

L
O
B
O



ACTIVE LEARNING CENTER

...more than expected!

Parent Handbook Program & Policies



“Come to Us...and you’ll find, Active Kids with Active Minds!”

Welcome to...

Lobo Active Learning Center

Parents,

We sincerely thank you for placing your trust and confidence in us for the care of your child. You are encouraged to become a part of our program by offering suggestions and comments. We strive to exceed your expectations in all areas by helping your child develop socially, emotionally, intellectually and physically; as well as to give you peace of mind.

Encouraging your child to grow and develop while having fun, gaining confidence and self-awareness, and maintaining a high self-esteem and self-worth is of utmost importance to us.

In our caring, nurturing and enriching environment with dedicated and enthusiastic teachers, your child will have unlimited opportunities to imagine, grow and learn.

Our purposeful and engaging curriculum that allows for child-directed and teacher-directed activities includes developmentally age-appropriate experiences for children.

We help to build a foundation for learning and understanding, which encompasses language and literacy, math and science, art, sensory and dramatic play, music, gymnastics, Spanish, computer technology and more.

We acknowledge that a well-rounded child is derived from more than academics. It is achieved from many other life experiences, observations, social interactions, conflicts and challenges. We recognize that each child is unique in the way he learns and discovers how to comport himself in the world around him.

Throughout your child's experiences with us, he will develop a strong character with a clear understanding of concepts that include sharing and generosity, kindness and friendships, as well as integrity and respect.

Please take time to read this handbook, as it will answer many of the questions you may have concerning our policies and procedures and prevent any misunderstandings or disputes in the future. Our goal is to supplement your parenting and support you in your role as a working parent. We encourage you to become an active participant in our school activities and the programs we offer. If you have any questions or concerns, please feel free to talk to your child's teacher or the Center's Director. We want the best for you and your child.



Days and Hours of Operation

Lobo Childcare and Summer Camps hours of operation are:

Monday through Friday, 6:00 a.m. - 6:30 p.m.

Infants-2 years of age: Hours are 7:00 a.m. - 6:00 p.m.

Check with office for Mother's Day Out hours available.

Late pick-up fees apply.



Holidays

LABOR DAY – CLOSED

THANKSGIVING DAY - CLOSED

CHRISTMAS EVE – CLOSED

CHRISTMAS DAY – CLOSED

NEW YEARS EVE – CLOSED

NEW YEARS DAY – CLOSED

MEMORIAL DAY – CLOSED

FOURTH OF JULY - CLOSED

If holiday falls on a Saturday, Center will be closed the Friday before and if it falls on a Sunday, Center will be closed the following Monday.

Enrollment/Withdrawal Procedures

Enrollment at Lobo is open to children ages 6 weeks-14 years of age regardless of race, nationality, or creed.

Programs at Lobo are ongoing year-round, and each child is enrolled continuously until a **one-month prior written withdrawal notice is given**. Written notice must be received via email to lobogymnastics@gmail.com. It must be received on or before Monday to count as first week of notice. This notice is also required for school-age children who will not continue in the summer camp portion of our yearly program...withdrawal notice due by April 1*.

Enrollment papers must be renewed annually. It is your responsibility to update important information, such as emergency contact phone numbers and address, as it occurs with the administrative personnel at the Welcome Desk.

Tuition and Payments

Auto Draft (EFT) is our preferred method of payment. Auto draft payments will be drafted on Friday of each week for the following week. **Non-EFT payments:** Tuition increases \$10/per week/child for all forms of payment other than Auto Draft (EFT).

There is no credit given for scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God. All fees are non-refundable.

Additionally, a credit card must be on file and will be processed for payment if payment is not made by **Thursday** of each week for the following week. Child **will not** be received for childcare/camp or transported to and from school on **Monday** if payment has not been received.

Check with office for current Mother's Day Out information.

Enhancement/Maintenance Fee

Enhancement/Maintenance Fees are due and payable in August for the school year and in May for the Summer program.

These fees assist in refurbishing or replacing equipment and furnishings within our program as well as allowing us to add educational materials, bus maintenance, field trip deposits, and to provide continuing education for our staff.

