



www.monpetitlearningcenter.com

Parent Handbook

MON PETIT LEARNING CENTER

Enriching Tomorrow's Future

Contents

Welcome

Welcome to Mon Petit Learning Center	3
Mission and Goals	4
Philosophy	5
About Us	6

Operating Procedures

Hours of Operation	7
Contact Information	8
Holidays and Closures	9

Enrollment

Enrollment Process	9- 10
Required Documents	11
Programs Offered.....	12
Participating Programs	13

Tuition, Fee Policies + Withdrawal Process

Fee Schedule	14
Late Payment Fees	15
Adjustments.....	15
School Uniforms	15
Termination/Withdrawal.....	16

Program Details

About Our Program	17
Daily Schedule	18
Pickup and Drop-off	18
Authorized Persons	19
Nap/Quiet time	20
Clothing	20
Toys From Home	21
Media	21
Toilet Training	22
Birthdays	23
Field Trips	23

Health + Safety

Health and Safety Policy	24
Absence Due to Illness	25
Health and Administration of Medication ..	26
Minor Injuries.....	27
Accommodations for Families.....	28
Bilingual Multicultural.....	29
School Evaluations.....	30
Required Support Systems	32
Emergency Preparedness	33
Cleaning and Hygiene	34

Nutrition and Mealtime Policies

Snack and Meal Schedule	35
Packing Snacks and Meals	36
Healthy Eating Habits	37
Allergy Management	37

Behavior Management

Behavior Management	38
Discipline Policy.....	39
Challenging Behaviors	40-41
Policy: Addressing Ongoing Challenging Behaviors in Children.....	42
Mandated Discipline Guidelines.....	44
Biting	45-46
Dismissal Policy.....	47

Communication

Communication	48
News and Updates	49
Parent Responsibilities	50

Confidentiality and Abuse Policies

Confidentiality	51
Data Protection Measures	52
Duty to Report	53
Childcare Licensing.....	54
Closing.....	55
Acknowledgement Form	56

A photograph of a young child with brown hair, wearing a white long-sleeved shirt, playing with several smooth, oval-shaped wooden toys in a white plastic tub. The child's hands are visible, reaching for the toys. In the background, a wooden surface and a white bowl containing yellow pasta are partially visible.

Welcome to Mon Petit Learning Center

Welcome to Mon Petit Learning Center! We are thrilled to have you and your child join our loving community. This parent handbook has been thoughtfully prepared to provide you with all the essential information you need to familiarize yourself with our daycare policies, procedures, and philosophy.

At Mon Petit, our primary goal is to provide a safe, nurturing, and stimulating environment where your child can learn, grow, and flourish. We believe that early childhood is a precious time for exploration and discovery, and we are committed to creating an enriching experience that promotes holistic development.

Within these pages, you will find detailed information about our enrollment process, daily schedules, curriculum, health and safety protocols, parent responsibilities,

communication channels, and much more. It is designed to serve as a valuable resource throughout your child's time with us, helping you navigate and understand the various aspects of our program.

We value open and transparent communication, and we encourage you to reach out to us with any questions, concerns, or feedback you may have. We firmly believe that a strong partnership between parents and caregivers is essential for your child's well-being and growth.

Thank you for entrusting us with the privilege of caring for your child. We look forward to embarking on this wonderful journey together and creating cherished memories.

Warm regards,
Mon Petit School

Mission and Goals

At Mon Petit Learning Center, our mission is to provide a safe, nurturing, and engaging environment where children can learn, grow, and thrive. We are committed to promoting holistic development by fostering each child's social, emotional, cognitive, and physical well-being.

① Foster a Safe and Nurturing Environment

Our primary goal is to create a secure and nurturing environment where children feel safe, supported, and loved, promoting their overall well-being and sense of belonging.

② Promote Holistic Development

We aim to provide a comprehensive approach to development by fostering the growth of each child's social, emotional, cognitive, and physical abilities through carefully designed activities and curriculum.

③ Encourage Curiosity and Lifelong Learning

Our goal is to instill a love for learning and promote curiosity in children by offering a stimulating environment that encourages exploration, problem-solving, and critical thinking skills.

④ Establish Strong Partnerships

We strive to build meaningful partnerships with parents, ensuring open lines of communication, active involvement, and collaboration in their child's education and development.

⑤ Provide Quality Care and Education

Our daycare center is dedicated to maintaining high standards of care and education, constantly evaluating and improving our practices to ensure that every child receives the best possible experience and preparation for future academic endeavors.



Philosophy

The philosophy of Mon Petit Learning Center is rooted in the belief that each child is a unique individual with their own talents, interests, and capabilities. We embrace a child-centered approach, placing the child at the heart of our educational practices. We strive to create a supportive and inclusive environment where children feel valued, respected, and empowered to explore, learn, and express themselves authentically.

Our philosophy emphasizes the importance of play as a fundamental component of early childhood development. We believe that play is a child's natural way of learning, and we provide ample opportunities for children to engage in imaginative play, problem-solving, and hands-on exploration. Through play, children develop social skills, creativity, critical thinking abilities, and a strong foundation for future learning.

At Mon Petit, we also value meaningful partnerships between parents and caregivers. We believe that by working together, we can create an enriching and supportive environment that nurtures each child's growth, builds their self-esteem, and prepares them for future educational experiences.

About Us

Our dedicated and compassionate staff form the heart of our nurturing environment. We take great pride in our team of experienced and qualified caregivers who are passionate about early childhood education and the well-being of each child in our care. Our staff undergoes rigorous background checks and training to ensure the highest standard of care and safety for our children. They strive to create a warm and welcoming atmosphere, fostering positive relationships with the children and their families. Our caregivers are skilled in guiding children through age-appropriate activities that promote social, emotional, cognitive, and physical development.



Dulce Martinez

Director/ Owner

Master of Arts in Teaching, specializing in Curriculum and Instruction.

Bachelor of Science /Interdisciplinary Studies

Texas Educator Certified in Early Childhood through 4th Grade.

Texas Director Credential for Early Childhood Operations.



Ana Martinez

Director/ Owner

Ana Martinez. Bachelor of Arts in Psychology

Texas Director Credential for Early Childhood Operations



Patricia Martinez

Director/ Owner

Patricia Martinez. Bachelor of Arts in Communications

Texas Director Credential for Early Childhood Operations



Operating Details

Hours of Operation

MONDAY	8:00am - 5:00pm
TUESDAY	8:00am - 5:00pm
WEDNESDAY	8:00am - 5:00pm
THURSDAY	8:00am - 5:00pm
FRIDAY	8:00am - 5:00pm
SATURDAY	Closed
SUNDAY	Closed

**Early or late pickup and/or dropoff may be accommodated in some cases.*

Contact Information

-  (281) 859-4415
-  monpetitcenter@gmail.com
-  www.monpetitlearningcenter.com
-  [/MonPetitLearningCenter](https://www.facebook.com/MonPetitLearningCenter)
-  [@MonPetitLearningCenter](https://www.instagram.com/MonPetitLearningCenter)



Holidays + Closures

Mon Petit Learning Center will be closed for all major statutory holidays. These holidays are:

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)

In addition, Mon Petit will be closed for two weeks each year for scheduled vacation periods. We value the importance of advance planning, and to ensure convenience for our families, we will provide at least four weeks' notice prior to these closure dates.



