



PARENT HANDBOOK POLICIES & PROCEDURES

Welcome to BRM Academy where we believe that toddlers and preschool age learning is an important step in your child’s life. We are excited to partner with you in your child’s education. We hope that your time at our learning center will be a happy and an exciting experience for both you and your child. At BRM Academy our primary goals for 3 years of age up to 13 years old is to strengthen and develop skills physically, emotionally, and mentally while building self-confidence and self-expression. We believe in providing a safe, nurturing, engaging and loving environment to help establish a firm foundation that enables the learners to be engaged and motivated academically and socially.

This handbook is an informative guide for BRM Academy parents to assist families in knowing and understanding our mission and policies. Please read carefully and keep it for future reference. We hope this information will help you and your child adjust readily and happily at this important time.

BRM Academy is open to each learner without discrimination based on political affiliation, religion, race, color, sex, mental or physical disabilities.

Our Mission Statement

BRM academy’s philosophy is to increase the learner’s knowledge with self-awareness, self-confidence, and independence that promotes their unique personalities to flourish in the world around us. We believe our success will be birthed out of ongoing investments we make in your child’s growth and development. We strongly encourage parents and staff involvement while establishing healthy relationships. Research shows that children’s learning is cultivated at home and at school, for this reason we have come up with a structure to enforce family partnership.

BRM Academy understands the importance of fostering learning and development through rigorous planning, activities, and curriculums that stimulates each child that we have the honor of serving. We also encourage learning and development through play that is strategically designed to strengthen muscles, build coordination, broaden their imaginary skills, and sharpen their fine and gross motor skills. We also provide an innovative and hands-on experience that aides in developing life and learning skills. We proudly serve our local community and surrounding areas.

Registration:

All important and required papers must be filled out and turned in prior to your child's first day:

Completed Registration Packet includes:

- **Admission Information**
- **Reason for Dismissal Form**
- **Copy of current immunizations**
- **Signed acknowledgement of receipt of this handbook**
- **Signed acknowledgement of receipt of Emergency Plan**
- **Any other important papers the director believes is important**
- **Procure will be our primary method of informing parents of any policy updates or changes also by email, text messages, and memos at the front forum by the sign in/out station as parents arrive during pick up and drop off.**

First Day of School:

If your child has never attended a Child Care facility, please feel free to come a little early and spend some time helping your child adjust. After the first day, please develop a routine in the mornings to help your child prepare for the day ahead. If your child cries when you leave, please don't keep running back to them. Within the first 10 minutes, their crying will usually taper off. If it doesn't, we will contact you and let you know. Adjustment periods vary, but most children are fully adjusted and accustomed to the childcare routine within the first 2 weeks of care. **Please dress your child in comfortable PLAY CLOTHES. We get dirty sometimes, and enclosed toe shoes are mandatory. Sorry no flip flops or sandals please.**

What TO bring to school: All items must be marked with your child's name

- A change of clothes, socks and underwear must remain at the school at all times.
- A coat during the Winter
- Please do not bring heavy thick blankets, or large bed sized blankets
- Toddlers need pull ups, wipes, (clearly marked with permanent marker)
- Children are only permitted to use their cell phones and electronic devices for the use of their parents, otherwise they need to be put away. If this rule is broken the device will be taken away and returned during pick up.

What NOT to bring to school:

- ANY toys from home, except for "show and tell"
- Candy or other food items. We provide all snacks
- Toy guns, pocketknives or other dangerous objects
- Children are not permitted to have cell phones and/or electronic devices used to take photos and videos for confidentiality purposes of other children and staff.

Attendance:

- Attendance will be taken daily. **If your child will not be attending, please call** and let us know as soon as possible. This especially applies to School Age Children who require pick up from school. Also, your child must arrive at school **PRIOR TO 9:00 am**, unless previous arrangements have been made.

Tuition

- Tuition payments are due each Friday for the upcoming week. A late payment fee of \$10.00 will be applied if tuition is not paid in full on Friday. If tuition and late fees are not paid in full by Monday morning, attendance will be suspended until payments are received in full.
- Tuition will be charged and must be paid if you choose to keep your child at home for any reason other than the requested and approved week of vacation. If your child is out more than two weeks, written arrangements must be made with the Center Director. Unpaid balances and failure to obtain written arrangements for extended absences will result in disenrollment, and the registration fee will be required for re-enrollment.

