

## **ALL STAR KIDS ACADEMY**

Welcome to **ALL STAR KIDS ACADEMY** in Houston TX. We are happy that you have chosen us to care your children. We hope that this handbook will help you to introduce you to **ALL STAR KIDS ACADEMY** and answer many of your questions. Whether it is for infant, toddler, three, four, five years old or school age care, we are here to meet your needs and expectations of excellent service.

**Our Mission** is to not only provide state of the art Child Care services but also work as a Learning Center for all age groups that serves the families of our community with touch of professional excellence and focus on developmental needs of our children.

**Our Goal** is to provide affordable, convenient, dependable and progressive child care service and to create child care setting for social, cognitive and physical development of your child.

**Our professional staff members** create and maintain positive, educative and stimulating atmosphere, where children are being cared and groomed for and respectfully. Your child is very special and important and it is our ultimate target to fulfill all of his/her personal and developmental needs through professional expertise.

### **Curriculum Goals for INFANTS**

**Age-appropriate social, emotional, physical, and intellectual skills through EARLY START® Curriculum.**

- Engaging with others by expressing needs through babbling, gestures, and facial expressions
- Imitating teachers' speech rhythms and inflections
- Interacting with picture books, puppets, and photo cards
- Listening to stories, songs, rhymes, and finger plays
- Engaging in sensitive, responsive interactions with highly attentive teachers
- Exploring self expression through creative arts and play
- Lifting head, rolling from side to side, and crawling
- Practicing standing and walking with direct support from attentive teachers
- Coordinating body movements through music and dance
- Exploring the environment through the five senses
- Engaging with objects of different shapes, sizes, and textures
- Experimenting with concepts of spatial orientation and cause and effect

### **Curriculum Goals for Toddlers**

**Age-appropriate social, emotional, physical, and intellectual skills through EARLY START® Curriculum**

- Imitating and responding to the words and actions of others
- Identifying and naming familiar items
- Engaging in conversations using pictures and puppets
- Following simple directions and asking questions
- Learning to understand and express emotions appropriately
- Developing strong listening skills through storytelling
- Interacting with peers in a group setting
- Learning about body parts through songs and rhymes
- Crawling, jumping, running, kicking, and tossing
- Gaining enhanced eye-hand coordination through writing, drawing, and lacing shoes
- Learning and responding to own name
- Identifying and sorting basic colors
- Learning cause and effect through trial and error with musical instruments

### **Curriculum Goals for 2 Years Old**

**Age appropriate social, emotional, physical, and intellectual skills through EARLY START® Curriculum**

- Practicing conversation skills through group story-telling and reading
- Starting to play alongside others rather than alone
- Imitating the actions of classmates and teachers
- Learning to share and cooperate
- Identifying own feelings and those of others
- Expressing creativity through art and music
- Developing imagination and exploring dramatic play
- Riding tricycles, tossing balls, dancing, and jumping

- Increasing balance skills using bean bags and balance beams
- Developing fine-motor skills by pouring, cutting, drawing, and stringing
- Practicing self-help skills such as hand washing and dressing
- Learning new vocabulary and repeating words and short sentences
- Identifying numbers and counting
- Using the senses to investigate the world
- Problem solving and making predictions
- Potty Training

#### Curriculum Goals for Pre- K Students

##### **Age appropriate social, emotional, physical, and intellectual skills through EARLY START® Curriculum**

- Cooperating, negotiating, and problem-solving with peers
- Recognizing emotions in others
- Making personal choices
- Sharing ideas, thoughts, and feelings with the group
- Gaining large muscle development through obstacle courses, riding bikes, and throwing balls
- Dressing independently by using zippers and buttons
- Gaining spatial awareness by moving to music
- Asking and answering open-ended questions
- Understanding a sequence of events
- Grasping spatial relationships and the concept of time.

#### Curriculum Goals for After School Students

##### **Age appropriate social, emotional, physical, and intellectual skills through EARLY START® Curriculum**

- Cooperating as a group
- Understanding social concepts such as “please” and “thank you”
- Helping in the classroom with watering plants or setting up snacks
- Taking comfort in using familiar objects
- Expanding the mind by trying new things
- Gaining confidence from success
- Strengthening balance, motor skills, and coordination
- Running, jumping, and throwing
- Recognizing and writing letters and words
- Participating in read-aloud exercises
- Identifying numbers, counting, and estimating items
- Exploring physical properties of water, sand, and paper

All Star Kids Academy at times incorporates **screen time** to supplement the Early Start Curriculum. It is important for children to gain as much interpersonal interaction with their peers and teachers as possible therefore it is very limited exposure to screen time. We follow licensing protocols in regard to screen time in the centers.