Enrollment

Our enrollment process is designed to be efficient, welcoming, and tailored to meet the needs of each child and family. We prioritize creating a warm and supportive environment where children can flourish and parents can feel confident in the care and education provided at Mon Petit. Our enrollment process is as follows:

① Initial Inquiry

Parents interested in enrolling their child at Mon Petit are encouraged to make an initial inquiry by contacting us via phone or email. Our friendly staff will provide information about our program, availability, and answer any initial questions.

② Schedule a Visit

We invite interested families to schedule a visit after 5:00pm Monday-Friday. During the visit, parents will have the opportunity to tour our facilities, meet our caregivers, and observe our classrooms. This is a chance for families to get a firsthand experience of our nurturing environment and see if it aligns with their child's needs.

③ **Application Submission**

After the visit, interested parents can complete our enrollment application form. The form includes essential details about the child and family, emergency contact information, and any specific requirements or preferences. The application form can be submitted electronically or in-person at our daycare center.

④ **Enrollment Meeting**

Upon receipt of the completed application, we will arrange an enrollment meeting with the child's parents or guardians. During this meeting, we will discuss specific details about the child's routine, dietary preferences, health concerns, and any other relevant information to ensure a smooth transition and personalized care.

⑤ **Enrollment Offer and Agreement**

Following the enrollment meeting, if space is available and both parties feel that it is a good fit, we will extend an enrollment offer to the family. The offer will include details about the child's start date, schedule, and tuition fees. Parents will be required to review and sign an enrollment agreement, which outlines our policies and terms of service.

⑥ **Documentation and Paperwork**

Prior to the child's start date, parents will need to provide certain required documents, including the child's immunization records, health forms, and emergency contact information. We may also request any additional documentation, as needed, to ensure compliance with local regulations.

⑦ **Parent Handbook**

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.

Our enrollment process is designed to be efficient, welcoming, and tailored to meet the needs of each child and family. We prioritize creating a warm and supportive environment where children can flourish and parents can feel confident in the care and education provided at Mon Petit Learning Center.

Required Documents

As part of our enrollment process, we require the following documents and forms to ensure that we have the necessary information to provide the best possible care for each child.

☐ Enrollment Form

The enrollment application form is a crucial document that provides us with more detailed information about the child, including personal details, emergency contacts, preferred start date, and any specific requirements or preferences.

☐ Health and Immunization Records

These forms include details about the child's medical history, allergies, any ongoing medical conditions, immunization records, and medication administration instructions.

☐ Emergency Contact and Authorized Pickups

Names and contact methods for emergency contacts, and a list of those authorized to pick your child up from [Daycare Center Name].

☐ Permission Forms

Permission forms for field trips, transportation, and media releases.

☐ Fee Agreement

The Fee Agreement outlines the fees for services, payment schedule, payment methods, and any other applicable fees.

☐ Handbook Acknowledgement

Upon enrollment, parents are required to review and sign an acknowledgment of receipt of the parent handbook. This ensures that parents are familiar with our policies, procedures, and guidelines.

Programs Offered

At Mon Petit Learning Center, our curriculum is thoughtfully designed to meet the developmental needs of children across different age groups. We integrate research-based frameworks and state-recognized guidelines such as Texas School Ready, CLI Engage, Texas Rising Star, and Texas Pre-K Guidelines to ensure a comprehensive approach that supports each child's growth and learning journey.

- Infants and Toddlers (0-2 years)
- Focus Areas: Sensory development, motor skills, early language development, and emotional bonding.
- Approach: At this stage, we use a responsive caregiving approach, with activities tailored to stimulate sensory exploration and encourage early motor skills. Teachers use CLI Engage infant guidelines to track developmental milestones, ensuring that each child progresses at their own pace.

Play-Based Learning: Infants and toddlers engage in structured play activities that promote physical, cognitive, and social development. The foundation is built on nurturing relationships and secure attachments to provide an emotionally safe environment.

- Preschoolers (2-3 years)
- Focus Areas: Early literacy, language skills, motor development, and social-emotional growth.
- Approach: We implement a curriculum that balances structured and free play, encouraging children to explore their environment, develop communication skills, and build peer relationships. The Texas Rising Star standards guide the creation of activities that promote physical, cognitive, and social development.

CLI Engage: Teachers use the CLI Engage platform to assess children's progress and plan engaging activities that stimulate curiosity and learning.

Pre-Kindergarten (3-4 years)

Focus Areas: Language and literacy, numeracy, science, and social-emotional learning.

Texas Pre-K Guidelines: The curriculum for pre-kindergarten follows the Texas Pre-K Guidelines, which cover key areas of learning, such as:

Language and Communication: Storytelling, letter recognition, and vocabulary building.

Mathematics: Counting, number sense, and simple problem-solving.

Social Studies and Science: Basic concepts of community, environment, and nature.

Social-Emotional Development: Activities that build self-regulation, collaboration, and empathy.

Texas School Ready: As part of the Texas School Ready program, we ensure that children are prepared for kindergarten. The curriculum is designed to strengthen foundational skills in literacy and numeracy through intentional play and hands-on experiences. CLI Engage is also used here for ongoing assessments and to individualize instruction for each child.

Assessment and Continuous Learning

CLI Engage: Throughout all age groups, CLI Engage serves as a key platform for tracking children's developmental milestones and progress. Teachers use this tool to inform instruction, plan age-appropriate activities, and ensure that children are meeting important developmental benchmarks.

Participating Programs

At Mon Petit Learning Center, we actively participate in several childcare quality enhancement programs to ensure that we are providing the highest standard of care and education for the children we serve. These programs offer valuable resources, training, and support that help us continuously improve and maintain excellence in early childhood education.

1. Texas Rising Star (TRS)

Across all classrooms, our center adheres to the Texas Rising Star quality standards. This ensures that the learning environment, curriculum, teacher-child interactions, and family engagement meet the highest benchmarks for early childhood education in Texas. Our commitment to these standards helps foster high-quality care and education across all age groups.

2. Texas School Ready (TSR)

- Participation: As part of the Texas School Ready program, we focus on ensuring that pre-kindergarten students are well-prepared for kindergarten and beyond.
- Resources: From TSR, we receive:
 - Research-based curriculum that aligns with Texas Pre-K Guidelines.
 - Access to CLI Engage, a tool used for tracking child progress and providing data-driven instruction.
 - Professional development opportunities for teachers in early literacy, numeracy, and social-emotional development.
 - Ongoing assessments that guide our instruction to ensure that all children are meeting key developmental milestones.
 - Family engagement materials to support learning at home and strengthen the connection between parents and the center.

3. Harris County Early Childhood Initiative Early Reach

Participation: We actively participate in Early Reach Program

- Access to best practices in Reggio Emilia Approach to continually enhance the quality of our programs.
- Educational materials and resources that guide our curriculum development and teacher practices.
- Opportunities for professional growth through conferences, workshops, and training modules.
- Support in establishing family partnerships that create a collaborative approach to children's learning and development.

5. United Way Bright Beginnings

4. National Association for the Education of Young Children (NAEYC)

- Participation: We are currently working towards meeting the standards of the NAEYC in early childhood education accreditation.



Tuition and Fees

Fees for care at Mon Petit Learning Center are as follows:

Age Group	Full Time	Part Time	Daily Rate
Infant (under 18 months)	\$250.00	\$215.00	\$50.00
Toddlers (18-30 months)	\$230.00	\$200.00	\$46.00
Preschoolers (30 months-4 years)	\$200.00	\$180.00	\$40.00
Curriculum + Supplies	\$100.00	\$000.00	\$00.00
Application Fee	\$85.00	\$000.00	\$00.00

Tuition fees are due on a weekly basis, depending on the schedule chosen during enrollment. The payment frequency will be specified in the enrollment agreement. Fees are due in full on or before the first of the month (for example, fees for May are due on or before May 1).