In the event tuition has not been paid on the due date, the following steps will be taken:

1. Notice to parent of tuition due date which will include late fees and last day to pay (3 days after due date)
2. If overdue payment is not paid, the parent will be notified that their child(ren) can't return until payment is paid in full (including any late fees that they may incur)

Outside Time

As a part of the outside time required by Texas Health and Human Service's we have to take the children out at least twice a day weather permitting. In the event the weather doesn't allow play, we will do inside inclement weather physical activity and play that consist of our large gross and fine motor skills. For our school age group we will be using the nearby park located adjacent to the Townsend Square shopping strip right across from Dollar General off Polk street. We will follow all health and safety guidelines as normal.

Holiday Schedule:

BRM Academy will open January through December on Monday through Friday from 6:30 am – 6:00 pm. (times vary per location)

BRM Academy will be closed to observe the following holidays:

- New Year's Eve (close early)
- New Year's Day
- Martin Luther King Birthday
- Presidents Day
- Memorial Day
- Independence Day
- Juneteenth
- Labor Day

- Columbus Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day
- Good Friday
- Please note the center may be closed varying holidays outside of the list above, all parents will be notified in a timely manner.

The Center will be closed on the weekend in which each holiday occurs, should the holiday occur on a Sunday, the center will be closed on Friday or Monday, with advance notice of which day. Employees may not receive holiday pay but is based on enrollment and the discretion of the owner.

Inclement Weather:

- In case of bad weather **BRM Academy** will notify you if we are closed. Please refer to the radio/television broadcast for school closing information. We will do four severe weather drills a year.

Meals:

- BRM Academy follows the USDA meal guidelines and provides morning snack, lunch and afternoon snack. The meals are nutritious and well balanced. You should be aware of mealtimes to ensure that your child is present.

Lunches and Snacks: Please do not send additional food and/or snacks for your child. If your child is allergic to and/or opposes a certain food, please let us know and we will try to accommodate. A meal will be served family style.

Signing In/Out Children:

At the time of arrival/departure, parents should assure their child(ren) are signed in/out. It is the parent's responsibility to make sure their child is recognized by their teacher that they are in the center. BRM Academy is not responsible for any children until they are signed in.

Early Dismissal:

Nap time is between 12:00-3:00 pm. Please be courteous of the scheduled nap times if picking up your child for early dismissals.

Release of Children:

The school is responsible for ensuring that each child leaves only with an authorized adult. Students will be released only to the person(s) listed on the admission information form in the student's file. Appropriate written permission **must** be on file for each person(s) who is allowed to pick up your child. A copy of ID will be made and placed in the child(ren) folder. If someone other than the parent/guardian is to pick up the child(ren) they must have a copy of their ID on file as well as be listed to pick the child(ren) up. There also may be a special code in which them, the director, and the teacher only knows.

IN AN EMERGENCY ONLY: If the person listed on your child’s enrollment forms are not available, a parent must call and give oral permission along with a brief description of the person to whom will be picking up their child, as well as the person(s) name and driver’s license number. They must show their driver’s license. If this request is made by telephone, a staff member will call the parents at the number listed on the enrollment form to confirm the request. **WE HAVE TO DO WHAT IS BEST TO ENSURE THE SAFETY OF YOUR CHILD.**

Accidents:

In the event of a serious accident, parents will be notified as soon as possible. We will seek emergency treatment for the child by dialing 911. We will not transport the child to the hospital; this will only be done by ambulance. Payment for the care/treatment is the responsibility of the parents. We will provide emergency information from your enrollment form to the hospital/doctor.

Medication:

BRM Academy administers only doctor prescribed medication, with the child’s name, dosage and how often. The parent must fill out, sign and date the medication authorization form as often as the medicine is required. We do not administer over the counter medications **NO EXCEPTIONS!**

Parent Notification:

Parents will be notified of all incidents, accidents, bites, bruises, updates, events, activities and changes via the parent notification board and/or phone located in the front of the main office on the table. Please contact the center’s director if you have any questions and/or concerns.

