

WELCOME to Dreamland and Hope Academy the quality day care center.

The below policies and procedures will give you some

detailed information about our academy!

1. Our hours are from 7:00 a.m. to 6:00 p.m. Children not picked up by 6:00 will be charged a late fee of \$1.00 a minute and must be paid at the time of pickup.
2. Parents are expected to bring their children into the day care and sign them in and out at all times releasing them to a staff member.
3. Your child will only be released to you the parent(s) unless designated by you (by phone or written) for someone else to pick your child up. Anybody other than the parent picking up the child will have to provide us with a copy of their photo ID which will be kept in the child's folder.
4. All children enrolling must have an up-to-date Dreamland and Hope Academy enrollment agreement and up-to-date immunization records. A new enrollment agreement will be required annually with the annual fee. Updated immunization records are needed when your child gets new shots.
5. Each child must have a change of clothing, mat, diapers, wipes and other personal items that you feel necessary.
6. A light breakfast, a wholesome lunch, and a snack will be given to your child each day. Menus are posted on the board and parents may refer to them at anytime. Food exceptions cannot be made for individuals except in the case of allergies and religious needs. Written documentation must be on file.
7. Additional items that you would like your child to have for breakfast or snack may be brought into the center, and will only be given to your child, unless you state that it be shared.
8. Parents are asked that toys not be brought into the day care or taken out of the day care unless it is on a Friday when the teachers have show and tell day.
9. Children who become ill with an oral temperature of 100.4, showing signs and symptoms of severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes within an hour or any other signs that the child may be severely ill cannot by law remain at the Academy. The parent will be called to pick up the child and the child will be comforted until the parent picks the child up.
10. In case of a medical emergency, EMS will be called, CPR and/or 1st aid will be given, contact the child's parents, and physician identified in the child's record.

11. Children absent from the center with a contagious disease will not be admitted without a signed statement from a physician indicating that the child is no longer contagious.
12. Medication will only be administered once while at the center. Parents must fill out and sign an authorization to include the time to be given. The medication must be in the original container labeled with the child's full name and the date brought to the child-care center.
13. A current TB test must be on file, and if your child is 4 years old or older, a vision and hearing test must be on file or written notice that it is at the child's school. Within one week, a health statement must be on file.
14. Whenever field trips and water activities are taken, parents will be given at least 48 hours, and must sign a release form. Transportation for the most part will be from private vehicles and will be stated on the field trip slip.
15. In case of animals being at the center, parents will be given notice to that fact. We have a hamster at the center in a cage called Hope which the children are not allowed to touch.
16. Our top priority is to ensure your child's safety. One way that you can help is by ensuring that your child has the correct clothes and shoes for outside play. The staff caring for your child is trained to do CPR and First Aid.
17. Parents are permitted access to all parts of the Academy, but we ask your cooperation in not disrupting our program.
18. Parents having any concerns about their child are encouraged to discuss these issues with the child's teacher, if further discussion is needed please consult with the Director.
19. A separate discipline and guidance policy will be signed and filed in your child's folder.
20. Any and all ideas from you the parent are welcome, and at anytime you the parent would like to discuss the policies and procedures I the Director have an open door policy.
21. You are entitled to see the minimum standards, the most recent licensing inspection report, fire inspection report, and health inspection report. The standards and reports are displayed for your viewing at anytime in the lobby.
22. The Academy strives to follow the rules and laws that have been written by the Texas Department of Protective and Regulatory Services. We feel that these laws have been written to ensure that children are cared for in a safe environment. We hope to go beyond these standards to supply you and your child with quality child care.

23. If for any reason you feel you need to contact licensing or the child abuse hotline, you can do so by calling 932-5200 for childcare licensing or 1-800-252-5400 for the child abuse hotline.

TEAR OFF AND RETURN BOTTOM TO THE DAY CARE

I _____ received the policies and procedures on _____
do realize that it is my responsibility to read them to take full advantage of the policies
and procedures at Dreamland and Hope Academy.