We also have **Computers** with a complete educational software installed to substitute curriculum time and also to give some extra curriculum activities/time on the computers

through professional expertise.

#### TUITION

- The **Payment** for the current week is expected in full by **TUESDAY**.
- **NCI co-payments** are due on the **1<sup>st</sup> of every month**.
- A Late Fee of \$10.00(per child and per late payment) will be charged for each late day after due Day or Date.
- All Parents will be charged regular Registration Fee of \$150.
- Last week tuition promotion will be in effect if Registration Fee is waived off. Regular Late Payment fees and other unpaid fines will be deducted from the Last Week’s Tuition (paid in advance) in case of payments or late charges not paid timely.
- There is a \$35.00 charge for the returned Check. Upon two returned checks it is mandatory for the parents to pay through cash or debit card only.
- Full tuition is due if your child is present 1 and or 5 days of the week.
- Half tuition is due if your child is absent for whole week.
- There will be \$35 extra charge per day for schoolers in case of a day off at school (school holiday etc.)

**DAYS AND HOURS OF OPERATION**

- **Monday to Friday = 6:00 A.M. to 7:00P.M.**
- **Cut Off time is 10:00AM** (to ensure minimum standards Ratio and perfect attention to your child)
- After Schoolers must reach at Academy at 6:45 AM (to ensure in time breakfast serving and proper drop off to the school).
- Due to in climate weather and another reason IF ALIEF and or HISD are CLOSED, WE WIL BE CLOSED AS WELL (Check the Local News)

**LATE PICK UP FEE**

Academy will charge \$10:00 for the 1<sup>st</sup> Minute after 7:00pm, \$1.00 per minute after until 7:30pm, and \$2.00 per minute on and after 7:31pm, Mon-Fri (no exceptions please). CPS will be contacted if child is not picked up by 8 pm.  
The Late Charges Must be paid at the time of late pick up to the attending teacher.

**HOLIDAYS & Early Dismissals**

New Year, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day. Thanks Giving, Black Friday, Christmas Eve & Christmas. (off days may vary in case of Sunday as holiday day). There May be an early Dismissals a day including but not limited to Bad Weather Days. Please look for the sign at the front desk. (Holidays may vary year to year)

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**PARENT VISIT PROTOCOL**

Parents and all authorized persons (by parents) can visit their children or call at any time during our regular business hours. Only authorized (listed on enrollment pack) persons will be allowed to visit the Academy.

**PARTICIPATION IN CENTER EVENTS:**

Parents are encouraged to participate in their child early learning experiences. Throughout the year, there may be events scheduled such as holiday parties, festivals, and academic events such as open house or pre-k graduation. Please let the director know if you would like to attend and/or assist with these events.

**PARENT TEACHER CONFERENCES:**

Conferences to discuss your child's academic progress will be offered at the end of the curriculum Year. NOTICE WILL BE GIVEN PRIOR TO THIS TIME TO ENSURE AVAILABILITY. AS ALWAYS, IF YOU HAVE URGENT CONCERNS PLEASE ADDRESS THOSE WITH THE DIRECTOR IMMEDIATELY.

**ABSENCE POLICY**

If your child will be absent, please let us know so we can plan accordingly. Many things within our center can be affected by child absences and it is very helpful to have as up to date information as possible. It is also helpful to notify us of planned vacations as early as possible for the same reasons.

**ILLNESS AND EXCLISION**

The following symptoms will prevent a child from being admitted for care

- Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs/symptoms of illness.
- Rectal temperature of 101.4 degrees or greater, accompanied by behavior changes or other signs/symptoms of illness.
- Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs/symptoms of illness.
- Symptoms or signs or possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, 2 or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling or other signs/ symptoms of illness.

A health care professional has diagnosed a child with a communicable disease and the child does not have medical documentation to indicate that the child is no longer contagious.

*If a child becomes ill in care, the child's parents will be contacted to pick the child up. The child will be cared for apart from the other children until parents arrive.*

### **MEDICATION**

Parents must sign an authorization and include times for medication to be administered. Medication must be in original container with the child's full name. All medication will be administered according to label instructions or as amended by a physician. Medication will not be administered after the expiration date. The director will administer all medication. Academy will not administer medication, if the medication form is not signed and/or not filled completely.

