

Yaya's Family

(a First Adventures)

Daycare & Preschool

Parent Handbook

Updated August 2024

Licensing No: 1655718

Licensing Name: First Adventures LLC

Every parent deserves to have family they can depend on

Our Core Values

Our core values and mission, "**Every parent deserves to have family they can depend on**," are the foundation of everything we do. They guide our actions, decisions, and interactions, serving not just as ideals but as a code of conduct for ourselves, our families, and our staff. These principles ensure that we create a supportive, trustworthy, and inclusive environment where everyone feels valued and respected. By holding ourselves to these standards, we build a community that truly embodies the love, trust, and dependability that every family deserves.

Love Like Family: The Healthy Kind

At Yaya's Family, we treat every child, parent, and staff member with the same care and affection that you expect from an emotionally healthy family. We embrace and respect each other's differences, valuing diverse experiences and fostering growth through understanding. We honor all cultures and beliefs, speak to each other kindly, and support one another in reaching our goals. Trust, mutual respect, and open-mindedness guide us as we create a warm, welcoming environment for everyone.

Partners In Parenting

We want the best for your child, just as you do. Our commitment to creating a safe and loving environment requires a strong partnership with you. Open communication and mutual respect are key as we work together to support your child's growth and potential. We can't do it without your collaboration, and together, we ensure the best outcomes for your child.

There Are No Bad Kids

We believe every child is unique and deserving of care, no matter their challenges. We focus on understanding each child's needs, working closely with families to help them thrive. Biting and other behaviors are seen as communication frustrations, so we teach sign language to help them express themselves. Our inclusive approach ensures that no child is ever labeled as "bad." Instead, we see their potential and commit to bringing out the best in them, fostering a supportive and understanding environment for all.

Lighten The Load

We know how tough it is to balance work, family, and everything in between—we've been there too. That's why we're committed to easing your burden with flexible policies, clear communication, and extra support when you need it. Just as we bridge the gaps for you, we trust you to follow our simple policies to keep everything running smoothly. Together, we ensure parents and staff have what they need to thrive. We're excited to soon offer new options to further lighten the load for our parents.

Trust Your Gut

You know more than you think, and your instincts matter. We want you to feel completely at ease when leaving your child with us. That's why we've implemented strict health, safety, and emergency protocols to ensure your child's well-being, allowing you to focus on your day with peace of mind. We prioritize proactive measures, so you can trust that your child is in the safest hands, cared for by people who value their security as much as you do.

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Love Like Family

Welcome From Our Director



Welcome to our family. My name is Zahia, Yaya if you're learning how to talk, and on behalf of myself and the rest of the teachers I would like to welcome you to our daycare. I worked at this daycare before Marie bought it in 2017, and truly feel like this is my home, my family. This is one of the reasons why we love you like family, and our goal is to make it feel like home for you and your family.

Our mission goes beyond just providing childcare. We are committed to creating a home-like environment where your child can grow, learn, and thrive. Every day, our team of dedicated teachers pours their hearts into nurturing each child, fostering a safe and loving space that feels like an extension of your own family. We take immense pride in our

diverse and inclusive community, where every culture is celebrated, and every child feels valued.

We have amazing teachers, most of which have been with us for years now and a lot from different cultures and backgrounds. We strive to provide a second home for them too, where they feel safe, supported, and encouraged to follow their dreams. We strive to make them feel valued for the hard work they do day-in and day-out and for their dedication to being your partner in parenting.

At Yaya's Family (a First Adventures) Daycare & Preschool, Our biggest goal is to take any worry away from you about leaving your children with us. We are happy to answer all of your questions and concerns, and we promise to treat your concerns with respect and act on it quickly when necessary to make sure you do not worry.

During your time with us, your child will flourish from the love and attention given. While we do not have an academic curriculum, we find all of our children ready for Pre-K or Kindergarten both socially and academically.

- *Zahia Ibrahim, Director*

History Of The Daycare From The Owner



“How can you tell her to follow her dreams if you’re too scared to follow yours?”

That was the moment, when my child was 6 months old, that I, Marie-Anne Holland, was going to be buying a daycare. That and Zahia saying “We can do this together. I’ll be with you every step of the way”.

I bought First Adventures (then Childreninos) when my daughter was 6 months old. I was working in IT but knew my heart was always in entrepreneurship. A daycare wasn’t necessarily in my top choices for businesses to start, but here it was, up for grabs. Plus, with an October baby, that meant an extra year of childcare and it seemed like a decent enough deal to not have to pay childcare for 6 years.

We were starting to figure things out finally in 2020 (our first profitable quarter) when COVID hit. Thankfully, because of the size of our daycare and the resources available to us, we were able to come out of that better off than before. We were able to keep staff that wanted to work, offer large rebates for those that weren’t comfortable keeping their kids in childcare but wanting to keep their spots, and waiving any time requirements for pulling their child out. It was a trying time and we could only get through it together.

In early 2021, we decided we were ready to start the expansion process and have been at it since, finally finishing Fall 2024. While the construction process itself is slow, it gave us a lot of time to prepare. This included creating core values, ensuring the staff we hire upholds them, better processes and admission process, and more. We are thankful for this time as it helped ensure that our families continue to feel the same love, care and connection from Zahia and our teachers.

Zahia and I have created something we are both incredibly proud of. I’m actually so proud of Zahia and how she has run the daycare from day one that we are in the process of renaming it from First Adventures LLC to Yaya’s Family Daycare & Preschool in her honor. After all, if you’re reading this, you’ll soon know what it feels like to be a part of Yaya’s Family, and it’s truly something special.

Marie-Anne Holland, Owner

About Us

Yaya's Family (A First Adventures) Daycare & Preschool is a play-based, natural learning environment for infants, toddlers, and preschoolers that focuses on the developmental progression of each child. Through age-appropriate toys and activities, we encourage our students' curiosity, creativity and compassion for others. We strive to help each child reach their full potential by creating a fun and active learning atmosphere.

Yaya's Philosophy

We believe that exceptional child care depends on consistent caregiving in a home-like atmosphere. Children grow and learn best in a safe environment that provides opportunities to explore, create and communicate with other children and adults. These groups function independently, as well as cooperatively, following routines appropriate to individual needs. Our program is designed to be inclusive of all children, including those with identified disabilities and special learning and developmental needs.

Yaya's Family Daycare & Preschool is designed to include both planned and spontaneous activities in response to children's interests. Experiences with music, movement, art, language and building are incorporated into daily plans. Regularly scheduled snacks and meals, rest time, indoor and outdoor play, and routines in physical caregiving promotes the child's health, comfort and ability to care for his/herself. There is maximum flexibility for the children as a group and as individuals.

Children are encouraged to develop a positive self-image, learn inner control and cooperate with peers and teachers. Clearly defined limits help children recognize and accept their emotions and express their feelings as they grow and feel secure in the world around them.

Our Guarantee

We guarantee that every child in our care will be treated like family, ensuring they are loved, safe, and nurtured just as they would be at home—or we'll make it right, no exceptions.

