



The Kangaroo Club Handbook 2017

Parents,

If you choose to enroll your child, we want to first thank you for trusting us with the responsibility and opportunity to share in your child's life and to let you know that we do not take this responsibility lightly. This is a partnership to be entered into with honest and open communication, both as parents and providers. As a parent first, I know what a step it is to leave your child in the care of another person, and we want this to be as comfortable as possible. Your child will be showered with love and attention while they are with me, and I truly miss them when they are not here. We enjoy children, but this is still our job/business. Please try to keep that in mind when considering any provider's care.

The Kangaroo Club

Non-Discrimination

Kangaroo Club admits children of any race, religion, color, national and ethnic origin to all the rights, privileges, programs and activities made available to students at the daycare. We do not discriminate in any way within the administration of our educational policies, enrollment policies, or financial plan.

Philosophy

We believe that self-esteem is the critical component to optimum growth in young children. In order for a child to develop high self-esteem, we focus on developing the socialization and self-help skills needed to succeed in his/her areas of development. Children at The Kangaroo Club are given the opportunity to explore experiment and create in a safe and nurturing environment.

Locked Door Policy

Our front door will remain locked during business hours. We have our daycare phone number listed on the door and we have an intercom call button to the left of the door. A valid ID will be required to enter this childcare center. Please Note that IF your ID has OFFENDER written across your personal information, YOU will not be granted entrance.

Under the Influence

If the person picking up a child appears to be under the influence of drugs or alcohol, emergency contacts will be called to pick up the child and the adult.

Hours of Operation

7:00 a.m. thru 6:00 pm.

Monday through Friday

Child Abuse/Neglect

Texas State Law and TDRPS requirements state that childcare providers are required to report immediately to the police or TDRPS any reason of suspected child abuse, neglect, or exploitation. We are not obligated to inform parents/guardians of this report.

Admission

Ages of admission are 6 weeks to 4 years old. Full/Part time registrations are accepted subject to availability of space and accommodations. After school care is also available 5–15 years old. Transportation is available.

Enrollment

The following forms are required by TDPRS and are needed to be completed prior to enrollment:

Enrollment forms signed by parents/guardians.

Contract with registration fee, material fee and playground fee.

Written DR's consent for children to participate in childcare and to receive medical treatment.

Record of Current Immunizations or Document siting religious beliefs

Immunizations are required of all children attending child care in the state of Texas.

You must show proof of the appropriate immunizations BEFORE your child can attend the Center. We must have a written plan of action signed by your child's physician if the immunizations are not meeting the Texas Minimum State Vaccine Requirements for Child-Care Facilities. Exception: Exceptions for immunization requirements must meet criteria specified by the Texas Department of State Health Services rules in 25 TAC§ 97.62 (relating to Exclusions from Compliance). You must contact the local health department to find out what you must provide to us in lieu of the immunization record. All children must have a Health Statement signed by their physician and submitted within the first thirty days of enrollment. Every child four (4) years of age or older must have a vision and hearing screening signed by their physician to be in care.

Field Trips Water activities are not allowed at our center.

Trial Period

There will be a 30 day trial period to help sort out any potential problems or mismatches. If problems or mismatches occur our contract will be terminated with 2 weeks written notice.

Tuition

Tuition is due, in advance, on Mondays of each week. There is a \$10.00 per day late fee for delinquent tuition payments not received by 5:00 p.m. on Mondays. All major credit cards will be accepted. This policy is strictly enforced.

Contracts

Contracts will be renewed annually and registration fee of \$150.00 will be paid at time of contract renewal.

Conferences

Conferences will be set up once a year or as deemed necessary to discuss any potential problems, progress of your child, or any contract changes.

Vacation

Because fees are calculated based on weekly attendance; there is no discount when Kangaroo Club is closed. When your child takes a vacation, there is a charge of one-half the usual amount of childcare fee, provided two weeks written notice is given. If less notice is given the charge is the full amount. If your vacation starts in the middle of the week, you must pay full tuition. Any vacation over 2 weeks, full tuition will be charged thereafter.

Holidays

The following is a list of the holidays for which Kangaroo Club closes:

Good Friday, Easter Monday, July 4, Labor Day, Nov 23–26, Dec.25– Jan 2,

If a holiday falls on a Saturday, Kangaroo Club will be closed on the Friday before. If a holiday falls on Sunday, Kangaroo Club will be closed on the Monday after.