Over the counter fever reducing medication will not be administered without a written request for the child's parent.

### **MEDICAL EMERGENCIES.**

If critical illness or injury requires immediate attention by a physician, emergency medical services will be contacted or the child will be taken to the nearest emergency room. First-aid treatment or CPR will be administered when needed and parent will be contacted.

### **FOOD ALLERGY EMERGENCY PLAN**

In case of any Food Allergy to the child, Parent must provide a Food Allergy Emergency Plan dually signed by the parent and the Health care Professional.

### **PARENTAL NOTIFICATIONS**

It is imperative you keep your contact information as current as possible in the case of an emergency. Please update your paperwork with the director as soon as there is a change. If a staff member is unable to assist you in updating your contact information, please send an email to

[allstarkidsacademy@hotmail.com](mailto:allstarkidsacademy@hotmail.com)

and we will make sure to update and confirm the new information with you.

If a child has been injured and injury required medical attention by a health care professional parents will be notified immediately after the child is safe.

Parents will be notified of their child has signs or symptoms requiring exclusion from the childcare center.

All parents will be notified if a child or staff has contracted a communicable disease that the law requires child care facilities report.

\*\* Parents will be notified of less serious injuries when the parent picks the child up, Less serious injuries include but are not limited to, minor cuts and scratches.

Daily communication with your child's teacher or with the director will occur via (drop off/pick up, notes home, phone calls, emails, apps, etc) if you have a question that may need to be discussed in length, please speak with the director so it can be properly addressed.

### **DISCIPLINE AND GUIDANCE**

Only positive methods of discipline that encourage self esteem, self control, and self direction will be used at *ALL STAR KIDS ACADEMY*. At *ALL STAR KIDS ACADEMY* we use praise and encouragement of good behavior rather than focus only upon unacceptable behavior. The use of brief supervised separation or time outs from the group (when appropriate for the child's age) will be used as well.

In the event of a serious ongoing issue, meetings will be held with the parents, teacher and director to discuss steps moving forward to try to come up with a solution. Situations will be revisited if the problems continue to occur.

### **MEALS**

Nutritious breakfast, lunch snacks and diner served daily at no extra charge. Parents must provide infant formula, baby food, etc., for infants. All star kids academy is a part of the Food Program. All Foods are USDA approved

### CHILD AND STAFF IMMUNIZATIONS

Before being admitted into academy, your child must be current on all immunization and the complete immunization record must be on file at *ALL STAR KIDS ACADEMY*. Parents must ensure that their child received all required immunizations as recommended by Texas Department of Health. If immunization record is not current at all times the child may be dismissed from care without future notice or refund. Current immunizations are important for the health and safety of all children and staff. ***ALL STAR KIDS ACADEMY* do not require their staff immunization records.**

**A Vaccine-preventable disease is an infectious disease for which an effective preventive vaccine exists. If a person acquires a vaccine-preventable disease and dies from it, the death is considered a vaccine-preventable death. Although, getting vaccinated against Vaccine Preventable Disease is important; however, it is not a requirement for the staff or children at this time. The vaccines preventable Disease include but not limited to the as : Anthrax, Cervical Cancer, Diphtheria, Hepatitis A, Hepatitis B, Homophiles influenza type B (Hip), HPV, H1N1 Flu, Influenza, JE, Measles, Mumps, Peruses, Pneumococcal, Rabies, Rotavirus, Rubella, Shingles, smallpox, Tetanus, tuberculosis. TB Scan test may be asked.**

### TUBERCULIN TESTING

*ALL STAR KIDS ACADEMY* will require you to have a TB test on file for your child, as this becomes required by the local health authority. This test is not required for the staff members.

### HEARING AND VISION SCREENINGS

As per the Vision and Hearing Screening program, Texas Health and Safety Code children 4 years of age will require a hearing and vision screening to be on file at *ALL STAR KIDS ACADEMY*.

### ENROLLMENT PROCEDURES

Before or upon admission to *ALL STAR KIDS ACADEMY* your child must have a complete child care enrollment form on file at the facility.

Parents must sign the *ALL STAR KIDS ACADEMY* operational policies on or before their child's date of admission. We feel that sharing clearly written policies regarding our facility's day – to day operations will help ensure you as parent are aware of the services your child receive here at *ALL STAR KIDS ACADEMY*.

