

Storytime Child Care

737 Twin Creek Drive
Desoto, Texas 75115
Phone: 972-223-4571
Email: info@storytimeecc.com

PARENT HANDBOOK

&

PROGRAM STATEMENT

Policies are reviewed annually and updated if necessary

Revised September 2026

Our Philosophy

Where Curiosity, Creativity & Learning Come to Life...

At Storytime Child Care, we believe every child deserves to feel safe, valued, capable, and excited to learn. Children are naturally curious, and we see that curiosity as the beginning of meaningful learning. Our role is to provide a nurturing environment where children are encouraged to explore, ask questions, create, build relationships, solve problems, and discover what they are capable of doing.

Curriculum Goals

Our program curriculum goals are to help children build knowledge through their learning experiences each day. We currently use the Experience Curriculum (Brightwheel) & Abeka Academy Curriculum. Experience Curriculum & Abeka Academy Curriculum are nationally accredited for use in preschools, child care centers and elementary schools.

Assessments & Checklists

Our program uses formal assessments and the Infant & Toddler Development Checklist for children ages 0 to 36 months. Children aged four to five years old will be assessed using the CDC Developmental Milestone Checklists as well. School-aged children will not be given any assessments. These assessments are given to all children bi-monthly, excluding school-aged children. The results of these assessments will be shared with parents during the parent conferences and parents as requested. Teaching staff will use the assessment data to plan for future lessons to ensure teaching improves unmet goals. They can also be used to support parents in identifying developmental delays for children ages 0-5 and to assist with referrals if needed.

MISSION STATEMENT

Storytime Child Care will provide a safe and loving place for children placed in our care. Storytime will meet the needs of the children by:

- *Introducing developmental and age-appropriate material for all children
- *Using a curriculum that will challenge the children to learn while they have fun.
- *Develop integrity, morals, and principles while at the same time promoting stronger family values.

WELCOME!!

Thank you for the interest you've shown in Storytime Child Care. We realize deciding on your child's care is not one to be taken lightly or made hastily. We understand that consideration must be given to the staff and their nurturing, the cleanliness, the academic program and the atmosphere of the facility.

Thanks again for your interest. If we can be of service, please do not hesitate to call us at 972-223-4571 or 972-223-4571.

PARENT HANDBOOK & PROGRAM STATEMENT

Storytime Child Care is a for-profit organization licensed by the Texas Department of Family and Protective Services. Directors & Asst. Directors are on-site and can be contacted for all parental involvement, staff related questions, requests and assistance.

To meet and exceed the requirements as set forth by the State of Texas and to ensure the safety and health of your child, we have prepared the following information and guidelines so that you will know what to expect from us upon enrollment.

ENROLLMENT & PROCEDURES FOR UPDATING CONTACT INFORMATION

Before admission, Parents are encouraged to visit the daycare as well as meet the director and staff. An admissions form must be completed. A medical exam and statement of health must also be obtained. This includes immunization records for all children born to 12 years of age. These must be kept up to date. All children must have a physical exam once a year. Parent information, including home and business information must be provided as well as Emergency Contact information in the event parents are unable to be reached. Parents are required to complete an authorization form giving the Director permission to obtain emergency medical treatment for your child including the name of your child's physician. Please update this information annually and as changes occur. Please send all updated information to storytimechildcare@rocketmail.com or text to 972-223-4571.

OPERATIONAL POLICIES

This handbook contains all of the operational policies required of every family enrolled at Storytime Childcare. Any changes to this policy will be provided to each parent in writing at least 48 hours prior to the policy change. Each parent will be required to sign the copy with the written policy amendment.

TUITION / FEES

1. Weekly tuition is due in advance on each or every other Friday.

All monies paid on Monday following will incur a \$25.00 late charge. Tuitions paid thereafter will be subject to additional late fees of \$5.00 per day until paid in full.

****** Outstanding tuition balances will not be carried beyond one (1) week.**

Accounts with balances beyond one (1) week will result in non-admittance of your child(ren) until paid.****

2. Tuitions may be paid with personal checks, cashier's check, money order, or cash. A twenty (\$20.00) dollar Service Charge will be assessed on all "Returned Checks" (NSF) , plus a ten (\$10.00) dollar bank charge; (Total - \$30.00). ******After two (2) "Returned checks payments will be limited to Cash and/or Money Orders Only. **Returned checks will be electronically debited after the first attempt.****

PICK UP LATE ARRIVAL FEES: \$1.00 A MINUTE AFTER 5:10PM AND \$2.00 A MINUTE AFTER 6:00PM

ALL FEES WILL BE AUTOMATICALLY ADDED TO WEEKLY INVOICES.*

REFUNDS: Any overpayment will result in a refund in the form in which it was paid or can also be credited towards future payments.