Non - Discrimination

Yaya's Family does not discriminate; we admit students of any race, color, and nation or ethnic origin to all the rights, privileges, programs and activities made available to all students.

Cultures

At Yaya's Family, we place special importance on having teachers who know multiple languages. We strive to hire people from different backgrounds to give our children some exposure to a multitude of cultures. Babies are taught “Baby Sign Language”, but teachers continue to teach Sign Language to children in our Toddler and Preschool rooms. We believe that knowing multiple languages is a valuable asset, one that is best developed at an early age. We are passionate about developing different areas of your child’s brain that only our center can provide.

Our Commitment to Your Family

1. **Creating a Safe and Nurturing Environment:** We are dedicated to providing a secure and healthy space where every child feels at home, loved, and supported.
2. **Celebrating Cultural Diversity and Language Learning:** We expose children to a rich variety of languages, including English, Spanish, French, Hindi, Arabic, and American Sign Language, fostering a deep appreciation for different cultures.
3. **Fostering Holistic Development:** Our curriculum is designed to nurture the whole child, promoting growth in social-emotional, physical, cognitive, and language skills through engaging and age-appropriate activities.
4. **Supporting Parents with Respect and Expertise:** We believe in respecting every parent’s choices and offering our expertise as a resource, creating a partnership that enhances the well-being of each child without judgment.

Partners in Parenting

Enrollment Process

Eligibility

Children are eligible to attend the school unless there is a specific medical or developmental need that cannot be met by the teachers. The Yaya's Family Daycare & Preschool Director will determine whether a child is eligible for admission. The Owner will make the final decision for cases where The Director is unsure about being able to meet the child's needs.

However, we want you to know that children who have not had their needs met at other centers are our specialty. Please do not hesitate to tell us about your child's unique needs so that we can best accommodate them.

Parents must complete the entire online application for the child to be considered for enrollment. No spot is guaranteed until the enrollment paperwork has been received by the director and the **registration fee** and **deposit of half the tuition** is paid to the center.

Enrollment Records

The following items are required at the time of enrollment:

- Non-refundable** \$175 Registration Fee per child to be paid upon holding a spot (Starting 2024)
- Non-refundable deposit** of half of your child's monthly tuition payment to hold their spot. Payment must be made to hold the spot. This deposit will be **credited to your account** on the **last payment** of your child's tuition.
- Admission Form
- Reading the Parent Handbook - Return Signed Form

The following items are required on the child's first day:

- Statement from Health Care Professional that child can attend
- Up-to-date Immunization Record
- Emergency Information

Yaya's Family believes that through open communication, mutual respect and cooperation between teachers and parents, we can better meet your expectations and child's needs. We believe that parental involvement is in direct correlation to children's achievements, so we would really love to see you get involved in any way you can.

Involvement Opportunities:

- Sharing your culture
- Sharing a talent or a job with your child's class
- Attending Parent Involvement Meetings

Communication Policies

The center values open, ongoing communication with families and encourages their involvement in their child's education and care. Multiple channels will be used to keep parents informed and engaged, including daily reports, regular meetings, and events.

Procedures:

- Parents will receive daily reports via app or paper detailing their child's activities, meals, and nap times.
- Biannual parent-teacher conferences will be scheduled to discuss progress, goals, and any concerns.
- Monthly newsletters will be sent out with updates on curriculum themes, upcoming events, and center news.
- Parents are welcome to participate in classroom activities, special events, and volunteer opportunities.

Parent Conferences

Teachers will schedule **two mandatory** parent conferences annually to update parents about their child's development. The educators will document your child's progress through individual observation and evaluation to share with parents during a Progress Report meeting scheduled between the parent(s), the Director, and your child's main teacher if necessary. Through the report, we hope to share where the child demonstrates special and specific ability, how your child is developing towards important milestones, and more. All documentation of conferences and evaluation reports will be kept in your child's records in the office.

Parent Group Meetings

Group meetings will be held as needed, with the date and time of the meeting announced in the monthly newsletter. These meetings are designed to involve parents by discussing mutual interests and needs of the parents and the program. They will also be used for updates on policies, changes to the handbook, and other important information. We understand not everyone can always attend the meetings, but they are a good way to stay involved and up to date on the center. Meeting Minutes will be sent via email for those who could not attend.

Parent Education

The daycare will offer a variety of workshops and resources on topics such as child development, positive parenting, and work-life balance. Our goal is to engage parents as partners in their child's education. According to [Family Engagement Research](#), "Parent education leads to stronger family bonds and improved child outcomes."

Other Ways We Communicate

- **Brightwheel:** Use the Brightwheel app anytime throughout the day to communicate with your child's teacher. All lead teachers have the app on their phones and for those teachers that do not, we have tablets in the rooms for communication with you at all times. Teachers will post notifications regarding your child's scheduling including - potty notifications, diaper changes, snack, meal times, photos, etc.
- **E-mail:** Director and Owner send emails to parents to inform them about incidents, changes, absences, dues and holidays.
- **Phone calls:** Director and authorized teachers make phone calls to parents to inform about incidents, accidents, allergies, illnesses, holidays, any need of the child, etc.
- **Newsletters:** Monthly newsletters are available for parents with updates and information related to that month
- **Verbal communication:** Teachers and director are able to communicate verbally with parents daily in English, Spanish, Hindi, Sign Language, French, and other languages
- **Conferences:** Parents are welcome to request conferences at any time they need it. There are 2 scheduled conferences to share children's progress and updates to parents. The conferences are scheduled at the parents most available times. The lead teacher and director are present at the conference time.
- **Planning Together:** Parents and teachers develop a plan of action to help children with specific situations and or to address challenging behaviors.

- **Bulletin boards:** Our center bulletin board has monthly newsletters and other information as well as a place for you to bring announcements or newsletters for other activities or job information that you want to display. Please ask the director for more information.
- **Community Resources:** News is posted on the community events (flyers) board. We also have a list of community resources available in the office.
- **Surveys:** Surveys will be sent to get feedback from parents about their feelings towards the direction the daycare is going, what they would like to see next, best ways to reach those goals together, etc. The result of the surveys are considered for immediate implementation when appropriate.

Minor Accident Report Policy

If your child is involved in a mishap that requires any type of attention or first aid, and the office does not feel that you need to be called, you will be notified with an incident report at pick-up. You will be advised of what happened, where it happened, and what action was taken.

Incident Policy

Yaya's Family Daycare & Preschool teachers will inspect the children's play areas regularly for unsafe conditions. You are asked to report any hazards you see to the director.

Though teachers are trained to be alert, sometimes accidents happen when children play or have a disagreement with a playmate. All accidents and incidents that take place in the facility must be recorded. Minor bumps and bruises will be cared for by the teachers.

In case of a serious accident, we will call 911 first.

Then, using the updated medical and emergency contact information from the Parent Portal, parents, and/or emergency contacts will be called.

Next, you will receive a copy of this report and a copy will be kept in your child's classroom for future reference. If a serious injury should occur, you will be notified immediately; therefore, current emergency information must be kept in your child's file at all times. Please ensure you have listed your Emergency Room preference on your child's account. Childcare teachers are trained in CPR and first aid, but EMS will be called if necessary.

