

Fit for Kids Too
3609 East 29th Bryan TX 77802
979-846-1143

Policies & Procedures

Welcome to Fit for Kids Too. It is our goal to provide exceptional childcare to you and your loved ones. The following guidelines will ensure that the quality of childcare at Fit for Kids Too will remain excellent. Understanding and abiding by these policies will help us provide a caring, loving, and nurturing environment for your child.

General Information

- Our hours are Monday through Thursday 7:30 AM-10:00 PM, Friday 7:30 AM-11:00PM. Saturday 9:00AM –11:00 PM. Sunday we are closed.
- Advance notice is not necessary for drop ins. We operate as a drop in and full time facility.
- Parents may visit the center at any time during our operating hours, and are not required to call ahead. However, we would encourage you to do this upon return rather than when you are dropping your child off, as it is much easier for your child if you quickly say good-bye as you leave. When parents linger children's expectations are that you are going to stay with them. This makes their transition to our care more difficult.
- We are closed on New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Columbus Day (for training), Thanksgiving Day, Christmas Eve, Christmas Day or as deemed appropriate by the owner. Holiday closings will be posted 2 weeks prior.
- Staff may close the center due to an emergency situation, including but not limited to weather conditions. Closures and re-openings will be posted on KBTX.
- Please remember to sign your child in and out every day. This helps us with our records and ensures better safety in order to know who will be picking up your child.
- If anyone other than those listed on the admission form will be picking up your child we require advance notice from the parent. They will need a driver's license or photo id to verify their identity in order to pick up your child. We reserve the right to request your id at any time in order to maintain the safety of your child. If anyone other than the parent picks up the child, we will request your picture i.d. so that we can copy it and keep in your child's folder for our records. We will keep the photocopy of the i.d. for a minimum of three months.
- While your child is at Fit for Kids Too, please make us aware of any information changes such as phone #'s, immunization updates, address changes, etc...
- We must have a number where you may be reached during your child's stay in case we need to get in contact with you.
- Bulk packages may be purchased for a discount from our regular hourly fees. They expire one year from your last visit (not from purchase date), and are non-refundable.
- NO GUM or SUCKERS
- The center will NOT provide a yearly tax statement. We will be glad to provide you with a receipt each visit upon your request. Our tax ID# is 83-0426111
- DO NOT bring your child to the center sick. You will be notified to pick up your child if they show any signs of sickness while at the center.
- Visa, Mastercard, Discover, and Cash accepted. We do NOT accept checks.

Personal Belongings

- Please make sure your child brings all that they will require during their stay. This includes a **change of clothes, diapers, wipes, pacifier, bottles, etc.** If your child is potty training please bring extra pull-ups and an extra change of clothes.
- **PLEASE MAKE SURE YOUR CHILD'S PERSONAL BELONGINGS ARE LABELED WITH THEIR NAME. Items left at the center for more than 30 days will be donated to charity.**
- **Do not bring toys from home.** This is the only way for us to ensure your child's toys are not damaged, lost or misplaced. If you bring items we are not responsible for their return.

Illness Policy

- A child must not be in the center's care if:
 - ✓ They currently have or have had a temperature of 100.4 degrees or higher within the past 24 hours.
 - ✓ They have uncontrolled diarrhea or vomiting (2 or more episodes in 1 hour)
 - ✓ They have a communicable disease (until they are not contagious)
 - ✓ The illness prevents the child from participating comfortably in facility activities.

In order to administer medication it must be a prescription with the child's name, date, dosage, and Dr. information on the prescription. The parent or guardian must fill out a medication form each time they want us to give medication. We WILL NOT ADMINISTER OVER THE COUNTER MEDS.

Immunizations

Your child must have all immunizations required by the Texas Department of Health in order to participate in the program, as well as a note from their doctor saying they have been seen by a physician within the last year and are able to participate in the program. If you do not immunize your child, you must contact the local health department (979)361-4440 to find out what you must provide to us in lieu of the immunization record.

Employee Immunizations

Immunizations are not just for children. Childcare center employees have a unique opportunity to protect children at their place of employment and lessen the spread of vaccine preventable diseases by getting immunized. Vaccine preventable diseases (VPDs) are conditions which are preventable through vaccines available to protect against specific diseases. A list of VPDs can be found at www.cdc.gov/vaccines.

Fit for Kids Too employees are encouraged to receive vaccines for VPDs listed by the Center for Disease Control and Prevention; however, vaccines are not required for employees.

Hearing and Vision Screenings

Every child over 4 years of age is required to have a vision and hearing screening yearly. This can be done at your doctor's office as part of the well visit, but we must have this record on file for your child as soon as they turn four.

Late Information

You will have 3 visits after your first notice to turn in any needed information for your child's records. If this information is not received your child will not be able to attend our facility until we receive that information.

Medical Emergencies

In the event of a medical emergency, EMS (911) will be contacted first, while caregivers are administering care for the conditions at hand. All staff are certified in CPR, First Aid, and SIDS. Parents will be contacted shortly after 911 has been called.

Emergency Preparedness

In the event of an emergency, operating procedures are in place to ensure the safety of children.

Evacuation Plans:

All employees are responsible for moving children to the designated safe area. Emergency evacuation & relocation diagrams are located in areas specified by DFPS & local authorities. In some circumstances, parents will be called upon to pick up their children. As needed, the local authorities will be called to aid in the transportation of the children to an alternate shelter away from the center.