Personal Days

Kangaroo Club will be closed up to 8 days each calendar year. We will also have the option of taking 5 professional days with full pay.

Continuing Education

TDRPS requires that Registered Home Child Care providers have 30 hours of continuing education every year. Those that provide care for infants/toddlers must also have Infant Safety, SIDS and Baby Shaken Syndrome classes every year. All staff has abuse and neglect training.

School Closures

When your child misses a day due to school closures or holidays there is no discount. Parents are responsible for backup childcare during closures or holidays.

Other Fees

A non-refundable annual enrollment fee of \$150.00, a material fee of \$35.00 and a Playground fee \$15.00 are required at the signing of Kangaroo Club's contract, monies will be forfeited if the child does not come for care as agreed.

Late Charges

A charge of \$25.00 will be need to be paid at time of pick up. After 10:00 am kids will not be accepted. A weekly \$7.00 late payment fee will be posted if payment is not made before Wednesday at 6pm.

Written Notices

Two weeks advanced written and paid notice is required when you wish to terminate your contract. There is no refund for early withdrawals. We will give two weeks notice to parents if it should become necessary to terminate your contract. We will give 30 days written notice prior to any contract changes.

Discipline

Your child will never be spanked, belittled, or otherwise intimidated at Kangaroo Club. Children will be treated with courtesy, respect and patience. Infants/Toddlers will be redirected to other activities.

Broken Daycare Toys or Property

While we all realize there will be wear and tear on all the childcare equipment; if your child intentionally damages our toys, furnishings, equipment or property, through destructive behavior or roughness, you will be liable for the damages.

Controlling Your Child

Please be in control of your child during drop off or pickup times. This is a time of testing when two different authority figures are present (Parent & Provider), and this situation will be tested at one time or another, to see if the rules still apply. I will remind your child if inappropriate behaviors are being displayed.

Diapers

Diaper changes are scheduled for every 1.5 hours with the exception of naptime in which case each child will be diapered as soon as he or she awakens. In addition, a child will be changed when needed. We will use disposable diapers only, which need to be provided.

Toilet Training

We will work with parents/guardians to assist in potty training when the individual child shows interest. In order to be successful in this training, it is important that both parent/guardian and staff are consistent in their techniques. Cleanliness and hand washing will also be emphasized in the training process.

Nap/Rest Time

Nap/Rest time is from 12:30 pm to 2:30 pm. Please do not drop off your child at this time; we do not require everyone sleep, but they must rest. If you are planning on picking up your child before naptime, please let us know so we can have your child ready and awake.

Nutrition/ Meals & Snacks

Since food and nutrition are important components of a child's development; Kangaroo Club emphasizes fresh and natural foods. Kangaroo Club is enrolled in the Child & Adult Care Food Program

Breastfeeding

If the infant is breastfed, there is a provided chair in the infant room, where the mother can breastfeed the baby.

Infant Sleep

1. Infants will always be put to sleep on their backs.
2. Infants will be placed on a firm mattress, with a fitted crib sheet, in a crib that meets the Consumer Product Safety Commission safety standards.
3. No toys, soft objects, stuffed animals, pillows, bumper pads, blankets, positioning devices or extra bedding will be in the crib or draped over the side of the crib.
4. Sleeping areas will be ventilated and at a temperature that is comfortable for a lightly clothed adult. Infants will not be dressed in more than one extra layer than an adult.
5. If additional warmth is needed, a one-piece blanket sleeper or sleep sack may be used.
6. The infant's head will remain uncovered for sleep. Bibs and hoods will be removed.
7. Sleeping infants will be actively observed by sight and sound.
8. Infants will not be allowed to sleep on a couch, chair cushion, bed, pillow, or in a car seat, swing or bouncy chair. If an infant falls asleep anyplace other than a crib, the infant will be moved to a crib right away.
9. An infant who arrives asleep in a car seat will be moved to a crib.
10. Infants will not share cribs, and cribs will be spaced 3 feet apart.
11. Infants may be offered a pacifier for sleep, if provided by the parent.
12. Pacifiers will not be attached by a string to the infant's clothing and will not be reinserted if they fall out after the infant is asleep.
13. When able to roll back and forth from back to front, the infant will be put to sleep on his back and allowed to assume a preferred sleep position.
14. In the rare case of a medical condition requiring a sleep position other than on the back, the parent must provide a signed waiver from the infant's physician.
15. Our child care program is a smoke-free environment.
17. Awake infants will have supervised "Tummy Time".