Late Payment Fees

At Mon Petit, we emphasize the importance of timely and consistent fee payments to ensure the continued provision of high-quality care and educational experiences for all children. We kindly urge parents to make every effort to avoid late payments to prevent any inconvenience or additional charges. Childcare services will be discontinued immediately if payment is not received by the 1st of the month unless a payment plan has been implemented.

Should you encounter any challenges or foresee potential delays in making payments, we urge you to communicate with our administrative team promptly. We are committed to working with families to find suitable solutions and support your child's continued participation in our daycare center. Your cooperation and adherence to our payment schedule are vital in maintaining a nurturing and enriching environment for all children, and we appreciate your understanding of the significance of timely payments in sustaining the quality of our services.

Adjustments

We understand that families may occasionally require adjustments to their child's schedule or transition between programs. In such cases, we are committed to providing fair and transparent fee adjustments to accommodate your needs. If you need to modify your child's schedule or transition to a different program, please Submit a written request for a schedule change or program transition to our administrative team. The request should include the desired changes, the effective date, and the reason for the adjustment. Fee adjustments are subject to availability and approval based on space availability and program capacity. We will make every effort to accommodate your request, depending on the availability of space in the desired program. ise specified.

School Uniforms

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
- Boys uniform pull on boys pant #item 1348
- Short sleeve oxford shirt #1020

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

Termination + Withdrawal

We understand that circumstances may change, and families may need to withdraw their child from our daycare center. In the event that you wish to withdraw your child from our program, notice must be submitted in writing via email or a physical letter, clearly stating the child's name, last day of attendance, and the reason for withdrawal (optional). Parents are required to provide a minimum notice period of two weeks before withdrawing their child from the daycare center. This allows us to make necessary arrangements and inform our staff and other families about the impending change. Please note that parents are responsible for settling any outstanding payments or fees owed to the daycare center before the child's last day

Termination of services

We reserve the right 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.



Program Overview

At Mon Petit, our program is thoughtfully designed to provide a nurturing and stimulating environment where children can learn, grow, and flourish. We are committed to fostering holistic development, recognizing that each child is a unique individual with their own strengths and interests. Our play-based curriculum embraces the power of learning through exploration and hands-on experiences, empowering children to become confident and curious learners.

Our daily schedule balances structured activities with ample time for free play, promoting socialization, creativity, and problem-solving skills. We integrate age-appropriate learning opportunities in language development, math, science, arts, and more to ensure a well-rounded educational experience. Our dedicated team of caregivers strives to cultivate an inclusive and respectful atmosphere, encouraging positive social interactions and emotional intelligence.

At Mon Petit, we prioritize individualized attention and personalized guidance for each child. We take the time to understand the unique needs and interests of every child, tailoring our approach to support their growth and development. Our program is founded on the belief that early childhood is a critical time for learning and exploration, and we are dedicated to providing a safe, caring, and inspiring space for each child to thrive.

Daily Schedule

7:30 AM	Arrival and Greeting
8:00 AM	Circle Time - Welcome and Group Activity
8:30 AM	Free Play and Exploration Centers
9:15 AM	Breakfast Time
9:45 AM	Outdoor Play or Gross Motor Activities
10:30 AM	Art and Creative Expression
11:15 AM	Story Time and Language Development
11:45 AM	Lunch Time
12:30 PM	Rest or Quiet Time (Nap for younger children)
2:30 PM	Rest or Quiet Time (Nap for younger children)
3:00 PM	Snack Time
3:30 PM	Music and Movement
4:00 PM	Outdoor Play or Gross Motor Activities
4:30 PM	Learning Centers and Educational Play
5:00 PM	Recap and Farewell Depature

Please note that this schedule is just a sample and may vary depending on the age group and specific activities offered at Mo Petit Learning Center. We aim to provide a well-balanced day that incorporates play, learning, outdoor time, rest, and social interactions.

Pickup and Drop-off

At Mon Petit, the safety and security of the children in our care are of utmost importance. To ensure a smooth and organized pickup and drop-off process, we have established a comprehensive policy that prioritizes the well-being of our children and promotes a positive experience for both parents and caregivers.

Drop-off Procedure

Upon arrival, parents or guardians are kindly requested to accompany their child to the designated drop-off area, where a staff member will greet and assist them. We encourage parents to allow sufficient time for the drop-off process, as it provides an opportunity for open communication between parents and caregivers. If there are any specific instructions or important updates, we encourage parents to share them during dropoff. As an additional security measure, we kindly ask parents to sign in their child.

Pickup Procedure

During pickup, we request that parents or authorized individuals arrive at the designated pickup area at the scheduled time. Parents must present a valid identification when picking up their child to ensure the child's safety and protection. If there are any changes in pickup arrangements, we require advance notice and written authorization from the parent or guardian. To ensure the privacy and safety of all children, we strictly adhere to the list of authorized individuals who can pick up a child. If an unauthorized person arrives for pickup, we will verify their identity and confirm parental approval before releasing the child.

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.

Authorized Persons

We strictly adhere to our pickup and drop-off policy to ensure the security of each child in our care. Only persons authorized by the child's parent or guardian are permitted to pick up or drop off the child. To maintain this level of security, we require parents or guardians to provide us with a list of authorized individuals who have permission to pick up their child. 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.

To add a new designated person to the child's list of authorized individuals, parents or guardians must request an "Authorized Pickup Person Form" from our administrative office or download it from our website. This form requires basic information about the new designated person, such as their full name, contact details, and relationship to the child. Additionally, the parent or guardian must provide their signature as a consent authorization. Once the form is completed, it should be submitted to our administrative team for verification and approval. Once the new designated person is approved and added to the child's list of authorized individuals, they will be eligible to pick up the child as per the scheduled arrangement.

Nap Time/ Safe Sleep Policy

We recognize the significance of rest and rejuvenation during a child's busy day of play and learning. We incorporate a dedicated nap or quiet time into our daily schedule to provide children with the opportunity to recharge and unwind.

Nap Time Schedule : Nap time lasts between 12:00 PM and 2:30 PM and typically ranges from an hour and a half to two hours. Please avoid dropping off or picking up your child between these times to minimize disruptions to the class.

Nap Time Guidelines : Children are not required to sleep, but they must remain on their mats to avoid disturbing other children. If a child is unable to sleep after one hour, they may be given a book to quietly read. No child will ever be forced to sleep. We provide a calm environment that encourages rest without pressure.

Items Required for Nap Time

- * Parents must provide a nap mat for their child during nap time. These items ensure that each child is comfortable during their rest period.

- * Please make sure these items are labeled with your child's name.

- * Sleeping bags will be sent home every Friday for sanitation.

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

Clothing

At Mon Petit, we encourage parents to dress their children comfortably and appropriately for a day filled with play, learning, and exploration. We recommend choosing clothing that allows for ease of movement and is suitable for both indoor and outdoor activities. As children often engage in messy and hands-on play, we kindly request parents to dress them in clothes that can withstand a bit of dirt or spills. Additionally, we strongly advise providing an extra change of clothing for your child, including underwear and socks, to be kept in their designated cubby or bag. Please remember to label all clothing items with your child's name to avoid mix-ups and facilitate a smooth transition during dressing times. By working together to dress our children in suitable attire and providing an extra set of clothing, we can create a positive and enjoyable experience for each child, free from unnecessary interruptions or discomfort. **Clothing and Personal Items Policy**
Children are required to wear the school uniform each day.

