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## Little Streamers Childcare LLC

Bryan, Tx. 77803  
(979) 429-3302

# Parent Handbook

Dear Parents,

We are excited to welcome you and your little one to Little Streamers Childcare! Our center is dedicated to providing a safe, loving, and enriching environment for children aged 8 weeks to 5 years. This handbook will guide you through our policies, procedures, and expectations to ensure a smooth and positive experience for both you and your child.

## MISSION STATEMENT

At Little Streamers Childcare, we believe in nurturing the whole child. Our mission is to create a supportive environment that promotes exploration, creativity, and healthy development. We aim to provide individualized care and attention to ensure every child feels valued and secure.

That's why our motto is **"Setting The Course For Life"!**

The following is a list of rules and regulations governing our childcare agreement. Please read this handbook carefully as it contains important policies and procedures that pertain to the care of your child. If you have any questions or need clarification, please inform us prior to signing. The contents of this contract and all forms required for enrollment are non-negotiable.

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## **ENROLLMENT PROCEDURES**

All forms must be completed and returned before the care of your child can be assumed. All forms must be updated annually, sometimes sooner according to need. Please inform us immediately of any changes.

The list below is a breakdown of all forms needed to attend/return to Little Streamers Childcare. (1st day)

- Enrollment Contract
- About your Child
- Information Card
- Receipt of Parent Handbook
- Receipt of Billing Policy
- Health Appraisal/Physical

### **AGES SERVED:**

The ages of the children we serve are 8 weeks up to 4 years old.

### **COMMUNICATION:**

You will receive important information via text/email and or at the Parent communication area. It is important to check for all updates and changes, notices etc.

### **DAYS OF OPERATION:**

Little Streamers Childcare has Hours of operation from Monday to Friday 7 am - 5:00 pm. These hours are available for the care of your child(ren).

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## **ATTENDANCE:**

No child will be accepted earlier or later than the scheduled hours of operation unless prior arrangements are made and agreed upon with the Director. Late arrivals do not allow for late pickups and scheduled missed days cannot be switched for unscheduled days.

Absences/ early departures do not change your contracted rate or days.

Little Streamers Childcare is open year-round, except for the holidays, days, and vacations as stipulated in the contract, the Little Streamers Childcare Calendar and in the Parent Handbook. The client will notify the provider two weeks in advance and in writing of any changes such as working hours, changes in employment, changes in residence, etc. so the child's files will always be updated and current. Anytime you are late, and pass the grace period of 15 minutes (5:15 pm) for pickup, a \$25 late fee will be billed to your account. Once the grace period is exceeded, a dollar-per-minute fee will follow. You are contracted for the contracted days and times only. Any day outside of your contracted schedule, if **approved** will be billed at an additional \$45 for that day.

## **ENROLLMENT FEE**

Before your child is admitted into Little Streamers Childcare, a \$45 non-refundable registration fee will be required. Keep in mind that your child will start the following Monday.

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## **OUR DAILY SCHEDULE**

**7:00 am - 7:30 am Arrival Time**

**7:30 am - 8:00 am Breakfast**

**8:00 am - 8:30 am Color Activity**

**8:30 am - 9:15 am Song/Freeplay**

**9:15 am - 9:45 am Juice/Milk Break**

**9:45 am - 10:15 am Morning Snack**

**10:15 am - 10:45 am Learning Activity**

**10:45 am - 11:15 am Sanitation**

**11:15 am - 11:45 am Lunch**

**11:45 am - 12:15 pm Storytime**

**12:15 pm - 2:15 pm Nap/Quiet Time**

**2:15 pm - 2:30 pm Sanitation**

**2:30 pm - 3:00 pm Afternoon Snack**

**3:00 pm - 4:00 pm Outside Play**

**3:45 pm - 4:15 pm School Age Snack**

**4:15 pm - 4:30 pm Art**

**4:30 pm - 4:45 pm Clean Up**

**5:00 pm Departure**

This schedule is an example of our day and is followed as closely as possible. In the event that your child needs to be picked up or dropped off at rest time, please make arrangements beforehand so we do not disturb the other children. Also, if you do not have your child here before meals please let us know so we can plan accordingly. Thank you

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## **CURRICULUM OVERVIEW**

We provide the world-renowned FrogStreet curriculum, which is tailored to the developmental needs of infants, toddlers, and pre-schoolers. As they grow, we plan on better addressing the distinct developmental stages of each age group.

