



Mon Petit
Learning Center

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Dear Parents,

We would like to take this opportunity to say welcome and thank you for selecting Mon Petit Learning Center. We look forward to working with you in providing a positive learning environment for your child. Mon Petit Learning Center is designed to provide the best care education and security for children. We are a family owned business with a background in education and a professional staff sensitive to the needs and care of children. At Mon Petit, our goal is to provide working parents emotional tranquility through optimal educational services.

Mission

At Mon Petit Learning Center we provide children with the opportunity to observe, experience, internalize, and learn in an atmosphere of encouragement and motivation, respecting their time and moment. We offer the little ones an atmosphere of safety and love with the best care and attention to make them feel as if they were at home.

Vision

Enriching Tomorrow's Future

Philosophy

Our philosophy is to provide quality care in a safe, secure, and supportive environment for working parents through optimal educational services for their children. We believe that early childhood experiences provide a foundation that promotes children the opportunity to develop language, social/emotional and cognitive skills. At Mon Petit Learning Center, we offer an early learning program through structured planned play activities that allow children to grow. We believe that child discovery through play and age-appropriate materials increase sensory and motor skills engaging curiosity, creativity that allows independence and develops confidence.

Administrative Personnel**Director**

Dulce Martinez. Bachelor of Science /Interdisciplinary Studies
Texas State Board Certificate and a Texas Director Credential for
Early Childhood Operations.

Director

Ana Martinez. Bachelor of Arts in Psychology
Texas Director Credential for Early Childhood Operations
Patricia Martinez. Bachelor of Arts in Communications
Texas Director Credential for Early Childhood Operations

*** At this moment we do REQUIRE all of our employees to be vaccinated for preventable diseases such as the Covid-19, Flu, and Whooping Cough.**

Programs Offered

Mon Petit Learning Center emphasizes child-initiated learning within a culturally diverse community. Our programs nurture and support the development of children throughout the day by providing:

- Developmentally appropriate activities
- Respect for each child's culture and background
- A program that addresses each child's need for fun, creativity, active play, communication skills, problem-solving and decision-making skills, cognitive growth, social interaction, rest, and nutrition
- An opportunity for family members to be actively involved in the center

At Mon Petit Learning Center, each classroom is design to accommodate each age group and provide consistent, progressive learning experiences through levels. We believe children learn best through play and hands on experiences.

We do all that we can to include every child, we accept children with special needs and work hard to provide a meaningful learning experience for all children. However, enrollment for any child is conditional upon the fact that we can provide any necessary adjustments without affecting the welfare of either your child or the other children in the classroom.

We cannot provide one on one care and should that be necessary for your child, we will assist you in finding appropriate alternative care.

Infants 8 weeks to 18 months

The transformative learning experiences at Mon Petit Learning Center are designed to help our students grow both in and out of the classroom.

We offer play opportunities that invite children to engage, explore and discover the environment through everyday routines. Our teachers create a safe and open setting where they nurture warm and caring emotional connections with the child. It is important to build trust and emotional security to help the child grow.

Pre-toddlers and Toddlers 18 months- 24 months

We promote appropriate and engaging activities for our early toddlers. Every minute is an opportunity for exploration and socialization. Introductions are made to colors, shapes, animal names and sounds in a relaxed and playful environment. Each day there is a short circle time with music, movement, and literacy activities.

Early Childhood Program for 2 and 3 years old: A wide range of systematic stimulation activities is carried out in the areas of language, conceptual, and sensory/motor development. Emphasis is placed on social and emotional development. Warmth and familiarity are promoted by physical contact through handling and playing interaction.

Preschool Program for 4 and 5 years old: Is intended to introduce basic math concepts and develop reading-readiness skills. Drama activities, arts and crafts, and outdoor physical education ensure an interesting and fun-filled day.

Hours of Operation

The center is open Monday through Friday, from 8:00AM to 5:00 PM. Mon Petit Learning Center is state licensed for specific hours of operation and therefore early arrival and late pick up is not allowed. Any other events throughout the year will be posted in our Calendar of Events.

To provide all families with best service and care, we ask parents to fill out a schedule form providing hours and days that the child will be attending the Center. If your schedule changes please give us a **two weeks** notice to accommodate your child.

Designated Holidays

The center will be closed on the following days. **A school calendar of closures will be provided upon enrollment.**

- Martin Luther King
- Presidents Day
- Good Friday
- *April 15
- Memorial Day
- June 19
- *Independence Day 1-5
- Labor Day
- October 16 Teacher Work Day/(Student Holiday)
- Thanksgiving week November 20-24
- Christmas Week December 22- Jan 5
- New Year's Eve
- New Year's Day

(* Professional Development Days Annually)

If a holiday falls on a Saturday or Sunday, it may be observed either on Friday or Monday. Parents will be notified well in advance Staff development days will be announced in advanced.

A full list of closures will be provided upon enrollment.

