



Integrating **B**ilingual **I**mmersion in **S**panish

Operational Policy and PARENT-HANDBOOK

WELCOME to iBis Learning, where Bilingual Minds Grow!

Empower your child with English and Spanish, while
nurturing self-regulation and developing strong executive
function skills for lifelong success!

1957 Sherwood Forest St. Houston, TX 77043

Phone: (713) 568-4525

www.ibislearningtx.com

www.ibislearning.com

iBis Learning

iBis Learning purpose is to provide excellent education in preschool, school-age, and middle and high school learners. Our goal is to create a safe and fun learning environment to enrich the life of your child by giving him/her tools to strive and succeed in life.

The Parent Handbook has been prepared to acquaint you with the policies, regulations, requirements, and activities of Ibis Learning .

NON-DISCRIMINATION POLICY: iBis Learning does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

30 -Day Trial Period

The first month of any enrolled student's attendance (regardless of time of year of enrollment) is considered a trial period. Due to the nature of our intentionally small class and community size, it is imperative that iBis Learning and the students are a good fit for each other. iBis Learning may choose to dismiss or uninvite a student at any time during the school year, for any reason deemed appropriate by iBis Learning, including during and the conclusion of the 30-day trial. The parents will be notified of this decision and any and all fees will be paid in full upon being dismissed, immediately by parents/guardians of the student.

EXPECTATIONS

1. Parents may expect that: their child/children are cared for in a safe learning environment.
2. They are always welcome to visit the center and/or to relay any concerns related to their child.
3. All activities will be planned out and communicated to our parents.
4. We will communicate to parents their child's behavior on a weekly basis.
5. If the child's behavior is, for whatever reason unacceptable, the parent will be called upon to assist their child in correcting the behavior.
6. If the behavior fails to improve the child may be suspended or the child care will be discontinued. At that time, it will be determined that our program might not be appropriate for your child.

The program expects the parents to:

1. Pay the first of the month;
2. Keep the child's records up to date;
3. Bring and pick up your child at the appropriate time;
4. Contact us right away if the child will not be attending childcare on scheduled day;
5. Respond to any communication from us regarding your child's behavior, and cooperate on improving child's behavior in a timely manner;
6. Behave in a respectful manner towards staff;
7. Comply with policies stated in this handbook.

Children may expect:

1. To have a learning, safe and fun environment;
2. To receive respectful treatment;
3. To have discipline that is fair and non-punitive;
4. To receive nurturing care;

The Program expects that children will:

1. Be responsible for their actions;
2. Take care of materials and equipment properly and return them to their place when done, or before taking out new ones;
3. Respect the care provider's, other children in care, and anyone that visits the facility;
4. To share and be tolerant of others.

CURRICULUM

At iBis Learning instruction is aligned with the TEKS (Texas Essential Knowledge and Skills) to ensure a smooth transition of our students to other educational institutions. Our adopted curriculum, Tools of The Mind, is used in our *Pre-K and Kindergarten* classrooms. The curriculum is built on the idea to foster children's self-regulation and executive functions skills as they gain content knowledge.

The curriculum encourages children to engage in make-believe play, which is a primary context for developing self regulation.

The curriculum includes activities that help children develop social interaction, relationship skills, as well as emotional regulation. Tools of the Mind aims to build inclusive classroom cultures where all children feel accepted and included. It encourages children to learn through play in all content areas, including literacy, math, and science as well.

Faith Based Celebration Activities

At iBis Learning, we celebrate key Christian traditions as part of our commitment to fostering holistic development, cultural heritage, and spiritual values in a way that enhances our bilingual learning approach. Some of the religious festivities we celebrate are: Christmas (Nativity of Jesus), Easter, and Hispanic rooted traditions like Día de los Reyes (Three Kings Day).

AFTER SCHOOL Spanish Immersion PROGRAM

Our pedagogical approach focuses on storytelling, story creation and kinesthetic learning strategies, incorporating movements and actions to help students internalize and understand the meaning of vocabulary terms. Hands on activities and acting out are the core of our after school program. We are aligned with the ACTFL continuum as well. Our classes run by semester with one or two sessions per week depending on the parents' choice.