Please provide a change of clothes (labeled with your child's name) to be kept at the center in case of accidents or spills.

Play and Art Activities : We use washable paints and materials during play and art activities, but we focus on creating a fun and engaging experience for the children rather than worrying about their clothing. Even though we make efforts to be careful, please dress your child in clothing that allows for messy play.

Jewelry and Personal Items: For safety reasons, no jewelry (such as necklaces, bracelets, or earrings) should be worn to school.

Mon Petit Learning Center is not responsible for lost or missing items, so we kindly ask that you leave important or valuable items at home.

By following these guidelines, we can ensure that all children are dressed appropriately for a safe and enjoyable day at Mon Petit.



Toys

We request that parents refrain from allowing their child to bring personal toys or belongings from home, except for comfort items such as a small blanket or stuffed animal for naptime. Our aim is to promote fair and equal play among the children, as well as to prevent potential disputes or loss of personal belongings. Our daycare center is well-equipped with a diverse range of age-appropriate toys, games, and learning materials to engage and entertain the children throughout the day. By adhering to this policy, we encourage social interaction, we aim to foster a sense of belonging within our close-knit community at Mon Petit.

Media

We prioritize promoting active engagement, creativity, and hands-on learning experiences over passive media consumption. Therefore, children at our daycare center will have limited exposure to screens and digital media. Instead, we offer a diverse range of age-appropriate activities and materials that stimulate imagination, curiosity, and critical thinking. Our program incorporates a variety of educational materials, books, arts and crafts, music, and outdoor play to foster holistic development. Occasionally, we may include videos, recorded music, or other digital components that compliment our curriculum and educational goals.

Toilet Training

Toilet training is a significant milestone in a child's development, and we are committed to supporting both children and parents during this process. Our caring and experienced staff work closely with parents to ensure a consistent and positive approach to toilet training at the daycare center. We follow the child's cues and readiness for toilet training, providing encouragement and gentle guidance throughout the journey. Our caregivers regularly communicate with parents to understand the child's progress and any specific toilet training techniques used at home. We maintain a child-friendly and hygienic environment in our restroom facilities, with child-sized toilets and step stools to promote independence. Our caregivers assist and supervise children during toilet visits, ensuring their safety and comfort. We respect each child's pace and readiness, allowing them to transition at their own pace without pressure. Our goal is to make the toilet training experience a positive and successful one for both the child and their family. Potty Training Policy

At Mon Petit Learning Center, children aged three and four are required to be fully potty trained while attending our daycare. This expectation is in place to ensure that we maintain a comfortable and hygienic environment for all children in our care.

To ensure clarity, we require parents/guardians to sign a Potty Training Policy Form acknowledging this requirement and committing to support their child's potty training process. We understand that each child develops at their own pace, and we are committed to offering support and guidance as your child navigates this important developmental stage.

What This Means:

Children should be able to communicate their need to use the bathroom.

Children should be able to pull down/up their clothing and manage personal hygiene (e.g., wiping, washing hands) with minimal assistance.

Children should have minimal accidents during the day.

We recognize that accidents may happen during the transition. If this occurs:

Our staff will handle the situation calmly and discreetly.

We will notify parents and work together to provide support.

We encourage open communication between staff and parents to address any concerns.

Parent/Guardian Commitment:

By signing the Potty Training Policy Form, you acknowledge:

Your child meets the expectations outlined above, or you are actively working on this process.

You will provide a change of clothes in case of accidents.

You are open to communication and collaboration with our team to ensure your child's success in potty training.

This policy helps us create a positive experience for all children and ensures a clean, healthy environment throughout the day. Thank you for your understanding and partnership.

Birthdays

When a child's birthday approaches, we create a fun and inclusive celebration to make them feel cherished and valued. Parents are welcome to provide a simple treat or healthy snack for the class to enjoy during the celebration. Please check with us about any dietary restrictions or allergies. Parents must fill a Birthday Form.

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.

Field Trips

Field trips are valuable opportunities for hands-on learning and exploration beyond the walls of our daycare center. Field trips may include visits to local parks, museums, farms, libraries, and other educational and recreational venues that align with our curriculum. Prior to each field trip, we obtain necessary permissions from parents and provide detailed information about the destination, itinerary, and safety measures.

Vehicle Idling Policy

To ensure a safe and environmentally conscious environment for children, families, and staff, Mon Petit Learning Center prohibits vehicles from idling on or around school property. This policy is in place to promote child safety, improve air quality, and reduce environmental impact.

It is the parent (s) guardian responsibility to make sure the child is left inside of Mon Petit Learning Center the child is under parent or guardian supervision while remaining at Mon Petit Learning Center



Health + Safety

We maintain a comprehensive health and safety policy to ensure a secure and nurturing environment for everyone at our daycare center. Our facilities are routinely inspected, and we adhere to all local and provincial regulations related to health and safety in childcare settings. Our staff members undergo rigorous training in first aid, CPR, and emergency procedures, and we maintain up-to-date health records for all children and staff. We have implemented thorough sanitation and hygiene practices, including regular handwashing, sanitizing of toys and surfaces, and maintaining a clean and hygienic environment. Additionally, we closely monitor and promptly address any health concerns or illness to prevent the spread of communicable diseases. Our aim is to create a safe and healthy space where children can thrive, explore, and learn, while parents can have peace of mind knowing their child's well-being is our top priority.

We encourage a culture of open communication with parents and caregivers to stay informed about any health issues or concerns. 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.

Absence Due to Illness

To maintain a safe and healthy environment, we have a comprehensive policy regarding absences due to illness. If your child is feeling unwell or exhibiting any of the following symptoms, we kindly request that they stay home to rest and recover.

- **Fever:** A temperature of 100.4°F (38°C) or higher indicates a fever, and the child should remain at home until they are fever-free for at least 24 hours without the use of fever-reducing medications.
- **Vomiting or Diarrhea:** If your child has vomited or had diarrhea within the last 24 hours, they should stay home to prevent the spread of infection.
- **Contagious Illness:** Children with contagious illnesses, such as chickenpox, strep throat, conjunctivitis (pink eye), or any other infectious condition, should remain at home until they are no longer contagious, as advised by their healthcare provider.
- **Severe Cough or Difficulty Breathing:** Persistent or severe coughing, difficulty breathing, or signs of respiratory distress require immediate attention, and the child should stay home until symptoms improve.
- **Rash or Skin Infections:** If your child has a rash with an unknown cause or a suspected skin infection, they should stay home until the rash is evaluated and treated by a healthcare provider.
- **Sore Throat:** A severe or persistent sore throat, especially with fever or swollen glands, should prompt the child to stay home and seek medical evaluation.
- **Lethargy or Extreme Fatigue:** If your child is unusually tired or lethargic, keeping them home to rest is essential for their recovery.

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

In the event that a child becomes ill while at the daycare center, we have established protocols to promptly address the situation with utmost care and attention. If a child exhibits symptoms of illness, such as fever, vomiting, diarrhea, severe cough, or any other contagious signs, our experienced caregivers will take immediate action to ensure the child's well-being and prevent the spread of infection.