Enrollment and Withdrawal

An interview will be arranged to familiarize you and your child with the surroundings, answer questions, and complete admission forms prior to enrollment. The forms will include emergency information and your child's history that is needed to provide a safe and secure environment. All forms must be signed and dated. Any change of information needs to be kept up to date. The following forms include:

- Enrollment Application
- Child Profile Form
- Well- Health Statement
- Immunization Record
- Discipline and Guidance Form
- Payment Form

At the time of enrollment parents will receive a copy of our Parent Handbook, which will include all of our policies and procedures. In the occurrence of any policy changes parents will be notified in writing and asked to sign off acknowledging the changes in the parent handbook.

Termination of services

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay (see tuition)
- Routinely late picking up child
- Lack of parental cooperation
- Serious illness of a child
- Physical or verbal abuse to any person on the property
- Our inability to meet the child's needs
- Lack of compliance with regulations

Failure of child to adjust to the center after a reasonable amount of time

*Mon Petit Learning Center administration has the right to give verbal notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

Well-Health Statement

All children enrolled must have a health statement form on file at the center verifying that the child has been examined within the last year, is in good health, and is able to participate in the childcare program. The form is provided in your enrollment packet for your physician to sign. Families who choose not to have their children seen by a physician for reasons of conscience may submit a notarized affidavit obtained from Austin, Texas.

Immunization Records

In accordance with the Texas Department of Family and Protective Services, all children attending the center are required to be up to date on all immunizations. Records must be submitted by the date of admission. Records must include the child's name and birth date, the vaccine type and number of doses, the month, day, and year of vaccination and the signature or stamp of the physician who administered the vaccine.

Children who are not up to date on immunizations and cannot receive them due to issues must obtain a form from the office of the physician to sign stating that the vaccinations presents a health risk to the child and may not be administered.

Families who choose not to vaccinate their child due to reasons of conscience must obtain an affidavit from the state of Texas before enrolling their child. Instructions can be found at www.ImmunizeTexas.com.

For more information concerning immunization requirements, you can access it on the web at <http://www.dshs.state.texas.us/immunize> or stop at our office for a copy of the requirements. Vaccines like any medication may cause some side effects. Most of these side effects include soreness where the shot was given, fussiness, or a low-grade fever. If during school hours your child goes to a check up and is required to get vaccinated, we ask the parents to please keep the child at home to ensure the health and safety of the child while in care at the center.

Hearing and Vision

All children who are age 4 by September 1st must receive a hearing and vision screening. Please provide a copy of the results to be kept in your child's file. For information on hearing and vision requirements, please visit www.dhsh.state.tx.us/vhs/.

Diapers

Children are checked at scheduled intervals throughout the day and changed at the first sign of wetness or soiling. No child is knowingly left in wet or soiled clothing. For children who wear diapers or toilet training pants, each family must provide an ample supply for each day/week. We do not supply these items and families will be notified if a child is running low on supplies.

Please bring child with clean diaper upon arrival. If your child has a diaper rash please inform the center upon arrival.

Toilet Training

All children attending **Early Childhood and Preschool must be toilet-trained by age 3** and should be toilet-trained by the beginning of the enrollment. The student must communicate to the teachers that he/she needs to go to the restroom before they need to go, pull down his/her clothes and get them back up without assistance, wipe him/herself after using the toilet. Please review **Mon Petit Learning Center's Toilet Training Policy**.

Health Checks

Health and wellness checks are performed on the children each morning. Under no circumstances can we care for a child who is ill. Children will be observed at drop off and throughout the day for signs of illness or injury. During drop off, please inform your child's teacher of injuries from home or illnesses in the household. Please notify the teacher if your infant has a diaper rash or any discomfort. Health checks will be conducted on children appearing/complaining of discomfort. Appropriate steps taken will include checking the child's temperature and visually observing the child for injuries, rashes, or any visible area of concern. Contact the school if you have any concerns regarding your child after you have picked up him/her up.

Health Standards

It is the parent's responsibility to update all health and medical information. Any allergies or activity limitations must be made known upon enrollment. All health and medical forms must be filled out and signed by the parent or doctor as per the guidelines of the Department of Health and Protective Services. Please let the school know in detail any severe allergies or special health issues. We ask that you **notify us immediately when your child contracts any communicable disease**.

The school will send a child home if there is any doubt as to the diagnosis, lack of doctor's note to return to school or symptoms of illness, the child is not able to join in class or activities during class due to lethargy, headache or stomachache, irregular breathing or wheezing, diarrhea, vomiting, rashes or change in behavior. **The school will request a doctor's note for the child to return once symptoms free.** The doctor's note must indicate the diagnosis. This note is mandatory to clarify the illness or disease.

Infants & Toddlers

Please label all items with child's first and last name. All creams and sunscreens to be applied must be kept in their original containers with your child's full name on it. Please provide labeled bottles, pacifiers, and baby food (age appropriate). Give written instructions on how to feed the child. The teacher will notify the parent whenever the child is running low on supplies. We also encourage parents to ask the teacher on a weekly basis to ask if any items are needed.

