



OPERATIONAL POLICIES

TINY PEOPLE UNIVERSITY



REVISED

JANUARY 9, 2025
TINY PEOPLE UNIVERSITY
11828 FM 1488 Magnolia, TX 77354

All information herein is current as of March 1, 2020. The information is subject to change. If policies or procedures change, we will provide timely written notice to parents. An additional copy will be posted on the “Parents Need to Know” board.

Philosophy

It is the philosophy of Tiny People University Child Care Center, that early childhood should be a time of fun, warmth, security, education, exploration and discovery. Tiny People University (TPU) Child Care Center will provide an atmosphere that encourages social, emotional, physical, and intellectual growth through the children’s play and small group instruction. The curriculum includes dramatic play, creative art activities, music, science activities, block play, sensory experiences, daily outdoor activities, the celebration of birthdays, and holidays. Children will be exposed to shapes, colors, numbers, and letters through developmentally appropriate activities taught using small group instruction.

Hours of Operation

Tiny People University’s (TPU) hours of operation are as follows:
Monday – Friday: 6 a.m. to 6:30 p.m.

Holidays/Closings

The Center will be closed on the following days:

- New Year’s Day**
- Martin Luther King Day
- Good Friday
- Memorial Day
- Juneteenth
- 4th Of July**
- Labor Day
- Thanksgiving Day (Thursday and Friday)
- Christmas** (Christmas Eve and Christmas Day)

** Holidays that land on Saturday or Sunday will be observed on an alternative day or days during the week before or after the holiday. Anytime the center will be closed a notice will be posted as a reminder.

Tuition and Fees

Tuition is based on facility and staffing that we must have available in order to care properly for your child. Therefore, if your child does not attend for any reason, tuition is NOT reduced. No reduction is given for unexpected closings, holidays, severe weather closings, absences, vacations, or domestic problems.

Tuition is payable in advance. Parents may pay for the entire month, or they may pay $\frac{1}{2}$ of the month's tuition on the 1st and pay the other $\frac{1}{2}$ by the 15th. If you choose to pay weekly, payments are due every Monday. Payments are considered late on the 1st working day after the due date. A fee of \$5.00 will be assessed for each day payments are received late.

Monthly tuition is calculated using the weekly fee x 4.33 (average number of weeks in a month during a fiscal year)

Tuition is based on the classroom, not on the child's actual age. For example, your child may turn three while still in the classroom which maintains a teacher/child ratio of a classroom with two-years old. In that case, you would be charged the two-years old tuition until your child moves up to the three's class.

Full-time tuition is:

Infants 6 weeks to 17 months	\$300.00 weekly
Infants 18 months to 24 months	\$250.00 weekly
Toddlers 25 months to 36 months (Room 3)	\$225.00 weekly
3 yrs. to 4 yrs. old (Room 4)	\$215.00 weekly

In addition to tuition, the Center has the following required fees:

At the time of enrollment, a one-time nonrefundable registration fee of \$150.00 is required. For families of two or more the fee is \$200. The fee covers the cost of all material and supplies.

Also, the Center has the following fees which are incurred in certain situations:

A late pickup fee of \$5.00 is incurred for every 5 minutes (or portion thereof) that a parent is late in picking up a child past the designated pickup time. The pickup time is 6:30 p.m. with a 5-minute grace period. A returned check fee of \$25.00 is assessed for every check or electronic withdrawal returned by your bank. In addition, if the return causes your payment to be late, you are also assessed the appropriate late payment fee.

Procedures for Drop-off and Release of Children

Complies with Section 746.4101 and 746.4103 of the Minimum Standard for Child - Care Centers. Parents are required to sign the attendance sheet upon arrival and departure. Students are to be dropped off no later than 9 am. Exceptions would be doctor appointments and other special circumstances. Every child must be signed out. As a result, no child will be released from the playground area. Our responsibility begins when you place your child in the care of a staff

member and ends when you take him/her from the care of a staff member. Please do not allow your child to wander off unattended or leave the building ahead of you. For safety purposes, only those listed on the enrollment forms as designated person for pick up will be permitted to leave with your child/children. If a circumstance should arise for someone other than those on your list to pick up your child/children, you will need to update your list in advance. We will require a Valid ID for identification of an individual we do not recognize. Please inform those you have designated to pick up of our policy.

Health Check

The health and well-being of each child at TPU is of the utmost importance to us, therefore we will conduct a daily health check before the parent's leave. The results of the health check will be determined by the center's staff, not the parent, on whether or not the child remains in care for that day.