Concerns & Issues

Parents are encouraged to discuss concerns about their children with teachers. If any concerns remain unresolved, you can take action by:

1. Requesting a parent conference
2. Writing your concern to the Center Director
3. Requesting a meeting with First Adventure's Owner

When a parent has a concern about some aspect of our childcare program we will take every step to help resolve the issue as promptly as possible, keeping the safety and well being of the children and teachers as a priority.

Daytime Contact Policy

An appointed person in charge will always be available during operating hours to receive your phone calls or to call you back. You can also send us a note through Brightwheel to get in touch with us. These are both appropriate ways to let us know you will be late, absent, picking up early, or going on vacation.

Open Door Policy

Yaya's Family Daycare & Preschool provides open doors for parents to access their children during the Center's hours of operation, unless contact is prohibited by court. Please remain aware that teachers need to be focused on watching children during pick-up and drop-off and to schedule conversations with the Director or teachers if you want to discuss something in greater detail. Feel free to come into the classroom any time to see what your child is learning, or to use our breastfeeding area for some quality infant bonding time.

Information Exchange Policy

Providing the teacher information about your child's mood, demeanor, special needs and other recent changes will help ease the transition into the childcare center for the day. The teacher's notes about your child's day will be available to you on Brightwheel. While in the classroom, a teacher's focus is on the children in the room. If you need to discuss anything more than one minute, please schedule a time at the office.

Arrival and Departure Policies

Child Responsibility Policy

The child will become the responsibility of Yaya's Family Daycare & Preschool once the parent has signed the child in and has handed, or walked, the child over to the teacher currently in the classroom. It is important to make sure the teacher in the classroom has acknowledged that your child has arrived. Until such acknowledgement has occurred, the child is your responsibility. At the end of the day, the child becomes your responsibility once you have signed the child out and the child has been handed or walked to you.

For safety reasons, please ensure you check your child in/out with their Brightwheel code **only after you have dropped them off/picked them up from their classroom teacher each day.**

Cell Phone Policy

Please refrain from using cell phones while checking your child in and out from daycare to make time for communication about your child's day.

Supporting Smooth Transitions for Children and Families

Welcoming New Families:

We understand that starting at a new daycare can be a big change for both children and parents. To help you feel at home, we offer a pre-enrollment visit, introduce you to your child's primary caregiver, and provide a welcome packet with all the information you'll need. Our staff is here to answer any questions and make sure your family feels comfortable and supported as you join our community.

Daily Transitions:

We know that drop-offs and pick-ups can sometimes be challenging. To make these daily transitions as smooth as possible, our staff greets your child warmly each morning and provides comforting routines to help them settle in. We keep you informed with regular updates about your child's day, so you can feel confident and connected.

Transitioning Between Classrooms:

When it's time for your child to move to a new classroom, we ensure a smooth transition by notifying you in advance and arranging visits to the new room. Your child's current and future teachers work closely together to share important details, making

sure your child feels comfortable and ready for the change. We're here to support you and your child every step of the way.

Preparing for Kindergarten or Other Next Steps:

As your child prepares for kindergarten or another school, we offer a readiness program focused on key skills. We coordinate visits to the new school, provide a detailed transition report, and celebrate this important milestone with a small ceremony. Our goal is to make this transition as smooth and positive as possible, and we're here to support you throughout the process.

Raising Happy & Healthy Children Policies

Our Programs

Infants - 2 weeks to 17 months

We work to provide an environment as home-like as possible – warm and welcoming, cozy spaces, photos of family, and so on. In their classrooms, infants develop intimate relationships with stable caregivers. Caregiving activities such as feeding and diapering are warm, consistent, and individualized. These routines are viewed as opportunities for children to receive undivided adult attention and to promote language, self-awareness, and social skills. The infants' pre-existing patterns for feeding and sleeping are respected and incorporated into the child's routine at the First Adventures. Consistency in routines and schedules allows children to anticipate what is coming next, thus transitions are predictable.

Toddlers - 18 months to 35 months

In the toddler classroom, children have many opportunities to receive individual attention from the caregivers in a positive and nurturing manner. Toddlers enjoy daily indoor and outdoor activities that include sensory play, art activities, music, small group times for stories and songs, manipulatives, and gross motor with tricycles, climbing structures, playhouse, wagons, and plush toys.

Preschoolers - 3 years old - 5 years old

This program provides a well-balanced curriculum with an emphasis on children's social/ emotional skills and developing a sense of autonomy. The multi-age groups encourage prosocial behavior and an enriched cognitive environment. This setting ensures that children's needs (intellectual, physical, emotional, social, and creative) are appropriately met at a variety of levels.

The curriculum includes many activities: art and creative exploration, science and nature activities, gardening, sensory experiences, large muscle activities, language arts and early literacy activities, music, and math awareness through hands-on manipulation of objects in the environment. There is a special focus on self-awareness and the appreciation of diversity within the classroom. Daily group times provide an opportunity for sharing, music, movement, and stories.

Curriculum & Development

1. Play-Based Learning:

- **Policy:** Our curriculum is designed around play-based learning, emphasizing creativity, problem-solving, and social interaction. Teachers are encouraged to create activities that allow children to explore and learn through play, understanding that play is a critical component of child development.
- **Research Support:** "Play is the work of the child." — Maria Montessori. Play-based learning supports cognitive and social growth. (Source: Montessori and Early Childhood Education)

Yaya's Family uses the [Frog Street Curriculum](#) provided to us by the Texas Rising Star Program. All classrooms have a curriculum set pertaining to the age of the children in the class. The curriculum is then divided into four subcategories that include: cognitive, social-emotional, and physical development, as well as language and communication skills. For each month, there is a new theme and all the activities, crafts, learning experiences, and playtime will be centered around that theme. **A copy of each lesson plan is available in the classroom, on the Brightwheel app under lessons, or you can request a copy in the office.**

Personal Belongings Policy

Prohibited items include: candy, toys, or money from home. This policy prevents hurt feelings and lost or broken belongings. We are not responsible for lost items.

Birthdays

Yaya's Family Daycare & Preschool enjoys celebrating your child's birthday! Please inform the teacher at drop-off if you plan to come celebrate your child's birthday with us. Your child's birthday may be celebrated in the classroom during lunch time at 11:00 AM or during afternoon snack time at 2:00 PM. If you plan to bring a healthy snack, it must be store bought and there must be enough for all children in the class. If you are unaware of how many kids are in your child's class, please ask the teachers. We cannot distribute personal birthday party invitations in the classroom unless the entire class is

invited. If you wish to send an invitation to the entire class, please send the invitation through Brightwheel and the teacher will send the invitation to your child's class.

Screen Time Policy

Yaya's Family Daycare & Preschool does not use televisions. Children may watch age appropriate content on the tablets on rainy days or as a supplement to part of an activity, no more than 30 minutes. No screens are allowed in the baby room or for children under two. Music may be played from CD players or from the tablets.

Vision and Hearing Screening

When your child turns 4, licensing requires us to obtain a hearing and vision screening report from your child's doctor. Reports can be turned in at the front desk or through Brightwheel.