**FrogStreet focuses on:**

- **Sensory exploration**
- **Language development**
- **Social skills**
- **Motor skills**
- **Emotional regulation**

**Activities are designed to be age-appropriate, engaging, and supportive of each child's growth.**

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## MEALTIMES:

Breakfast: 8:00 am

Morning snack: 9:45 am

Lunch: 11:15 am

Afternoon snack: 2:30 pm and School at 3:45 pm

These times are approximate.

Breakfast ex. ½c whole milk, ½c applesauce, ¼c cheerios

Lunch ex. ½c whole milk, ¼ c green beans, 1 oz chicken breast, ¼c macaroni pasta & ¼c apple juice

Snack example: 1/2c grape juice, 1/2c peaches

All meals are nutritious (CACFP) and are served according to federal nutrition guidelines. Children are never expected to clean their plates but are asked to try everything just once. If your child has any allergies please let us know. If your child follows a special diet, you will need to provide a doctor order.. **PEANUT PRODUCTS ARE NOT PERMITTED IN THE DAYCARE OR MY HOME.** We have a severe peanut allergy policy, so please do not feed your child peanut products before arrival or bring any food containing peanuts. Example for birthdays. There will be **ZERO** tolerance.

## INFANT FORMULA, BABY FOOD & SPECIAL DIETS

Infant formula, baby food & special diet meals will be provided by you. If your child is taking breast milk, there are a few extra steps that you will need to follow.

"Please make sure your child has made the transition to a bottle prior to their first day. "Send more than enough breast milk for us each day. "All breast milk should come in tightly sealed bottles. \*All breast milk/ bottles will be sent home with you each evening.

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## **OUTSIDE TOYS AND GAMES**

Little Streamers Childcare , offers toys and games for the children to play with. Bringing personal toys from home can lead to problems such as breakage or loss. To avoid such issues, we kindly request that parents not allow their children to bring personal items from home unless it is for a special show and tell day at school, in such instances, the teacher will notify the parents in advance and request the child to bring the item to school.

## **GUIDANCE AND DISCIPLINE POLICY**

We view discipline as an opportunity for growth and development. Our center employs various techniques to assist children in resolving conflicts. The methods we use depend on the age of the child and the circumstances surrounding the situation. Our teachers prioritize the development of problem-solving skills and an internalized sense of responsibility. All parties, including parents, teachers, Little Streamers Childcare director, agree to communicate effectively and attempt to resolve any issues or concerns that may arise.

Children who exhibit behavior that endangers others will be supervised separately from the other children, with the goal of providing guidance and not punishment. A teacher will help the child verbally process the issue, while another teacher will remain nearby to ensure the child's safety and assist in regaining composure. The discipline approach will be positive, constructive, and prompt, and will not involve humiliation, shame, fear, physical punishment, or verbal abuse by any staff member.

If dangerous behavior continues or significantly disrupts the program, Little Streamers Childcare will work with the child's family to find a solution, including referral for outside services or potential dismissal from the program.

## **FREE CHOICE**

Children will have the opportunity to choose from several activities in the classroom that encourage instructed learning and allow the child to take the lead.

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## **BITING POLICY**

We understand that biting is a significant concern and take measures to minimize this behavior. Our staff members are trained to identify triggers and prevent and reduce biting incidents. While biting is not an acceptable behavior, we recognize that it is common among young children during their early developmental stages. Children tend to explore through their senses, including orally and may become frustrated due to communication difficulties, leading to impulsive biting. If your child is bitten or bites another child, an incident report will be provided to the other child's parents. Our office staff will discuss the report with you while maintaining confidentiality. We believe that being aware of potential issues and having a plan of action in place can help manage the situation when biting occurs in a group setting.

## **CONFIDENTIALITY**

We understand the importance of maintaining confidentiality and respecting the privacy of families. We will not disclose any information or intrude into family life. The children's records will be kept confidential and will only be accessible to family members, program personnel, and consultants who are obligated to maintain confidentiality. In cases of abuse or neglect, we may need to disclose information without parental consent.