TUITION FEE SCHEDULE

0 - 17 mos; \$215.00

18 mos. - 35 mos; \$205.00

3 - 5 yrs; \$199.00

School aged; \$175.00

Please see the Policy Addendum at the end of this handbook for updated guidance regarding reserved care, schedule changes, drop-in reservations, weekly tuition, and responsibility for damaged property.

ILLNESS/VACATION POLICY

A written notice is required two weeks in advance for vacation, this is for scheduling purposes. We ask that at least half of the scheduled week's tuition be covered prior to the vacation. There are no reductions in tuition for sick days. Full payment will be expected.

NOTE: Staffing requirements by the State and annual child care fees are based upon various slots being held for a particular child. Therefore, if your child is absent due to illness, personal reasons, weather, etc., full weekly tuition is still due. We must be able to maintain daily operations for the school as well as pay and maintain adequate staff.

There are no reductions in tuition for holidays. Full payment will be expected. There are no reductions in tuition for sick days. Full payment will be expected.

ABSENCES: In the event of an absence, please notify the daycare by texting 972-223-4571.

We ask that notice of absences be received no later than 9:30 a.m.

WITHDRAWAL POLICY

A two week notice must be given in writing upon withdrawal of your child from school in order to fill the vacancy. Parents are financially responsible for one (1) week's tuition whether you withdraw your child from school with or without notice. Please help us maintain the best quality care possible for all children by respecting this request.

In the event that we can no longer provide child care to those that we serve, all parents will receive a two notice in writing.

SCHEDULES (Hours of Operation)

Storytime Child Care opens at 6:30 a.m. until 6:00 p.m., Monday through Friday. *Children must be received into care by 9:30 am, unless special arrangements are previously made...i.e. doctors appts..etc.***Child care before 6:30 am is provided by appointment only, with at least 12 hours notice, per occurrence and starts at 6:00 am.**

Breakfast A is served from 6:30a.m. to 7:30 (with a 30 minute break) Breakfast B is served at 8:30 a.m. until 9:30a.m., Monday through Friday. Lunch is served from 12:00 until 1:00p.m. Naptime is from 1:00p.m. until 3:00p.m. Afternoon snacks are served daily between 3:30p.m. & 4:45p.m.

DROP OFF PROCEDURES

Upon arrival, please bring your child to the door so that they may be checked by a **Storytime Child Care** staff worker. **Do not drop them off at the curb. Please do not allow children to cross the street alone.** A log will be provided for the parent/guardian to sign a child/children in or out of the daycare on a daily basis. Many children go through different periods of separation anxiety with their parents. This is common and developmentally appropriate. To encourage a successful drop off, we suggest the following tips:

1. Discuss & Prepare (verbally prepare your child for their daily routine)
2. Separate Once & Done (give one hug/kiss, wave and walk out the door)
3. Be Reliable (pick up when you say you will)

PROCEDURES FOR THE RELEASE OF CHILDREN

Only people noted on the admissions form within the authorization pick-up list will be allowed for the release of your child. **Parents are required to notify the daycare in writing if someone not listed on the admissions form will be picking up the child. The note can be faxed to 972-274-0242.**

A valid Driver's license or picture ID and a password, established by the parents, will be required by the person designated on the note before the child is released. **If in the case there are custodial issues regarding the child or children that are placed in our care daily, a copy of the custodial orders will need to be kept confidentially in the child's records. No exceptions will be made to this policy. The Storytime Child Care will not be responsible for sending your child with an unauthorized person.**

CONDUCTING DAILY HEALTH CHECKS

Upon arrival daily, We will do a visual or physical assessment of your child to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance.

INCLEMENT WEATHER POLICY

In the event of bad weather days, **Storytime Child Care** will follow the closing schedule of the Desoto ISD. Parents will be notified by phone call, and or text. Children will then need to be picked up within (1) hour of notice. Closings/Delays will also be posted on the Parent Portal(Band Application). **In the the event of any severe weather conditions that make it unsafe or impractical to travel, commute or work outdoors, Storytime Child Care will follow the closing schedule of DeSoto ISD.**

EMERGENCY PREPAREDNESS

Fire drills are conducted on a monthly basis and Severe Weather drills are conducted every three (3) months. In the event of evacuation, our emergency relocation address is: Praise Temple Church, 209 W. Parkerville Rd., DeSoto, TX 75115. Parents will be notified where we are relocating to by phone call, and or text. Children will then need to be picked up within (1) hour of notice. The daily sign in log will be available for children to be signed out by parents and/or guardians.

CALENDAR

Holiday Closings:

Dr. Martin Luther King Day, Good Friday, Memorial Day, July 4th(Independence Day), Labor Day, Thanksgiving Day (including the Friday after), Christmas Eve, Christmas Day (will be observed on Friday and Monday, December 23rd, 24th and 26/27th) New Years Day (If on Saturday/Sunday, will be observed on the following Monday).