Physical Activity

Young children need regular opportunities for outdoor play. Yaya's Family Daycare & Preschool schedules outdoor play for walking and non-walking children twice a day, except during inclement weather. Children must come to school healthy enough to be able to participate in outside play. We are unable to provide separate supervision arrangements for children who are unable to play outside due to temperature, wind, allergies, etc. Parents should provide appropriate clothing, including hats and gloves during cold weather, as we do not always have extras. The length of time spent outdoors will be determined by the weather conditions. If it is too hot or cold, we will adjust the time spent outside.

Children have regular opportunities both inside the classroom and outdoors to get physical activity. Infants will be taken outdoors for 30 minutes per day, weather permitting. Both toddlers & preschoolers have at least 60 minutes of physical activity daily.

**Each classroom will go out individually to make sure each child has 80 sq ft of play area.

Lighten The Load

Hours of Operation

Yaya's Family Daycare & Preschool is open Monday - Friday from 7:00 AM to 5:45 PM.

Holidays

Yaya's Family Daycare & Preschool will be closed yearly for the following holidays. Dates will be sent out yearly in December for the following year's closing times.

- New Year's Day
- Good Friday (sometimes)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Winter Break – Length varies

If you plan on taking an extended vacation with your child, please inform the director and send us a message on Brightwheel so we can plan accordingly. Unfortunately, we cannot give discounts over summer or winter breaks for extended absences. Do remember that we try to work with you, so please don't hesitate to talk to us about special circumstances to see what we can do.

Attendance Policy

Please alert us of your child's absence by 8:00AM the day of. If you know your child will be absent, you may let us know ahead of time.

Please drop off your child by 9:00 AM to keep to the daily schedule of our classrooms. If you arrive later than 9:00 AM, your child may not be allowed to attend that morning but you may bring them after 2:00 PM if you let us know they will attend.

If you have an appointment for your child, please send us a message through Brightwheel and let us know of their late arrival.

Inclement Weather Closings

Yaya's Family Daycare & Preschool follows College Station ISD weather policy. If CSISD is closed due to inclement weather, we will be closed. If we are aware of inclement weather conditions ahead, we will send advance notice to you. In the event we are unable to notify you in advance and you are not able to find out CSISD weather situation, please tune in to KBTX News to check the closed schools list.

Registration & Tuition

Deposit & Registrations Fees

A deposit fee totaling half of one month's tuition is due as soon as possible to ensure we can hold a spot in the classroom for your child. Deposits are non-refundable, are required for each child enrolling, and due at the time of registration. The registration fee of \$175 is to be paid at the same time.

Tuition

See table below referencing full - time monthly tuition rates applied to new families:

CLASS	TUITION	AGE RANGE
Infants	\$1,150	2 weeks - 18 months
Toddlers	\$1,040	18 months - 36 months
Preschoolers	\$925	3 years - 5 years

Sibling Discount

Families with more than one child receive a 5% discount on the monthly fee of the oldest child while both are enrolled.

Workforce Solutions Tuition (Child Care Services Program)

The parent fee (decided by CCMS) is due on the first weekday of the month. Accounts 10 days past due will result in immediate un-enrollment, as well contacting Workforce Solutions (CCMS) office regarding late payment; however, upon payment enrollment may be reinstated if the director agrees.

Payment

Tuition is due the first day of each month with a late fee being charged by 5:00PM on the **fifth day of the month**. Payment must be made by check, cash, direct deposit, or credit card. If payment is made by check, your child's name should appear on the memo line of a check payable to **First Adventures Daycare & Preschool**. If payment is made by credit card, surcharge fees will be applied.

For your convenience, you can use the Brightwheel portal to pay by credit card or direct deposit, and set automatic payments. Receipts for payments made through Brightwheel can be seen immediately on your billing screen.

- Yaya's Family Daycare & Preschool will not give tuition refunds or discounts for days your child is absent.
- **Yaya's Family Daycare & Preschool will not give refunds if not given a 30-day notice of withdrawal.**
- End-of-year statements are provided to parents for tax purposes.

Late Payment Fee

A **late fee of \$25.00 will be charged** to any payment received after 5:00 pm on the fifth of the month. An additional late fee of \$25.00 will be charged if payment is received after 5:00 pm on the seventh of the month. Accounts 10 days past due will result in immediate un-enrollment; however, upon payment enrollment may be reinstated if the director agrees.

Returned Check Fee

All returned checks will be assessed a fee of \$25.00. The returned check amount plus a \$25.00 fee is due immediately upon notice.

Late Pick-Up Charge

Late fees of \$5 per minute will be added after 5:45pm for late pick-up. If an emergency or extenuating circumstance causes you to be late, please notify the center immediately.

Toileting

We understand that children develop the skills necessary to become fully potty trained at differing paces. If your child enters the preschool room and is not yet fully potty trained, the **toddler room tuition rate will be applied** to your monthly account until your child becomes fully potty trained.

Withdrawal Policy

We hate to see you go! If you choose to leave for any reason, you will need to give a 30-day notice to withdraw your child from the center. This will enable us to fill the spot in a timely manner. **If notice is given with less than 30-days, you will be billed for the next month's tuition.** Your initial deposit payment will be **credited to your account** on the last payment of your child's tuition.

Optional Meal Plan

Parents of children eating solid foods may now opt in to our Meal Plan. This is an additional charge of \$18/week for a lunch and two snacks every day. You may also add breakfast for an additional \$5/week. Breakfast is only served until 7:45 AM.

Lunches are provided by Clean Eatz, breakfast and snacks are served by the daycare.

Clean Eatz is creating a unique menu for us, one which will include foods from different cultures. If you have a child-friendly meal to share with us from your culture, we would love to include it in our rotation. Please get with our director to share your recipe.

Meal and Snack Frequency

Children will be provided regular meals and morning and afternoon snacks. Children do not go more than three hours without a meal or snack unless they are sleeping.

Family-Style Meals

At our daycare, we believe that mealtime is an important opportunity for learning and social interaction. For our preschoolers, meals are served family-style, allowing children to practice self-serving, make choices about their portions, and engage in conversation with their peers. Teachers are encouraged to sit and eat with the children during meals, modeling good eating behavior and making mealtime a communal experience. This approach helps children develop healthy eating habits and social skills.

Nutritional Requirements

Our meals and snacks follow the meal patterns established by the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). These guidelines ensure that all children receive balanced nutrition throughout the day. Key components include:

- **Fruits and Vegetables:** Served daily with the option for second servings.
- **Whole Grains:** We prioritize whole grain-rich foods to promote healthy digestion.
- **Protein:** Meals include a variety of protein sources such as meat, poultry, fish, beans, or nuts.
- **Dairy:** Milk is served with meals, and fresh water is always available.

Special Considerations

We are committed to accommodating each child's unique dietary needs:

- **Beverage Restrictions:** We do not serve beverages with added sugars. We only serve water and milk.
- **Second Servings:** Children are always welcome to request second servings of fruits, vegetables, grains, and milk.
- **Special Diets:** If your child has specific dietary needs or allergies, we will work with you to ensure their safety and nutritional requirements are met. Please provide us with a food allergy emergency plan if applicable.