Alternate shelter:

Texas Workforce Commission

3991 East 29th St.

Bryan, TX 77805

979-595-2800

Upon departure and arrival, the director or alternate assistant will have a list of all children that must be accounted for. Together, the director or alternate assistant and the caregivers will verify that all children are present. The director or alternate assistant is responsible for calling the local authorities needed such as: Fire department, ambulance, local police or sheriff, poison control, and DFPS child care licensing. The director or alternate assistant is responsible for securing children's emergency numbers, emergency medical authorizations, and attendance sheets during an emergency.

Meals:

- We serve breakfast from 8:00am-9:00am, Lunch from 11:30am-12:30pm, and snack from 2:30pm-3:30pm.
- If you bring plates, silverware, cups, etc. from home, please LABEL them with your child's name. Please Do Not bring anything in that is glass or ceramic.

Our kitchen does not provide food on nights and weekends.

**If your child will be in our care past 6 or on
Saturday please bring them food for their stay.**

Late Payment Fee

There will be a \$10.00 fee added to your bill if you do not pay the day of service.

Late Pick-Up Policy

If you pick up your children after closing there will be a late fee of 50 cents per minute added to your balance. At the third occurrence there will be \$5.00 fee per minute. Please be courteous to our staff and arrive on time to pick up your children. It is against Licensing Minimum Standards for us to have kids in care before or after our hours of operation. If your child is here more than 45 minutes after closing and we cannot reach you, we will contact CPS to pick them up.

Infants & Toddlers

Items to bring for this age include: extra change of clothes, bibs, baby food, formula, bottles and/or sippy cups, diapers and wipes. Please fill out an infant schedule form so we can keep your child in the same routine as home. Infants will receive a daily sheet stating their daily activities.

Parents have the right to breastfeed or provide breast milk for their child while in care. A rocking chair is available in infant rooms for comfortable seating.

Fit for Kids Too does not provide diapers, wipes, or baby food.

Biting Policy

We will work with you and your child when they bite to see what the cause is and try to prevent any more incidents. However, when a child consistently bites and we feel that the other children are at risk, we will have to ask your child to leave Fit for Kids Too until the behavior has been corrected.

Gang-Free Zone 746.501(22)

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty

Keeping Children Safe

Reporting Abuse or Neglect: Texas Law requires caregivers to report suspected child abuse or neglect to the Texas DPRS or law enforcement. Call 1-800-252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith. These are also available on the web at www.dfps.state.tx.us or your local licensing office at 979-776-7498.

The center's director or teacher will notify the Department of Protective Services, and/or the local law enforcement officials when it appears that a child is being seriously neglected or abused.

The Texas Family Code (sections 34.07) states, failure to report:(A) A person commits an offense if the person has cause to believe a child's physical or mental health or welfare has been or may be further adversely affected by abuse or neglect and knowingly fails to report it, in accordance with Section 34.02 of the code (B) An offense Under this Section is a "Class B" Misdemeanor.

Preventing and Responding to Abuse and Neglect of Children 746.501(25)

Employees are required to obtain a minimum of 24 clock hours of training each year relevant to the age of the children for whom the caregiver provides care. At least one clock hour of annual training must focus on prevention, recognition, and reporting of child abuse and neglect, in accordance with Texas Department of Family and Protective Services, Rule 746.1309 of Minimum Standards for Child-Care Centers.

Resources are available at <http://www.dfps.state.tx.us/Training/Reporting/resources.asp> for employees and parents on increasing awareness and prevention of issues regarding child abuse and neglect, including warning signs that a child may be a victim or abuse or neglect.

Fit For Kids Too will work with community organizations to provide guidance and contact information for parents/caregivers on preventing and reporting abuse and neglect.

Local Resources

Child Protective Services Bryan Police Dept
(979)776-3637 (979) 764-3600

Phoebe's Home (Shelter for women & children)
(979) 823-2471

Discipline and Guidance

Our main form of correction for misbehavior is a verbal warning followed by a "time out" period in which the child is separated from the group and takes a few minutes to think about their behavior and what they could have done differently to avoid the corrective action. Discipline will be individualized and consistent for each child, and appropriate to the child's level of understanding. It will be directed toward teaching your child acceptable behavior and self-control. Our caregiver's will use only positive methods of discipline and guidance that encourage self-esteem, self control, and self-direction which include praise and encouragement of good behavior, reminding children of expectations by using clear, positive statements, and redirecting unacceptable behavior. No child will be punished using any of the following: corporal punishment, punishment associated with naps, food or toilet training, there will be no physical contact, nothing will be placed in the child's mouth, and no child will be placed in a dark room for time out. Our teachers will not yell at, humiliate, or subject children to profane language. These guidelines come directly from the PRS Minimum Standards.

Concerns

When you have a concern, question, or comment, you should consider your child's teacher as your first resource. They are usually able to answer questions, not only about classroom procedure, but also more general questions about child development.

- If you have a question or concern that your child's teachers can not address, or if you feel more comfortable talking to someone else, please feel free to ask the director, Loretta Bachmeyer.

If you would like to view a copy of the minimum standards, one is available for review at our center. If you have any questions concerning these standards, please contact our local licensing office at 979-731-0118. The child abuse hotline number is 800-252-5400, and the web-site for Childcare Licensing is www.dfps.state.tx.us

- Our most recent licensing inspection report is posted directly beside the front desk in the lobby.
- Any changes regarding our policies will be posted at Fit for Kids and an amended copy will be given to you as well.
- You may contact Loretta if you have any questions or concerns with Fit for Kids policies and/or procedures.

Our staff at Fit for Kids Too are committed to excellence in providing your child with a fun atmosphere, loving childcare, and a stable nurturing environment. Please let us know if there is anything we can do to help you. If you have questions or concerns please let us know.

Revised 2-13-15