FIELD TRIPS

Educational and Recreational Field Trips are taken periodically. Notifications will be posted & written permission forms will be provided at least 24 hours prior to the field trip and must be signed by the parent. Children will be secured by seat belts and car seats and transported in the school's van. Adult/child ratios are mandated by the State of Texas and will be maintained at all times during field trips.

NUTRITION EDUCATION AND PROCEDURES

This child care receives Federal cash assistance to serve healthy meals to your children. Good nutrition today means a stronger tomorrow. Meals served here must meet nutrition requirements established by USDA's Child and Adult Care Food Program. www.squaremeals.org. No child will go longer than three hours without a meal or snack. Foods hotter than 110 degrees are kept out of the reach of children.

Menus will be posted at the entry of the kitchen. All meals and snacks are healthy and nutritious.

Breakfast: Served daily at 6:30a to 9:30a (Coincides with daily cutoff)

Lunch: Served daily at 12:00a to 1:00p

Snacks: Served daily between 3:30p and 5:00p

Outside food is not permitted , unless other arrangements are made with the director. Party arrangements may be made in advance if requested. Upon approval from the Director, you may coordinate the party with the teacher in charge. For children/infants who are unable to eat table food, a feeding schedule with instructions must be provided in writing. This schedule must be updated as the infant grows and the schedule changes monthly. *****Does your child have allergies?** If so, please note this on the admissions form provided and be sure to notify the Director in writing upon admittance as well. If your child has food allergies, please provide an allergy report from your child's pediatrician. *****This Is A Nut Free Environment*****

BREASTFEEDING POLICIES Storytime Child Care promotes breastfeeding. We provide the facilities to properly store and handle breast milk. We also make accommodations as necessary for mothers who wish to breastfeed during program hours. Parents will be provided with resources.

DISCIPLINES AND GUIDANCE

1. Discipline will be individualized & consistent for each child. It will always be appropriate for the child's level of understanding as well as directed toward teaching the child acceptance behavior and self-control. **(See forms regarding Discipline & Guidance policies attached)**
2. **Storytime** will only use positive methods of discipline & guidance that encourage self-esteem, self-control, and self direction. We will praise & encourage good behavior while reminding children of our behavior expectations daily using clear & positive statements.
3. Corporal punishment or threats of corporal punishment are PROHIBITED!!! There will be no cruel, harsh or unusual punishment. No child will ever be subject to humiliation or abusive language. No child of any age shall ever be pinched or hit. There will be no punishment associated with food, naps or inappropriate isolation or inactivity for long periods of time. That is our policy. It is not that we believe in "sparing the rod", we just feel that that right should be reserved for the parents. Therefore, discipline shall be consistent with the guidelines set forth by the Texas Department of Family and Protective Services. The director will exercise prudent judgment in enforcing these standards and regulations of the State and the policy.
4. When a teacher is unable to control a child's behavior, the parent(s) will be contacted immediately by phone. If a telephone conversation with your child does not correct the disruptive behavior, the parent(s) must agree to come to the school and the child must be removed from the school.

If the need for a conference arises, due to disciplinary issues, arrangements will be made to schedule a meeting promptly. **(Please see the last page of this manual, "Addressing Challenging Behaviors") Please sign the acknowledgement of this policy.**

5. **FORMS OF DISCIPLINE** (to promote excellent behavior)

- a. Redirection using positive statements
- b. Supervised separation
- c. Quiet time away for one minute per year of the child's age.
- d. Telephone parent(s) to speak to the child
- e. Parent Conference of consistent misbehavior
- f. Dismissal from the daycare **PARENT CONFERENCE:** We hold parent conferences twice a year in August and February to share information with parents regarding teacher observations and written assessments. During this time, we will discuss the progress and areas of growth for your child. This will be a great opportunity to discuss parent participation in the development of your child.

PARENT COMMUNICATIONS

Storytime Child Care provides regular communication to families through the Band application, including updates on daily activities, routines, and developmental milestones. Parents are encouraged to join the Band parent portal using the link provided at enrollment. Additional written updates may be shared daily or weekly as needed.

HEALTH PRECAUTIONS

Admission Requirements: At the time of enrollment or no later than three (3) days from the child's date of admission, your child must provide 1) a health statement from your child's physician indicating the child is physically able to participate in a child-care program, 2) An updated record of immunizations for all children from birth through 12 years of age.

Illness and Exclusion Criteria: Storytime reserves the right to send children home with symptoms of colds, bouts of diarrhea, communicable or infectious diseases when they appear at school. When three bouts of diarrhea exist, a child cannot be in care.