## **ILLNESS AFTER ARRIVAL**

In case a child falls sick during the day, they will be isolated from other children until the parent or authorized individual arrives to pick them up. The parent or authorized person will be promptly notified via telephone that the child is unwell and must be picked up from Little Streamers Childcare within an hour.

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## **ILLNESS, INJURY, OR EMERGENCIES**

If a child becomes ill or injured, including dental issues, at Little Streamers Childcare , the staff will follow the established guidelines for care, which include the following:

- If the child becomes ill or sustains an injury more serious than a minor cut or scratch, the parent or guardian will be immediately notified.
- The parent or guardian will receive a written report of the illness or injury, including the care that was given.
- Center staff will follow specific instructions from the parent or guardian over the phone regarding the action that needs to be taken.
- If the parent or guardian is unavailable and the illness or injury warrants immediate medical attention, the medical professional or hospital closest to the school will be used, taking into consideration the preferences and extent of the illness/injury and the distance involved.
- If the child is ill and requires isolation, they will be separated until the parent or authorized person removes them Little Streamers Childcare .
- In case of a life-threatening emergency, the Emergency Medical System (911) will be used.
- (COVID 19) Our policy is to be out for 5 days, and must return with a Doctor's excuse.

## **NON-SMOKING ENVIRONMENT**

Little Streamers Childcare strictly prohibits smoking within its premises. This includes all areas, such as the driveway, yard, and planters. We ask all individuals to refrain from smoking on the premises or you will be fined!

## **TRIAL PERIOD**

There is a 2-month trial period before your child is guaranteed a permanent place in Little Streamers Childcare . This time will be used to determine if your child adapts well to the childcare program and that the program fulfills all of your child's needs.

## **VACCINATIONS**

Little Streamers Childcare requires the Parent/Guardian to keep the child's vaccines updated and provide the daycare with a copy of the child's updated immunization record. Your child cannot be admitted into the program until you comply with this requirement.

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## **BATHROOM POLICY**

To ensure the safety of the children, our staff will accompany groups of two or more children to the bathroom. They will maintain visual observation of the children as they enter and exit the restroom while ensuring that they can hear the children. Staff will not be left alone with any child in the bathroom. In case of an accident, we have a changing table available, and we request that children have a change of clothes with them at all times while at Little Streamers Childcare.

## **DAILY HEALTH CHECK**

The child's teacher conducts a daily health inspection to check for any visible signs of illness. We do not accept sick children into Little Streamers Childcare. If a child has been ill, they must wait for at least 24 hours after being symptom-free before returning. A doctor's permission is required for children with communicable diseases, chickenpox, impetigo, strep throat, head lice, measles, hand mouth foot, etc... to return to Little Streamers Childcare. Please inform us if your child contracts a contagious illness so that we can notify other parents. If a child contracts a disease that must be reported to the Commission for Health Services, Little Streamers Childcare Director will inform the local Health Department and take appropriate preventative measures as directed by the Brazos County Department of Public Health.

## **INSPECTION AUTHORITY**

The Texas Child Care Licensing Department has the power to inspect any childcare facility without prior notice. During such inspections, the Department has the authority to interview children and staff, as well as audit and examine any child or Child Care Center records without seeking prior consent.

## **SIGNS OF NEGLECT**

The law requires us to report any sign of neglect or abuse to any child under our care. We will comply with this law in all aspects as they are related to the safety and well being of the children in our care.

## **DAMAGES**

Parents/Guardians will be responsible for any damages (excluding normal wear and tear on toys) caused by their child to the childcare provider's property or belongings during their child's attendance at the childcare facility.

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## **GENERAL PROVISIONS**

This childcare agreement and its attachments represent the complete agreement between the parties regarding the childcare services to be provided for the child(ren). Any prior agreements, promises, or negotiations not explicitly stated in this agreement are not valid or enforceable. All modifications to the terms and conditions in this agreement will only be effective if they are in writing and signed by both parties.

## **ACT OF EMERGENCY**

In the event that the provider is unable to fulfill her obligations under this agreement due to an emergency or any other circumstances that are beyond their control, they will be released from any further obligation to perform under this agreement.