Supply Fee - Preschool and MDO

Our endless efforts to offer and maintain the highest standards in hygiene, quality care, education and all other areas of our programs, require a school year supply fee and a separate summer supply fee.

This fee helps to replenish classroom supplies such as sanitary gloves, foot covering for the infant room, math and science materials in the classrooms, arts and crafts supplies, supplies for cooking projects and gardening, as well as multiple other areas of need within our program.



Vacation Credit

Lobo offers two weeks of vacation credit annually, January-December. In order to use your vacation credit, you must notify the office in writing two weeks in advance. No vacation credit is given for children in the MDO program.

You will pay $\frac{1}{2}$ the normal weekly tuition for those weeks of vacation, due and payable **prior** to the weeks of vacation. Late payment fees will be assessed for payments made after returning from vacation.

Vacation credits are non-transferable. For any additional weeks missed, full weekly tuition is assessed. Late payment fees will apply.

Vacation credits **may not** be used toward your one-month withdrawal notice.

Pick-Up and Drop Off

Parents must check their children in and out of the building daily at the Welcome Desk. Please do not allow your child to assume this responsibility.

*We do not allow children to be picked up and signed out by anyone other than an authorized adult (must be over the age of 18) per enrollment forms, unless previously authorized IN WRITING by the parent. **Faxed or over the phone authorization is not acceptable; however, an email request containing a return phone number will be satisfactory.***

Parents of the younger children may use their passcode to enter the classroom areas and pick up their children directly from his/her classroom. School-age parents are required to stay in the lobby and wait until student is called to the front due to the open concept environment. Parents are **not** permitted to join students in the activities.

All Parents are required to pick up by 6:30 p.m. (6:00 p.m. for infants-2 years of age). We allow a 5-minute grace period; however, **a late pick-up fee will be assessed of \$10 per 10 minutes or any portion thereof. Payment is due and payable at time of pick-up. Excessive or habitual late pick-up will result in expulsion. Parents will be given a two-week notice to make other childcare arrangements.**

Transportation to and from School

Children requiring transportation will be transported by Lobo Staff in a Lobo bus/van or by other means as deemed necessary by management. Falcon Pass students may be walked to and from school as weather permits.

Please notify your child's school that he/she will be picked up by Lobo. Lobo picks the students up at the designated school each afternoon. The bus will not leave the school until all students have been accounted for.

A No Call-No Show fee will be assessed each time Lobo has not been notified that the student will not be attending the after-school program on any given day and the bus has already departed for pick-up.

Please notify Lobo before 2 p.m. We do pick up school-age children from school on early dismissal days; however, there is an additional fee for these days and for extended care required during holidays and teacher in-service days.

Personal Items

Please do not send toys from home unless teacher has requested items for show and share.

Lobo is not responsible for lost, stolen, traded or broken personal items including, but not limited to, cell phones, tablets, money, purses, toys, games, and gaming devices. Please leave these personal items at home. However, all consideration for personal property will be taken.

Cell phones, tablets and laptops are not permitted. If a child comes to the facility with a cell phone, it will be taken away and kept at Welcome Desk until parent arrives. If there is a second offense, parents will pay \$15 to get the phone back. (Our responsibility is to protect your child while they are with us in all areas. This includes accessing the internet.) If your child needs to call you, they may ask to see the Director for permission.

Dress Code



Childcare Program: Comfortable non-restrictive clothing is always best for young children. Please have children wear tennis shoes and socks daily. Open toe shoes are not permitted.

On **Swimming/Splash Days**, children must wear water shoes to school; and tennis shoes and socks must be brought to Lobo to change into following activity.

After-school & School-age program: For safety, proper clothing must be worn for your child to fully participate in activities at Lobo.

Elastic waist shorts and t-shirt are highly recommended DAILY. Wearing denim jeans and other inappropriate/restrictive clothing may result in your child not being able to participate in some activities.

Tennis shoes are mandatory. Jewelry should not be worn.

When participating in the gymnastics program, girls must wear a one-piece leotard; boys need to wear a t-shirt tucked into elastic-waist sport shorts.

Special Events Notification

All special event notices will be posted on the computer sign-in screen, outside your child's classroom and sent home in the weekly sharing slip. Some of these special events include open houses, holiday parties, Parents' Night Out, Mother's and Father's Day invites, pre-K graduation ceremony, and field trips.