Special Diets

If a child has a particular dietary need, substitute meals or snacks may be brought from home. Allergies will require a current Dr's Letter.

Birthdays

Parents are welcomed to prepare special birthday treats. Birthday cakes, cupcakes and goodie bags are acceptable. Parties will be planned for the afternoon (4 pm) so Mom and Dad can join. Balloons and banners will be provided by the Kangaroo Club.

Emergency Practices

Emergency Drills are held monthly and Severe Weather Drills are held every three months to ensure children are accustom to emergency evacuation and relocation procedures. The older toddlers will be taught to hold hands two-by-two and walk outside. The non-walking infants will be moved via rolling crib outside. Teachers have a child log for attendance and first aid kit for boo boo's. Staff will take emergency log book with all children's admission information. Caregiver will do a head count and assure all children are accounted for until parents can pick up children and the area is safe for pickup. Children will also be checked for injuries. Teams will meet at a pre-arranged destination next door The Pavilion, at Palm Valley Health Care, 119 East Canton. Parents will be notified via text message as to dismissal time & pick up procedure. I know the little ones don't understand what is going on right now, but eventually they will. As they get older, Kangaroo Club will also teach them how to STOP, DROP AND ROLL.

Lock Down Active Shooter

Weather Closures Administrative staff may close the center due to an emergency situation, including but not limited to, severe weather conditions. We are committed to the safety of our children, parents, and employee's. Closures and re-openings will be posted online or via text message.

Hand washing

Hands will be washed before/after meals, before/after bathroom use, after nose blowing/wiping, and after handling an ill child. Hands will be washed before/after diaper changes. Soiled diapers will be disposed of in a closed and sanitized container.

Toys & Equipment

These will be sterilized daily or as needed with the recommended bleach solution. Please keep toys at home we have plenty.

Health & Safety Practices

Children should be bathed every day before coming to daycare. Parents are requested to send children to daycare each day with clean clothes. If your child has an accident while napping, we will bathe and change your child. **Please let us know if you wish for your child to remain unbathed.**

Bedding & Soiled Clothing

These items will be laundered at the facility on a weekly or as need basis. If your child has soiled their clothes they will be changed. If your child has an accident while napping, we will bathe and change your child.

Health Care Plan

Only children who are current on immunizations shall be admitted, with the exception of those parents/guardians who file a physician's letter of exception with Kangaroo Club. Medical records and immunizations will be kept up to date in children's files. Kangaroo Club will not accept your child if they are not current with immunizations.

Accidents & Injuries

First Aid will be administered to a child needing care. Each accident will be recorded on a report and a copy kept in the child's file. Serious accidents will be reported to TDPRS.

First-Aid Training all of our staff maintain current Infant/Child CPR and First-Aid Certificates.

Release of Children

Children will absolutely NOT be released to anyone except those authorized to pick up the child as stated on the enrollment forms. A picture id is required of those authorized to pick up the child and who are unfamiliar to staff. In the event you wish another adult to pick up your child, it would require that you give written permission or a phone call to verify if an emergency occurs.

Health & Hygiene Children at Kangaroo Club develop good hygiene practices including teeth brushing after meals and washing hands.

Illness

Children will be visually screened as they arrive. If a child exhibits signs of illness, it will be determined if the symptoms indicate the need for exclusion until remedied. In the event a child becomes ill and needs to be picked up, the child will be separated from the rest of the children until a parent arrives. In the event a parent does not arrive within an hour's time, there will be a charge of \$15.00 per hour payable at time of pickup.

Employee Immunizations

Immunizations are not just for children. Childcare center employees have a unique opportunity to protect children at their place of employment and lessen the spread of vaccine preventable diseases by getting immunized. Vaccine preventable diseases (VPDs) are conditions which are preventable through vaccines available to protect against specific diseases. A list of VPDs can be found at www.cdc.gov/vaccines. The Kangaroo Club employees are encouraged to receive vaccines for VPDs listed by the Center for Disease Control and Prevention; however, vaccines are not required for employees. The Kangaroo Club Staff is required by the State of Texas to have a current TB test on file prior to caring for children.