The exclusion of an ill child from care is determined by:

- Whether or not the child can participate in the activities planned for the day in his/her classroom/age group
- Whether or not the child requires more care than the staff can provide without compromising the care needs of the other children at the center
- Whether keeping the child in care will pose an increased risk to other children and adults at the center
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Illness and Exclusion

Complies with Section 746.3601 and 746.3603 and 746.3605 of the Minimum Standard for Child - Care Centers

Also, due to the health and well-being of each child at TPU, we will strictly adhere to the following illness and exclusion criteria:

- Fever as measured by a temperature of 100 degrees Fahrenheit or higher
 - Vomiting (two or more episodes in 24 hours) o
 - Swelling/Redness of the Throat
 - Constant Cough
 - Extreme Fatigue/Lethargy
 - Head Lice
 - Reddened/Draining Eyes
 - Skin Rash
 - Bumps on Hands, Feet and/or Throat
 - Uncontrollable Diarrhea (3 or more)
 - Mouth Sores
 - Diagnosis of a communicable disease by a healthcare professional with no medical documentation that the child is no longer contagious
- If a child is suspected of having a contagious condition, a parent or authorized pick-up person must arrive at the childcare center as soon as possible, but not to exceed 1 hour after being called.
 - Illness reports will be generated and must be signed and dated by both a TPU staff member and a parent.
 - A child must be fever free and symptom free without the use of fever relieving or other medications for a period of 24 hours before they will be allowed to return to the center.
 - If a child is diagnosed as having a contagious condition, parents should notify TPU as soon as possible so we can alert other families. Confidentiality will be upheld.

Dispensing and Handling Medication

Complies with Division 2, Section 746.3801 and 746.3805 and 746.3807 of the Minimum Standard for Child - Care Centers Medications and Medical Assistance of the Minimum Standard for Child - Care Centers.

Dispensing

- TPU will administer medication when parents give prior authorization. Parents may complete and sign a medical authorization form. A single dose of medication can be administered with phone approval from the parent.
- Authorization to administer medication expires on the first anniversary of the date the authorization is provided.
- TPU is not authorized to administer medication in excess of the medication's label instructions or the directions of the child's health-care professional.
- Parent authorization is not required to administer a medication to a child in a medical emergency to prevent the death or serious bodily injury of the child, provided that TPU administers the medication as prescribed, directed, and intended.

Handling

- All medication will be stored out of reach from children
- Medication will be stored so it does not contaminate food
- TPU will refrigerate medication (if applicable)

Parental Notifications

Complies with Section 746.501 of the Minimum Standard for Child - Care Centers

From time to time, TPU may choose to update the Operational Policies and Procedures. The most recent version will be available upon request.

Discipline and Guidance

Complies with Subchapter L, Discipline and Guidance of the Minimum Standard for Child - Care Centers

TPU uses positive methods of discipline and guidance.

- Discipline will 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 will 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
 - 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.
 - In cases where there is an issue of constant inappropriate behavior, parents must attend a parent conference to outline and agree on behavior modification plan. Follow up will be made with the parent daily until the issue is resolved.
- TPU will not use harsh, cruel, or unusual treatment of any child.

Meals and Food Service Practices

Complies with Subchapter Q, Nutrition and Food Service of the Minimum Standard for Child Care Centers

Meals

At TPU all meals and snacks are included in the price of service. We will offer food in the following food groups at least one time throughout the day:

- Milk
- Meat/Meat-Substitute
- Vegetables and Fruit
- Whole Grains

Parents of children with food allergies are required to provide written documentation of the food allergy. If the child is severely allergic to peanuts or any other nuts, it is recommended that parents inform staff not to provide any food as some products served at TPU are produced in facilities that may also produce nut products. TPU will not provide any nut products and ask parents to also not provide nut products for their children's meals and snacks. We have substitutions for children with cultural and religious beliefs.

Food Service and Preparation

All food and drinks will be of safe quality and will be stored, prepared, distributed, and served under sanitary and safe conditions.