Provisions must be made to pick up your child promptly after proper notification by phone otherwise, the next person on the emergency contact list will be notified and asked to pick up the child. A child cannot be admitted when one or more of the following exists:

- A. The illness prevents the child from participating comfortably in child-care activities including outdoor play;
- B. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
- C. A temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness.
- D. Symptoms and signs of possible severe illness, lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, wheezing, behavior changes, or other signs that the child may be severely ill; and 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.

Children must be kept home if they have a fever, vomiting, or diarrhea. Children must be clear of all symptoms for 24 hours prior to returning to Storytime.

Readmission of any child after a bout with a contagious disease, i.e. ringworms, pinkeye, will not be allowed without a signed release from a physician stating the child has been treated and is no longer considered contagious.

Procedures for handling Medical Emergencies: In an emergency situation, your child will be given prompt medical attention including but not limited to CPR and/or First Aid Treatment. If necessary, a call to 911 will be made followed by immediate contact with parents. If the child should need ambulatory care, they will be transported to the nearest medical facility or Children's Medical Ctr., 1935 Medical District Dr., Dallas, TX 75235

PARENT NOTIFICATIONS

Parents will be notified via phone, person and/or in writing if your child is injured, has a sign or symptom requiring exclusion from daycare, is involved in any situation that places the child at risk, or renders the school unsafe (i.e. fire, flood, bad weather, etc...). Written notification will be given to all parents within 48 hours of an outbreak of a communicable disease, lice, or other infestation in the center.

NOTE: Our staff will do everything in our power to protect your child. We ask that our parents understand that accidents are inevitable and may possibly occur; however, Storytime will not assume any liability for payment of medical bills that result due to any injuries.

HEARING/VISION SCREENING

Texas Health & Safety Code requires hearing/vision screening for all children who are four years of age or older and all new/first time enrollees who will be 4 years old by September 1st of each year. Screenings are done by a licensed or a certified screener or a health-care professional . Parents may provide a signed statement that the child's screening records are current and on file at another daycare or school the child attends away from this dayhome. The statement must be dated and include the name, address, and telephone number of that daycare or school.

PROCEDURES FOR DISPENSING MEDICATIONS

All Over-the-counter (OTC) & Medications prescribed by a doctor can only be administered with an Authorization for Medication Form filled out and signed by the parent. If antibiotics are needed, we recommend that you request a twice a day prescription from your child's physician. Prescribed medication must be in its original container(s) with the child's NAME, DATE, DIRECTIONS, AND THE PHYSICIAN'S NAME AND NUMBER.

SAFE SLEEP FOR INFANTS

Infants are allowed to maintain their own pattern of sleeping and waking periods. They will be supervised by the caregiver at all times. An infant may not remain in restrictive devices, i.e. carriers. If an infant falls asleep in a restrictive device they will be removed from the device and placed in the crib as soon as possible. Infants may sleep in a restrictive device if the parent provides a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that the child sleeping in a restrictive device is medically necessary.

Infants not yet able to turn over on their own must be placed in a face-up sleeping position in the infant's own crib, unless the parent provides a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that a different sleeping position for the child is medically necessary.

Storytime Child Care will not swaddle an infant down to sleep or rest on any surface at any time, unless the parent provides a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that swaddling the child for sleeping purposes is medically necessary.

Storytime Child Care will not cover the heads, faces, or cribs covered by items such as blankets, linens, or clothing at any time.

Blankets, pillows and any other bedding, including toys are prohibited inside cribs and play yards

CLOTHING GUIDELINES

Please bring an extra set of clothes to leave at **Storytime** for your child. Infants and toddlers may need more than one change. All clothing will be labeled to avoid loss.

DIAPERS: Parents of Infants and Toddlers; Please bring a daily supply of disposable diapers. We change children often, so plan on 8-10 diapers a day for infants and at least 6 diapers a day for toddlers. No personal toys or jewelry please, we cannot be responsible for these items if they are lost.

****Parents must sign a release stating that diapering creams and powders are to be used at each diaper change. Otherwise, said products will not be used.****

What children wear to child care?

Showing respect for children and appreciation of their individuality is important to the development of their self-esteem.

The clothes we wear and the way we dress are an important part of our everyday experience, and are a way for many people to express their culture, personality and individuality. In child care, what your child wears may also influence your child's health, safety, comfort, and wellbeing.

You show respect for your child when you allow them to make some decisions about the clothing that they wear by offering them choices from several acceptable options. Talk about tastes and preferences in clothing and fashion with your child and try to avoid giving them the message that they are being 'judged' either positively or negatively by their clothing.

The clothes children wear can affect the development of their independence and self-help skills. For example:

Pants that fit comfortably and have an elastic waist are easier for young children to pull down and up than tighter fitting clothes, or ones with zips and studs.

Tops with large necks, cardigans, slip-on shoes or shoes with Velcro fasteners are easier for children who are learning to or want to dress themselves.