Illness:

- **Please do not bring your children to school if they have any of the following conditions:**
 - If your child has fever; your child must be fever free without the help of fever reducing medication for at least 24 hours before returning back to school.
 - A rash of any kind
 - Diarrhea or vomiting
 - Green or Yellow mucus draining from their nose and/or a severe cough.

Immunization Records: SHOT RECORDS MUST BE PROVIDED UPON ADMISSION. YOU MUST KEEP YOUR CHILD’S IMMUNIZATIONS UP TO DATE THOROUGHOUT THE YEAR.

- **Children having any of the following must have a doctor’s note to return to school.**
 - Eye infections
 - Mumps
 - Measles
 - Strep throat
 - Chicken pox
 - Lice or any other communicable diseases.

- **BRM Academy** will conduct health checks, if applicable.

IF YOUR CHILD BECOMES ILL DURING THE COURSE OF THE DAY, WE WILL CALL YOU IMMEDIATELY. YOUR CHILD MUST BE PICKED UP FROM SCHOOL WITHIN 1 HOUR FROM THE TIME OF THE CALL.

Visitations:

The center has an Open-Door policy on parent’s visits. The building, equipment and entire premises does not require approval for a parent of a child(ren) enrolled at BRM Academy. Parents are **only** required to sign in and out at the parent information desk. We recognize and support parent’s desires to see and spend time and participate in the program activities with their children whenever they can as long as they follow the volunteer/visitation policy and have a cleared background check on file. Parents are encouraged to visit the center at any time during center operating hours to observe your child. **(Visitation policies may vary based on Economic Conditions including Protective Gear that must be worn while on the premises.)**

Parent Participation Policy:

BRM Academy is committed to promoting a warm and welcoming environment for all parents, children and community members. We acknowledge and value the role of the family as their child’s first and most influential teacher and therefore welcome families to be actively involved in their child’s learning and care. In order to participate in ANY activity with your child(ren) the following policy requirements must be met:

- Parents must sign up with the volunteer signup sheet at the front desk
- Parents must have a cleared background check completed
- Parents must follow the volunteer hours which are only M-F 9am-5pm

Hearing & Vision Screening:

All children enrolled in a licensed facility who are 4 years old must have hearing and vision screenings on file at the Center. If your child is currently 4 years of age, we must have this at the time of admission.

Tuberculosis Screening:

TB screening and testing requirements vary across the state. If the regional or local health authority where the center is located requires TB testing for children, then your Center Director or Faculty Coordinator will ask for documentation that your child is free from active TB.

Tax Statement

A statement will be provided upon request before January 31st of each year for those who plan to expense childcare when filing taxes with the IRS. Parents have access to their tax statement through the Parent Procure App.

Rate Sheet will be provided separately to accommodate each age group.

Parent Update Contact Information

You can update your contact information either by sending an email to breakthroughrm@yahoo.com or by using our parent communication app, ProCare

Accommodating Families and Children

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:

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

Policies Are Reviewed Annually and Updated If Necessary

At BRM Academy, we strive to maintain high standards of quality in our policies and procedures. To ensure that they remain current and relevant, we conduct annual reviews and make updates as necessary.

This means that we take the time to carefully evaluate all of our policies and procedures on a regular basis, with the goal of identifying any areas that may require improvement or modification. By doing so, we are able to stay up-to-date with the latest best practices and industry standards, and ensure that our school remains a safe, nurturing, and supportive environment for all students.

Screen Time Policies

Because we care about the health and well being of the children in our care, we follow best practice recommendations on screen time:

- Children under 2 should have no screen time
- Children age 2 and over should watch less than 1 hour per week at child care.

Screen time includes the use of television, videos, computers, and video games during care.

Refund Information

At BRM Academy, we have a strict policy regarding refunds. Please note that we do not issue any refunds under any circumstances.

We understand that unforeseen circumstances can arise, and that plans may need to be changed. However, due to the nature of our business and the services we provide, we are unable to issue refunds for any reason.

Breastfeeding:

- Parents will be provided a comfortable place, with a seat, in the center or within a classroom that enables a mother to breastfeed her child. Parents will also have the option to breastfeed and/or provide breast milk for their child while in care.