### TRANSPORTATION

A licensed, insured vehicle equipped with seat belts is provided by *ALL STAR KIDS ACADEMY* for transportation of children on field trips and to and from school. Fees charged for school transportation and for some field trips. You will receive prior notice in the event of planned field trip.

We must know well in advance of the van if your child will not be riding in the van to or from school. Please notify us immediately of any change in your child's schedule.

*ALL STAR KIDS ACADEMY* policy is not to transport children under three (3) three years of age. However, in some states, the minimum age we are allowed by law to transport is four (4) years.

*ALL STAR KIDS ACADEMY* is not responsible for transportation other than to *ALL STAR KIDS ACADEMY* approved programs. Any arrangements made for transportation outside *ALL STAR KIDS ACADEMY* programs will be the responsibility of the parent.

WE provide transportation to and from school. Parents must notify schools if they want us to pick and drop their child from and to school.

- **6:45 am** is the last time to drop your child to the Academy if you want us to drop your child to the school.
- To have your child breakfast at the Academy you must drop your child early to the center. **(8am Cut Off Time)**
- In case of Miss behavioral complaints about the child in the Van, we may stop providing transportation services after two notifications. The behavioral notice will be signed and filled by the Van driver.

### Emergency Plan

All Star Kids Academy have a detailed Emergency Plan in case of Fire, Severe Weather, Gas Leaks. The execution plans are posted in each and every room and also in the office. We administer the Fire Drills every month and severe weather drills every three months. Records are kept in the office for reference.

**Emergency evacuation preparedness plan:**

**Step By Step Procedure:**

- If an emergency occurs at the Daycare Facility, the children will be transported to the designated shelter, they will be moved to  
**Emergency Evacuation Destination = THE CHURCH OF JESUS CHRIST.**  
**Located at 3450 S. Dairy Ashford Rd Houston TX 77082**  
**(281) 679-9760.**
  
- Infants and under 24 months, we will put them into the Cribs, carry all their belongings and transport them to the vans.
- Toddlers will follow straight lines with their personal belongings.
- Follow by 3 year old, transport on van and use booster seats to strap them in.
- 4 & 5 will follow a straight line with their personal belongings.
- After Schoolers will follow a straight line with their belongings.
- All children will be transported using Daycare vans. Parents will be once again notified about the emergency and the location.

**In case of severe weather**

- Infants and 24 months, we will put them into the cribs, carry all their belongings, bring them to the Designated Hallway and put them on the mats.
- Toddlers will follow a straight line with their personal belongings to Designated Hallway.
- 3, 4 and 5 year old will follow a straight line to Designated Hallway.
- All caregivers will keep their classroom sign in / out sheets and front page of enrollment forms for their emergency numbers and contacts for roll call as well as the emergency contact list of each child.  
As in any emergency situation, children will be evacuated from their primary exit or playground exit on the side.

**Child Abuse and Neglect**

All Star Kids Academy conducts periodic and annual staff trainings for child abuse and neglect. . If there is any Physical sign of abuse and neglect on the child, parent or the office can report to the authorities. . We have a detailed strategy in case of any incident, designed and consulted with DFPS. DFPS is also our main source as far as any updates or improvements are flourished in this respect.

**SUSPECTED CHILD ABUSE/NEGLECT POLICY**

State law requires all staff members to report suspected child physical, emotional and sexual abuse, and neglect.

Staff members who suspect any case of child abuse or neglect must immediately report it to directly to Childcare Licensing and also to our Director. Once the case has been reported, Department of Family and Protective Services will investigate and notify the school. The DFPS Statewide hotline is 1-800-252-5400.

**Procedures:** \_\_\_\_\_

**Director**

1. The Director must report all suspected child abuse cases to the Child Abuse Hotline. A person may not make the independent determination of whether a report is necessary or not.
2. The Director must send a written report of suspected child abuse to the Department of Family and Protective Services (DFPS) of the alleged abuse within 48 hours.
3. The Director must immediately report all suspected cases to the Owner.

**Employees**

1. You must immediately report a suspected case of child abuse to the Child Abuse Hotline and to the Director.
2. When reporting suspected cases of child abuse, you must include the following information:
  - a. Name of child
  - b. Age of child
  - c. Child's present location
  - d. Type and extent of abuse
  - e. Name of individual making the report
  - f. Individual's title
3. Due to the confidential nature of such reports, no information concerning the incident can be shared with other staff members or parents.