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## **SIGN-IN AND SIGN-OUT PROCEDURE**

To ensure the safety and security of the children at Little Streamers Childcare, every individual dropping off or picking up a child must sign via our Procare Kiosk. This system will allow for accurate recordings of the time of arrival and departure of each child. Failure to comply with this requirement may lead to termination from Little Streamers Childcare. It is essential to keep Little Streamers Childcare informed of any changes authorized by the parent/guardian and registered on the emergency card. ID verification will be required.

## **AUTHORIZED PERSONS FOR PICK-UP**

Children can only be picked up by their parent/guardian or an individual that has previously been authorized by the parent/guardian and registered in Procare via your emergency contact list. ID verification will be required.

If you want to add individuals to the list of people to sign in or pick up your child, we require the following information. Full legal name, phone number and their relationship to the child. To ensure the safety of the children, our staff is mandated to ask for photo identification from any person picking up your child(ren) whom they do not recognize. Therefore always have your picture identification with you when picking up your child(ren) from Little Streamers Childcare. Please note that Little Streamers Childcare will only release your child(ren) to individuals listed on the authorized form, and verbal permission over the phone is not sufficient to allow someone not on the pickup list to take your child.

## **LATE PICK UP POLICY**

If a parent is unable to pick up their child on time, they must notify Little Streamers Childcare in advance. If the parent fails to do so, they will be charged a late fee (as outlined above), as we have a strict no-exception policy. Parents who have not informed us of their late arrival can expect the following consequences: Our first attempt will be to contact all authorized guardians and pickup persons on the child's medical release.

In the event that no authorized guardians or pickup persons can be reached within 30 minutes, the local police and or Child Protective Services will be notified. Your child will be taken into their custody. If a child is continually picked up their child late on-going will receive a "Notice of Late Pick Up," If you receive three late notices, you will be dropped from enrollment.

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## **DROP OFF TIME: 7 AM - 9 AM**

To ensure a smooth transition for your child into our daily program, we have a designated drop-off window from **7 AM to 9 AM**. Here's why this is important:

- **Structured Start:** This time frame allows children to arrive, settle in, and begin their day with their classmates. A consistent start helps children feel secure and ready to engage in the day's activities.
- **Minimizing Disruptions:** Arrivals after 9 AM can disrupt ongoing activities, circle time, and other group learning experiences. This can be unsettling for all the children in the classroom.
- **Maximizing Learning Time:** Arriving within the drop-off window ensures that your child benefits fully from our planned curriculum and activities, including important social interactions and learning opportunities.

We understand that occasional situations may arise. If you anticipate needing to drop off your child outside of this window, please communicate with us as early as possible. This will allow us to work with you to minimize any disruption to your child's day and the classroom environment.

## **Parent Conferences**

We believe that open communication between parents and our staff is essential for your child's success and well-being. We offer the following opportunities for communication:

- **Scheduled Conferences:** We will hold formal parent-teacher conferences to discuss your child's development, progress, and any concerns. These conferences will provide a dedicated time for in-depth conversation and collaboration.

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## **DRESS CODE**

It is important for children to wear clothing appropriate for their environment and activities. During colder weather, it is essential to dress them in warm clothes such as coats, hats, and socks to keep them comfortable. As children engage in messy activities like painting, playing on grass, and using chalk, it is advisable to label all personal items with their names to avoid mix-ups. Parents should provide spare clothes for their child(ren) and take home any soiled garments. It is recommended to check the child's cubby regularly and ensure there are spare clothes available at all times. Additionally, parents are encouraged to clear their child's cubby of any clutter by taking home their projects daily.

## **FIRST AID KIT**

The childcare facility keeps a first aid kit in the office and on the staff person while on the playground. If a child sustains a simple injury, a provider will provide simple first aid care. All regular staff members have received training in Basic First Aid and CPR.

## **TERMINATION OF CARE**

Either party may terminate this agreement with written notice of 14 days. Parent(s) may remit two weeks' child care fees in lieu of providing the two weeks' notice. The childcare provider reserves the right to terminate care immediately if the Parent/Guardian fails to comply with the terms of this agreement and/or if the child's behavior is not conducive to the safety and well-being of other children enrolled in the childcare program, their own safety or that of our staff.