Changes to The Parent Handbook/Policies:

The Center, at its discretion, may change any policy contained in the Parent Handbook. Parents will be notified of any changes by email or written notice distributed to children’s cubbies.

Parental Notification:

In the event parents need to be contacted for any reason, we will attempt to call parents utilizing the admission information from the enrollment form or send a note home with the child. If you have any questions or concerns to review or discuss any policy or procedure, we recommend you schedule an appointment with the Director or Assistant Director. By scheduling an appointment with the director and/or assistant director, it allows enough time to allocate the designated time to you.

Child Abuse:

The Center is required by law to report any apparent incidence of child abuse or neglect defined as “Non-accidental infliction or threat of infliction of physical, emotional, or mental harm to a child.” All such reports must contain the name and address of the child, the name and address of the person responsible for the care of the child, and any other pertinent information.

We have several methods for preventing and responding to abuse and neglect of children, which include, a required 24 hours of annual training for each employee and 30 hours for the director that will be taken through an online child abuse recognition website. There is a daily poster that includes the website, and verification of employees and their hours. The website will train employees on the following:

- Methods for increasing employee and parent awareness of issues regarding child abuse and neglect
- Warning signs that a child may be a victim of abuse or neglect (see flyer attached)
- Factors indicating a child is at risk for abuse or neglect

- Methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect
- Strategies for coordination between the center and appropriate community organizations
- Actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention, including procedures for reporting child abuse or neglect;

Assessment, Intervention and Referral Services (AIRS).....	817-335-4673
Child Abuse, USA - Child Abuse Hotline.....	800-252-5400 (24Hrs)
Child Protective Services of Tarrant County (CPS).....	817-792-4400
	800-252-5400 (Hotline)
First Call.....	211 (For Help)
National Domestic Violence Hotline	800-799-7233 (24 Hrs)

Contact Licensing:

To contact the local licensing office, please call 817-321-8604 or 1-800-252-5400 1501 Circle Drive, Fort Worth, TX 76119

Minimum Standards:

Parents can review the Minimum Standards, at the center, upon request. Please contact the Director or Assistant Director. Most recent inspection is located on parent board. Parents may also view minimum standards for all child care facilities in the state of Texas at the following website:

https://www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/746_Centers.pdf

Gang Free Zone:

Gang-related criminal activity or engaging in organized criminal activity within 1000 feet of a childcare center is in violation of the law and is therefore subject to increased penalties under state law.

Photographs & Student Directories:

BRM Academy often take photographs of the children during parties, special events, and/or everyday activities. These photographs will be used on our website, in scrapbooks, and in other forms of promotional materials. We can also create and distribute a “Student Directory”, which will include all the CHILDREN’S names, addresses, and phone numbers. This directory is used to assist parents with birthday invitations and play dates. It is also used by our Parent Cooperative Committee to keep all parents informed about special events and fund-raisers. **IF YOU DO NOT WISH TO HAVE YOUR CHILD’S PHOTOGRAPH TAKEN OR NAME AND INFORMATION IN THE STUDENT DIRECTORY, YOU MUST GIVE THE OFFICE WRITTEN NOTICE WITHIN 1 WEEK OF RECEIVING THIS HANDBOOK.**

Water Activities:

Water activities include wading pool and sprinkler system. Pools will be drained, stored and sanitized daily. We ask that each child bring a change of clothes, their own towel, water shoes and their own personal bag for storage. Individual items including sunscreen must be labeled with child’s name.