Bigger buttons are also easier for children to manage than small buttons or press studs. As with all issues related to your child's experience in child care, to achieve the best outcome have open discussions with the educators in the service about your child's needs and how these can be accommodated in the child care service.

It's important for the service to know what you think and what matters to your family in relation to your child's clothing. Working together with the teachers will help to ensure that clothing and dressing practices support the best for your child. You may want to talk with the teacher if you have questions about suitable clothing for your child. They can tell you about your responsibilities and theirs related to children's clothing, including how they manage dirty or soiled clothing.

It's usual for teachers to make some requests about your child's clothing, including that you

Label all clothing with your child's name

Provide spare clothes in case your child has an accident (especially during the time when your child is learning to use the toilet) or if there is a change in the weather

Encourage your child to dress appropriately for the weather and to wear a hat at all times while playing in the sun

These are a few factors that you may wish to consider when choosing what your child wears to child care.

Temperature

It is important that children are not over or under dressed, and that clothing suits the temperature of the day. The smaller children are, the more easily they can become chilled or overheated. Natural fabrics such as cotton are generally cooler than acrylic fabrics. It is a good idea to send spare clothes for unexpected changes of weather, especially during changes of season, when the weather can be unpredictable.

Footwear

Children need to wear safe, comfortable shoes that fit well. Shoes should provide support as well as protection for your child's feet. Example: Open toe shoes that give little protection or shoes that have raised heels or soles may cause accidents. Shoes with soles that grip make climbing and other physical activities easier and safer for children to enjoy and take part in.

Sun Protection

Children need protection from the sun while playing throughout the day. T-shirts with long sleeves and long trousers offer good protection. Hats are essential and should have soft brims to allow for movement and to provide maximum protection. Your service will be able to provide you with information about their sun protection policy and practices and the times that your child will be playing outdoors.

Clothing designs and accessories

The design and fit of their clothes and accessories may affect your child's safety during passive and active play. For example, long hems may cause tripping, and items such as necklaces, toggles on hats, drawstrings on jumpers and ribbons may become caught in equipment.

Clothing fabrics

Some children are sensitive to 'scratchy' fabrics, and some may have an allergic reaction to detergents, fabric softeners or other treatments used on clothes. All clothes that children wear should be low fire danger.

Dressing to support children's play and learning

When clothes fit properly and are not too loose or tight, children can move freely and comfortably and participate in experiences. It can be helpful to talk with your child about the clothes they feel most comfortable in for different activities, and to help them to choose clothes that will be practical.

ANIMALS AT THE FACILITY

Animals such as dogs, cats or any other pet requiring immunization records are prohibited at Storytime Child Care.

If at a later time we choose to have animals on the premises while children are in care or on field trips, We will notify parents in writing when animals are or will be present. (2) We will ensure the animals do not create unsafe or unsanitary conditions. We will ensure that children do not handle any animal that shows signs of illness, such as lethargy or diarrhea and (4) We will also ensure that caregivers and children practice good hygiene and handwashing after handling or coming into contact with an animal and items used by an animal, such as water bowls, food bowls, and cages.

We will provide documentation showing that dogs and cats have been vaccinated as required by Texas Health and Safety Code, Chapter 826. We will provide a statement of health from a local veterinarian at your child-care home for all animals, such as dogs, cats, and ferrets, with the exception of small rodents, such as guinea pigs, mice, and hamsters.

Note: Children must not have contact with chickens, ducks, and reptiles, such as snakes, turtles, lizards, iguanas, and amphibians, such as frogs and toads. We will keep the child-care home and playground free of animals unfamiliar to them. In addition to the animals specified earlier in this section, we will not allow children to play with: (1) Animals unfamiliar to them (2) Animals familiar to us, but showing behavioral changes that could be perceived as dangerous and (3) Animals that could be dangerous, such as monkeys.

FACILITY COMMUNICATIONS

Special notices and announcements will be placed on the bulletin board located at the front entry table, by phone text, emails and on the parent portal via the Band Application. Parents are encouraged to join the parent portal (Band Application). A link to the parent portal will be provided.

Daily attendance, meal counts, health records are maintained by the Storytime Staff.

It is a requirement by state law that Storytime report any suspected case of a child's physical or mental health or welfare by any person.

Parents are reminded that smoking is not permitted in the dayhome or on the grounds or premises. We thank you for your cooperation.

PARENT PARTICIPATION

Storytime Child Care offers an open door policy for all parents. You are always welcome to visit and/or assist our staff during class time, program activities, field trips, etc. Parent participation helps extend teaching outside the classroom, creates a more positive experience for children and helps children perform better when they are in school.