Arrival and Departure

Young children depend on regular routines for their own sense of security. We recommend that you establish fixed hours to pick up and drop off your child. Upon arrival each morning, please accompany your child to the main door. A staff member will come to the door to take the child to the room, If your child is having difficulty separating, ask for assistance from a staff member, say goodbye to your child and leave. If you wish, call later in the day to see how he/she is doing. The teacher will also have a sign in and out log in the classroom. Please make sure the teacher is aware of your arrival/departure.

Drop off and pick up procedures:

Please walk your child to the front entrance each morning. A staff member will come to the door and take the child to the classroom. Parents or family members are not permitted to enter the facility from anywhere other than the designated drop-off and pick-up areas due to security reasons. The purpose of this procedural protocol is to protect everyone who is on the premises.

If your child is picked up after 5:00 PM, you will be billed \$1.50 per minute. Please notify the center as soon as possible to indicate a late pick up. After 5:00 PM an additional charge of \$15.00 per 15 minute period will be invoiced.

It is the parent (s) guardian responsibility to make sure the child is left safely inside the building.

Authorized Pick-Ups

Children can only be released to the authorized persons that are on our list as designed by the parents. Authorized pick-ups must be at least 18 years old. In the event of an emergency and you need to have someone else pick up your child, we will need a statement from you emailed over with your signature or a phone call from you letting us know who the person is and the description of the person. When the person arrives we will need them to show us a photo I.D. and if we have any questions we may need you to talk to that person to verify their identity. A copy of their I.D. will be kept in the child's file for future references.

Custody Issues

Please notify the center if there are custody orders concerning your children. We do not have the right to withhold a child from any parent having custody or joint custody. In order to deny a parent from this right, a current signed court order specifying guardianship limitations must be in the child's file. The center cannot become involved in custody disputes; we cannot mediate or keep track of which parent can pick up on which days. We would be forced to unenroll a child if the center is asked to become involved in such dispute.

Absenteeism

If your child will be absent, we ask for an early morning call that day as to the reason and expected duration. If your child is absent more than three consecutive days due to illness, a doctor's note will be required, explaining the reason and assuring us that the illness is not contagious, and that the returning child is free from infection.

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

If your child will be absent for an extended period of time (more than 2 weeks) you may withdraw your child and not be liable for regular tuition payments.

If you intend to re-enroll your child after the absence, a registration fee and curriculum supply fee must be paid.

School Uniforms

Mon Petit requires all students 2 years and up to wear a school uniform. Uniforms can be purchased from the website www.frenchtoast.com

Girls uniform is short sleeve modern peter pan blouse item #1593

Plaid round neck jumper #1687 green

Boys uniform pull on boys pant #item 1348

Short sleeve oxford shirt #1020

Uniforms must be purchased within the first two weeks of enrollment.

Tuition

Fees are due every Friday before closing time and a late fee \$15.00 will be added if payment is not received by Monday morning.

Mon Petit observes holidays during the year. Parents will be charged for a full week of tuition during those weeks. Due to rising costs we may have to raise tuition on occasion. This notice of tuition increase will be published in our newsletter and posted in parent news at least one month before the increase goes into effect.

There is a NON- refundable registration fee of \$85.00. The curriculum and supply fee is \$150.00 and it is due at the time you enroll your child.

Registration Fee due upon enrollment \$85.00

FEES

All fees are due in advance and are NON-Refundable.

Registration Fee (Non Refundable)	\$85
Supply Fee (Non Refundable)	\$120 (3 months-24 months)
Curriculum Fee due Annually	\$185 (2-Kindergarten)
Summer Camp Fee	\$85

Other Fees and Services

There is a \$25.00 charge for any returned check from the bank.

We reserve the right to terminate services (by giving up to a week notice advance) if balances are outstanding for more than 2 consecutive weeks.

Credit Card

Parents must provide a credit card on file upon enrollment. The credit card will be charged every Friday for the upcoming week's tuition.

Visiting the Center

Parents are welcomed to request conferences with the Directors and teachers. Parents are allowed in the center's foyer when picking up or dropping off their child. Tours will be conducted after 5:00pm.

Sickness Policy

If a parent is called at work and is requested to take the child home due to illness, we ask that the child be picked up within 2 hours of the call being made, failing to do so an emergency contact for the child will be called.

Fever **Children with temperature of 100.0 degrees or higher** Our duty is to inform you when this happens and we expect you will take him or her home till the fever subsides.. If a child is sent home with a fever, he/she must be free of fever for **24 hours before returning to the center.**

It is important to contact your physician if your child:

- is excessively cranky, fussy or irritable
- is excessively sleepy, lethargic or unresponsive
- is persistently wheezing or coughing
- has a fever higher than 38 °C (101 °F)

Diarrhea Diarrhea occurs if a child's bowel movements increase in number and change to an unformed or watery consistency. We will notify you if your child has one or more episodes of diarrhea, or diarrhea with fever, vomiting, or blood in the bowel movement. Your child can return when the bowel movements are back to normal, and accompanied by a doctor's note if treated by a doctor.