Immunization Requirements

Complies with Section 746.613, 746.617, 746.621, 746.623, and 746.625 of the Minimum Standard for Child - Care Centers

- TPU is required to obtain a copy of the child's immunization record as specified by the Texas Department of State Health Services in 25 TAC 97, Subchapter B (relating to Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education).
 - Provided immunization records must include the following:
 - The child's name and birth date;
 - The number of doses and vaccine type;
 - The month, day, and year the child received each vaccination; and
 - The signature or stamp of the physician or other health care professional who administered the vaccine.
 - For a child attending a pre-kindergarten program or school away from the childcare center
 - Parents can provide a copy of the immunization records
 - Parents can provide a signed statement from the child's parent that the child's immunization record is current and on file at the pre-kindergarten program or school that the child attends. The statement must be dated and include the name, address, and telephone number of the prekindergarten program or school listed in the statement.
 - For parents that cannot provide an immunization record and/or are exempt, management will be notified to assist with the parent according to Texas Department of State Health Services rules in 25 TAC §97.66. More information on immunization requirements can be found at www.dshs.state.tx.us/immunize

Hearing and vision screening requirements

Complies with Section 746.629 of the Minimum Standard for Child - Care Centers

- Vision and hearing screening tests are required for children 4 years old by September 1st. Parents are required to provide one of the following as documentation:
 - The individual visual acuity and sweep check results
 - A signed statement that the child's screening records are current and on file at the pre-kindergarten program or school the child attends away from the center.
 - An affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination of which the affiant is an adherent or member.

Enrollment procedures

Complies with Section 746.501 and 746.605 of the Minimum Standard for Child - Care Centers

To enroll children into TPU parents will need to complete a registration form with the following information:

- Immunization Records
- Statement of Child's Health from a health-care professional
- Emergency contact information
- Contact information for persons other than a parent to whom the child may be released
- Contact information for the child's physician or an emergency-care facility
- Special care needs and allergy information
- Contact information of school for school-aged children

In addition, parents will be required to sign the registration form, which states they have received and agree to the Operational Policies and Procedures as well as authorization to obtain emergency medical care. Lastly, TPU will take the authorized adult and child(s) photos, parents will select their unique pin number and supply their fingerprints.

Discussing Policies and Procedures

Parents are welcome to contact TPU' Director with any questions that they have regarding their children's care at our center or about center's policies, procedures or in general about how the center operates. TPU's Director is normally available during daytime business hours and can also always be reached through email tpuchildcare@gmail.com.

Parental Visitation

- Parents are welcome to visit the Center any time during the Center's hours of operation to observe their child, the Center's operation and program activities, without having to secure prior approval. Parents may also participate in the Center's operation and activities.
 - Parents have the right to breastfeed or provide breast milk for their child while in care. A rocking chair is available in infant rooms for comfortable seating.
- TPU is monitored by security cameras. The video from each of these security cameras is saved for 30 days and will be reviewed by management if there are any questions or concerns.

Incidents & Accidents

At TPU, precautions will be made to minimize accidents and ensure the safety of the children. We cannot be responsible for injuries that are out of our control which includes, but is not limited to:

- Incidents by one child due to the actions of another child like biting, hitting, pushing, and thrown objects
- Incidents by contact with furniture or objects
- Incidents to fingers from doors and containers
- Accidents while playing indoors and/or in the outdoor play scape

If an injury occurs, after tending to the child, the parent will be contacted depending on the severity of the injury. Parents will need to sign the incident report for all injuries, no matter the severity, when the child is picked up. If an incident occurs by one child due to the actions of another child, we cannot give parents information about whom injured whom for confidentiality purposes, but a report will need to be signed.

Diaper Changing and Potty Training**Diaper Changing**

TPU employees will change diapers according to Division 2, Diaper Changing of the Minimum Standard for Child - Care Centers. Upon request parents may receive documentation of diaper changes that take place while in our care.

Potty Training

TPU will assist with potty training by taking the child to the restroom once every hour. The information will be documented for your knowledge if you want a report. We ask parents of children who are potty training to bring extra clothes and materials.

Breastfeeding Children

TPU has a breastfeeding nook located in the infant room that enables a mother to breastfeed her child while in our care. In addition, parents have the right to provide breast milk for their children. For the safety of the other children in our care, the nursing parent may be required to complete a background check with our center.

Firearms and Other Weapons

Law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of the child-care center. For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of the child-care center.

Texas Penal Code

TPU will inform parents verbally that under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Emergency Preparedness Plan 746.501 (23)

In the event of an emergency, operating procedures are in place to ensure the safety of children.