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.**

Communication With Parent/Caregiver

As soon as symptoms are observed, we will notify the child's parent or guardian promptly. We kindly request that parents keep their contact information up to date to ensure efficient communication during such situations. It is essential that parents or authorized emergency contacts are reachable and able to arrange for the child's prompt pickup from the daycare center.

First Aid

Our caregivers are well-trained in basic first aid and are prepared to respond effectively to various health situations. In case of minor injuries or non-emergency illnesses, our staff will administer appropriate first aid and provide necessary care until parents arrive. For more severe or emergent health concerns, we will activate our emergency response plan and contact emergency medical services immediately.



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:

- * Call another physician or paramedics
- * Call an ambulance
- * 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.



Accommodations for Families

Communication With 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/>

Bilingual and Multicultural Resources at Mon Petit Learning Center

At Mon Petit Learning Center, we strive to create an inclusive and enriching environment that respects and celebrates the diverse linguistic and cultural backgrounds of our children and their families. Our commitment is to support bilingualism, multicultural awareness, and respect for all cultures. Here's how we aim to achieve these goals:

1. Bilingual Support and Communication

Bilingual Staff and Teachers: We have staff members proficient in languages spoken by our families to foster meaningful communication and provide assistance when needed.

Translation and Interpretation Services: All essential communication, including newsletters, forms, parent-teacher conferences, and family events, can be translated to ensure full access and engagement.

Bilingual Materials and Resources: We provide books, songs, labels, and learning tools in multiple languages that reflect the languages spoken by our children.

2. Multicultural Curriculum

Cultural Celebrations and Activities: Throughout the year, we honor and celebrate cultural holidays, traditions, and practices represented within our learning community. Activities include music, art, cooking, storytelling, and more to broaden children's understanding of diverse cultures.

Culturally Responsive Teaching Practices: Educators receive training in culturally responsive pedagogy, which recognizes and incorporates children's cultural identities and experiences into daily activities and lessons.

Diverse Books and Learning Materials: Our library and classrooms are stocked with multilingual and multicultural books, toys, and other materials representing a wide array of cultures, ethnicities, and backgrounds.

3. Family Involvement and Engagement

Parent and Family Workshops: We host workshops and events that explore bilingual development, language support at home, and cultural exchange, encouraging family participation and input.

Parent Advisory Group: We invite families to join our multicultural advisory group to guide cultural programming, share feedback, and help tailor our resources and events to our community's needs.

4. Support for Dual Language Learners (DLL)

Language Development Strategies: Teachers use strategies that enhance language acquisition in both the home language and English, fostering cognitive and academic growth while respecting the child's linguistic background.

Individualized Language Plans: When needed, Mon Petit Learning Center creates personalized support plans in collaboration with families to ensure each child's linguistic and academic needs are met.

5. Staff Training and Professional Development

Our staff participates in ongoing training on cultural competence, bilingual education techniques, and fostering inclusive classroom environments to promote respect and understanding for all cultures.

6. Community Partnerships

We collaborate with local organizations, libraries, and cultural groups to provide resources, activities, and experiences that enhance bilingual and multicultural learning for our children.

This approach reflects our dedication to nurturing a learning environment that supports all children in developing a positive self-identity, cross-cultural skills, and appreciation for their heritage and the diverse world around them.

School Evaluations



In alignment with our curriculum and developmental policies, we implement evaluations. These evaluations, conducted both informally and formally, provide us with valuable insights into your child's current developmental stage across areas such as:

1. Cognitive and problem-solving skills
2. Language and communication abilities
3. Social and emotional development
4. Physical and motor skills

How We Conduct Evaluations

- Our evaluations are designed to be comprehensive and child-friendly. They take place in the classroom and during everyday activities. Teachers observe your child in different settings, documenting important milestones and interactions with peers and materials. Additionally, we will use structured assessment tools to gather more specific data on your child's progress.

Collaborating with Families

- We believe in the power of partnership with families. After the evaluations, we will schedule opportunities to discuss the results and work together to set individualized goals for your child's success. If your child is receiving or may benefit from external therapy services, please let us know, as this will help us coordinate the most effective support plan for your child.
- Also you will receive a video consent form that you need to sign, the form asks if it's ok for your child to be in the videos. **We keep all the videos safe on the CLI Engage platform.** When you sign the form you are helping your teacher become excellent!

Required Support Services

Mon Petit Learning Center is 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.

How Assessments Work:

Assessments involve tracking children's progress in key developmental areas, including cognitive, social, emotional, language, and physical development. We use a combination of tools to get a comprehensive understanding of each child's growth:

- **Informal Observations:** Our teachers and staff observe children throughout the day in a natural setting during play, group activities, and interactions with peers. This helps us capture a real-time picture of their skills and behaviors.
- **Formal Assessments:** Formal assessments are more structured and may include developmental checklists, standardized observation tools, or specific tasks that measure certain skills (e.g., fine motor skills, problem-solving, or language use). These assessments are conducted quarterly.
- **Parent Collaboration:** We value parents' insights and may request your input through questionnaires or discussions about your child's development. Additionally, we encourage families to share updates from external therapists.
- **Goal Setting and Progress Tracking:** Based on the assessments, we will work with parents and external therapists to set developmental goals for the child. Progress is reviewed at each assessment interval, and adjustments are made to the child's care plan as necessary.

Emergency Situation Procedures

In the event of an emergency, our staff is trained to administer emergency medication (e.g., epinephrine auto-injectors for severe allergic reactions) to a child with a known medical condition, as specified in the child's medical authorization form. Parents will be informed immediately of any emergency medication administration.

Emergency Preparedness

At Mon Petit, we take every precaution to ensure the safety of our children and staff. Our comprehensive emergency preparedness and evacuation procedures are designed to handle various scenarios and to provide a secure environment where children can thrive. We continuously review and update these procedures to maintain the highest level of readiness and responsiveness.

Fire Drills

Our daycare center conducts regular fire drills to familiarize children and staff with emergency evacuation procedures. Our caregivers will calmly guide the children through the evacuation process, ensuring that everyone knows the designated evacuation routes and meeting points. We have strategically placed fire extinguishers and emergency exits throughout our facilities, and these areas are kept clear at all times.

Evacuations

In the event of an evacuation due to a fire or natural disaster, 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.

Parents will be notified as soon as possible to pick their children up from this location.

Emergency Supplies

Our daycare center is equipped with essential emergency supplies, including first aid kits, emergency communication devices, and emergency food and water provisions. These supplies are regularly checked and maintained to ensure their readiness in case of an emergency.

Staff Emergency Training

Our staff members undergo regular training in emergency response procedures, including first aid, CPR, and basic life support. Each caregiver is familiar with their specific role during an emergency, ensuring a coordinated and effective response. Additionally, we have designated staff members who are responsible for contacting emergency services and communicating with parents during critical situations.

Cleaning and Hygiene

Maintaining a clean and hygienic environment is essential to ensure the health and well-being of our children, staff, and visitors. We adhere to rigorous cleaning and hygiene practices to create a safe and nurturing space for everyone in our care.

Cleaning and Disinfection

Our daycare center follows a thorough cleaning schedule to ensure that all areas are regularly sanitized and disinfected. Our caregivers clean and disinfect high-touch surfaces, toys, equipment, and frequently used areas multiple times throughout the day. Restrooms, changing areas, and dining spaces are also cleaned and sanitized frequently to maintain optimal hygiene standards.

Handwashing Guidelines

Handwashing is a critical practice in preventing the spread of germs and illnesses. Our caregivers promote and supervise regular handwashing for all children, staff, and visitors. We encourage children to wash their hands before and after meals, after using the restroom, and after playing outdoors. Our staff leads by example and follows proper handwashing procedures to instill good hygiene habits in the children.