Flu & Cold It is the wish of this childcare center that if your child has a flu or serious cold that you do not permit your child to attend the center until the flu or cold is gone. This is also for the sake of the other children in the center.

Ear or Eye Infection Children must be excluded from care until 24 hours after antibiotic treatment has begun. Symptoms include, green, bloody, or watery discharge from the eye. Increasing redness of the eye or eyelids.

Head Lice Children with head lice must be excluded from care until after treatment. Children will be examined upon re-entry for compliance.

Vomiting Your child will be sent home and can return after vomiting has stopped. If your child vomited the night before and seems fine the next morning, they are more than likely still contagious to others. You are advised to wait a minimum of 24 hours before returning the child to school.

Chicken Pox Your child can return accompanied by a signed doctor's note.

Strep Throat Children with strep throat must be excluded from care until 24 hours after treatment has begun.

Any other sickness Your child can return when fully recovered and if required, accompanied by a signed doctor's note.

Other signs of possible illness include severe cough, rashes, wheezing, or unusual lethargy.

We will not accept the child for care if we have knowledge that any of the above symptoms are present at check in or have been present within the past immediate 24 hours.

The child may return to school:

1. If no fever has been present without fever reducing medication (Tylenol, etc.) for at least 24 hours and the child is no longer vomiting.
2. 24-48 hours (depending on the illness) after the first administration of an antibiotic, and no fever is present for at least 24 hours.

If a child receives an antibiotic for an ear infection he/she may return to care if they have been **free of other symptoms referenced above for at least 24 hours.**

Please note: No medication will be administered.

The staff at Mon Petit will take all appropriate measures to ensure the health and safety of the sick child and to NOT compromise the health and safety of other children as well as staff. Therefore when you do receive a call about your sick child, it is expected that you will take the appropriate action immediately.

If your child has developed a communicable disease, please let us know as soon as possible. If your child becomes ill at the center, she/he must be picked up by the parent or other authorized persons as soon as possible. This requirement is for the consideration of your child as well as for the other children and staff. All parents are required to sign-off on the Sickness Policy Sign off Form.

Health and Administration of Medication

Prior to admission, each child must be immunized as recommended by the local Medical Officer of Health. Mon Petit Learning Center also requires that a medical certificate confirming a complete medical assessment be submitted at this time.

If a child becomes ill during the day, temporary care will be provided until you can be contacted and your child taken home. The child must be **free of fever for 24 hours** before returning to the center. If your child requires medication during his/her stay, Mon Petit Learning Center **will not** administer both prescription and non-prescription drugs. Medication is not to be left in the child's backpack.

Food and Water

Parents must provide, breakfast, lunch and snacks and water (sippy cup) for their child to be served at Mon Petit. Food and snacks must be nut-free. **The child's meal must be clearly labeled with instructions for serving.** Please make sure everything is in a labeled container or Ziploc bag. Please ensure that the snack is completely nut-free.

Food safety procedures are important for protecting the safety all children. Regularly training employees on how to use the standard operating procedures helps ensure they are carried out. Please bring ready to eat food for the student. Hard, smooth foods can block the windpipe. These soft foods should be cut into small pieces, peeled if they have skin, or avoided:

- cheese cubes
- hot dogs and sausages (cut into half-moon or triangle shapes, not rounds)
- grapes

Mon Petit must have a written notice form the child’s physician addressing any special dietary requirements or food allergies. Children's special dietary needs, restrictions and allergies will be posted in the cooking and service areas and records will be kept in the child’s file. We encourage “Happy Plates” in which the students complete their meal but we do not force them to eat.

Infants and toddlers follow a daily routine. We ask parents to please follow the routine to help with transitions.

For more resources regarding health and nutrition practices www.texasaeyc.org/programs/healthychildcaretexas . Health Benefit Resources www.texaschildrenshealthplan.org/whatweoffer

Allergies

In order to provide the very best care for your child, please be specific with your child’s allergy information. We need to know what signs or symptoms have been exhibited during reactions so we will be able to recognize a reaction quickly. If your child requires an EpiPen, please have your doctor complete an anaphylaxis action plan. Mon Petit can supply this form or your doctor can provide one. This form provides specific instructions concerning treatment if your child is exposed to his/her allergen. For the safety of the child, if a class has a student that is highly allergic to nuts, tree nuts etc, this class will be a free environment from that allergen. Parents will be informed at the beginning of the year in order to plan lunches, treats and snacks accordingly.

Accommodations for Families

This document outlines our program’s policy and process in supporting families and children who may need additional accommodations, to include home language, differing abilities and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the general public and in the parent’s primary language. Please notify the Director if you or your child require accommodations and we will ensure that we do our part in making sure your needs are met.