Pets: Animals are not allowed at the Daycare.

Non-Admittance

Your child will not be allowed to attend Kangaroo Club if he/she exhibits symptoms for exclusion. If an employee or a child shows signs of a communicable disease such as chicken pox, mumps, hand foot and mouth or any other disease listed under Texas State Guidelines MUST be remove from The Kangaroo Club until they are deemed disease free. If your child is unable to participate in the normal activities of the daily schedule, then your child must stay home.

Suspension and Exclusion Criteria for Children in Care

Complies with Section 746.3601 and 746.3603 and 746.3605 of the Minimum Standard for Child-Care Centers

At this childcare center we will strictly adhere to the following illness and exclusion criteria:

When it is Necessary to Exclude Sick Children from Care

A child may be excluded from care if:

The child's illness prevents the child from participating comfortably in activities that the facility routinely offers for well children or mildly ill children.

- 1) The child is displaying any of the signs and symptoms that require an evaluation from a health care provider as indicated by the child's age and condition. In this situation the parent is notified of the need for immediate emergent or urgent issues.
- 2) The illness requires more care than the child care staff is able to provide without compromising the needs of the other children in the group.
- 3) The child exhibits an acute change in behavior, and examples include lethargy/lack of responsiveness, irritability, persistent crying, difficult breathing, or having a quickly spreading rash
- 4) The child with fever: Temperature at or above 100.0° F orally, 101 ° F rectally or temporally (Temporal Artery Forehead scan), or 99.5° F axillary (armpit). Exclusion due to fever should be based on disease-specific guidelines or other clinical guidance from the child's health care provider.
- 5) The child with Diarrhea: Loose or watery stools of increased frequency that is not associated with change in diet. Stools that is not able to be contained by a diaper or be controlled /contained by usual toileting practices. Exclude until diarrhea has resolved and child is diarrhea-free for at least 24 hours; or until cleared by medical provider.
- 6) The child with Vomiting: Two or more episodes of vomiting in a 24 hour period. The child should be excluded until vomiting resolves or until a health care provider clears for return.

7) The child mouth sores with drooling unless the child's primary care provider or local health department authority states that the child is noninfectious.

8) The child with rash with fever or behavioral changes, until the primary care provider has determined that the illness is not an infectious disease.

9) The child with Impetigo/Scabies, until treatment has been started.

10) The Child with Hand, Foot and Mouth Disease: Fever, uncontrollable "hand to mouth" behavior, not able to contain their secretions, such as ulcers in the mouth and the child is drooling, or draining sores that cannot be covered.

If child care staff is uncertain about whether the child's illness poses an increased risk to others, exclude the child until a health care provider notifies the child care program that the child may attend. If a child's illness does not meet any of the above criteria or infectious disease criteria for exclusion as listed in the DHMH Communicable Disease Summary, the child should not be excluded.

Follow These Procedures for a Child Who Requires Exclusion

The caregiver/teacher must:

- a) Provide care in a place where the child will be comfortable and supervised by someone who knows the child well and who will continue to observe the child for new or worsening symptoms. A potentially contagious child should be separated from other children by at least three feet.
- b) Ask the parent/guardian to pick up the child as soon as possible
- c) Discuss the signs and symptoms of illness with the parent/guardian or primary care provider
- d) Follow the advice of the primary care provider
- e) Contact the local health department if there is a question of a reportable (harmful) infectious disease in a child or staff member in the facility. The Health Department has the legal authority to make a final determination
- f) Document actions in the child's file with date, time, and symptoms actions taken (and by whom); sign and date the document.

Fever of 100.4 degrees F or higher

Vomiting

Colored Runny Nose

Too tired or ill to participate in normal activities

Diarrhea

Eye discharge or Pinkeye

Lice or Nits

Medical Emergencies

In the event of a medical emergency, Kangaroo Club will first call 9-1-1, and then the parents/guardians will be contacted as soon as possible. If the parent/guardian can not be reached the directions on the enrollment forms will be followed. In the event that IMMEDIATE medical attention should be required, we will use Vital Line to transport children to Edinburg Regional Hospital located at 1102 West Trenton in Edinburg, 956-388-6000. If you have a preference other than the one listed, we will try to accommodate you, if possible.