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. All children attending Early Childhood and Preschool are required to be toilet-trained by age 3 and should be toilet-trained by the beginning of the enrollment.

Safe Food Handling

Our daycare center follows safe food handling and preparation practices to prevent foodborne illnesses. Our caregivers are trained in proper food handling techniques, ensuring that meals and snacks are prepared and served in a safe and sanitary manner.

At Mon Petit, we take pride in upholding high standards of cleanliness and hygiene. By maintaining a clean and safe environment, we aim to promote the health and well-being of our children and provide a positive and comfortable space for learning and growth. If you have any questions or concerns about our cleaning and hygiene practices, please do not hesitate to reach out to our administrative team.



Nutrition and Mealtimes

Our meal and snack policies are rooted in promoting healthy nutrition and fostering a positive mealtime experience for all children in our care. PARENTS must , provide balanced and nourishing options daily. We maintain a nut-free and allergy-aware environment to prioritize the safety and well-being of all children. Additionally, we encourage parents to pack healthy snacks and lunches for their children, with guidelines to ensure that all packed items align with our nutrition standards. Our dedicated staff actively engages with the children during mealtimes, modeling healthy eating habits and creating a positive atmosphere that encourages exploration of new foods. We aim to create lifelong habits of healthy eating, while also fostering a love of exploring new foods!

Choking Hazard Foods

To prevent choking, please avoid sending foods that pose a high risk for young children. These include:

- Whole grapes (cut them into quarters if sending)
- Popcorn
- Hot dogs (must be cut into small pieces)
- Hard candy, gum, or gummy snacks
- Large chunks of raw vegetables (e.g., carrots should be thinly sliced)
- Nuts and seeds
- Marshmallows

Packing Snacks and Meals

We encourage parents to provide nutritious and well-balanced snacks and meals for their children to enjoy during their time at the daycare center. When packing snacks and lunches, we kindly request that parents consider the following guidelines:

Include a Variety of Food Groups

We encourage parents to include a mix of fruits, vegetables, whole grains, proteins, and dairy or dairy alternatives in their child's snacks and lunches. This ensures that children receive a wide range of nutrients to support their growth and development, and will support our ongoing conversations and education about healthy eating habits.

Nut-Free and Allergy Aware

To maintain a safe environment for all children, we have a strict nut-free policy. We kindly ask parents to avoid packing any nut products in their child's snacks or lunches. Additionally, we request that parents be mindful of any known allergies within the daycare center and avoid sending foods that may trigger allergic reactions in others.

Limit Treats

We encourage parents to minimize sugary snacks and processed foods in their child's packed meals. Instead, we recommend opting for whole, natural foods to promote better health and sustained energy levels.

Water for Drinking

To keep children well-hydrated, we encourage parents to pack water or plain milk instead of sugary drinks or fruit juices. Water is the best choice to quench thirst and support healthy hydration.

Dietary Requirements and Allergies

If your child has any special dietary needs or food allergies, Mon Petit Learning Center requires a written notice from the child's physician. This documentation will be kept in your child's file, and dietary restrictions will be clearly posted in the food service areas to ensure that all staff are aware.

For more information regarding health and nutrition practices, visit:

- * Healthy Child Care Texas
- * Health Benefit Resources

Thank you for helping us maintain a safe and nutritious environment for all children!

Healthy Eating Habits

Positive Mealtime Environment

Mealtime is not only about nourishing the body but also about fostering positive social interactions and developing healthy eating habits. We promote the importance of sitting together as a community, sharing meals, and appreciating the variety of foods available. By creating a positive mealtime environment, we aim to make mealtimes a delightful and enriching experience for every child.

Role Modeling

Our dedicated staff understands the influential role they play in shaping children's behaviors and attitudes toward food. We actively demonstrate healthy eating habits, including trying new foods, eating a variety of fruits and vegetables, and enjoying balanced meals. Our caregivers inspire children to follow suit and develop healthy eating habits.

Learning About Nutrition

Education is an essential component of fostering healthy eating habits. Our daycare center incorporates age-appropriate nutrition lessons and activities into the curriculum, allowing children to learn about the benefits of nutritious foods and making informed food choices. We engage children in discussions about the different food groups, the importance of balanced nutrition, and how food fuels their bodies. Our goal is to empower children with knowledge so they can make mindful choices about the foods they eat.

Positive Table Manners

Mealtimes are opportunities to teach and reinforce good table manners. Our caregivers gently guide children in practicing basic table etiquette, such as sitting properly at the table, using utensils correctly, and saying "please" and "thank you" when requesting or receiving food. We encourage children to take their time during meals, chew their food thoroughly, and avoid rushing through their meal.

Social Interaction

Mealtimes are not only about nourishment but also about building social connections and fostering a sense of community. Our caregivers facilitate conversation and interaction among the children during meals, encouraging them to share stories, thoughts, and experiences with one another. Through shared meals, children learn the value of listening to others, taking turns speaking, and showing empathy and support to their peers.

Allergy Management

Mon Petit is an "allergy-aware" facility, meaning that we recognize the importance of allergy management and take proactive measures to prevent allergic reactions for all children in our care. In the event that a child in our care requires stringent practices to prevent an allergic reaction, we are prepared to accommodate their needs.

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 Learning Center 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.

Information and Communication

Prior to enrollment, we request parents to inform us of any known allergies or dietary restrictions their child may have. This information is carefully documented and shared with our caregiving staff, ensuring that everyone is aware of specific allergy concerns. We encourage parents to provide written details about the child's allergies, including the specific allergens, symptoms, and emergency response procedures.

Prevention Measures

To minimize the risk of allergen exposure, we maintain a strict no-sharing food policy at Mon Petit Learning Center. Our caregivers closely monitor snack times and meal preparation to prevent cross-contamination. We also ensure that all staff members are trained in recognizing allergy symptoms and administering emergency medication, such as epinephrine auto-injectors, in case of severe allergic reactions.

Food From Home and Snack Sharing

To ensure the safety of all children, we kindly request that parents do not bring food from home to share with others (except in cases of birthdays or celebrations). If you wish to send snacks or meals from home for your child, please ensure they are free from any allergens that could pose a risk to other children. We appreciate your cooperation in adhering to this guideline, as it allows us to maintain a safe and allergen-aware environment for all children.



Behavior Management

We prioritize a positive approach to behavior guidance, focusing on nurturing children's social and emotional development while fostering a respectful and supportive environment. Our positive behavior guidance techniques are designed to promote desirable behaviors and help children develop valuable life skills. We believe in understanding the root causes of behaviors and guiding children towards making positive choices. Our caregivers and staff actively engage with children, utilizing various techniques to encourage positive behaviors. Some of our positive behavior guidance techniques include:

Clear and Consistent Expectations

We establish clear and age-appropriate expectations for behavior, ensuring that children understand what is expected of them. Our caregivers communicate these expectations in a positive and encouraging manner, helping children recognize the importance of respectful and considerate actions towards others.

Encouraging Kindness and Empathy

We actively promote kindness and empathy among children. Our caregivers encourage acts of kindness, such as sharing, comforting, and helping others. Through daily interactions and activities, we foster an environment where children learn to understand and respect the feelings and perspectives of their peers.