Below are ways that our program will partner with families:

1. If specific therapies are needed during the day while the child is in our care, we will provide space to accommodate sessions.
2. Participation in all comprehensive care meetings if needed
3. Complete supporting documentation from authorized medical professional for any accommodations related to child’s physical or developmental needs.
4. Provide materials and resources in parent’s/child’s primary language.

5. Provide opportunity for cultural inclusiveness by hosting cultural events throughout the year. For more resources please visit:

[https:// www.hhs.texas.gov/services/disability/early-childhood-intervention-services](https://www.hhs.texas.gov/services/disability/early-childhood-intervention-services)

<https://www.cdc.gov/ncbddd/actearly/pdf/help>

<https://cfisd.net/earlychildhoodspecialeducation> <https://www.parentcompanion.org/>

Discipline and Guidance Policy

Mon Petit Learning Center believes that teaching self-control, making right choices, developing an awareness of those feelings, and learning how to express those feelings defines positive guidance.

Mon Petit Learning Center Behavior Management Policy defined below states intervention strategies, which include establishing clear limits to children's behaviors to ensure the health and safety of all children and staff.

Our policy on positive guidance is based on using praise and encouragement of good behavior instead of focusing on the inappropriate behavior. The constant daily reminder of behavior expectations by using clear, positive, statements and redirecting behavior through discussions allows the child to learn social and emotional skills.

We believe in supporting the child by providing an environment where activities are well planned. The center is designed to provide each child with personal space the teacher is there to model appropriate classroom behavior. Each child responds differently to each situation and any action taken will be guided by its individual needs. We expect parents to partner with Mon Petit in helping the child achieve self-control and self-discipline in the classroom. If a change in behavior occurs and the teacher feels she needs additional support, the parent may be asked to participate in a conference so the child's needs are best served.

If a child has a particularly difficult day at the center, and the child's disruptive behavior cannot be redirected within the confines of the Behavior Management Policy, then the parents will be asked to pick up their child for that day.

Children that seem to require regular behavioral redirection will have these incident(s) recorded every time an incident occurs detailing the behaviors or incident(s) and will be kept on file. This information will be useful in discussing behaviors with parents and in determining whether an external behavior management involvement is needed.

Mon Petit believes in developing intrinsic motivation as opposed to extrinsic so we discourage using punishment and a reward system. We want to teach the child the effect their behavior has on them and their friends and why we choose one form of behavior over the other. The teaching of these social skills will increase a child's internal motivation.

If we feel the child may need to think about their behavior we will have them separated from the group to reflect. This time is well monitored and is one minute per year of the child's age. If the child is three years old, the maximum time to reflect will be three minutes. During this time, the teacher will come over and talk with the child about what they did, how they were feeling, how their behavior and actions affect their friends, and what may have been a better choice. If the child continues to have trouble controlling their emotions and behavior that day the teacher will send them to the directors for counseling. If we continue to see that the child is having trouble adjusting to the behavior, we will set up a conference with the parent, teacher, and directors to discuss how we can help the child be successful.

Our goal is to help the child develop social and emotional skills that will contribute to a healthy, happy, well-adjusted child. Parents and guardians are required to abide by the Mon Petit Learning Center discipline policy anytime they are on school property.

Mandated Discipline Guidelines

Discipline must be: individualized and consistent, appropriate to the child's level of understanding, and directed toward teaching appropriate behavior and self-control.

Caregivers may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. They may include: using praise of good behavior instead of focusing only bad behavior, reminding children of behavior expectations daily, using clear and positive statements, redirecting behavior and using positive statements.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats
- Punishment associated with food, naps or toilet training
- Pinching, biting, or shaking a child
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Biting Policy

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at Mon Petit Learning Center is our primary concern. Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no

apparent reason. Mon Petit encourages the children to "use their words" if they become angry or frustrated. Our staff members will maintain a close and constant supervision of the children at all times. Our Staff is trained to deal with this situation, staff will follow first aid procedures to relieve pain and injury. Biting is always taken seriously and staff do their best to ensure that it is stopped as soon as possible.

What can a parent do if their child begins to bite?

Removing significant stresses on the child at home, such as a demanding a schedule or difficult transitions, will make it easier for a child to handle times of stress that do arise. If the child bites other children in your presence, take the same steps suggested above immediately after the biting occurs and look for ways to adapt the environment to prevent biting in the future.

The following steps will be taken if a biting incident occurs at our center:

- 1st offense – the child will be given a behavior report and the parent will be notified immediately. A conference will be held with the parents to discuss the child's behavior. The child is reminded that teeth are for eating food & smiling, not for biting. Both sets of parents will be told of the incident. A Behavior Report will be given to the parent to sign.

- 2nd offense –if a child inflicts another bite in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior. The child's parents will be asked to keep their child at home. The child will be suspended for 2 business days and focus on helping the child understand that biting is unacceptable.

- 3rd offense – The Preschool Board will meet to determine permanent removal of the student from the program.