It is essential for parents to support the learning that happens in program settings at home as well. Parents who are in tune with what is happening in the child care facility are better able to establish a connection between what is learned at school and implemented in the home. This connection is a key component of a child's development and supporting further learning

If you would like to participate in any operation and/or activity of the school, please let us know.

COMMUNICATION AND LANGUAGE SKILLS

Our staff uses age appropriate material to meet the needs of your child at their level in order to maximize their communication and speaking skills. Our staff carefully listens when children speak and takes time to correct language when necessary.

Development of Motor Skills

Manipulative toys are used for the development of fine and gross motor skills.

Alphabet and Numbers

Children will learn the alphabet and phonic sounds. They will learn numbers and basic math concepts, as well as writing skills used with alphabet and numbers.

Fine Arts

Specialized areas of learning include: Music and Art

Individual and Group Play

Children will learn to work together and individually through play.

PHYSICAL ACTIVITY(PROMOTION OF INDOOR AND OUTDOOR ACTIVITY

All children must go outside each day, weather permitting. This is an important part of their development. Children will be involved in development activities that will increase their social skills and potential for learning in the years to come. Spending time outdoors in their early years directly affects your child's physical strength, coordination, and even the development of their immune system.

Storytime Child Care will provide:

(1) A minimum of two daily opportunities for outdoor play, weather permitting, in which a child makes use of both small and large muscles. (2) A balance of active and quiet play that incorporates group and individual activities both indoors and outdoors (3) Child-initiated activities where: (A) The equipment, materials, and supplies are within reach of the child and (B) The child chooses the activity on the child's own initiative (4) Caregiver-initiated activities that the caregiver directs or chooses, at least two of which must promote movement.

(1) A minimum of two daily opportunities for outdoor play, weather permitting, in which the child makes use of both small and large muscles.

(A) An infant birth through 12 months of age may engage in outdoor play for an amount of time as tolerated by the infant; and (B) An infant 13 months through 17 months of age, a toddler, or a pre-kindergarten age child must engage in outdoor play for a minimum of 60 total minutes daily.

Children are given opportunities for active play that incorporate group and individual activities both indoors and outdoors:

(A) A toddler must engage in moderate to vigorous active play for a minimum of 60 minutes daily; and (B) A prekindergarten age child must engage in moderate to vigorous active play for a minimum of 90 minutes daily.

At Storytime Child Care planned program indoor and outdoor activities are designed to meet the individual needs and developmental levels of all children in the group. We will ensure that children who need special care due to disabling or limiting conditions receive the care recommended by a health-care professional or qualified professionals affiliated with the local school district or early childhood intervention program. These basic care requirements will be documented and on file for review at the child-care home during operating hours. Activities will integrate all children with or without special care needs. We will adapt equipment and vary methods to ensure that you care for children with special needs in a natural environment.

Our activity plans will always ensure physical activity occurs on days when extreme weather conditions prohibit or limit outdoor time.

- Research has shown that learning in young children is the result of interaction between the child's thoughts and experiences with materials, ideas, and people. The quality of these interactions is enhanced by providing structure and a variety of opportunities to practice and explore new skills.
- While planning children's activities, keep in mind the diverse and ever-changing developmental needs of children, the abilities and interests of the children in the group and the importance of children's play in developing physically, emotionally, intellectually and socially.
- A child-care home is considered a place of public accommodation under the Americans with Disabilities Act (ADA), Title III, because it holds itself out to the public as a business. There is additional information regarding ADA and resources online at <http://www.dfps.state.tx.us>.

We use daily activity plans that: a(1) List the dates (daily, weekly, or monthly) the plan covers (2) Outline the specific daily activities. (3) Include sufficient time for activities and routines so that children can progress at their own developmental rate; and (4) plans do not include long waiting periods between activities or prolonged periods during which children stand or sit. (b) A written activity plan may include one or more screen time activities. We do include alternative activities for children who do not want to participate.

Improved Motor Skills

Many outdoor activities naturally help young children develop essential motor skills like coordination, agility, balance, and dexterity. Kids who are encouraged to explore outdoor environments will put their abilities to the test and constantly develop new skills through trial and error.

If your little one isn't walking yet, pushing them on a swing is a great exercise for early motor skills development! Swinging helps them engage all their muscles as they learn to sit up, hold on, and flow with the movement.

Sunshine (Vitamin D)

Vitamin D aids in immune system development, strong bone and muscle growth, and even allows our bodies to heal more efficiently. It has also proven to play a big role in helping us establish healthy sleep cycles and mood stabilization. Our bodies require regular sun exposure to produce Vitamin D, and children who play outside produce ample amounts of it.

Playing Outside Encourages Emotional Development

Spending more time outside playing can also have many positive effects on young children's emotional development and build their confidence.