Respecting Boundaries and Personal Space

We teach children the importance of respecting personal boundaries and personal space. Our caregivers model appropriate physical interactions and encourage children to ask for permission before touching or hugging others. By teaching these boundaries, we create an environment where children feel safe and respected.

Teaching Conflict Resolution Skills

Conflict is a natural part of social interactions, and we see it as an opportunity for learning. Our caregivers model effective conflict resolution techniques and encourage children to communicate their feelings and needs. We guide them in finding constructive ways to resolve conflicts and collaborate in finding solutions that respect the needs and feelings of all involved parties.

Learning How to Be a Friend

We promote the value of sharing and taking turns in our daily activities. Through games, group activities, and sharing materials, we teach children the importance of being patient and considerate towards others' needs and desires.

Discipline Policy

Our discipline policy is rooted in promoting a positive and respectful environment while guiding children towards making responsible choices. Our approach to discipline is developmentally appropriate, taking into consideration each child's age, individual needs, and understanding of consequences. The following are the key components of our discipline policy:

Developmentally Appropriate Discipline

We recognize that discipline techniques should align with each child's developmental stage and ability to comprehend consequences. Our caregivers employ discipline strategies that are gentle, nurturing, and age-appropriate, taking into account a child's cognitive and emotional development.

Natural and Logical Consequences

When appropriate, we utilize natural consequences to allow children to experience the direct outcomes of their actions. For instance, if a child refuses to wear a jacket on a cold day, they may feel cold, experiencing the natural consequence of their decision. Similarly, we implement logical consequences that are directly related to a child's behavior, offering opportunities for learning and growth.

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.

Challenging Behaviors

Our approach to addressing challenging behaviors is rooted in empathy, understanding, and proactive measures to support each child's individual needs. We follow a systematic and compassionate process to address and manage challenging behaviors, ensuring the well-being and success of every child. The steps taken for challenging behaviors are as follows:

Understanding Underlying Causes of Challenging Behaviors

Our caregivers closely observe and assess children's behaviors to identify any underlying factors that may contribute to challenging behaviors. These factors may include frustration, emotional stress, communication difficulties, or changes in routine or environment. By understanding the root causes, we can develop targeted strategies to address these challenges effectively.



- 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.

Policy: Addressing Ongoing Challenging Behaviors in Children

This policy outlines the procedure for addressing ongoing challenging behaviors in children at Mon Petit Learning Center, ensuring a supportive, collaborative, and individualized approach. The goal is to promote positive behavior, strengthen communication with families, and foster a safe learning environment.

Procedure: Assess the Function of Behavior:

- **Observation:** Staff will conduct careful observations to understand the context and triggers of the challenging behavior.
- **Data Collection:** Gather data on the frequency, duration, and intensity of the behavior, as well as any patterns or situational factors that may be influencing it.
- **Behavioral Analysis:** Use the data to determine the underlying function of the behavior, such as seeking attention, avoiding tasks, or sensory needs.

Collaborate with Families to Develop an Individualized Plan:

- **Family Meeting:** Schedule a meeting with the child's family to discuss observations and concerns.
- **Information Sharing:** Share insights and data collected about the child's behavior with the family to provide a comprehensive view.
- **Individualized Plan:** Develop an individualized behavior support plan in collaboration with the family. This plan should outline specific strategies, goals, and interventions tailored to the child's needs.
- **Agreement:** Ensure that both staff and family agree on the plan and understand their roles in its implementation.

Include Behavior Support:

- **Intervention Strategies:** Implement evidence-based strategies and interventions as outlined in the individualized plan. This may include positive reinforcement, structured routines, or specific behavior modification techniques.
- **Training:** Provide training for staff on the strategies and interventions included in the plan to ensure consistency and effectiveness.
- **Monitoring and Adjustment:** Regularly monitor the child's progress and make necessary adjustments to the plan based on ongoing observations and feedback from the family.

Evaluation and Review:

- **Regular Review:** The individualized behavior support plan will be reviewed periodically to assess its effectiveness and make any needed adjustments.
- **Feedback:** Seek feedback from the child, family, and staff to ensure the plan is meeting the child's needs and to identify any areas for improvement.

Confidentiality: All information regarding the child's behavior and the strategies used to address it will be kept confidential and shared only with parents and authorized personnel.



Consulting With Parents

Effective communication with parents or guardians is crucial in understanding a child's behavior holistically. We collaborate with families to share observations and gather insights into a child's behavior patterns, routines, and any significant changes in their home environment. This partnership enables us to develop a comprehensive and tailored approach to support the child.

Collaboration With Professionals

In cases where challenging behaviors persist, or when specific needs arise, we may collaborate with specialized professionals, such as behavioral therapists, pediatricians, or occupational therapists. Working together with experts, we develop individualized behavior support plans that target the specific needs of the child, incorporating evidence-based strategies to foster positive change.

Implementing Guidance Techniques

Our caregivers remain consistent in applying positive behavior guidance techniques to redirect challenging behaviors and promote positive alternatives. By reinforcing desired behaviors and providing children with constructive choices, we help them build valuable self-regulation and problem-solving skills.

Recognizing and Celebrating Positive Behavior Changes

When children demonstrate progress in managing challenging behaviors, we celebrate their successes. Positive reinforcement and recognition encourage children to continue making positive choices, boosting their self-esteem and sense of accomplishment.



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

We recognize that biting is a common behavior that may occur during a child's development. We understand the importance of addressing biting incidents with sensitivity and implementing strategies to prevent and manage this behavior effectively. Our biting policy aims to create a safe and supportive environment for all children, promoting their social and emotional growth. The following are the key components of our biting policy:

Understanding the Root Causes of Biting Behaviors

We view biting as a form of communication, especially among young children who may not yet have developed robust verbal skills. Our caregivers closely observe biting incidents to identify the underlying reasons, which may include frustration, teething, overstimulation, or difficulty sharing. By understanding the root causes, we can respond appropriately and supportively to address biting behaviors.

Supervision and Prevention

Our caregivers maintain close supervision of all children to prevent and minimize biting incidents. We create age-appropriate play areas and structured activities that reduce the likelihood of conflicts arising. Our staff intervenes promptly to redirect children to more positive and cooperative interactions when potential biting situations arise.

Caring and Supportive Responses

In the event of a biting incident, our caregivers respond with empathy and understanding for both the biter and the bitten. We tend to the immediate needs of the child who was bitten, providing comfort and care. For the child who bit, we offer guidance and teach alternative ways to express emotions and communicate needs.

Communication With Families

We maintain open and transparent communication with the parents or guardians of both the biter and the bitten. When a biting incident occurs, we promptly inform parents, detailing the circumstances and any follow-up actions taken. Additionally, we collaborate with parents to discuss strategies that can be implemented at home to address the biting behavior effectively.

Behavior Support Plans

For children who demonstrate recurrent biting behaviors, we may collaborate with parents or guardians to develop individualized behavior support plans. These plans address the specific needs of the child, incorporating positive behavior guidance techniques and strategies to address the biting behavior effectively.

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

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.

Acts of disobedience and/or aggressive behavior become detrimental to the school, harmful to the health and safety of students or staff; 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.



Communication

At Mon Petit Learning Center, we prioritize clear and effective communication between parents and teachers to ensure the best possible care and support for each child. We understand that open lines of communication are essential in building a strong partnership between parents and our caregivers. We offer various methods of communication to keep parents informed and engaged in their child's daily experiences. The following are the primary methods we employ to facilitate communication:

Daily Notes and Communication

We use daily reports and communication tools to share highlights of a child's day with parents or guardians. These reports provide valuable insights into the child's activities, behaviors, and milestones during their time at the daycare center. Our caregivers ensure that these updates are readily available at pick-up or drop-off, allowing parents to stay connected with their child's daily adventures.