TUITION AND FEES PLEASE REFER TO THE AFTER-SCHOOL INFORMATION ON OUR WEBSITE

Tuition is based on the child's schedule. Fees apply regardless of the number of daily hours or days in attendance. Payments are made by semester before the start day.

REGISTRATION FEES FOR PRE K-4 - KINDERGARTEN

A non-refundable registration fee of \$100.00 is due at the time of enrollment and will be required to reserve a spot for your child. Monthly payments must be maintained current, failure to do so will lead to your child's removal from the daycare.

SUPPLIES AND CURRICULUM FEE FOR PRE K-4 - KINDERGARTEN

A supplies and curriculum fee of \$150.00 will be paid at the time of enrollment and before the beginning of every school year (August). This fee is not optional or refundable.

PAYMENT DUE DATES FOR PRE K-4 - KINDERGARTEN PROGRAM

Monthly payments are due the 1st of the month starting in July. Final payment is May 1

Late Payment Fee:

A \$10 per day late fee will be added after the 3rd day of the month.

Refunds:

Monthly payments and all additional fees are non-refundable.

Pandemic Tuition Policy:

Should the center need to close for pandemic reasons 50% of tuition will be due for the first two weeks of closure. If the center is closed longer than two weeks, 25% of tuition will be due. Parents may give a 2 weeks' notice to withdraw from the program if they feel it is in the best interest of their family. A full registration fee will be required to re-enroll in the program after the pandemic.

iBis Learning is regulated by the Texas Department of Family and Protective Services. The following policies are required by Child Care Licensing per The Minimum Standards for Child Care Center

A copy of the Minimum Standards for Child-care Centers is available for review at iBis Learning upon request. In addition, parents can find it online by going to:

<https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>

Licensing Office 1330 E. 40th St

Houston, TX 77022

Phone: (713) 287-3238

Fax: (512)276-3044

https://www.dfps.texas.gov/child_care/

While early childhood and school-age service providers are not required to be certified by the Texas Education Agency, we are proud to be fully certified. In addition to a required Credential to be a Daycare Director, Mrs Vasquez, our Director, holds a full EC-6 Bilingual Certification, and a CDA 3-5 yrs Bilingual as well. She has collected 400+ hours on professional development along with her extensive experience working in the public education system and at her parish Sunday school as a catechist. This ensures that we provide the highest quality education and learning experience for every child in our care. Additionally, we are CPR certified.

FYI Official Records of Educator Certificate

<https://tealprod.tea.state.tx.us/ECOS-External/EcosOnline/VirtCert>

NO CELL PHONE USE POLICY

To ensure a safe and engaging environment for all children, we kindly request that parents and guardians refrain from using cell phones during drop-off, pick-up, or while inside the preschool (except for family gatherings). These moments are important for the safety, security, and connection with your child, and we encourage your full attention during these times.

We understand the need to stay connected, so we have designated a specific **Free Cell Phone Use Zone** outside the preschool area where parents and guardians can comfortably make calls. Please feel free to utilize these areas for any communication needs before entering the child care space.

Thank you for respecting our No Cell Phone Use policy in our facility to ensure a safe and focused environment for the children

1. HOURS OF OPERATION

iBis Learning operates 38 weeks (approximately) per year and is open from 8:00AM-2:30PM for the Prek-4 and Kindergarten Program from Monday through Friday. For our Spanish Immersion Groups K-5th grades, and one-on-one tutoring we are open from 3:00PM to 6:15PM from Monday through Thursday

iBis Learning may be closed in observance of the National and State Holiday Schedule. We will be close to a total of 13 holidays during the calendar year. The 13 holidays observed without deduction in the regular weekly fee are selected from the list below.