Evacuation Plans:

- All employees are responsible for moving children to the designated safe area
- Children 24 months and younger and children with limited mobility will be carried or rolled out in rolling cribs by caregivers, director and any other available staff.
- In the event of an actual emergency extra snacks, diapers, wipes and first aid kit will be available for the continual care of children until parents are contacted and children are re-united with their families.
- Emergency evacuation & relocation diagrams are located in areas specified by DFPS & local authorities
- In some circumstances, parents will be called upon to pick up their children. As needed, the local authorities will be called to aid in the transportation of the children to an alternate shelter away from the center.
- Alternate shelter: Magnolia Parkway Elementary school located at 11745 FN 1488.
- Upon departure and arrival, the director or alternate assistant will have a list of all children that must be accounted for. Together, the director or alternate assistant and the caregivers will verify that all children are present.
- The director or alternate assistant is responsible for calling the local authorities needed such as: Fire department, ambulance, local police or sheriff, poison control, and DFPS child care licensing.

- The director or alternate assistant is responsible for securing children's emergency numbers, emergency medical authorizations, and attendance sheets during an emergency. Please ensure that all contact information is up to date. You can update your contact information at any time by filling out the appropriate form on Brightwheel. The director or assistant will immediately input the change into the system and notify you for confirmation of receipt.

Emergency Drills

Emergency Fire Drills are held monthly, and Severe Weather Drills are held every three months to ensure children are accustomed to emergency evacuation and relocation procedures.

Weather Closures

The Center will close for emergency weather conditions based on what Magnolia ISD does. If Magnolia ISD opens at 10:00am, we will open at 10:00am. Check local TV and radio stations as well as the Magnolia ISD website for updates.

Clothing & Personal Belongings

Children are not allowed to bring personal belongings such as toys or makeup from home. The Center is not and will not be responsible for any items brought from home, including jewelry.

Your child will have the opportunities to experience a variety of activities. Children will be using art materials, enjoying outside play and self-feeding at times. Please do not bring your child/children in clothing or shoes that should not get dirty. All children will go outside for a minimum of 30 minutes per day, weather permitting.

Each child will need one complete set of clothes at the center. Please mark all personal items for easy identification, such as coats, sweaters, gloves, blankets, etc.

*We will not replace lost articles.

Infants & Toddlers: Parents must provide the following: Diapers or Pull-ups, Wipes, Ointment, Bottles (liners if necessary), Pacifier, and Formula. We will notify parents when their child is running low on supplies. If a parent fails to supply these items; the center will charge \$1.00 for each diaper and \$10.00 plus the cost of formula (a receipt will be provided)

Minimum standards and Licensing Inspection Report

A copy of the Minimum Standards for Child-care Centers is available for review at TPU upon request. In addition, parents can find it online by going to: http://www.dfps.state.tx.us/documents/Child_Care/Child_Care_Standards_and_Regulations/746_Centers.pdf

Local Licensing Office, PRS Child Abuse Hotline and the PRS Website Information

Licensing Office http://www.dfps.state.tx.us/Child_Care/About_Child_Care_Licensing

Phone: 936-539-1161 ask for Child Care Regulations

Reporting Suspected Child Abuse

For information from the Texas Department of Family and Protective Services on reporting abuse, neglect or exploitation, visit: http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp

Abuse Hotline and Website

- Call the Texas Abuse Hotline toll-free at 1-800-252-5400 24 hours a day, 7 days a week, nationwide
- Make your report through their secure web site and you will receive a response within 24 hours: www.txabusehotline.org
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Preventing and responding to abuse and neglect of children

TPU will ensure annual training is completed by employees to prevent and respond to abuse and neglect of children.

Recognizing the Signs of Child Abuse

Physical Abuse

Physical Abuse is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

Suspect Physical Abuse When You See:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without obvious injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unreasonable clothing that may hide injuries to arms or legs

Neglect

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

Suspect Neglect When You See:

- Obvious malnourishment
- Lack of personal cleanliness
- Torn or dirty clothing
- Stealing or begging for food
- Child unattended for long periods of time
- Need for glasses, dental care, or other medical attention

- Frequent tardiness or absence from school

Sexual Abuse

Sexual Abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials. Suspect

Sexual Abuse When You See:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors or play
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

Emotional Abuse

Emotional Abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

Suspect Emotional Abuse When You See:

- Over compliance
- Low self-esteem
- Severe depression, anxiety, or aggression
- Difficulty making friends or doing things with other children
- Lagging in physical, emotional, and intellectual development
- Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems

Physical Activity (Indoor/Outdoor):

- Children will have the opportunity for outdoor activities twice daily for 20 minutes each.
- Outdoor activities will include the use of both small and large muscles.
- In the event of inclement weather conditions indoor space will be provided for physical activities.