**Preventing and responding to abuse and neglect of children requires:**

**STAFF TRAINING**

ALL STAR KIDS ACADEMY will provide training for all staff on the identification and reporting of suspected child abuse and neglect each program year. The director will provide this training for new staff at an orientation within 7 days of their hire date. Any new staff hired during the school year and will document such orientation in the employee's file. All employees must complete at least one clock hour of annual training from the

Department of Family and Protective Services Website: <http://www.dfps.state.tx.us/Training/Reporting> or other source including but not limited to face to face and /online training.

#### PARENT EDUCATION

The Child Abuse and Neglect Policy will be given to all parents at Parent Orientation in the operational policies handbook. The policy will be discussed with parents at the time they receive it. Parents will be offered training on the prevention of abuse and neglect and will be informed of available community resources from the National Association for the Education of Young Children and the Department of Family and Protective Services Community-Based Child Abuse Prevention Program (CBCAP Program).

The CBCAP program makes parents aware of prevention services in their communities and encourages them to use them. It also strengthens community and parental involvement in child abuse prevention efforts. CBCAP funds a variety of contracts with community-based organizations to provide child abuse and neglect prevention services. These include Respite and Parent Education, Fatherhood and Leadership for Effective Parenting, Multidisciplinary Approach to Prevention Services, Family Support program, as well as various special initiatives. These includes the Help for Parents, Hope for Kids campaign, which reaches out to parents with advertising and inspirational testimonials, and gives them a website: <http://www.helpandhope.org> (to connect them with prevention and support services statewide).

#### HOW DO I KNOW IF IT'S ABUSE OR NEGLECT? HOW DO I KNOW IF IT'S ABUSE OR NEGLECT?

DFPS uses definitions of abuse and neglect found in the Texas Family Code (TFC): <http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.261.htm>

#### DFPS defines abuse and neglect as the following acts or omissions by a person:

Physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including any injury that is at variance with the history or explanation given. This does not include an accident or reasonable discipline by a parent, guardian, or managing possessory conservator that does not expose the child to a substantial risk of harm.

Sexual conduct harmful to a child's mental emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of young child or children under Section 21.02, Penal Code, indecency with a child under Section 21.11, Penal Code, sexual assault under Section 22.011, Penal Code or aggravated sexual assault under 22.021, Penal Code.

Mental or emotional injury to a child that results in observable and material impairment in the child's growth, development, or psychological functioning.

#### Neglect includes the following acts or omissions by a person:

Placing a child in or failing to remove a child from a situation in which a reasonable person would realize requires judgment or actions beyond the child's level of maturity, physical condition, or mental abilities and that results in bodily injury or a substantial risk of immediate harm to the child.

Failing to seek, obtain, or follow through with medical care for a child with the failure resulting in or presenting a substantial risk of death, disfigurement, or bodily injury or with the failure resulting in an observable and material impairment to the growth, development, or functioning of a child.

The failure to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

#### What if I'm not sure it's if it's neglect?

While it would be ideal to have a clear-cut guide that would determine whether any given situation constitutes abuse or neglect, there are many factors that determine whether a situation warrants an investigation. When in doubt, always err on the side of the child's safety by making a phone or Internet report to the Texas Abuse Hotline.

**In case of any incident parents can call 1-800-252-5400.**

Child Abuse Neglect information is posted on the notice board for reference.

#### FIELD TRIPS

- ALL STAR KIDS ACADEMY administers Educational and Fun Field Trips in spring, summer and winter Vacation times. WE will notify parents about the plan and contribution fee (if any), and will take children on trip only by having parent's written approval. We follow State Minimum Standard rules in this regards.
- The Parent Authorization is Must along with all required steps taken as advised for that particular Field Trip or activity.
- Kids Must wear All Star Kids Academy (provided color) T shirts on all Field Trips and in door Activities.

**PLAY GROUND / WATER ACTIVITIES.**

- The play ground is available for children to use twice a day on daily basis, depending on the weather conditions.
- All classrooms and age groups play in the play ground separately with their age groups, monitored by the teachers according to the minimum standard rules.
- There may be water/sprinkler play activities during the summer months. Parents will be notified in advance of activity and if items to provide for your child's water/sprinkler play activity day. This activity does not entail a swimming pool.