Immunization/Test Requirements

Parents are required to provide Lobo with a copy of their children's immunization records, as well as a signed form stating that the child's immunizations are up to date if their children are not enrolled in the public-school system.

If the health department requests TB testing of the students, parents will be notified of the request in writing.

Yearly doctor's statement is a requirement by Texas State Childcare Licensing.

An Affidavit is required to be completed every 2 years for all exemptions from immunizations for Reason of Conscience.

Hearing and Vision Screening

Parents are required to provide Lobo with a copy of their children's hearing and vision screening upon entering our Pre-K program or immediately after turning 4 years of age per Texas State Childcare Licensing.

Care for Children with Special Needs

Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA) and will fully be given the opportunity to participate in the program. Our program is committed to meeting the needs of all children, regardless of special health care needs or disabilities. We will keep our primary focus on each child's strengths and abilities as we work to make modifications and adjustments.

We acknowledge that the inclusion of children with special needs has been shown to enrich the childcare experience for all staff, children and families of enrolled children.

All families will be treated with dignity and with respect for their individual needs. We will be responsible for ensuring that confidentiality about special needs is maintained for all families and staff in the program.

The individual written plan of care for children with special care needs outlined by parents will be followed in all emergency situations.

All staff will receive general training on the benefits of inclusion of children with special needs and training on specific accommodations that any child in their classroom may need.

Admission for Care

Children will not be admitted for care if one of the following exists:

- The illness prevents the child from participating comfortably in childcare activities & outdoor play.
- The illness results in a greater need for care than we can provide without compromising the health, safety, and supervision of the other children.
- An oral temperature of 101 degrees or greater, a rectal temperature of 102 degrees or greater, an armpit temperature of 100 degrees or greater, 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.
- If 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.
- Signs of head lice or nits are noted. *Additional information on head lice treatment and prevention is available upon request.

Illness

If your child becomes ill while in our care, we will contact you to pick up your child. Child will be cared for apart from the other children. We will give appropriate attention and supervision until your child is picked up.

Medication

Lobo Active will dispense medications when it has been signed in by parent or guardian. Medication must be in original container. Prescription medication must have child's name. Please do not leave medication in lunch bags or diaper bags. If your children have allergies that require immediate medication, please discuss them with us so we can ensure our staff is trained accordingly.

Medication is given at 8am, 12pm, 2pm & 4pm only. We will dispense only dosage prescribed by doctor or by recommended dosage label of over the counter medicines.

Vaccine Preventable Diseases

Employees are made aware of the recommended adult immunization schedule with certain risks related to their job per CDC; however, these are not required.

Medical Emergencies

If a critical illness or injury requires immediate medical attention: Lobo will contact emergency medical services or transport them to the nearest emergency room, give the child first-aid treatment or CPR if needed, contact the physician identified in the child's record, contact the child's parents, and ensure that the other children in the group are supervised.

Accident/Incident Reports

Accident/Incident reports will be completed by staff and signed by parents and the Director when an event has taken place at Lobo and at any outing supervised by Lobo staff. Accident/Incident reports remain at Lobo in the child's personal file.

Food Allergy Emergency Plan

It is required that we have a food allergy emergency plan in each child's file with a known food allergy that has been diagnosed by the child's health care professional. The child's health care professional and parent must sign and date the plan. A food allergy emergency plan is an individualized plan prepared by the child's health care professional that includes:

- a list of each food the child is allergic to;
- possible symptoms if exposed to a food on the list; and
- the steps to take if the child has an allergic reaction.

This food allergy emergency plan must be on file prior to first day of attendance. A current photo must be included for this plan.

Meals

Breakfast is served between **7:00 - 7:30 a.m.**, lunch and am/pm snacks are provided daily for Infants on table foods through Pre-Kindergarten children year-round. A sack lunch may need to be provided by parents on special occasions. Lobo provides one snack during the after-school program. The summer program/holidays will consist of two snacks per day provided by the facility on the days that children are in the building. Parents must supply a healthy lunch and drink for summer/holiday hours.