These practices and guidelines ensure that every child at our daycare receives nutritious, balanced meals that support their growth and development.

Brightwheel

Brightwheel is the app used daily by the teachers for updates, incidents, pictures and a daily report of your child's activities. Brightwheel also allows parents direct contact with your child's teachers by using the messages to ask and questions or give reminders as needed. Additionally, this is how you can view your bills and pay online. Please contact the office if you need assistance navigating this app.

Family Involvement

We can't stress it enough, we want you involved! Whether it's offering to help with a dying garden, helping out with something that needs fixing, attending meetings or planned special activities, making suggestions for improvements, or attending fun events for the kids, whatever it is, whatever way you want to be involved, please do! Parenthood isn't easy, but being there for your child in these small ways can be.

Babysitting Policy

Yaya's Family Daycare & Preschool is not responsible or liable for any services provided by its employees outside of their scheduled working hours or outside of the premises. Any arrangements for childcare or other services outside of the center's operational hours are strictly between the parent and the individual employee, and are independent of Yaya's Family Daycare & Preschool. The center does not endorse, monitor, or assume responsibility for such arrangements. Parents and employees engaging in such agreements do so at their own risk and are encouraged to take appropriate precautions.

Ways you can help lighten our load

Opting Out Of The Meal Plan

If parents opt out of the meal plan, they are to provide nutritious meals and snacks for their children. Food must be premade and pre-heated as teachers do not have time to individually prep every child's food. Consider getting a thermos which keeps the food warm until lunch. If packing a food item that needs refrigeration, please place an ice pack in the lunchbox.

If the first or second ingredient is sugar, it is not allowed. Various names for sugar include:

- Dextrose
- Fructose
- Galactose
- Glucose
- Lactose
- Maltose
- Sucrose
- Corn syrup
- High fructose corn syrup
- Syrup

Please refrain from bringing chips, cookies, and other processed snacks. We will put juice back in the lunchbox as well as any items against our policy.

Due to allergies, safety and religious beliefs, foods NOT allowed at Yaya's Family Daycare & Preschool include: peanut butter, pork, pepperoni & popcorn. If a child in your child's classroom has a severe allergy, some foods may not be allowed in certain classrooms.

Example Meals

Breakfast: Waffle/pancake, oatmeal, fruit, toast, yogurt, cereal, muffin, or eggs

Lunch: Sandwich, fruit, veggies, yogurt, applesauce, leftovers (needing warmed only), lunch meat/cheese roll-ups, or tortilla roll-up

Snacks: fruit, veggies, yogurt, applesauce, or crackers

Grapes must be cut lengthwise for us to give them to your child. **Popcorn is prohibited as it is a choking hazard.**

Clothing & Shoes

For safety purposes, we encourage parents to provide comfortable, appropriate fitting, play pants or shorts that allow for climbing and running, as well as rubber-soled shoes that buckle or tie securely. Please be aware that overlong pants legs are a tripping hazard. Cowboy boots, Crocs, flip-flops, & sandals are not allowed.

Shoes are not to be worn inside the classroom. Research has shown that walking barefoot can be beneficial in many ways. Adults may wear their shoes in toddler and preschool classrooms, but please wear socks when entering the infant classroom.

Please note, if your child comes to daycare without appropriate shoes or clothing for the day, we will call to ask that you bring the necessary items to ensure your child's safety.

Sunscreen & Bug Spray

If you would like bug spray and sunscreen to be applied to your child in the AFTERNOON, please provide both labeled with your child's first name and last initial. For morning activities, please bring your child already wearing bug spray and sunscreen.

Labeling Policy

Please label **EVERYTHING** with the child's first name and last initial. A Sharpie and tape will be provided for labeling if needed, or labels can be purchased from the front office. Unlabeled foods can lead to a licensing infraction, as well as potentially serious allergic reaction if the food gets mislabeled. **We will not be responsible for misplaced items that were unlabeled.**

Things to label:

Bottles	Wipes	Sippy Cups	Tupperware	Pacifiers
Bibs	Diapers (bag)	Hats	Breast milk	Naptime materials
Clothing & socks	Bathing Suits	Sunscreen/ bug spray	Formula	Bags

Summer Water Play

We ask that you send your child in swim attire for water play days (2 - 3 days throughout June - August). An extra change of clothes/shoes and a towel should be brought as well.

Water play days and details will be communicated through Brightwheel.

Starting at Yaya's Family Daycare & Preschool

Some parents find it beneficial to gradually phase their child into the daycare on their first official day or week in class. This process may include staying only through lunch or nap time on the first day. Phasing-in assists not only the child's adjustment to a new schedule and program, but is also beneficial for parents.

First Day - What To Pack Checklist

Infants - All items labeled with first name & last initial

- Diapers & wipes
- Diaper Cream
- Breastmilk/Formula/Milk
- Extra frozen breast milk or formula
- Bottle or sippy cup
- Bibs (if eating)
- Baby Cereal, Snacks, & Food (if it applies to your child)
- Changes of clothes (minimum 2)
- Pacifiers (if used)
- Blanket & mat (if over 12 months)
- Sleeveless sleepsack (if used)
- Shoes (if walking)
- If under 12 months, a picture of themselves to hang over their crib
- Sunscreen/Bug Spray (optional)
- Baby Feeding Schedule
- Rollover Statement
- Statement from Health Care Professional that child can attend
- Up-to-date Immunization Record
- Emergency Information

Toddlers - All items labeled with first name & last initial

- Diapers & wipes
- Diaper Cream
- Sippy cups for water or milk if needed
- Bibs
- Breakfast (if needed), lunch, & afternoon snack if not participating in the food program

- Change of clothes (minimum 3)
- Extra underwear if potty training
- Blanket & mat
- Shoes & socks
- Sunscreen/Bug Spray (optional)
- Statement from Health Care Professional that child can attend
- Up-to-date Immunization Record
- Emergency Information

Preschoolers - All items labeled with first name & last initial

- Sippy cups/sports water bottles for water
- Breakfast (if needed), lunch, & afternoon snack if not participating in the food program
- Change of clothes (minimum 1)
- Blanket & mat
- Sunscreen/Bug Spray (optional)
- Statement from Health Care Professional that child can attend
- Up-to-date Immunization Record
- Emergency Information

Infant Specific Information

Infant Feeding Schedule Sheets

As required by Licensing, we will ask you to fill out the feeding schedule upon enrollment with information about what your infant can eat, how much, and how often. Your child's teacher will ask you to update this information monthly to ensure we stay up to date on your child's feeding needs.

Back to Sleep Policy

The Texas minimum standards for childcare requires all infants sleep on their backs to reduce the chances of Sudden Infant Death Syndrome.

However, once children are able to consistently turn from front to back and back to front on their own, you will sign and date the infant sleep sheet located about their crib. Only then, will the teachers allow the infant to sleep how they are most comfortable.

If, for medical reasons, a child requires a special sleep position, please see the director for forms to be completed by your child's doctor.