Email Communication/ProCare App

We maintain open lines of communication through email, and ProCare App providing parents with a convenient means of reaching out to teachers or the administrative staff. Parents can use email to share any concerns, inquiries, or important information about their child. Our dedicated staff responds promptly to emails to address any questions or messages received.

Family Meetings

Conferences may be scheduled to foster face-to-face discussions about a child's progress, development, and any concerns. These meetings offer an opportunity for parents to actively participate in their child's educational journey and gain valuable insights into their child's growth and achievements.

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.

News and Updates

By providing regular updates on a child's progress, activities, and upcoming events, we aim to create a strong sense of engagement and involvement for parents. These updates not only allow parents to stay connected with their child's experiences but also offer valuable opportunities for parents to reinforce learning at home and actively participate in their child's educational journey.

Monthly Newsletters

Our monthly newsletters serve as a comprehensive source of information for parents. These newsletters provide an overview of the curriculum themes, educational activities, and special events planned for the month. Additionally, parents receive insights into their child's accomplishments, group projects, and any noteworthy milestones achieved.

Event Calendars

We distribute event calendars to parents, outlining important dates, field trips, celebrations, and other significant events scheduled throughout the month. By sharing this information in advance, parents have ample time to plan and participate in these special occasions, fostering a sense of community and collaboration.

Class Announcements

We post class announcements in visible areas within the daycare center, providing parents with timely updates and reminders about any changes, special projects, or upcoming activities. Our caregivers ensure that these announcements are regularly updated and easily accessible to keep parents informed.

Parent Responsibilities

At Mon Petit, we believe that a strong partnership between parents and the daycare center is essential for the well-being and growth of each child. By adhering to the outlined parent responsibilities, we can work together to create a nurturing and enriching environment for all children in our care.

Attendance

Parents are responsible for ensuring their child's regular attendance at the daycare center. If a child will be absent, parents should notify the center in advance to help with planning.

Be On Time

Parents are expected to drop off and pick up their child at the agreed-upon times. If unforeseen circumstances arise, parents should communicate with the center to make appropriate arrangements.

Communication

Parents are encouraged to maintain open communication with teachers and staff. Sharing important information about a child's well-being, changes in routine, or relevant events at home is crucial to provide comprehensive care.

Provide Supplies

Parents are responsible for keeping an adequate supply of their child's things at daycare. This includes diapers, wipes, formula, snacks, extra clothing, bedding, comfort items, and anything else the child may need while at daycare.

Update Forms

Parents are expected to update their child's registration forms whenever necessary. Please make sure we have accurate contact numbers, pickup lists, allergies or health information, and other important information.

Tuition Payments

Parents are responsible for making timely payments for their child's tuition and any additional fees as outlined in the enrollment agreement. Late payments are subject to fees and additional charges.



Confidentiality and Abuse Policies

Our policies and procedures are designed to ensure the protection of personal information and the well-being of every child in our care. We understand the gravity of our duty to report child abuse and the importance of adhering to data protection measures. Our staff is trained to handle sensitive information responsibly and to act promptly and appropriately when concerns arise. We value the trust placed in us by parents and are dedicated to upholding the highest standards of confidentiality and privacy at all times.

Confidentiality

All staff members are required to handle any information related to children and families with the utmost care and discretion. Confidential information should only be accessed by authorized personnel on a need-to-know basis. Personal information should not be disclosed or shared with unauthorized individuals or entities. We obtain written consent from parents or guardians before sharing any child-related information outside of the daycare center, except as required by law or for the child's safety and well-being. Parents have the right to specify their preferences regarding the sharing of their child's photos, activities, or artwork on public platforms, and we respect these choices. All staff members are bound by this confidentiality policy and are required to sign agreements to acknowledge their responsibility in safeguarding information.

Data Protection Measures

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.

Data Sharing Policies

Personal information is shared with external parties only when necessary for providing services to the child, with parental consent, or as required by law. When sharing data, we ensure that third-party entities comply with data protection regulations and maintain confidentiality.

Consent for Data Processing

We obtain explicit and informed consent from parents or guardians for processing their child's personal information. Parents have the right to withdraw their consent at any time, subject to legal or contractual requirements.

Video Surveillance Policy

At Mon Petit Learning Center, the safety and privacy of all children are our top priorities. To ensure a secure environment, we use video surveillance cameras in each classroom, on the playground, and around the building. These recordings are an essential part of our commitment to maintaining a safe and transparent environment, but strict privacy guidelines must be followed.

Requesting to View Video

To view a video recording, parents or guardians must fill out a Record View Video Camera Request Form.

We will only provide access to recordings that involve your child in accordance with the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA). These acts ensure the protection of student privacy and health-related information.

Access to Video Recordings

Parents or guardians are not permitted to retain, copy, or distribute any part of a video recording that depicts a child who is not their own. This is to safeguard the privacy of all children and families.

Mon Petit Learning Center will notify the parent or guardian of any other child captured in a video for permission before allowing the requesting parent or guardian to view the recording. Video recordings, student records, and photographs are kept secure and are treated with the utmost respect and professionalism. Families have access only to files, records, and recordings of their own children. Mon Petit Learning Center is committed to handling private information in compliance with all applicable laws and regulations.



Duty to Report

In cases where there are concerns for a child's safety or well-being, confidentiality may be waived to ensure the child's best interests. Our duty to report child abuse policy outlines the steps and responsibilities of our staff when they suspect or become aware of any signs of child abuse or neglect. The following are the key aspects of our duty to report child abuse policy:

Recognizing Signs of Abuse

We provide comprehensive training to all staff members to help them recognize the physical, emotional, behavioral, or environmental signs that may indicate child abuse or neglect. Staff members are encouraged to be vigilant and attentive to any changes or patterns in a child's behavior that may raise concerns.

Reporting Procedures

If a staff member has reasonable cause to believe that a child is experiencing abuse or neglect, they are required to report it immediately to the designated child protection authority or the local child welfare agency. Staff members who make a report in good faith are protected by law from retaliation or adverse consequences. We maintain the confidentiality of staff members who report suspected child abuse or neglect, and their identity is not disclosed without their consent, except as required by law.

Collaboration with Authorities and Families

We cooperate fully with child protection authorities, law enforcement, and other relevant agencies in any investigations related to child abuse or neglect. While reporting is a legal obligation, we also recognize the importance of open and transparent communication with parents or guardians.



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.

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>



Mon Petit Learning Center

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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: December ,2024

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

Acknowledgement Form

It is important that parents and families are aware of Mon Petit Learning Center's policies and guidelines for care. Please read and familiarize yourself with these and use them as a reference for situations like tuition fees, illness, meals, and other day-to-day questions.

Acknowledgement

My/our signature(s) below verify that I/we have read the Mon Petit Learning Center Parent Handbook and agree to follow and abide by the guidelines and policies within.

Please return the form to the office to be kept with your child's file. All forms and documents as listed below must be submitted before your child may begin care.

Signature

Date

Signature

Date

Required Documents

- ☐ Enrollment Form
- ☐ Emergency Contact and Authorized Pickups
- ☐ Health and Immunization Records
- ☐ Permission Forms (Field Trip, Transportation, and Media Release)
- ☐ Fee Agreement
- ☐ Parent Handbook Acknowledgement