Indoor/Outdoor Activities:

Physical activity is vital for a child’s development and lays the foundation for a healthy and active life. And when it comes to kids, the best form of physical activity is play! Both indoor and

outdoor active play experiences are important for a child’s development. It is good for children to participate in structured and unstructured play, in both indoor and outdoor settings, every day. Fresh air and vitamin D from the sun is important as well. **Some of the outdoor activities** may include: Throwing a ball into a bucket and varying the distance. • Catching games. • Follow the leader games. • Making an obstacle course. • Kicking and throwing using a soft ball. • Running and stopping. • Hitting a soft ball. • Blowing bubbles and trying to catch them before they pop. • jump rope or hula hoop. **Some indoor activities** may include: Throwing a soft ball into a bucket and varying the distance. • Musical chairs. • Dancing to action songs. • Follow the leader games. • Making an obstacle course. • Kicking and throwing using a soft ball. • Play heads and shoulders, knees and toes. • Acting out a story. • Jumping over a piece of rope or any other suitable recyclable object, . • board games. We will play in the grassy area alongside the building in a fenced area when playing outside. Please dress your child in comfortable PLAY CLOTHES. We get dirty sometimes, and enclosed toe shoes are mandatory. Sorry no flip flops or sandals please. And during winter seasons proper clothing such as coats, mittens and hats are required. Duration for outside activities will be an hour depending on weather and then its subject to change.

Health Checks:

Upon arrival to the center, all children are given a “Health Check” by a Caregiver/Staff. In the event, that a staff member notices something unusual, parent will have to sign a “Health Check Form” before leaving child in BRM Academy. **Note: We have a business attorney and liability insurance.** Waiver of Right to Sue: Except for the Corporations promises and obligations contained in **this** Agreement, you further agree, promise and covenants that neither BRM Academy, nor any person, organization, or any other entity acting on BRM Academy’s behalf will file, charge, claim, sue or cause or permit to be filed, charged or claimed, any action for damages or other relief (including injunctive, declaratory, monetary relief or other) against the Corporation, involving any matter occurring in the past or future which is to be Effective this Date of this Agreement or involving any continuing effects of actions or practices which arose prior to the Effective Date of this Agreement or the termination of contract.

Behavior Management

Children are expected to comply with all regular BRM Academy rules and regulations. A parent is required to sign a copy of the Behavior Management Policy for each child at the time of enrollment. A parent is also required to sign the Behavior Notice at the time a child's behavior is inappropriate. However, a parent's refusal to sign a Behavior Notice does not excuse inappropriate behavior of a child and does not prevent dismissal of the child if behavior warrants dismissal. The basic policy includes methods such as talking to the child about the problem, removal of the child from the group, use of positive redirection whenever possible, limiting privileges, and/or consulting with parents. Parents contacted about behavior problems are expected to cooperate with staff in assuring the elimination of inappropriate behavior. One of the goals of our behavior process is to help children develop self-discipline and give them choices whenever possible. Corporal punishment, sarcasm and yelling by the staff are not acceptable means of disciplining children in the program.

Limits are set on behavior to provide a safe and caring environment where children can play and learn. Limits are set for three primary reasons: 1) to prevent children from injuring themselves or others; 2) to prevent the destruction of property, materials, or equipment; 3) to help children learn respect for themselves, other children, and adults.

A child may be immediately dismissed from the program if the child’s behavior is determined to be detrimental to the child or to the well-being of others at BRM Academy. Immediate dismissal of an entire family may occur in the event of inappropriate behavior of parents who are on Wee Care property. Adults are expected to model the desired behavior that is expected of the children. Profanity, threats, or disruptive behavior will not be tolerated.

A child who is dismissed due to behavior issues will no longer be eligible to attend at any time.

Discipline:

In order to maintain a fun and educational environment, we must enforce a discipline policy. In the event a child is having a behavior problem, we will

- Speak to the child on the child’s eye level in a positive manner. We will discuss the problem and what the child needs to do to correct it.
- In the event the talk does not correct the problem, the child will be denied privileges, such as, 5 minutes of playtime, dependent upon their age and maturity level.
- If the problem involves the physical injury of another child or a staff member, the child will be removed from the class immediately until the situation is diffused. If a child exhibits violent behavior on a regular basis, we will speak to the parents in the hopes of finding a solution. We will also try daily suspensions from **BRM Academy Center**. Parents may be asked to seek professional guidance for their child. If this action is taken, then a reasonable amount of time will be allowed for improvement.
- If no solution is found and the behavior becomes an ongoing problem, you will be given 1 week to find another childcare facility. **We must do what is best for the well-being of all children.**

What we will do regarding discipline:

- We will use age-appropriate consequences for unwanted behaviors
- We will try to use preventative, not punishing techniques such as, age-appropriate time outs, separation from activities, discussions on behavior, redirection to another activity, etc.
- We will teach anger management skills
- We will approach each child as an individual and deal with them in a way that is most appropriate for their age level and personality.
- We will train our staff to deal with an array of discipline issues.
- We will use special restraining techniques if a child is uncontrollable and in danger of hurting themselves, another student, or staff member.