Safe Sleep

Our cribs and mattresses fit the latest safe infant sleep standards. Each crib is labeled with your child's name, picture, and date that they have started rolling over. No soft bedding of any kind can be in the crib of children under 12 months including: blankets, toys, pacifiers attached to toys, etc.. Cribs are kept bare.

Sleeping After Turning 1

Once the child turns 12 months old and is walking, we ask that you purchase an infant nap mat. The child must be able to walk before they can be transitioned out of the crib. Mats and other materials will be returned on Fridays for washing.

Feeding Breast Milk

Breast milk should be brought fresh or thawed in the containers you have chosen for storage. If you choose, you can pre-fill bottles so they are ready-to-feed. A clean bottle is needed for every feeding.

Breast Feeding

Breastfeeding is highly encouraged! Come any time to breastfeed your child. We have a rocking chair in the infant room for your comfort, as well as a little private nook and a big comfy chair. If you'd like to schedule a feeding time to ensure we don't give your child a bottle before you arrive, please let us know. There are breastfeeding resources in the office, stop by and ask us for more information.

Formula

Formula must be provided by the parent in a container labeled with the child's first name and last initial. A clean bottle must be provided for every feeding.

Sippy Cup Transition

Around 7 months of age, you will be asked to bring a spill proof sippy cup or straw cup for your child to start transitioning away from bottles.

Toddler Specific Information

Toilet Training

Learning to use the toilet is a big step in your child's development. It is our goal to work with you and assist your child in any way we can. Communication between home and school is extremely important. Please let us know when your child begins toilet training at home. We will also let you know when we noticed that your child is showing conscientious signs of body toileting (urination and/or bowel movements) in preparation to begin for this important step. Information on your child's progress will be given to you through Brightwheel or verbal updates at pick-up.

Your child will need **6-8 changes of clothing** to keep at the center. Don't be surprised if we go through them all the first week! Mastering this new skill will take a lot of practice. **Also, be warned that due to health department regulations, we have to send soiled clothing home as is – we are unable to rinse out or clean soiled garments.**

In addition to clothing changes, it would be helpful to have extra socks and, if possible, an extra pair of shoes in your child's cubby. Please be sure to check with the teacher and replenish your child's supply of clothing on a regular basis. For sanitary purposes and the health of others, pull-ups may be necessary after multiple accidents.

There Are No Bad Kids

Discipline

Children are learning to be part of a social group. Juggling his or her own needs with that of the group's is sometimes difficult for the young child. For this reason, our early childhood teachers view discipline as a time to help your child learn new social skills. It is a teaching time, a time to remain positive and supportive of the child. The techniques teachers will use include redirecting your child, offering him or her words to use in solving problems, and a chance to try again, as well as modifying the environment or routine to better meet your child's needs.

Losing Self Control

As children mature and try to gain self-control, they may lose control. At such times, children may be redirected to another activity with teacher assistance. Sometimes talking about what has happened eases the tension. A child may occasionally need to sit quietly in order to calm down and regain self-control.

Additionally, teachers will offer opportunities to relax in the Cozy Area of the room with soft or calming activities. Positive communication skills will be practiced at all times in English, Spanish and Sign Language.

In the event that a child's behavior is likely to result in harm to the child, others or property, or seriously disrupts group interaction, the child may be separated briefly from the group. The child will be taken up to the office to sit with an administrator where he/she can gain enough self-control to rejoin the group. Interaction between the child and a teacher will take place immediately following the separation to guide the child toward appropriate group behavior. The child will always be left in an area where he/she is in full view of, and can be supervised by a teacher. Any method of discipline which frightens, demeans, or humiliates a child is strictly prohibited.

Continuous Challenging Behavior

If the behavior is persistent, teachers will examine the environment and the events which surround the behavior. Through observation and discussion, teachers will decide the most appropriate way of dealing with the situation. Parents will also be asked to share their ways of dealing with difficult situations.

Challenging Behaviors are addressed by scheduling a weekly meeting with the parents to make a plan on how we can help the child's situation together. Parents and teachers

must work together to help the child through challenging behaviors. The Center reserves the right to dismiss a child for non-cooperation by the parents, or inability of a child or parent to adjust to the Center. Please see the Suspension and Expulsion Policy for more detail.

The Discipline Policy Form from TDFPS will be followed excluding time-outs. The form is to be signed by teachers and parents.

Biting Policy

When a child is bitten, it is a traumatic situation for both children and both sets of parents. Yet, biting is not unusual behavior for preverbal children. They may become frustrated then they cannot say “Move”, “I was playing with that”, or “You are too close”. Because they cannot speak, some children will bite. When a child is bitten, the area is cleaned with soap and water and ice may be applied. They are held and consoled until they are ready to rejoin the group. The biter is told that biting is not allowed and that it hurts.

The Center recognizes that biting is a common behavior for young children. While recognizing that biting is a stage that some children will go through, the teacher will follow consistency in the use of:

- Demonstrate soft touches
- Provide sensory activities
- Communicate with families any concern
- Work together with the parents to help the child.
- Provide teething toy

Habitual Biting Policy

Once a child has shown to be an habitual biter, all parties (Director, Teacher, and Parent) will meet to discuss the issue. Each party will write down what they plan to do to fix the issue and the desired outcome of their actions. These steps will be discussed and agreed upon during an initial session.

In the case of a habitual biter, the child may need to be put in a high chair for small amounts of time for the safety of the other children. These instances would include: while the class is potty training, while the teacher is preparing food or changing a diaper, and other scenarios that require the teacher’s attention to be focused on one task while supervising the other children. It is not a punishment and is not intended as one. Toys are provided and the child is played with and included in songs and activities like the other children.

These supportive sessions will continue, with Yaya's Family Daycare & Preschool teachers and Director providing support, helpful tips, and feedback to the parents along the way.

Suspension & Expulsion Policy

Yaya's Family Daycare & Preschool wishes to never have to suspend or expel a child. It is with every effort that we will work with you and your child to help you adjust to the daycare setting. However, we reserve the right to dismiss a family for non-cooperation by the parents, or inability of a child or parent to adjust to the environment. Delinquent tuition payments for two weeks will be cause for immediate expulsion.

Immediate Causes for Expulsion

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions toward teachers.
- Parents exhibit verbal abuse to teachers in front of enrolled children.

Parental Action for Child's Expulsion

- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to teachers.

Child's Action for Expulsion

- Ongoing physical or verbal abuse to teachers or other children

Violent behavior towards other students or teachers will result in immediate mandatory parent conference. Prior to expulsion, a parent will be called and correspondence will be sent home indicating what the problem is, and every effort will be made by both the center and the parent to correct the problem. If, after one or two weeks, depending on the risk to other children's welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of one week's notice to find another center to provide care for this child.

Special Needs Support:

- **Policy:** Provide tailored support and individualized education plans (IEPs) for children with special needs. Regular assessments and modifications to the curriculum ensure that every child can thrive.

- **Research Support:** "Inclusive education ensures that all children, regardless of ability, have access to high-quality learning experiences." (Source: [Inclusive Education](#))

Trust Your Gut

Health Policies

Hand Washing

This is the single easiest way to guard against sickness. Parents are welcomed to wash their hands with their child upon arrival. Hand washing stops the spread of diseases and germs.