Dismissal Policy

The staff at Mon Petit will work with each child to fulfill the needs of that child, and every effort will be made to provide a positive learning experience. In the event behavior becomes disruptive to the program or becomes a problem that poses an unsafe situation for the child or other children in the class, alternative arrangements will be required.

At Mon Petit, we strive for our children to understand that all of their feelings are acceptable and normal, including anger. We want to help our kids learn how to stay in charge of what they say and do even if they are feeling very angry and upset at the moment. We will try our best to help our children be successful.

Unfortunately, acts of disobedience and/or aggressive behavior become detrimental to the school, harmful to the health and safety, or inhibit the rights of others; and if you, as a parent are uncooperative in completing and returning forms, fail to pay your tuition on time, fail to follow any state or county regulations, or fail to follow any of Mon Petit Learning Center's Policies or Procedures, it may be necessary to dismiss the child from the school

Attendance and Pick Up

Parents may pick up their child(ren) at any time once the program begins, using the MAIN ENTRANCE of the school building. All doors will be secure and the receptionist will allow entrance. Parents must present picture identification (drivers license or similar) in order to sign out their child. A parent or guardian will NOT BE ALLOWED to sign out his/her child without proper identification.

We recognize that emergencies sometime arise that may cause a parent to pick up their child after that time. Mon Petit Learning Center cannot be held responsible for traffic, weather, personal scheduling issues, or other non-emergency situations. In the event a parent arrives late to pick up a child, the account will be charged \$1.50 per minute/child.

A parent will NOT be reimbursed for tuition paid, if their child is removed from the program for non-adherence to pick up guidelines.

Emergency Preparedness Plan

At Mon Petit Learning Center the safety and wellness of the child is our priority. The center is equipped with cell phones, emergency lighting, a fire alarm, fire extinguishers. Fire and severe weather drills are conducted and timed to ensure our children know where to go and what to do in case of an emergency. A monthly emergency routine will be implemented to ensure the child's safety. Children will be shown the fire emergency exits and the proper areas to follow to insure safety in case of a fire. Each classroom provides an emergency evacuation plan procedures, which shows how staff will relocate children to a designated safe areas.

All Mon Petit employees are trained in our Emergency Preparedness Plan at the time of orientation. A copy of the plan is located in each classroom and in the office. Parents are welcomed to review it at any time.

During times of inclement weather we may be forced to close. We will follow **Cypress Independent School District** decision on whether to stay open or not. This decision and circumstance will be out of hands and therefore we cannot refund tuition due to inclement weather.

Each phone at Mon Petit has the following numbers listed beside it in case 911 is not available.

Emergency medical services

Law enforcement

DFPS child abuse hotline

Fire department

Poison control

Our childcare center name, address, and telephone number

If an emergency situation develops and it is determined that the building or premises is unsafe, the children will be transported to St. Elizabeth Ann Seton Church located at 6646 Addicks Satsuma Rd. Houston, TX 77084, 281-463-7878.

Fire drills will be practiced once a month and documented. Weather drills will be followed every three months. In case of a real emergency situation Mon Petit Learning Center will notify parents immediately by using the emergency contact numbers.

Minor Injuries

Scrapes and bruises is a normal part of growing up that occasionally happens at the center. Our staff is trained in first aid to provide minor treatment if the child is injured. Staff is required to fill out an Ouch Report Form detailing an injury. Parents' will be informed of the occurrence and will be asked to sign the Ouch Report Form that evening. One copy is kept in the child's file and the other is given to the parent.

Please keep in mind, children frequently bump, scrape and fall down with no outcry or report from the child.

If you notice an injury, are concerned about the severity and were not informed of the event, please contact the Director **immediately** so we may attempt to determine what happened.

Emergency/ Medical Situation and Parental Notification

Emergency Treatment/Medical Care

I/We hereby grant permission for the Director or Supervisor or designate to take whatever steps necessary to obtain emergency medical care if warranted for my child. These steps, may include, but are not limited to the following:

1. Attempt to contact parent or guardian
2. Attempt to contact the child's physician
3. Attempt to contact parent or guardian through any of the emergency contact persons listed by me for the Center
4. If the Center cannot contact my child's physician, I grant permission to the Director or Supervisor or Designate to do any or all of the following:
 - a. Call another physician or paramedics
 - b. Call an ambulance
 - c. Transport child to the hospital with an accompanying staff

I/We understand and agree that:

Any expenses incurred under item 4 (Emergency Medical Care) will be borne by the child's family.

The Center will not be responsible for any consequences that may arise, as a result of false information given at the time of enrollment or as a result of the Center not being updated by the parents or guardian of changes in the child's routine, health factors, or custodial arrangements.

The Center will not be responsible for a child who has been dropped-off at the Center without parents or guardians ensuring that the staff has actually received the child

Video Surveillance

Cameras are located in each classroom, playground, and surrounding the building.

***Parents must request the form Record View Video Camera** to view a video. To ensure FERPA privacy act and HIPPA privacy act, recording information and photographs of students are kept secure and may only be viewed by the parents or guardians. We ensure families have access only to the files, records and recording of their own children . Mon Petit Learning Center treats private information with respect and in a professional manner.