What we will NOT do regarding discipline:

The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, or biting 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 a child in a locked or dark room, bathroom, or closet
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age, including requiring a child to remain in a restrictive device.

All forms must be completed and received by Child Care Provider before care begins

Suspension/Expulsion:

In the event BRM Academy experience intolerable behavior from a child, the following steps will be taken:

1. Verbal Warning
2. Written Warning
3. Parent Conference
4. Suspension from Child Care Facility (which can lead up to 3 days)
5. Permanent Expulsion from the Child Care Facility

In the event tuition has not been paid on the due date, the following steps will be taken:

3. Notice to parent of tuition due date which will include late fees and last day to pay (3 days after due date)
4. If overdue payment is not paid, the parent will be notified that their child(ren) can’t return until payment is paid in full (including any late fees that they may incur)

Conferences

BRM Academy staff, including the director will meet with any parent who has a concern about a child or the operation of the program. If you feel you need a conference at any other time, please talk with the director. If a resolution is not agreed upon, please call Director Ms. Floyd at 972-850-6494.

Homework

Opportunity is given for children to work on homework during after school time. However, it is not the responsibility of BRM Academy staff to ensure that a child's homework is completed or correct.

Insect Repellant/Sunscreen:

During spring and summer months, children are permitted to use insect repellent and/or sunscreen. Parents are responsible to provide these items for usage at the Child Care Facility. Parents will be notified by staff when refills are needed.

Emergency Preparedness Plan

Evacuation of building is available at the center upon request.

Newsletter/Parents' News Board

A memo or event calendar is produced to keep families informed about the events occurring at BRM Academy. Parents should check for program updates posted, snack menus, activity information, weekly lesson plans and themes.

Parent Participation

BRM Academy encourages parent involvement. Parents may meet with staff to discuss their child's needs and exchange information. Parents are encouraged to participate several ways:

- Attending orientation meetings and/or parent-staff conferences as needed or requested.
- Volunteering to help in the program—reading stories, sharing a craft or game, accompanying staff and children on field trips (must have appropriate volunteer approval through TDFPS). Background request is also required.
- Participating in Career Week. Discuss your job duties or a career that interests you.
- Sharing enrichment ideas and outside resource leads.
- Donating outgrown games, craft items, etc.
- Keeping all personal information current with the program such as home phone numbers and address parents' work and cell phone numbers, emergency contact phone numbers, etc.

Volunteers must complete the appropriate forms and must receive an approved criminal records check before volunteering.

Communication

- A. The emergency telephone # that is on file with child-care licensing (TXDFPS) is 1-800-252-5400
- B. We will communicate with local authorities, parents and DFPS
 - a. Fire, Law Enforcement and Emergency Medical Service: by center phone, 911 box to right of front door or cell phones will call 911
 - b. Parents will be contacted by center phone, cell phones or if available email (Center Director or the designated responsible person will bring folder containing all children's contact information)
 - c. Child-care licensing (TXDFPS) will be contacted by center phone or cell phones; 817-321-8604 or 800-252-5400

Staff will evacuate with the following essential documentation

- A. Parent and emergency contact telephone numbers for each child are kept on 8x5 cards in a file box at the front desk. Center director or the designated responsible person will bring box containing all children's contact information. If possible, emails can be sent through on-line software from any computer.

- B. Authorization for emergency care is also listed on these cards and again the center director or the designated responsible person will bring box containing all children’s contact information and authorization for emergency care.
- C. Teachers will bring their attendance sheets at the time of evacuation which provide the child tracking system information for children in care.

