the center director in writing and allow the director 24 hours to investigate the complaint and get back with you. You may submit your complaint in writing to: **SHINING STARS ACADEMY P.O. BOX 1444 Bellaire, TX. 77402. You may also place complaints directly to licensing. TEXAS DEPARTMENTS OF HUMAN SERVICES, P.O. BOX 149030, AUSTIN, TEXAS 78714-9030 -512-450-3630**

NOTE: Licensing Office # - 713-940-3009 - HOUSTON

PRS CHILD ABUSE HOTLINE 1-800-252-5400

PRS WEBSITE WWW.DFPSSTATE.TX.US

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Right to file a complaint:

Any person has a right to file complaint if the alleged discriminatory action with the management and management staff of the Shining Stars Academy, or Civil Rights Department of Texas Department of Texas Department of Human Services, within 90 days from the date of the alleged discriminatory action, that time may be extended by the Civil Rights Department

Nondiscrimination Policy Statement:

The Shining Stars Academy does not discriminate against race, color, sex, age, disability, political beliefs and or religious. The Shining Stars Academy complies with the Texas Health and Safety code (Regarding A.I.D.S. AND H.I.V.) If you believe you have been discriminated against, you may file a complaint kagainst the management staff of the Shining Star Academy, or write to: **Civil Rights Department, Texas Department if Human Service, P.O. Box 149030 Austin, Texas 78714-9030- Phone Number 512-450-3630.**

Acceptance:

All complaints, written or verbal will be accepted by The Shining Star Academy, if not handled by TDHS Civil Rights Department. Complaint information will be sufficient to determine the identify of the individual towards which the complaint is directed, and to describe the intent or situation about which the allegation was made, anonymous complaint will be handled just as any other complaints.

Verbal Complaints:

The complaint makes an allegation in person or through a telephone conversation; the person to whom the allegation is made puts the elements of the complaint in writing.

The Complaint Must Provide The Following Information:

- A.** The complaint tent's name, address, and telephone number.
- B.** The Shining Stars Academy's location
- C.** The nature of the incidents or action (method, factor, and an example.)
- D.** The basis if discrimination (race, color, nationality, origin, age, sex, disability, political beliefs.)
- E.** The names, titles, and business addresses of persons who may have knowledge of discriminatory actions occurred.

Discrimination Complaints Processed:

The Shining Stars Academy must submit to the appropriate TDGS office a report on each discrimination complaint within 90 days of the date if the complaint tent is filed. The report shall contain the information described in items (A THROUGH F) listed above. The findings of the investigation, and if appropriate, the corrective action plan or taken.

None-Discrimination Policy Statement:

The agency (**The Shining Stars Academy**) is in compliance with title VI of the Civil Rights Act of 1964 (**Public Law 88-352**), the age discrimination Act of 1975 and all amendments to each, and all requirements imposed by the regulations issued pursuant to these acts. In addition; this agency, The Shining Stars Academy, follows the confidentiality guidelines regarding A.I.D.S. AND H.I.V.

This is an equal opportunity program. No person in the United States shall, on the grounds of race, color, nationality, age, sex. Disability, political beliefs or religious, be excluded from participation in, or be this agency and/or write immediately to the Civil Rights Department: **TEXAS DEPARTMENTS OF HUMAN SERVICES, P.O. BOX 149030, AUSTIN, TEXAS 78714-9030 -512-450-3630**

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Workforce Solutions Information:

1. If your child is a CCMS recipient the 3rd day of your child's absence will be reported to CCMS. Your child will be terminated after the 5th day of unexcused absences. Your child is allowed 30 days authorized absences in a year. CCMS recipients must pay their weekly fee whether they attend day care or not on or before Wednesday of each week, after Wednesday it will be reported to CCMS and it will terminate your child-care.

End of the year Tax statements:

Tax statement is available upon requests, and please allow one week for completion. Forms will only be issued to accounts in good standing; any accounts with balances will not be given until balance is paid.

Pest Control:

Periodically pesticides are applied indoors and outdoors throughout the Center a notice of PEST CONTROL TREATMENT will be post it 48 hours prior to treatment on the parent's board indicate the date and the time of the treatment. Pest control treatment is conducted monthly and the center will close early and re-open the next morning at 5 a.m.

New Requirements regarding Gang-Free Zone

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at a licensed child care facility.

We are located in a Gang -free zone. Any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subjected to harsher penalty/

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THE PARENT HANDBOOK	
I have read and understand the policies of the Parent Hand Book	
_____	_____
PARENT OR GUARDIAN SIGNATURE	DATE
_____	_____
DIRECTOR OR ASSISTANT DIRECTOR	DATE
I have read, received and understand the policies of the Non-Discrimination and Civil Right Statements.	
_____	_____
PARENT OR GUARDIAN SIGNATURE	DATE
_____	_____
DIRECTOR OR ASSISTANT DIRECTOR	DATE