## **LIABILITY**

The Childcare Provider is not liable for any injuries or damages that may occur while the child is under their care. The Parent/Guardian is responsible for any damages caused by the child while under the care of the Childcare Provider.

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## SCREEN TIME POLICY

This policy outlines our approach to screen time, which includes the use of electronic devices such as televisions, computers, tablets, and smartphones. Our policy is informed by recommendations from the American Academy of Pediatrics (AAP) and other leading child development organizations. We believe that minimizing screen time, especially for very young children, and prioritizing active play and social interaction is crucial for healthy development.

### Children 2 Years Old and Under

- **General Principle:** For children 2 years old and under, we strictly limit screen time.
- **Permitted Use:** Screen time is generally not permitted for children in this age group at our childcare facility.
- **Educational Exceptions:** In rare cases, brief, high-quality video may be used for specific educational purposes, such as:
  - To support learning a specific skill, and only when led by a teacher.
  - For very short periods.

### Children 2 Years Old and Over

- **General Principle:** For children 2 years old and older, we limit screen time to **30 minutes** and prioritize it with educational and developmental value.
- **Permitted Use:** Screen time may be incorporated into the program in limited amounts and for specific purposes, such as:
  - Reinforcing learning concepts presented in other activities.
  - Introducing age-appropriate educational content (e.g., science, math, literacy).
  - Facilitating creative expression (e.g., using a tablet for drawing).

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## TUTION

Method of payment will be made via the parent portal or the Procare application. To ensure your child's continued participation in our program, tuition payments are due on Monday and no later than Wednesday at 5:00 PM. Payments arriving after Wednesday's deadline will incur a \$15 late fee. Subsidy payments are due weekly, Wednesday, no later than Friday, any payment after will follow a \$15 late fee. Subsidy families, students are required 8 hours a day, anything after, parents are responsible for the additional fees listed below.

### Rates:

#### Full time 5 days

**Ages: 0-17 months \$245 weekly**

**Ages: 18 months- 4 years \$235 weekly**

#### Part-time 3 days

**Ages: 0-17 months \$225**

**Ages: 18 months- 4 years \$195**

**Full time: 21-40 hours Max weekly**

**Part-time: 1-20 hours Max weekly**

**After 40 hours of care there is an extra fee, additional per charge of \$10 per hour.**

### PAYMENT FOR ABSENCES:

In the event that a child is unable to attend our childcare services due to illness, vacation, or any other reason, the full tuition fee will still be charged. This policy ensures that we can maintain our staffing levels and continue to provide high-quality care for all the children in our program.

- *Notification of Absences:* Parents/Guardians must notify us of any planned absences 1 week in advance, such as vacations or scheduled appointments. For unplanned absences, such as illness or emergencies, parents/guardians must notify us by telephone as soon as possible.
- *Extended Absences:* In the event of an extended absence due to illness or other circumstances, please notify us as soon as possible. We will work with the parents/guardians to determine the best course of action for maintaining their child's enrollment in our program.

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## **Developmental Milestones and Early Intervention**

**Play-Based Learning:** Emphasize learning through unstructured and imaginative play, fostering creativity, social skills, and problem-solving.

**Nature-Based Learning:** Integrate the outdoors into the curriculum, with opportunities for exploration, gardening, and learning about the natural world. This could be particularly appealing given the Texas climate.

**Organic and Nutritious Meals:** Emphasize healthy eating with locally sourced or organic food options.

**Technology Integration (Thoughtfully Done):** Use age-appropriate technology for learning and communication with parents (e.g., digital portfolios, secure live video feeds).

**Strong Parent Communication and Involvement:** Offer regular workshops, events, and opportunities for parents to be involved in their child's learning.

**Focus on Social-Emotional Development:** Implement specific programs and strategies to help children build emotional literacy, empathy, and conflict resolution skills.

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### **Parent/Guardian Agreement**

I have read and understand the terms and conditions outlined in the Little Streamers Parent Handbook. I agree to abide by the rules and regulations set forth within this document.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_