1. New Year's Eve
2. New Year's Day
3. Martin Luther King
4. President's Day
5. Good Friday
6. Memorial Day
7. July 4th
8. Labor Day
9. Columbus Day
10. Thanksgiving (Thursday)
11. Thanksgiving (Friday)
- 12.. Christmas Eve
13. Christmas Day

2. DROP-OFF AND RELEASE OF CHILDREN

At iBis Learning, our drop-off policy requires that parents remain in their vehicle during drop-off. An authorized staff member will come to the car to escort the child into the facility. During pick-up-release of children, we will bring the child to the car, and it is the parent's responsibility to securely buckle the child. If the parent needs to exit the vehicle to buckle up their child, they must park the car first before doing so. Parents may drop off the student by walking as well.

The use of cell phones is prohibited during drop-off, pick-up, and while inside the building. If a child is dropped off late or picked up early, an adult must accompany the child into or out of the daycare facility, and cell phone usage is not allowed during this time.

When entering the building, children must always be escorted by an adult to their classroom. No child is allowed to walk to the classroom unattended. The adult dropping off the child must ensure eye contact with the caregiver or the person in charge to confirm that the child's arrival has been acknowledged.

Children will only be released to a parent unless an adult is listed as an authorized party but there is not a picture, in such cases, a valid government issued photo ID must be shown before the child will be released. If at any time iBis Learning staff feel uncomfortable releasing a child to an individual, the Houston Police Department will be called.

Late Pickup Outside Agreed Contract Hours: If a child is picked up late, a fee of \$1 per minute will be charged for each minute scheduled time. If lateness becomes a recurring issue, iBis Learning reserves the right to terminate the child enrollment without prior notice.

3. ILLNESS AND EXCLUSION POLICY

Children who are ill should not attend daycare. iBis Learning observes the standards set by the Texas Health and Human Services for ill children. The most common standards for exclusion are:

1. Illness that prevents the child from participating in child care activities, including outdoor play.
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children.
3. A temperature over 99.9 or has had a temperature over 99.9 within the last 24 hours.
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, 2 or more vomiting episodes in 24-hours.
5. Severe sore throat or cold symptoms, runny nose, bad cough, or frequent sneezing.
6. An upset stomach or diarrhea, or has had symptoms of these in the last 24 hours; any unexplained rash.
7. Pink eye or inflammation of the eyes
8. Lice
9. A child will not be brought to school with an injury and/or broken bone without a physician's release and instructions.

The following diseases are considered contagious and your child is not allowed to be in care until we have medical clearance. A doctor's note will be required before returning to care.

- Asian flu;
- Diphtheria
- Chicken pox;
- Influenza;
- Mumps;
- Strep throat;
- Ringworm & scabies;
- Rheumatic fever;
- Pink eye;
- Smallpox;
- Scarlet fever;
- Measles;

- Polio;
- Encephalitis;
- Meningitis;
- Impetigo;
- Trench mouth;
- Infectious hepatitis;
- Typhoid head lice;
- Whooping cough;
- Other contagious illnesses.

If a child becomes ill while in our care, we will contact the parent immediately.

If your child is going to be absent, please call the office to let us know the symptoms they are experiencing. We watch for trends on illnesses so that we can take extra precautions when needed.

4. MEDICATION

For the safety and well-being of all students, our center does not administer any type of medication. We kindly ask that parents make arrangements to administer necessary medications either prior to bringing your child to school or through your healthcare provider. We appreciate your understanding and cooperation in maintaining a healthy environment for everyone.

5. PROCEDURES FOR HANDLING EMERGENCIES

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified.

If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center 1(800) 222-1222.

6. PARENT NOTIFICATIONS

Open Communication with parents is very important to children's success. **iBis Learning** has multiple ways of communicating with parents. The main form of communicating is through the REMIND App. However listed below are ways that **iBis Learning** may communicate with parents:

- Phone call
- Text messages on the cellphones
- Through email notifications
- Written memos placed in your child's weekly folders
- Verbal communication with the child's teachers and director

In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Parents are responsible to contact us in case of any update to their contact information or anything else in the child's folder (ex.: shot records, schedule change request, photo authorization form, change of home address, etc.) If you cannot reach us directly, please make sure to contact us by email **gigibilingual@gmail.com**

7. DISCIPLINE & GUIDANCE POLICY

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) 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:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) 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:

1. Corporal punishment or threats of corporal punishment; ;
2. Pinching, shaking, or biting a child;
3. Hitting a child with a hand or instrument;
4. Putting anything in or on a child's mouth;
5. Humiliating, ridiculing, rejecting, or yelling at a child;
6. Subjecting a child to harsh, abusive, or profane language;
7. Placing a child in a locked or dark room, bathroom, or closet with the door closed;
8. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Ref: Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

8. SUSPENSIONS AND EXPULSIONS

In the event that a child is repeatedly disrespectful, uncooperative, or lacks self-control and a teacher is unable to guide the child's behavior, the following steps will be taken:

Parents will be notified of the disruptive behavior. After two incidents, a meeting will be arranged with parents and teacher to discuss a solution to the child's behavior. If the behavior persists and the goal is not accomplished it is at the discretion of the director for the child's continued enrollment at the school.

9. FOOD & NUTRITION

Due to the structure of our Half-Day Pre -K and Kindergarten Program, iBis Learning will not be providing meals to students. However, we will provide store-bought, prepackaged dry snacks during the program.

If parents wish to send snacks for their child, please ensure they comply with the following guidelines:

Store-bought , Pre-packaged and Dry (non-perishable) snacks

10. IMMUNIZATIONS

In accordance with Texas state regulations, all students are required to provide proof of up-to-date immunizations prior to enrollment. This ensures the health and safety of all children in our care. Please submit a current immunization record from your health care provider before your child's first day of school. Thank you for helping us maintain a healthy environment for everyone.

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.

More information on immunization requirements can be found at <https://www.dshs.state.tx.us/immunizations>

IBIS LEARNING does not require immunization from employees. However we recommend them to have the required immunization up to date.

11. TUBERCULOSIS TESTING REQUIREMENTS

Based on local health department guidelines, proof of TB testing is not required in order to be enrolled in our program.

12. HEARING AND VISION SCREENING

Hearing and Vision Screening for possible vision and hearing problems is required by the Special Senses and Communication Disorders Act, Texas Health & Safety Code, Chapter 36, for children who are 4-years of age by September 1st of each new school year and first-time enrollees. Testing must be done within 120 calendar days of enrollment.

13. ENROLLMENT PROCEDURES & AGE REQUIREMENT

All enrollments at iBis Learning are done online at <https://www.ibislearning.com/> To apply for enrollment your child must be in the following age groups:

Pre-K4 applicants must be 4 years old by September 1

Kindergarten applicants must be 5 years old by September 1

All other applicants (After School Program and Tutoring) are required to present proof of their current school enrollment. All applicants currently enrolled in school must submit a teacher recommendation form along with copies of any school issued skills checklists and/or progress reports. Please sign and submit the Teacher Recommendation to your child's current teacher for completion. Completed teacher recommendation forms must be received directly from completing school and may be emailed to gigibilingual@gmail.com or mailed to 1957 Sherwood Forest St, Houston, TX 77043

Upon selecting IBIS LEARNING to meet your child's educational needs, all enrollment paperwork is required before the child can start our program. Incomplete paperwork will not be accepted. **Paperwork required for enrollment includes:**

- Enrollment Form Adapted from Form 2935
- Parent handbook - Procedures Acknowledge Form
- Physician's Statement and Immunization Record
- Directory/Photo Permission
- Health Statement
- Official Picture ID Parents

14. REPORT CARDS PRE-K and KINDERGARTEN

The Pre-K and Kindergarten report cards are indicators of strengths and areas in need of improvement.

The Grade Scale are as following:

Grade Scale of 1: Discovering- Initial Introduction to Concept

Grade Scale of 2: Exploring-Showing Progress in Understanding Concepts

Grade Scale of 3: Connecting Consistently, Applying what I have learned.

Co-curricular classes with a participation / conduct grade: E (for excellent scale); N for needs improvement

Report Cards are distributed once a semester.

14. PROMOTION OF INDOOR AND OUTDOOR PHYSICAL ACTIVITY

IBIS LEARNING strongly believes and supports the need for physical activity each day. When children participate in physical activity every day, multiple health benefits occur.