Parent Involvement

We believe, as parents, you are the primary educators of your children. It is our function to support and facilitate the development and education of your children. We need your input, suggestions, and observations. You are the expert when it comes to knowing your child and we appreciate your perceptions, feeling and observations about your child. We encourage you to have an active role in your child's education.

Parents are welcome to visit their child at any time. We will have several activities through the year that give the parents an opportunity to participate with the child in the classroom. All the events of the year will be on our calendar. Special notices will be sent out during the year to serve as reminders.

We encourage you to discuss any classroom issue with your child's teacher if needed. We may ask to take a message during class time rather than transferring calls to prevent a disruption in the classes' learning experience. We strive to provide the highest quality of care and education to the families we serve. We welcome parent input and will make every effort to resolve concerns; however, we ask that concerns always be communicated in a professional and courteous manner and that all our staff be treated with the respect they deserve as partners with you in caring for your children.

Parent Conferences

We encourage you to discuss any classroom issue with your child's teacher if needed. We may ask to take a message during class time rather than transferring calls to prevent a disruption in the classes' learning experience. We strive to provide the highest quality of care and education to the families we serve. We welcome parent input and will make every effort to resolve concerns; by requesting a parent conference by phone or in person . We ask that concerns always be communicated in a professional and courteous manner and that all our staff be treated with the respect they deserve as partners with you in caring for your children.

Special Accommodations

A designated area has been allocated specifically for speech therapy sessions. The decision was made to ensure the minimum standards and guidelines are met and that the focus is necessary for effective therapy sessions. Please rest assured that this change does not impact the quality or availability of speech therapy services for your child. While we recognize the importance of speech therapy in supporting our student's development, it has become necessary to streamline the process to accommodate therapist schedules better; there are times when the therapy schedule must be changed if we have visitors or events. However, we want to assure you that we are committed to finding alternative ways to assess and support your child's speech needs. We can arrange for discussions with teachers to gather insights into your child's communication patterns and challenges within the classroom setting. Our school also conducts assessments in other appropriate settings to ensure a comprehensive understanding of your child's development. If your child receives speech therapy services, you will be notified of the designated area where the session will take place.

Developmental Delays and Required Support Services

At Mon Petit Learning Center, we are committed to providing a supportive and inclusive environment for all children. To ensure that we can meet the needs of children with developmental delays, it is our policy that any child identified with a developmental delay must be enrolled in external therapy services (e.g., speech, occupational, behavioral, or physical therapy). These services are essential to support the child's development and enable our center to effectively accommodate their needs.

As part of our ongoing commitment to ensuring children's success in our program, we regularly monitor each child's progress through informal and formal assessments. These assessments help us track developmental milestones, identify areas where additional support may be needed, and adjust our practices to better meet the needs of each child. Parents will be informed of assessment outcomes and may be asked to collaborate with our staff to support their child's growth.

We also request that parents provide documentation of any therapy services their child is receiving, along with regular updates on progress. This collaboration allows us to tailor our care to better align with each child's developmental goals and create a nurturing environment that promotes their success.

Babysitting

Staff of Mon Petit Learning Center **may not** provide childcare or babysitting services to families enrolled at MPLC. We encourage families in need of “babysitting” to utilize resources outside the Mon Petit Learning Center network of teachers/staff.

Mon Petit Learning Center will notify parents of policy changes through handouts and postings in our Parent Bulletin Board.

Employed in every preschool program, our parents benefit from the center through the following features:

- Parent-teacher daily communication
- Monthly Newsletters
- Parent volunteer program
- Special events

The relationship between parents and the center's staff is vital to the success of the child's experience. A partnership must be formed the first day, with open communication and understanding that the development and growth of the child is our top priority.

Parents can assist and help ensure a smooth transition by doing the following:

1. Sign children in and out at the front desk and then escort them to their designated class.
2. Update forms, as needed, when changes occur i.e., new phone number, address, etc.
3. Keep staff informed of special needs or changes that might affect your child's behavior.
4. Notify the center if your child is ill.
5. Do not bring an ill child to the center.
6. Notify the center if your child will be absent.
7. Notify the center if you will be later than usual picking up your child.
8. Provide a change of clothes marked with your child's name (We are not responsible for lost clothing.)
9. Children should be dressed properly for the weather and play.
10. Participate in the center's special activities.

In addition, parents are encouraged to communicate with the teachers, the director, or supervisor of the center for any concerns in regard to the care of their children. We ask that parents address their concerns in a professional, confidential, and constructive manner. Parents are welcome to request a **Conference Form to schedule meetings with the directors and teachers.**

Nap Time

Nap/rest time lasts between an hour and a half and two hours. We feel this time is important for the child's physical and emotional health. If the child cannot go to sleep after an hour of nap-time we may give them a book, but they must stay on their mats to avoid disturbing the other children. No child will ever be forced to sleep. Only a blanket is required when the child sleeps. Nap-time is between 12:00 PM and 2:30 PM. Please try to avoid dropping off your child between these times to prevent disturbing the class.