Tornado procedures

- A. Infants are to be taken to the designated safe wall in their classroom. Teachers will have roll sheets and flashlights.
- B. Toddlers are to be taken to the designated wall in their classroom and covered by nap mats. Teachers will bring roll sheets and flashlights.
- C. Preschoolers are to be taken to the designated wall in their classroom in a duck and cover position. Teachers will bring roll sheets and flashlights.
- D. The remaining classrooms are to be taken to a designated wall and assume the duck and cover position. Teachers will ring roll sheets and flashlights.

Medical Emergencies

- A. Teachers will contact the office to inform them of the emergency and the office will take charge of that child.
- B. Director or person in charge will direct someone to call 911, give first aid to the child, contact the physician identified on the child’s record, contact the child’s parent and insure supervision for the other children in the group.

Communicable Disease Outbreak

- A. Remove child from care until release from doctor.
- B. Report to the State Health Dept. and follow their instructions.
- C. Inform all parents of the children exposed and provide them with the health Dept. information sheet.

Human Caused Events

Late Pick Ups

In the event you are late picking up your child(ren)there will be a \$1 per minute late fee, and this is to be paid at the time of the late pick up.

Vacations

When you, the parent/provider, decides to take a vacation the center asks that the parent/guardian gives the center a two week notice and during that week of vacation half a week’s tuition will be due before you leave on vacation. This is to keep your spot in the preschool. (Kids at Heart reserves the right to change this if needed)

Withdrawal

In the event that the parent/guardian is in need to part with BRM Academy, a two-week written form must me turned in and the child’s last two week must be paid whether they attend these weeks or not.

Preschool Curriculum/Schooler Program

The preschool curriculum focuses on preparing the students for school. This is taught to ages infant to 5 year. Please feel free to talk to the director or your child’s teacher about this curriculum. The parent/guardian will receive monthly newsletters as well as daily notes informing them how their children are doing with the curriculum and what they can expect their child is learning. This will be sent through hand out forms, email, and etc... Our before and after school program we help students to set up a productive school day by encouraging them to be responsible, independent, boost their self-esteem, encourage critical thinking, problem solving, self-awareness and much more.

Potty Training

BRM Academy is more than happy to encourage potty training as long as we feel that the child is ready (usually starts between the ages of 2 to 3 year. Depends on the child) The initial start needs to be done at home for at least three to four weeks with success before it can be effectively started at preschool. If your child is successful early than the three to four weeks of being successful let me know. Parents will be required to provide pull-ups and wipes during the potty-training process. Children will be allowed to attend preschool in underwear if they are successful at home for at least the three weeks, possibly four, in pull ups and has not had any we pull-ups or bowel movements. During the time they are in the process of being trained I ask that the parents still provide pull-ups and wipes until we, the parent and the preschool teacher/director, feels that they are completely potty trained and have no accidents. I also ask that the parents provide me with at least one or two more change of clothes, total of three to four pair of clothes to be left here during this process. Communication during this time is very important. For a successful transition from diapers to toilet. If there is a lack of communication this may not be very successful. Thank you so very much. Please let me know if you have any questions or concerns.

Teachers/Staff

All our staff, teachers, directors, cook, are very passionate about your child’s happiness and growth therefore, we, as a team, are dedicated to providing a very safe, and fun learning environment so that to help each child grow and flourish. Our dedicated teachers and staff believe that this is more than just a job, this is their opportunity to share their love in helping each child shine their brightest. Our small teacher to student ratio helps the teachers to focus more on each individual’s learning and their needs. You can expect daily communication with your teacher whether it be through a daily note, daily email, monthly newsletter, or verbal talk. Our teachers and staff are very dedicated, too, in obtaining any and all types of child related training so that they can continue to help each and every child in our center shine their brightest.

In Closing

BRM Academy would like to thank each of you very much for choosing BRM Academy for your child/children to learn, grow and shine their brightest. I can assure you that your child or children will be very happy here. Throughout the day, again, please feel free to call, drop by, or etc... anytime. Thank you so very much!!!

““Where Creative Minds Are Born and Developed.””

Thank you so very much!!!
BRM Academy
“ Where Big Hearts Shape Little Minds” !!!