**INDOOR AND OUT DOOR PLAY WITH WEATHER CONDITIONS**

Physical Activities are important , We offer motor skill development time and tools to all ages which includes but not limited to a schedule play consist of indoor and outdoor activities and play time,

The physical activities include but not limited to jumping rope, ring around the rosy, outdoor ball play, circled cycling etc.

The children must wear tennis shoes or closed shoes, flip flops or sandals are not allowed.

During the extreme weather days (hot or cold or wet) we will have an indoor play and or activities such as board games, circle time etc.

**WITHDRAWAL NOTICE**

ALL STAR KIDS ACADEMY require (2) Two week's written notice prior to withdrawal from Academy. This will include Two (2) Week's tuition as well. In case of immediate withdrawal, and if there is no two weeks' notice presented two weeks ahead of the withdrawal day or date, parent must pay 2 weeks tuition fee.

**SUSPENSION ANDEXPULSION POICY**

All Star Kids Academy Can Terminate Or Revoke Any Enrollment If :

- 1- The student is involved in any unethical activity
- 2- The student have three or more disciplinary write up on same or similar type of offence
- 3- The tuition is not paid in time and no payment is past due for 5 days (regular and NCI )
- 4- The student fails to comply with dress code of any clause of parent's policy book.
- 5- In case of any unfortunate event, involving but not limited to the student, parents or any relative not abiding ASKA and or DFPS rules.

**LEGAL NOTICES AND ISSUES**

In case of any Court orders, parent/s is/are responsible to highlight any matter in connection with their child and Child Care on a notarized copy of the court order. Academy will not by pass/ add or amend any court orders. All Star Kids Academy will do its best to administer as per the court orders related to the child and or family. Any requests for stopping or restricting a parent to access their child/ children MUST be supported by a notarized court orders.

**SAFE SLEEPING**

All Star Kids Academy makes sure that the infant are provided appropriate and up to the standard cribs as advised by DFPS.

The infants needs to sleep on their back all the times except those who are aged enough to roll their selves over by their selves. Parents must provide Doctor's note for the children they want to sleep other than face up or on their backs if their child is not able to roll his or herself.

**INSECT REPELLENT/ SUN SCREEN**

Academy allows kids to go outside as per their scheduled time twice a day along with an announced outdoor special activity. Parents are required to provide us the insect repellent of their choice to apply on their child while having outdoor activities. Please provide us Sun screen to apply.

**CHILD INCIDENT FORM**

In case of any incident, an accident report is made by our staff. A copy of incident form with your signatures will be kept in child's file. A child coming with any sort of injury will also have an incident report signed by you and the staff member to ensure the safety of your child.

**CHILDREN BEHAVIORAL FORM**

- An incident from will be filled out by our staff if your child exhibits non acceptable behavior which do not adhere to the classroom discipline policy.
- Authorizing Individuals to pick up your child
- You must mention possible people who can pick up your child. WE will not allow your child to leave with any person not listed in enrollment form. Please keep your forms update in this regards.



### **MEALS**

Menus will be posted in each class room and main notice board. All meals served at the center meet the nutritional guidelines set by the Department of Human Services. We participate and follow the guidelines designed by the State of Texas while serving Breakfast, lunch, PM snacks and Dinner. Kindly fill in the food program forms with full details.

Our center staff receives training on safe meal practices. Important guidelines we follow are proper hand washing, wearing food serving gloves when serving, liquids and foods hotter than 110 degrees are kept out of reach of children. Food allergies are becoming increasingly common and can be very dangerous. We are very careful and take necessary precautions when dealing with those allergies.

- Parents can bring meals for their child with permission from the director.
- Birthdays, holiday's treats or special treats are permitted. Please check with your child's teacher so that you would know what and how much to bring in such events.
- All food brought in for group events must be commercially prepared or prepared in a kitchen inspected by state health officials.

### **BREAST FEEDING**

*ALL STAR KIDS ACADEMY* encourages Mothers to Breast Feed their Child. We provide a comfortable place with a seat in our infant room where she can breast feed her child/ children. Mothers can also provide Breast milk for their child / children at the center.

### **CLOTHING**

From **October 1<sup>st</sup> 2016**, it is mandatory for all **full time students** (except infants) to wear **ALL STAR KIDS ACADEMY T SHIRT** every day (Monday to Friday). Mark all your items with your child's name. Make sure your child has indoor shoes, which helps us keep center clean for all kids, including yours. Try to send an extra pair of clothes for any emergency change. We are not responsible for damaged clothes or shoes.