Confidence and Independence

Engaging in outdoor play introduces children to new situations and encourages them to take positive risks and try new things at their own pace. By being presented with opportunities to try something new, children independently test their own abilities and learn new skills. This allows them to develop stronger self-awareness and a sense of independence as they grow more confident in their capabilities.

Appreciation of the Environment

Outdoor play helps kids create positive memories and deeper connections to the environment at a young age. These fun childhood experiences tend to promote an appreciation for natural spaces and the environment as a whole.

Playing Outside Benefits Kids Intellectually

Encouraging outside play allows little learners to experience new things that will benefit their intellectual development and boost their creativity.

Sensory Engagement

Kids will naturally engage all five of their senses while playing outside, which strengthens their ability to process sensory stimulation. For toddlers, outdoor play can help them build familiarity with a variety of sensory experiences, and promotes more positive responses to them.

Creative Thought

Children love to invent their own games and act out pretend situations while exploring the world around them. An outdoor environment presents endless opportunities for kids to use their imaginations and grow creatively.

Relationship Building

Public outdoor spaces introduce little ones to new friends that are oftentimes different from them. This can help kids feel more comfortable entering situations where they are required to collaborate with new people and practice skills that will be useful well into their adult lives.

Increased Communication Skills

When kids make new friends they naturally develop an awareness of others' feelings and emotions as they interact together in a safe and positive space. This encourages healthy communication between peers and allows them to cultivate relationships without the help of their parents or guardian.

Self Help Skills

Children will learn to clean up and wash up after playing and eating.

Children will learn proper hygiene skills (i.e. brush teeth, wash face, wash hands, etc...)

Preschool STEM

Science, technology, engineering and math are linked together in what is called "STEM" curriculum. If we break down this (possibly unfamiliar) term into its parts, we see that much of it is already happening in early childhood programs. *Science* can be planting seeds, mixing materials together to make a change, rolling objects down a ramp, sorting rocks by color, and touching objects with a magnet to test for attraction to the magnet, all the while recording and thinking about what happened.

Technology - computers, but also using other tools such as flashlights and digital cameras. *Math* can be counting and matching shapes, and making patterns. *Engineering* in preschool and kindergarten is easy to, uh..., engineer, in the block area. There children are planning and designing structures every day with little teacher direction. Measuring is easy too, especially if the blocks are unit blocks where every two make one of the next size up. Add the experience of recording the process by asking children open-ended questions (Tell me what you are working on now. If you don't like the tipping, what can you do to stop it? What else can you use since all the long blocks are being used?) and writing down their thoughts. Put paper on clipboards or trays in the block area and invite children to draw their structure, or just the "best" part of it.

SCREEN TIME – Technology has become a huge part of society over the last decade. Incorporating best practices for the use of technology and multimedia in the classroom is an ongoing and ever changing process for all educators.

Children 5 and over will be allowed to actively use iPad/Laptops for no more than (1) hour daily unless otherwise approved, using a waiver by state licensing.

Per Texas Minimum Standard; Tex. Admin. Code § 746.2207

(a) screen time may not be used as an activity for a child under the age of two years. (b) screen time may be used as an activity to supplement, but not to replace, an activity for a child who is two years old or older.

(c) If screen time is used as an activity for a child at the center, the center must ensure that the activity : (1) Is related to the planned activities that meet educational goals; (2) Is age-appropriate; (3) Does not exceed one hour per day; (4) Is not used during mealtime, snack times, naptimes, or rest times; (5) Does not include advertising or violence; and (6) Is turned off when not in use. (d) A school-age child may use screen time without restriction for homework. *Per Texas Minimum Standard; Tex. Admin. Code § 746.2207*

EEOC

Storytime Childcare abides by rules and regulations set forth by the Equal Employment Opportunity Commission.

LIABILITY INSURANCE

Storytime Child Care & PreK maintains liability insurance coverage in the amount of \$300,000 for each occurrence of negligence that covers injury to a child while the child is on the premises or in our care. We will also Provide proof of coverage to Licensing each year by the anniversary date of the issuance of your permit. (Please see attached Certificate of Property Insurance).

TEXAS DEPARTMENT OF FAMILY & PROTECTIVE SERVICES This school is regulated by the Texas Department of Protective & Regulatory Services. You may review a copy of the minimum standards that this dayhome and child care center must comply with by contacting the office. A hard copy of the most recent Licensing inspection report can always be found posted on the bulletin board in the kitchen. The Local licensing office is located at 8700 N. Stemmons Freeway, Ste 104 Dallas, Texas 75247. The phone number is 214-563-4253 and the website is www.tdprs.state.tx.us.

ACCOMMODATING FAMILIES AND CHILDREN

This document outlines our 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 public and in the parent's primary language. Please notify the director if you or your child require accommodations and we will ensure that we do our part in making sure your needs are met.