Sick Child & Exclusion Policy

According to the Texas Department of Family and Protective Services Child Care Licensing, your child with the following symptoms must stay home:

- Any illness preventing the child from participating comfortably in child-care center activities including outdoor play
- Any illness resulting in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care
- An oral temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness
- An axillary (armpit) temperature above 99.4 degrees that is accompanied by behavior changes or other signs or symptoms of illness
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill
- A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious
- Any intestinal disorder
- Any undiagnosed rash
- Conjunctivitis (Pink Eye)
- Ringworm
- Any infestation (fleas, mites, lice, etc.)

If your child becomes ill while at daycare, you will be called and required to **pick up your child within 30 minutes**. You will be asked to keep your child at home until all symptoms of illness have passed, and the child is no longer contagious. See below.

Returning To Care After Sickness

- A child is fever free (without the aid of Tylenol®, Advil®, Motrin®, or any other fever-reducing agent) for **24 hours**
- There have been no vomiting or diarrhea episodes for **24 hours**
- A fever can be explained by noninfectious ailments such as having an ear infection- as long as the child returns with a doctor's note stating he can attend school
- A child is not in obvious pain or needing constant 1-on-1 aid
- If your child visited the doctor, send a picture of the note through Brightwheel or bring a copy to the front desk

In the case of infestation, children may return **after** the infestation has been treated and all signs of infestation are gone.

Medication Policy

When you bring medication to the school for your child, you will be asked to complete a Permission to Administer Medication form. The Director will be in charge of administering medication for all children. If you prefer to come in and administer the medicine yourself, please feel free to come in and do so.

The following guidelines must be followed when bringing medication to school:

- Both prescription and over-the-counter medications must be in the original container.
- The label must include the following information:
 - Date and child's full name
 - Specific directions for dosages and times to be given
 - Physician's name (if prescription medication)
- Over-the-counter medication will not be given unless accompanied by a healthcare provider's instructions that states:
 - The child's full name; Current date; Name of medication; Dosage;
 - Health care provider's name, telephone number and signature.

Medication will not be given with another child or person's name on it.

Immunization Requirements

Each child enrolled or admitted to Yaya's Family Daycare & Preschool must meet applicable immunization requirements as specified by the Texas Department of State Health Services Immunization Requirements in Texas. This requirement applies to all

children from birth through 17 years of age. All immunizations required for the child's age must be completed by the date of admission except for provisions or exclusions allowed by the Texas Department of Family and Protective Services, www.dshs.state.tx.us/immunize. Each child must have a current and up to date immunization record to be accepted into the center. Parents should provide the child's updated immunization record, or waiver after returning from the doctor's office. ** If your child has a history of adverse reactions to immunizations (ex: fever, continuous crying due to discomfort, etc.), we recommend keeping them at home until they appear comfortable again. **

Food Safety & Allergy Policies

Food Safety

- Peanut butter and/or food items containing peanut butter are NOT allowed at Yaya's Family Daycare & Preschool
- Food given to the children at the center for holidays and celebrations are commercially prepared (from stores and or restaurants)
- Liquids and food hotter than 110 degrees F are kept out of reach of the children.

Food Allergies

- Each child with food allergies must have an emergency plan. The plan must be signed by the child's doctor and parents. A copy of the plan must be placed in the child's file and forms are posted in each classroom and food areas.
- Teachers are trained on the risks and how to handle food allergy emergencies. If we deem a child's reaction to a certain food to be dangerous, we reserve the right to ban that food from the daycare until further notice.

Common Food Allergies

- Common food allergies include: Nuts, peanut butter and (no peanut butter related food), eggs, and milk.
- Please have your child try new foods at home before bringing them to the center to reduce the chance of allergic reactions.

Available Water Policy

Water to drink will be available for your child at all times. Each child needs to bring their own bottle or cup to drink water with the child's name and last initial labeled on it. If your child also drinks milk, a separate cup is required for water.

Security Measures

For the safety of your child, we have indoor/outdoor security cameras (monitored by the Director), Brightwheel check in/out codes, and a door code to enter and exit the building.

Animals

Parents will receive advanced notice in writing or by email when animals will be present at the daycare. No animal will be allowed that will create an unsafe or unsanitary condition for your child.

Accessories Policy

Any accessories (hair clips, bows, etc.) that would fit through a paper towel roll are choking hazards and are prohibited.

Additionally, necklaces of any kind (including teething), lanyards, or other similar items worn around the throat are prohibited.

Release of Children

Yaya's Family Daycare & Preschool teachers will not release your child to anyone other than you or the people you have entered in Brightwheel marked with "Allowed to Pick Up". Any person not listed as "Allowed to pickup" will not be allowed to pick up your child. Make sure your list is up-to-date every month. Anyone you ask to pick up your child will be required to show a photo identification card, such as a driver's license. Please inform the Director at drop-off or call the center to let us know someone else will be picking up your child.

Handling, Storage, & Disposal of Hazardous Materials

Teachers must wear gloves when handling blood or bodily fluids containing blood.

To prevent the spread of germs when diapering children, Centers are required to use, store, and dispose of hazardous materials as recommended by the manufacturer; follow the Centers for Disease Control protocols for handling blood or bodily fluids containing

blood, including placing contaminated gloves in a sealed plastic bag and discarding them immediately and place soiled clothing in a sealed plastic bag to be sent home with the child.

Child Abuse Prevention

All childcare professionals are required by law to report suspected abuse or neglect of a child. All teachers are trained in recognizing signs of Child Abuse and Neglect in our children. Repetitive unexplained bruising/scratches or bruising known to not be caused by accident are both items that we are mandated by law to report. By the same token, parents should report any suspicion of abuse or neglect.

Ways to report abuse include:

- The local Child Protective Services office: [\(979\) 776-3637](tel:9797763637)
- The Child Abuse Hotline: 1-800-252-5400
- The Texas Department of Family and Protective Services
Website: <http://www.dfps.state.tx.us>.

Gang-Free Zone

House Bill 2086 passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers.

Consumer Product Safety Commission (CPSC)

The United States Consumer Product Safety Commission (CPSC) posts recalled items that are not safe, including but not limited to baby furniture, toys, and medicine. This list is checked monthly by Yaya's Family Daycare & Preschool teachers. You may access the recall list by going to the commission's website: www.cpsc.org.

Emergency Procedures

Fire Drills

The daycare will conduct monthly fire drills. All infants and children not old enough to walk will be placed in moveable cribs. During drills and actual fires, children and teachers will relocate to a designated safe area (West – by dumpster) across the parking lot from school. Evacuation and relocation diagrams are posted by each Exit door.

Fire Evacuations

In the event of an emergency requiring teachers and children to evacuate the School due to a fire, we will relocate to the Memorial Funeral Chapel (2901 Texas Ave S, College Station, TX 77845; 979-694-8615) Parents will be notified of the evacuation, and dismissal policies will remain the same in the alternate location. Emergency evacuation and relocation diagram are located in each classroom.