Licensing states: "Parents choosing to provide meals for lunch and snack understand the child-care center is not responsible for its nutritional value for meeting the daily food needs". NO microwave is available for lunches. We ask that each lunch kit contains a freeze pack. **WE CANNOT REFRIGERATE OR MICROWAVE LUNCHES.** You must provide your own forks, spoons, and bowls when the meal warrants.

Infant bottles must be prepared by parent and clearly labeled with child's name and date and cannot remain in center overnight.

Breast Feeding

Parents have the right to breastfeed and provide breast milk for their child while in our care. We will provide a comfortable place to sit within our center or within the classroom that enables mothers to support this practice. A pillow will be available to support the mother's infant in her lap; as well as a stepstool for the mother to prop her feet and prevent back strain. Water will be available to help the mother to stay hydrated.

Policy on Sippy Cups

Children are not allowed to walk around with sippy cups. We will provide cups for drinking water and milk. Sippy cups supplied by the parents can be used in the infant room.

Water Activities

School-age children: Prior to any water activities, Lobo requires each child to have a permission slip signed by a parent or legal guardian. Lobo will test children's swimming skills on the first swim day & place them in assigned groups and swimming areas accordingly. Certified lifeguards will be present during water activities, as well as Lobo staff members.

Children participating in water activities in the summer camp program must arrive at Lobo **already wearing their swimsuits & sunscreen.** A change of clothes, including tennis shoes and socks, must be brought to Lobo as well as a water-proof bag for the swimsuit or swim trunks. Please provide a towel & spray-on sun block (if you would like it to be reapplied by the teacher) in a labeled bag separate from their sack lunch.

Field Trips

Parents will sign a permission slip upon enrollment, and Lobo will require a parent signature on individual field trip permission slips as well. Premium field trips will require an additional fee.



Children participating in the field trip **must** wear a Lobo Active t-shirt; Lobo will keep the shirts at the gym & wash them after each use.

Children cannot be dropped off at a field trip location. All children must ride to and from the field trip in the Lobo bus/van, even if their parent is going. Parents may not pick child up from a field trip for appointments, etc. without notifying the Director beforehand. If parents would like to come on the field trip, they must drive their own vehicle. Please see

Director for approval to participate.

Calendars will be given out with days, trip destination, and times of departure and return. Field trips are a privilege and can be revoked if behavior issues occur during transportation or on the field trip.

Policy on Sunscreen and Insect Repellent

Parents will supply sunscreen and insect repellent with instructions for reapplying including when, how often, and who will reapply. Parents can visit healthychildren.org or other websites for guidance on choosing sunscreen and insect repellent.

Sunscreen and insect repellent cannot be shared with other children.

Parent Visits/Participation/Volunteers

Parents are invited and encouraged to be involved in their children's activities at Lobo. If a parent would like to visit the childcare center to observe our operation or their child; or to participate in special activities, they must sign in and out at the Welcome Desk. Prior approval/appointments are not required.

There are many ways in which parents can participate and volunteer at Lobo. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not able to volunteer directly in the classroom may donate items, do maintenance work, or assist in the front office.

For safety reasons, parents of school-age children may view from the lobby areas. Visitation is for parents only. All communication and updates will be posted at the Welcome Desk, or door to childcare area/classrooms or in your child's folder.

Infant and Safe Sleep Policy

- Infants will only be placed on their backs to sleep unless you provide an Infant Sleep Exception Form 2710 signed by the infant's health care professional.
- Infants will be placed on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for non-full size cribs.
- Infants who are younger than 12 months of age, will sleep in a crib that is bare except for a tight fitting sheet. No soft or loose bedding, such as blankets, quilts or comforters; pillows; stuffed toys/animals; soft objects, bumper pads; liners; or sleep positioning devices. Also, infants will not have their heads, faces or cribs covered at any time.
- Sleep positioning devices, such as wedges or infant positioners will not be used unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional as these may increase the risk of suffocation.
- The sleeping areas are well ventilated and at a temperature that is comfortable for a lightly clothed adult.
- If an infant needs extra warmth, sleep clothing such as sleepers, or footed pajamas may be used as an alternate to blankets.
- Only one infant at a time will be placed in a crib to sleep.
- Infants may use a pacifier during sleep; but the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk.
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), the infant will be moved to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.
- Our childcare program is smoke-free. Smoking is not allowed in Texas childcare operations. This includes e-cigarettes and any type of vaporizers.
- Sleeping infants will be actively observed by sight and sound.
- If an infant is able to roll back and forth from front to back, they will be placed on the infant's back for sleep and be allowed to assume a preferred sleep position.
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally.
- Infants will not be swaddled for sleep or rest unless you provide an Infant Sleep Exception Form 2710 signed by the infant's health care professional.

Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS) at:

<http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

Discipline and Guidance

Children will always be supervised by Lobo staff. All children are encouraged to listen attentively to instruction and to follow all safety guidelines.

Discipline must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control.



A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps or toilet training;
- Pinching, shaking or hitting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting or yelling at a child;
- Subjecting a child to harsh, abusive or profane language;
- Placing a child in a locked or dark room, bathroom or closet with the door closed; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Zero Tolerance Policy

Children will not use profanities, violence or gestures. Parents will be called to come and pick up their child for aggressive behavior.

Confidential Information

Confidential and sensitive information will only be shared with employees of Lobo who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about employees, parents and/or children will not be shared with parents, as Lobo strives to protect everyone's right of privacy.

Staff Employment/Interaction with Parents

The staff of Lobo are prohibited from being employed by any parent (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ Lobo staff will have their services terminated and any monies paid to Lobo will be forfeited. Staff who become employed by current or former parents of Lobo will have their employment with Lobo terminated.

Employment refers to any relationship outside of Lobo services which involves an employee of Lobo to interact with a current or former parent of Lobo. Such relationships include but are not limited to, social media interaction (Facebook, Instagram, Snap Chat, Twitter or otherwise) baby-sitting, nanny services, mother's helper, carpooling, house-sitting, attending birthday parties and other social activities regardless of whether or not those services are voluntary or paid.

Child Abuse

Lobo employees are required to have annual training focusing on prevention, recognition and reporting of neglect and child abuse; including 1) factors indicating a child is at risk for abuse or neglect, 2) warning signs indicating a child may be a victim of abuse or neglect, 3) internal procedures for reporting any suspicion of child abuse or neglect and 4) community organizations that have training programs available to childcare staff, children and parents. Comments made by a child as well as any unusual marks or bruising will be noted and documented.

We will also present the employees and parents with methods for increasing their awareness of prevention techniques for child abuse and neglect by routinely sharing information on the types of abuse and neglect, causes of abuse and neglect, the warning signs of abuse and neglect and other related information; as well as inform the parent of a child who is a victim of abuse or neglect actions to take to obtain assistance or intervention program.

Lobo will coordinate with community organizations who offer services for high risk families. We provide information on programs for pregnant women that encourage prenatal care; teach childcare techniques, provide home health visits for newborns, and assist parents of children with special needs.

We will identify community and faith-based organizations that sponsor food banks and shelter programs. These programs address the lack of resources such as adequate shelter, childcare for working parents, appropriate nutrition, health and mental care, transportation and education.

We will also identify organization that provide aid in prevention through crisis and emergency services, parent education, domestic violence shelters, and health and mental health treatment for victims.

You must act if you are aware of abuse or neglect. There are two ways it may be reported. Call 1-800-252-5400, the Abuse Hotline toll-free 24 hours a day, 7 days a week nationwide or make a report through the secure website: www.txabusehotline.org. If this is a life-threatening situation or emergency, call the local law enforcement agency or 911 immediately.

Emergency Preparedness Plan/Evacuation

In case of flooding, tornado watch, hurricane or other emergency situations, an email will be sent to parents.

Should evacuation be necessary, our first responsibility will be to move the children by walking them or transporting them in our center's buses/vans to the designated safe area known to all employees or to an alternate shelter where the local authorities may direct us. One alternate shelter is: **Stone's Gym at 16223 Moonrock Drive; Houston, TX 77062.**

Their phone number is: **281-480-2255.**

In some emergency situations, such as lockdown, we may be required to remain onsite. The authorities will let us know. A message will be placed on the facility's answering service, the front door and/or an email will be sent to parents.