Infants and toddlers follow a different routine based on their age and needs.

Photographs

Photographs of the children participating in our program may be taken from time to time throughout the year. We may use these pictures around the classroom, for gifts, or print them for you to have. We do not share pictures of your child on our website, newsletters, etc. without your permission. Our enrollment packet gives you the option to check if you would like to give us

permission to use your child's photo or not. If you attend an event at Mon Petit you may take pictures of your own child, but please refrain from taking pictures of other children.

Birthday Parties

At Mon Petit we recognize that birthdays are a special time for children. You must fill out a birthday request form before bringing snacks. *Please ensure that the cake/snack is completely nut-free.

Clothing and Personal Items

Please bring from home a change of clothes **labeled** with the child's name, and leave at the center. Please dress your child for school in school uniform. The paint we use is washable and we make every effort to be careful but we would rather focus on your child having wonderful play and art experiences instead of worrying about their clothes. Tennis shoes or other shoes with rubber soles and straps are required. Please bring closed toed shoes.

Toys/Personal Items

We prefer that children do not bring toys from home or jewelry that can be valuable. If toys are brought, please note that they may be put away before breakfast or if the toys cause disagreements among the children. We are not responsible for any loss or breakage of personal items.

Summer/Outdoor Play

During the summer months **parents please apply** sunscreen lotion and or insect repellent.

Movies

At Mon Petit Learning Center, we will plan structured themed lesson plans that might require an educational movie or entertainment to be aligned with the activity.

Screen time policies

Electronic media is only used for educational purposes. Screen time for children over 2 years of age is restricted to less than 1 hour/day. For more resources on Screen Time please visit :

<https://www.healthychildren.org/English/family-life/Medi/Pages/Where-we-stand-tv-viewing-time.aspx>

Emergency Information Update

Please ensure that you keep us updated with address and telephone number changes for you, your family, emergency contacts and persons to whom the child may be released.

Alcohol, Drugs, and Tobacco

In our effort to provide a safe, healthy environment for each child to grow and maintain and develop we maintain a center free of alcohol, drugs, and tobacco use.

The use or presence of alcohol, drugs, and tobacco is prohibited in the building or anywhere on the grounds by the center staff, parents, or any one visiting the center.

Gang-Free Zone

Under the Texas Penal Code, The Mon Petit premises and within 1,000 feet surrounding the facility is a gang-free zone. In this zone criminal offenses related to organize criminal activity are subject to harsher penalties.

Breastfeeding Policy

We support all mothers who wish to breastfeed their child and any accommodations necessary will be made for those who wish to do so. For more information on breastfeeding resources and information please visit the CDC resource library.

[Resources Library | Breastfeeding - CDC](#)

<https://www.cdc.gov/breastfeeding/resources>

<https://houstontx.gov/health/WIC/documents/client-help-resources>

Safe Sleep Policy

All staff, substitute staff, and volunteers at will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden

Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS)

***attached form is located in the Admissions/Enrollment**

Child Care Licensing

We are a state licensed facility and receive inspections regularly from the Texas Department of Family and Protective Services. Each report is posted after the visit in the front hallway for the parents to view at any time. Parents may contact the local licensing office by calling (713)287-3238 or accessing the website at www.dfps.state.tx.us. Child Care Licensing is now a part of Health and Human Service Commission. Parents have the right to review the Minimum Standards and a copy is on site for review or can be reviewed online at www.dfps.state.tx.us.

Child Abuse

According to the state guidelines, childcare centers are mandated reporters of suspected child abuse. It is the duty of the center to report any suspicions of child abuse to the Texas Department of Family and Protective Services. This responsibility applies to all the staff at the center and includes volunteers, students and other support staff who have contact with the children. Our employees are required to attend at least one hour annually in child abuse recognition and prevention.

To report suspected child abuse or neglect, contact the DFPS Child Abuse Hotline at 1-800-252-5400 or file a report online at www.txabusehotline.org. If it is an emergency situation and the child is in immediate harm, call 911 first, and then the Child Abuse Hotline.

Mon Petit Learning Center works in conjunction with the Department of Family and Protective Services, Child Protective Services, and local law enforcement agencies to report suspected abuse or neglect. The DFPS website is an informative resource for information on suspected abuse, prevention resources, training resources, and reporting.

IN CLOSING,

Thank you for considering Mon Petit Learning Center for your child's education.

This brief handbook cannot address every subject relating to the policies and procedures Mon Petit Learning Center. Situations not addressed herein will be considered on their individual merit. Changes in our policies and procedures will be made as needs dictates and may be without notice. This handbook will be revised as needed and the most current version is available upon request.

Revision Date: August 2024

***The handbook is revised though out the year. Any changes will be emailed/posted on the Parent Bulletin Board and a copy will be provided.**