Lock Down

Lock-down drills will be held for a dangerous person on the premises or in the area at least four times in a calendar year. Each drill must be documented, the date of the drill, time of the drill, and length of time for evacuation, sheltering, or lock-down to take place.

Severe Weather Drills

The daycare will conduct Severe Weather Drills four times a year. During drills and actual emergencies all classes will leave their classroom and meet in the School's central hallway by the bathroom. "Duck and Cover" procedures will be followed. The director or teachers will document the drill with date and other information. Teachers and director will talk to children about storms and the importance to take shelter. Soft toys and reading weather stories will be appropriate at this time or after the drill.

Emergency Preparedness Plan

College Station Designated Evacuation Location – In the event of a natural or other disaster, the director will contact College Station Emergency Management at 979-821-1010 to confirm location and to get instructions. If children are taken to another location, parents will have two hours to pick-up his or her child(ren).

The Brazos Valley Emergency Care at the City of College Station designated location for Yaya's Family Daycare & Preschool is:

Name of location: A&M Consolidated High School

Address: 1812 Welsh Ave, College Station

Telephone: (979) 764-5400

For more information about this emergency preparedness plan, please contact the center and schedule a meeting with the daycare Director.

Evacuation Procedures

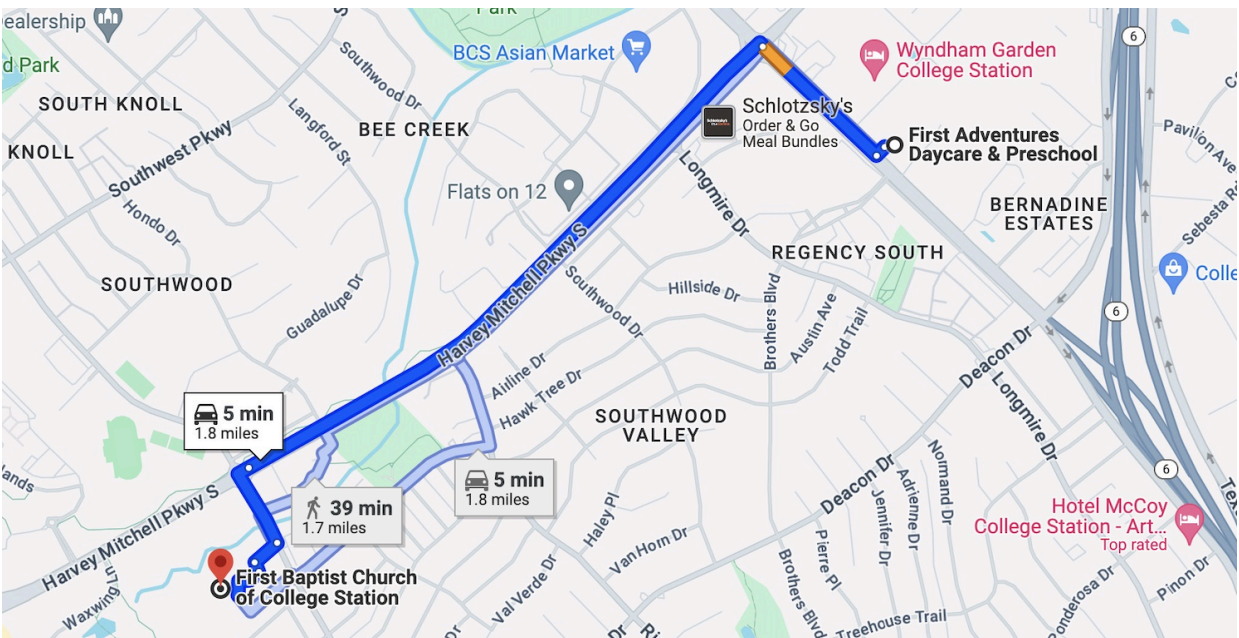
The director will contact parents, local authorities, and Child Care Licensing to inform them of an emergency.

Documentation of essential documents taken from the center to the shelter:

- Children's enrollment forms (including emergency contact information)
- Attendance logs

In the event that we have to move the children to a shelter location, attendance will be taken at various intervals to ensure all children are accounted for. Parents will be called to let them know of the situation

- First Baptist Church College Station
- 2300 Welsh Ave, College Station, TX 77845
- (979) 696-7000



COVID-19 Information

If someone on the staff or a child tests positive for COVID, we will follow the most current CDC guidelines.

Licensing Information

FIRST ADVENTURES LLC is licensed by the State of Texas Department of Family Protective Services. The local licensing office is located at 3000 E. Villa Maria Road, Bryan, Texas 77803.

The phone number is (979) 776-7498 or 1-800-862-5252. You may also visit their website at <http://www.dfps.state.tx.us>. Licensing inspection reports for [First Adventures LLC](#) are posted near the preschool room entrance and available

If you would like to view any of our past inspection reports, please inform the Center Director. A copy of the Minimum Standard Rules for Licensed Child-Care Centers is available for review in the Director's office or online at <http://www.dfps.state.tx.us>.

Handbook Amendments

All policies are subject to change. Parents will be notified of any policy changes in writing and by email. The Director will be available to review the new changes, answer questions, and provide more information on the changes, as well as collect a parental receipt for each change on policies.

Receipt of Parent Handbook

Yaya's Family (a First Adventures) Daycare & Preschool

Child's name: _____

I (printed parent name), _____, hereby acknowledge that I received the Yaya's Family (a First Adventures) Daycare & Preschool Parent Handbook. I agree to abide by the standards, policies, and procedures defined or referenced in this document.

Yaya's Family (a First Adventures) Daycare & Preschool Policies and Procedures

Checklist (please initial):

- | | |
|--------------------------------------|---|
| _____ Our Core Values & Mission | _____ Late payments and refund info |
| _____ Our Commitment & Guarantee | _____ Clothing guidelines |
| _____ Admission & Enrollment Process | _____ Accessories guidelines |
| _____ Family participation | _____ Inclement weather policy |
| _____ Withdrawal 30 Day Notice | _____ Nutrition: menu and food planning |
| _____ Deposit Refund Procedure | _____ Cellphone usage |
| _____ Drop off / pick up procedures | _____ Physical activity |
| _____ Parents conferences | _____ Updating contact information |
| _____ Fee structure | _____ Annually review policies |
| _____ Late Arrival & Absences | _____ Read monthly newsletters |

The information in this handbook is subject to change. I understand that changes in Yaya's Family (a First Adventures) Daycare & Preschool' policies may modify or eliminate the information summarized in this booklet. As the School provides updated information, I accept responsibility for reading and abiding by the changes.

Parent's Signature: _____

Date: _____

Authorizations:

I (print name), _____, authorize Yaya's Family (a First Adventures) Daycare & Preschool to:

- Take photos and videos of my child for use in newsletters, news, web-site, & social
- Take photos and videos of my child with other children to be shared on Brightwheel
- Apply cream after changing diapers, that I have provided.
- Sun protection and Insect Repellent that I provided.
- Use The Bug Bite Tool (suction tool for bug bites) on my child to relieve itching.

Parent's Signature: _____

Date: _____