Designated personnel will be assigned the responsibility to assist the classroom teachers in evacuating and relocating children with limited mobility or who otherwise may need assistance to a safe area or alternate shelter in the event of an emergency. Staff will hold their hands, and, in some cases, they may carry them. Rolling cribs may also be used as needed.

We will account for the attendance at the time of the emergency at the designated safe area or alternate shelter by checking the roll for each individual child.

We will maintain communication with the parents by using the emergency telephone number or email address that is on file with us. You may contact us by calling **281-480-5626.**

We will communicate with local authorities (such as fire department, law enforcement, emergency medical services, health department), parents, and Childcare Licensing. We will have cell phones and will use your emergency contact numbers.

Essential documentation will be evacuated when possible that includes:

- Parent and emergency contact telephone numbers for each child in care.
- Authorization for emergency care for each child in care.
- The attendance record information for children in care at the time of the emergency.

Children will be released to parents when it is deemed safe to do so by management or emergency personnel. Parents must present photo identification to pick up child and sign out their children.

Suspension and Expulsion Policy

Our program is designed to eliminate or severely limit expulsion, suspension, or other exclusionary discipline; these exclusionary measures will be used only as a last resort in extraordinary circumstances where there is a determination of a serious safety threat that cannot otherwise be reduced or eliminated by the provision of reasonable modifications. We create positive climates and focus on prevention – and train our staff in:

- Promoting children’s social-emotional and behavioral health and appropriately addressing challenging behavior;
- Forming strong, supportive, nurturing relationships with children;

- Conducting ongoing developmental monitoring, universal developmental and behavioral screenings at recommended ages, and follow-up, as needed;
- Collaborating with community-based service providers and connecting children, families, and staff to additional services and supports as needed;
- Forming strong relationships with parents and families;
- Having a strong understanding of culture and diversity;
- Employing self-reflective strategies and cultural awareness training to prevent and correct all implicit and explicit biases, including racial/national origin/ethnic, sex, or disability biases; and
- Eliminating all discriminatory discipline practices.

Immediate Causes for Expulsion

- The child is at risk of causing serious injury to other children, staff or self.
- Parent threatens physical or intimidating actions towards staff members.
- Parents exhibits verbal abuse to staff in front of enrolled children.
- Expulsion from public or private school. Documentation of expulsion must be provided so that we can determine our course of action.
- Drugs or drug paraphernalia.

Parental Actions 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 staff.

Child’s Actions for Expulsion

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

Prior to suspension or 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.

Even in such extraordinary cases, our program will assist the child and family in accessing services and an alternative placement through, for example, community-based childcare resource and referral agencies.

Gang Free Zone

Texas Penal code: Any area within 1000 feet of a childcare center is a gang free zone. Criminal offenses related to organized criminal activity are subject to harsher penalty.

Animals

Lobo does not allow pets or other animals to be brought into or kept at the facility.

Minimum Standards

The Texas State Minimum Standard rules and licensing inspection reports are available at the Welcome Desk for review. The book may not leave the building for any reason.

To obtain copies of the minimum standard rules, you may go online to: www.dfps.state.tx.us.

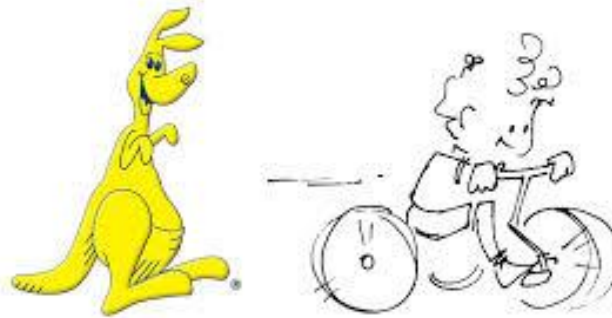
DFPS Abuse Hotline: 1-800-252-5400

Licensing Phone Number: 713-287-3238

DFPS Abuse Website: www.dfps.state.tx.us

Any questions or concerns about the policies and procedures of Lobo Active Learning Center may be discussed with the Director.

Lobo reserves the right to make changes in policies to meet the needs of the children and the business.



2424 & 2500 Falcon Pass • Houston, TX 77062

281-480-5626

www.lobogymnastics.com