Below are ways that our program will partner with families:

1. If specific therapies are needed during the day while the child is in our care, we will provide space to accommodate sessions.
2. Participation in all comprehensive care meetings, if needed.
3. Complete supporting documentation from authorized medical professionals for any accommodations related to child's physical or developmental needs.
4. Provide materials and resources in parents/child's primary language.
5. Provide a bulletin board posting information for families and parents on the program's policy of cultural inclusiveness.
6. Provide opportunity for cultural inclusiveness by hosting cultural events throughout the year.
7. Provide lesson plan strategies that meet the needs of children requiring accommodations.

ADDRESSING CHALLENGING BEHAVIORS

We believe that each child is unique in their own way and because of this, their talents & educational needs should be addressed on an individual level. Learning is not one size fits all. We believe that every child should be given the space to be creative as they learn and grow. Our goal is to build a strong educational foundation by establishing the fundamentals of physical (fine & gross motor skills), cognitive (think & explore), language (understand and communicate) and social emotional development (establish positive relationships).

When a child in care displays challenging behaviors on a recurring basis, a behavior management program will be implemented over a two-to-four-week trial period, no longer than four weeks. This program will be devised based on the individual needs of each child. A behavior management program will usually consist of the following steps:

1. A formal discussion will be carried out weekly with the child's parents to gain information regarding the child's behavior and to discuss ways of dealing positively and consistently with the challenging behavior. Parents will be encouraged to implement similar strategies from the program at home to reinforce positive behavior. Examples of strategies used in the program will be:
 - a. praising good behavior,
 - b. advising the child that his/her behavior is inappropriate and try to guide the child into using more appropriate ways to communicate.
 - c. listening to the child,
 - d. setting limits by choosing a few simple rules, explaining the rules, and repeating them periodically.
 - e. incorporating activities into the curriculum to reinforce good behavior for example through role play, arts, crafts, and reading favorite stories at story time etc.
 - f. If necessary, the child may be given a short time away from the rest of the class.
2. All incidents will be recorded and shared with the child's parents. Confidentiality will be respected, and information will only be shared with the parties concerned.
3. At the end of the 4-week period of the behavior timeline, if the behavior has not been resolved, the parents will be informed about their child's needs for future childcare, they will be provided two weeks to find alternative childcare arrangements. Parents may be advised to refer their child to other Professional Services, such as Early Childhood Intervention (ECI). These services can assist parents with identifying if their child's needs are being met and if they require any additional support. The importance of early cooperation in a behavior management program by parents is imperative to complete a successful behavior management program

Parent's Name (Printed)

Parent Signature Date

****Parent agreements are distributed to all families. Please read, sign, and return to Storytime Child Care.****

My signature verifies that I have read and received a copy of this parent handbook.

X _____ **(Date)** _____

****A signed copy of this agreement will be given to the parent/guardian and an additional signed copy will be placed in the student's file****

POLICY ADDENDUM

Effective August 24, 2026

Damage to Child Care Property and Materials

Storytime Child Care provides developmentally appropriate toys, equipment, furnishings, and learning materials for children's use. Normal wear and tear is considered part of regular program operations and is the responsibility of Storytime Child Care.

Parents or guardians may be responsible for the repair or replacement of toys, equipment, furnishings, or other materials when damage results from intentional misuse, destructive behavior, or use that is clearly inconsistent with the item's intended purpose.

Any request for reimbursement will be communicated directly to the family and will be considered based on the circumstances surrounding the damage.

Reserved Care, Vacation Days, and Schedule Changes

When a family reserves care for a specific day or period of care, that space is held for the child and is used by Storytime Child Care when planning staffing, meals, transportation, and enrollment availability.

Once care has been reserved, tuition remains due for the scheduled care whether or not the child attends.

Families are encouraged to provide advance notice of vacations, absences, or schedule changes whenever possible. Same-day changes made after Storytime Child Care's daily attendance cutoff of 9:30 a.m. do not remove the family's financial responsibility for the care that was reserved.

Drop-In Care Reservations

Drop-in care is based on availability and is not considered reserved until Storytime Child Care confirms the requested date or dates.

Once a drop-in space has been confirmed, the family is financially responsible for the reserved care. If plans change after the reservation has been confirmed, particularly after the 9:30 a.m. attendance cutoff, the reserved fee remains due.

Weekly Care and Attendance

Families enrolled or scheduled for a full week of care are responsible for the agreed weekly tuition regardless of the number of days the child actually attends during that week.

Weekly tuition is based on the child's reserved enrollment space and is not recalculated as drop-in care when a child attends fewer days than originally scheduled.

Drop-in rates apply only when care is requested and confirmed as drop-in care in advance.

That wording protects the distinction we talked about: a parent cannot reserve care as a weekly or multi-day arrangement and then retroactively convert it to drop-in pricing because their plans changed.