### **SEVERE WEATHER or GOVERNMENT WARNINGS**

Academy will remain close if there is a City or State Advisory due to **BAD WEATHER** conditions and or the area schools are closed as per safety precautions. Academy may also BE CLOSED following the alert warnings by city or state.

### **NO GUNS / NO GANG / NO DRUGS / NO PHONE, CAMERA RECORDING**

All Star Kids Academy is no guns, no gang, no drugs and no video or voice recording zone.

Phone or any other device recording is strictly prohibited, which includes but not limited to all staff members, parent, people affiliated and or not affiliated to the staff or parents.

### **MISCELLANEOUS**

Parents are asked to not allow children bring gum, candy or toys to the facility unless specified by a teacher. Please **DONOT** bring personal belonging to the center including but not limited to Toys, Games, and CDs etc. Academy will not be responsible for the damage, lose or an alteration of any personal items.

*ALL STAR KIDS ACADEMY* is as equal opportunity provider. Applications for enrollment are accepted without regards to race, religion, sex, national origin.

In the event your family or child is in need of additional accommodations in regard to home language, special needs/differing abilities, cultural background, or any of the above listed, please schedule time to meet with the Director and Owner to discuss.

In consideration of being permitted to participate in the programs of All Star Kids Academy, the undersigned assumes all risks and hazards incidental to their participation or the participation of any minor for whom the undersigned is a parent, legal guardian or custodian in any of the activities or programs of All Star Kids Academy or use of any of the facilities at All Star Kids Academy . I knowingly release, absolve, indemnify and hold harmless All Star Kids Academy and their respective members, trustees, administrative board, volunteers and employees, as well as organizers, sponsors, workers and all others acting on behalf of All Star Kids Academy or in any of their programs and activities from all claims resulting from personal injury, death and/or property damage incurred by me or any minor from whom I am a parent, legal guardian or custodian in connection with participating in such activities or programs. If I am the parent, legal guardian or custodian of any minor participating in All Star Kids Academy programs, I release All Star Kids Academy from all claims that might result from any personal injury to or death of such minor. I also have read and agree to adhere to all rules relating to use of the water activities at All Star Kids Academy or their field trips. I also understand that I and any children for whom I am the parent, custodian, or legal guardian may be photographed for publications of All Star Kids Academy

A copy of these policies will be given to the parents and the signed portion will be placed in the child's file. Parents can request and take the copies of their Child's file only through in writing request and receiving. Parents may address concerns or questions regarding their operational policies and procedures to the Director. Please call the director and schedule a parent conference to ensure that your questions and concerns are addressed promptly.

Parents may visit the Academy at any time during hours of operation to observe their child, the childcare centers operation, and program activities without having to secure prior approval.

**ALL STAR KIDS ACADEMY** certifies that we are in a **WEAPON & GANG FREE ZONE** and it is within 100 feet of this center. For more information about what constitutes a gang free zone, please consult section 71.028 & 71.029 of Texas Penal Code.

A copy of Minimum Standards hand book is available for review at the front office. Parents may review **ALLSTAR KIDS ACADEMY** most recent licensing inspection report at any time. This report remains posted on the bulletin board at the entrance of the facility.

Parents may contact the local childcare licensing office at (713)287 3238. The childcare licensing website is [www.txchildcaresearch.org](http://www.txchildcaresearch.org)

The child abuse hot line is (800) 252 – 5400.

**In an unfortunate event that your child is unable to adjust, given a reasonable amount of time, ALL STAR KIDS ACADEMY reserves the right to withdraw/ terminate him or her from the program and this agreement will be terminated at anytime at the discretion of ALL STAR KIDS ACADEMY.**

**This agreement is subject to change in whole or in part by ALL STAR KIDS ACADEMY.  
These policies are reviewed annually and updated when necessary.  
ALL STAR KIDS ACADEMY must receive a 2 Week's Notice before your child is withdrawn.  
Please look for a NOTICE/SIGN at the Front Desk in case of an already known event.  
Please use Masks  
Child Pick & Drop is only at the FRONT DOOR**

**NOTES**

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I have received the Parent Hand book for _____, _____, _____			
 _____	 _____	 _____	 _____
<b>Director's Signature</b>	<b>Date</b>	<b>Parent's Signature</b>	<b>Date</b>