Medications

Please make an effort to come and administer any medications to your child. All medications may be administered with written parental or physician's consent. All prescription medication must be in its original container and properly labeled with child's full name, date prescription was filled and medication's expiration date and legible instructions for administration, such as manufacture's instruction or prescription label.

Non-Prescription Medicine

The following classifications can be given or administered with consent only as to the dose, duration, and method of administration specified on the manufacturer's label for the age or weight of the child needing the medication:

Antihistamines

Anti-itch ointments or lotions

Sun-screen

Decongestants

Diaper ointments/powders

Insect Repellent

Unlisted Non-Prescription Medications

An authorization is also needed for non-prescription medications that are not included in the above list, or if it is to be taken differently than indicated on the label or lacks labeled instructions.

Transportation

Parents will provide transportation to and from The Kangaroo Club. After school kids must register for school pick-up transportation. Your kids have been brought to The Kangaroo Club, they will not be sent to HEB or Sam's to buy food items nor will they go to the movies.

Adjustments

It is normal for your child to have some fears and misgivings about being away from you. Children, like adults, need time to get use to new situations. Try to prepare your child for the changes as far in advance as possible. Discuss any concerns. Talk about some of the new people your child will meet and the new things your child will do. If you are enthusiastic, soon your child will be too.

First Experience

If this is the first time your child has been separated from you; it is natural for him/her to be hesitant. A cheerful good-bye kiss, a smile, and reassuring word that you will be back after work is all you need to do. Please do not sneak out when your child is not looking. Usually, the child will settle down shortly after you leave.

Common Behaviors

Depending on their age, some children will “act out” their feelings by:

Having a tantrum	Forgetting they are toilet trained
Not eating	Waking up at night or having bad dreams
Thumb sucking	Bed-wetting

Clinging to you and refusing to let go. Usually these problems are temporary. If your child is treated lovingly, this behavior should go away.

What To Do

Please feel free to call Kangaroo Club when you arrive at work. Chances are that your child will be busy playing and you can relax and concentrate on work.

Signing In/Out & Children’s Supplies

TDRPS requires your full signature when you drop off/pick up your child. The Sign In/Out record will be kept at the front door. Children will not be permitted to sign themselves in or out. Parents are requested to label and supply those items necessary for the proper care of your child, to be left at Kangaroo Club. **Two or three sets of change of clothing.** All of your child’s personal items should be labeled with a permanent marker.

Tax Statement A statement will be provided before January 31st of each year for those who plan to expense childcare when filing taxes with the IRS. Please make arrangements to pick up these forms; they will not be mailed.

Visitation

When parents and caregivers are partners in their day-to-day activities, children thrive. Our staff works in collaboration with parents so that we may offer each other support and insight into the lives of the children they care for and about.

Because a child's identity is rooted in his/her family, there is a level of security that comes with knowing parents trust teachers, and a mutual respect exists. That being said, parents are allowed to come and visit the childcare center as long as it does not interfere with children's activities or pose a threat to the kids in childcare. Please call ahead and inform the director because other childcare besides their own are present as each child in care must be protected under the law.

Past due Accounts

In the event that the responsible party or parties fail to pay for childcare services, which party will be turned over to a collection agency. Provider Watch is a childcare reporting agency. ProviderWatch * P.O. Box 173 * Duvall, WA 98019

The responsible party or parties will also be liable for any costs related to the collection of fees, including but not limited to attorney's fees, missed days of work due to court appearances, collection attempt costs and court costs.

Termination of Services

Two week written notice of termination of daycare services is required by either of the parties. This notice must be received two weeks prior to the last day of daycare services. Fees not paid at time of notice of termination of services will continue to have daily late fees of \$10.00 accrue until paid in full.

Immediate Termination of Contract

Serious Illness of Child Preventing Attendance. Including Abuse or neglect.

Any payment owed by parent/guardian to provider is not paid within 5 days after which payment is due. Daycare determines it's unable to meet the needs of the child. Child is continually picked up late or brought early to daycare.

In the sole judgment of the provider, child's behavior threatens the physical or mental health or well-being of one or more children at the daycare.