Handbook Acknowledgment of Policies

All forms must be completed and received by Child Care Provider before care begins

WE DO OUR BEST TO SERVE ALL CHILDREN, HOWEVER, WE RESERVE THE RIGHT TO SUSPEND OR TERMINATE CARE, WITHOUT NOTICE OR CAUSE, AS WE DEEM NECESSARY. When care is terminated for **ANY reason, whether due to parental concern or director concern, **NO REFUND** or credits will be issued.**

CHILD LAW: We are required by Law to report ANY suspected Child Abuse.

Tuition Contract and Parent Acknowledgement.

You can view a copy of the Child Care Minimum Standards Guidelines (located in the office).

You can also view BRM Academy most recent Inspection Report(s) (located on the Parent Bulletin Board).

Local Child Care Licensing Information: 1501 Circle Drive, Suite 310, Fort Worth, TX 76119, 817-321-8604

DFPS Child Abuse Hotline – (800) 252-5400

DFPS Website - <http://www.hhsc.state.tx.us/>

Signs of child abuse and neglect

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities including non-contact activities.

Key features

There are few physical signs, more likely to be emotional and behavioural factors.

- Aggression
- Withdrawn
- Self harming, including eating disorders
- Drawings of sexually explicit behaviours
- Promiscuity/ precociousness
- Inappropriate sexualised conduct
- Sexually explicit behaviour
- Reluctance to remove clothing for swimming or PE

Sexual abuse can be very difficult to recognise and reporting sexual abuse can be an extremely traumatic experience for a child. Whilst the media often focuses on 'stranger danger', studies indicate that between 80 and 90% of cases involve a known adult.

The internet has increased the risk of non-contact sexual abuse and children must be alert to these dangers when online.

Neglect

Neglect is the failure to meet a child's physical and or psychological needs.

Key features

- Inadequate clothing for the child's size, weather or time of year
- Underweight for age
- Frequent school absences
- Poor health
- Emotionally needy
- Persistently dirty with a body odour



High Risk Factors

- Families with complex needs
- Parental substance use
- Poor parental mental health
- Parents with learning difficulties
- Children with disabilities
- Families with past history of childhood abuse

Physical Abuse

Physical abuse involves any action that causes physical harm to a child including fabricating the symptoms of or deliberately inducing illnesses.

Key features

- Bruising of various ages
- Bite marks
- Burns and scalds
- Fractures in non-mobile children
- Injuries in unusual areas or with well-defined edges
- Old injuries or scars
- Refusal to discuss injuries
- Inconsistent explanations
- Talk of punishment which seems excessive
- Arms and legs kept covered
- Reluctance to remove clothing for swimming or PE
- The parents are uninterested or undisturbed by an accident or injury

Further Information

The statutory guidance for schools is set out in the following documents:

Keeping Children Safe in Education (2016)

What to do if you're worried a child is being abused (2015) (non-statutory)

Working Together to Safeguard Children (2015)

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child.

Key features

- Development delay.
- Abnormal attachment to parent/ carer.
- Low self-esteem.
- Lack of confidence.
- Inappropriate emotional response.

“Where Creative Minds Are Born and Developed.”



DO NOT SIGN THIS PAGE UNTIL YOU HAVE READ THIS ENTIRE POLICY HANDBOOK, WE WILL STRICTLY ENFORCE ALL RULES AND POLICIES PRESENTED.

I have read and understand **BRM Academy** Policy Handbook, especially and specifically the sections regarding: Attendance; Medications and Illnesses; Discipline; Tuition and Fees; NSF Checks; Late Pick-up Fees; Misc. Fee; and Holidays. I understand that by signing this contract I am bound by its contents. I agree to abide by these policies and pay my fees in a timely fashion. In the event that I do not abide by these policies, I understand that my child will not be able to attend this school and will be asked to leave. I understand that these policies and fees are subject to change at the owner’s discretion, although the owners will do their best to announce any changes at least 10 days prior to the implementation of them.

Parent Signature _____ **Date** _____
Parents Driver’s License # _____
Child’s Name _____

My signature verifies I have read and received a copy of the Emergency Preparedness Plan.

Parent Signature _____ **Date** _____

PARENTS WILL BE NOTIFIED OF ANY CHANGES, AMENDMENTS OR UPDATES MADE TO THIS HANDBOOK AS SOON AS POSSIBLE.