Our Pre-K Kindergarten students attending half- a-day program will have two occasions of active movement and play. A 20 minutes for Gross Motor section and another 20 minutes Unstructured Outdoor Play weather permitting and hands on projects.

Physical activity may take place in the classroom or on the playground. In addition, we provide 45 minutes of Rotations at Stations. They will be set up-aligned with the curriculum and updated periodically. Three rotations per day, each one of 15 min. allow children to improve fine and gross motor skills, interact with peers and learn.

In the event that outdoor play is not feasible due to weather conditions, we will provide planned indoor physical activities to ensure children remain active and engaged. We are trained in the program [Ready Bodies Learning Minds](#) in which we plan intentional gross motor physical activities. These activities are designed to promote physical development, coordination, and motor skills through various exercises, and games.

15. Parental Visitation

In general, for the safety of the children and our caregivers, parents are not allowed past the front desk, with the following exceptions:

- If desired on their first visit, parents can be led on a tour through the facility with their child by a staff member;
- If deemed necessary by management for the safety or well-being of a child;

Parents may request a visit to observe their child and agree with the following:

Limits: Due to the half a day nature of our Pre-k -Kindergarten program there is a 20 minutes maximum limit per visit.

Security: Parents must sign in or out at a security desk

Disruptions: To minimize disruptions, parents will be allowed to enter their child's classroom in a way that ensures minimal interference with the learning environment. For safety and privacy reasons, parents are not permitted to move freely between classrooms or visit other physical spaces without prior approval.

Pictures and Cellphone usage: For our children's privacy, no cellphone and pictures are allowed in our classrooms. Pictures can be taken during our community gathering.

Frequency of Visits: At our discretion, if a parent's visits become frequent, we may require proof of a completed background check for continued access. Additionally, we reserve the right to limit access to a frequent visitor, if another parent is visiting the center at the same time to ensure an organized and safe environment.

Discipline: All children are expected to adhere to the rules and standards of behavior established by the center at any time. This helps create a positive and respectful learning environment for everyone.

16. DROP-OFF AND PICK-UP PARENTAL VISITATION EXEMPTIONS

For the safety and well-being of all children, drop-off and pick-up times are exempt from our Parental Visitation Policy. During these critical periods, our staff must remain fully focused on ensuring a smooth and secure transition which requires their undivided attention. We ask for your understanding and cooperation in allowing our team to prioritize the safety of the children during these moments.

If you would like to visit your child, please follow our Parental Visitation Policy (#15) as outlined above. Thank you for your support in helping us maintain a safe and well-organized environment for all.

Opportunities for parent involvement includes:

We encourage parent involvement during parties and special events. Family involvement at iBis Learning is very important to the success of our program and the happiness of our children. There are several ways that families can get involved with the center and activities to ensure that your experience will be a great one!

- Class parties & Special Events (Easter, Rodeo, Christmas, etc.)
- Parent/teacher conferences (Twice per year/upon request)
- Annual fundraisers
- Christmas Program
- Family gatherings and early childhood special guests presentations

TEXAS PENAL CODE:

iBis Learning is under the "gang-free zone" designation, which means any area within 1,000 feet of a childcare center where gang-related activities are subject to harsher penalties under the Texas Penal Code

16. CHILD ABUSE REPORTING LAW REQUIREMENTS

iBis Learning childcare providers are required by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receive annual training on preventing abuse and neglect, including sexual abuse. The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 855-427-2736
855-427-2736 The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

Reporting Suspected Child Abuse

For information from the Texas Department of Family and Protective Services on reporting abuse, neglect or exploitation, visit: Abuse Hotline and Website https://www.dfps.texas.gov/Contact_Us/report_abuse.asp

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:

<https://www.txabusehotline.org/Login/Default.aspx>

17. SUPPORTING INCLUSIVE SERVICES TO CHILDREN WITH SPECIAL CARE NEEDS

At iBis Learning, we are committed to ensuring that students with disabilities have equal access to education and are not discriminated against due to their disabilities. We strive to provide reasonable accommodations to support students' educational needs, including, but not limited to, installing a ramp for wheelchair access, providing ADA-compliant restrooms, rearranging classroom furniture, and allowing the use of assistive devices. We also offer academic modifications, such as extended time for task completion, preferential seating near the teacher, scaffolding, and personalized instructional strategies to meet each child's individual needs within the classroom setting.