Failure of parent/guardian to honor the obligations listed in the "Parent Handbook & Policies" provided by the daycare. Appropriate placement of a child is very important to the child, the parent and the provider, every program is not suited for every child, therefore, all children entering Kangaroo Club are on a 30 day trial period.

SIGNS OF CHILD ABUSE

One of the first ways you can help a child who have been abused and neglected is to recognize the signs of child abuse. The presence of one of the signs on the list does not immediately indicate that the child is in an abusive situation. However, if signs are noticed repeatedly or in combination with several others, this could warrant investigating the child's environment further to check for child abuse. If you suspect that a child is being abused, do not wait to get help. Doing so may protect the child as soon as possible and could also help the family involved in the situation. The United States Department of Health and Human Services offers the following list of possible signs of child abuse and neglect:

THE CHILD: Shows sudden changes in behavior or school performance. Has not received help for physical or medical problems brought to the parents' attention Has learning problems (or difficulty concentrating) that cannot be attributed to specific physical or psychological causes Is always watchful, as though preparing for something bad to happen Lacks adult supervision Is overly compliant, passive, or withdrawn Comes to school or other activities early, stays late, and does not want to go home

THE PARENT: Shows little concern for the child. Denies the existence of—or blames the child for—the child's problems in school or at home Asks teachers or other caregivers to use harsh physical discipline if the child misbehaves Sees the child as entirely bad, worthless, or burdensome Demands a level of physical or academic performance the child cannot achieve Looks primarily to the child for care, attention, and satisfaction of emotional needs

THE PARENT AND CHILD: Rarely touch or look at each other Consider their relationship entirely negative State that they do not like each other

GET HELP NOW It is up to us to protect our children from abuse and neglect. Anyone can report suspicions of child abuse and neglect. Some professionals are even required by law to report possible abuse cases. If you believe a child you know has been abused, molested, neglected or otherwise maltreated, please report it today. For more information on reporting child abuse: Call the Texas Abuse and Neglect Hotline 24/7 at (800) 252-5400 or visit www.txabusehotline.org. The state of Texas offers free information for parents regarding the safety of children. You may contact them at www.dfps.state.tx.us and to report child abuse secure website: <https://www.txabusehotline.org> or by phone: 1-800-252-5400

ESTRELLA'S HOUSE

BREAKING THE CYCLE OF ABUSE, ONE CHILD AT A TIME

The Children's Advocacy Center, Estrella's House was established in the year 2000 in tribute to Estrella Rojas, a victim of child abuse whose life ended tragically. Estrella's memory is kept alive by helping and treating the children who are victims of abuse. Since the Center opened, over 13,000 child abuse victims have been helped.

ABOUT

The Children's Advocacy Center of Hidalgo County is dedicated to promoting awareness and providing resources for children and families affected by abuse and neglect. In the United States, 13,700 children are abused or neglected each day. Of that number, 5 children will die as a result of the abuse. Child abuse and neglect is not an isolated occurrence. It happens every single day in your own community. It may even be happening to a child you know. We believe that no child should ever be subject to the pain of abuse or the lasting emotional trauma it leaves behind. Our mission is to reduce the emotional trauma of child abuse victims by facilitating a multidisciplinary team approach, which supports the prevention of child abuse through community education and promotes the effective prosecution of those who perpetrate crimes against children. The Children's Advocacy Center of Hidalgo provides support and assistance with:

- Child Forensic Interviews
- Child Forensic Evaluations and Assessments
- Providing A Family Advocate and a Crime Victim Liaison
- Crisis Intervention
- Sexual Assault Nurse Examiners
- Mental Health Services
- Prevention, Education and Outreach Programs

Anyone can report suspicions of child abuse and neglect. Some professionals are even required by law to report possible abuse cases. If you believe a child you know has been abused, molested, neglected or otherwise maltreated, please report it today.

Summation

All children enrolled at Kangaroo Club are treated with love and respect and provided with the opportunity to engage in a wide variety of activities. Our most fundamental objective is to provide for your child a safe, clean and loving environment in which each child will feel that he/she is loved, valued and wanted.

I have read The Kangaroo Club Hand book.

Name_____

Signature_____

Date_____

Please return this page with your Registration Packet.