Please note that "reasonable" accommodations are determined based on the resources and capabilities of our small scale private school.

If a student is experiencing academic challenges or exhibiting behavioral concerns, we will promptly share our observations with the parents and encourage them to pursue further evaluation with accredited professionals. Additionally, we will provide information about valuable resources such as Child Find, a program designed to identify and assess children who may require special education services. For more information, please visit the Child Find resources below.

Resources: [Child Find Resource](#); [Special Education Information Center](#); [Texas Early Childhood Intervention Services](#)

ADDITIONAL POLICIES

18. ABSENCES

iBis Learning expects to receive notification when a child is going to be absent. If your child will be absent from school, we ask that you notify the front office before 9:00 am. Fees are not based on attendance and deductions are not allowed due to absence or illness.

19. CONFIDENTIALITY

While your child is enrolled in our program, parents may come across confidential information about our program, our staff, and sometimes other children. All information received from iBis Learning must remain confidential at all times. Breaching confidentiality may lead to dis-enrollment..

21. WITHDRAWAL FROM DAYCARE PROGRAM

Four weeks written notice is required for withdrawing from our programs, for any reason. If the required four weeks is not given, parents will be charged for that period. If four weeks' notice is given, any additional tuition will be refunded.

22. INCLEMENT WEATHER

iBis Learning follows the lead of SPRING BRANCH I.S.D during inclement weather. Please check local TV stations and websites for announcements of closing. In most cases you will receive a text message with specific information. In case of serious emergencies such as earthquakes, fire, storms, or loss of power/water, parents will be notified and children will be cared for until parents arrive.

23. EMERGENCY PROCEDURES:

Fire drills shall be practiced with the children monthly. In addition, tornado drills shall be practiced every three months. In the event of a tornado warning, the children will be taken to the area located in the middle of our facility away from windows. A portable radio and flashlight, with extra batteries for both, are kept in the tornado shelter area at all times. The attendance form and emergency contact information will be brought along.

Lockdown drills

will be performed at least twice per school year, once per semester. Please see

<https://txssc.txstate.edu/tools/srp-toolkit/drills> for more information.

In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families notified. Children will be assembled across the street by the driveway access to the apartments parking lot across Sherwood Forest St.

If the center should lose the use of heat, water or electricity while children are in attendance, we will call the parents and advise them to come and pick them up as soon as possible.

In the event that local schools close due to severe weather, the center will close. Parents will be contacted to pick up their children within the hour.

In the event that the center receives a threat to the building or its occupants (e.g., bomb threat, bodily injury threat, etc.), law enforcement and the parents will be immediately contacted to advise them of the threat.

Depending on the nature of the threat, evacuation and/or closure or lockdown may be required.

23. SIBLING DISCOUNT

Families enrolling more than one sibling will receive a 5% discount for every additional child.

24. PERSONAL BELONGINGS

- Please label all of your child's belongings with their first name and last initial.
- We recommend leaving valuable items at home, as iBis Learning is not responsible for lost or damaged items.
- Toys from home are not allowed unless specified for an activity by the childcare provider. iBis Learning assumes no responsibility for lost or broken toys.
- Please provide a water bottle with your child's name and that your child can easily open. Avoid bottles with small detachable caps to minimize choking hazards.
- iPad or any electronic device brought from home are not allowed in our center

25. CLOTHING

- Clothing should be comfortable and loose enough to allow freedom of movement. Tennis shoes or sturdy play shoes are required for both indoor and outdoor activities. No Crocs or flip-flops, please. If your child struggles with tying shoelaces, we recommend Velcro shoes to help prevent accidents.
- Clothing should be comfortable to wear either indoors and outdoors. Please, ensure your child wears appropriate garments based on the weather. Clothing with inappropriate images, weapon graphics, violent cartoon logos, political messages, or offensive language is not allowed at our daycare.
- Please label all clothing, especially outerwear, with your child's name and last name initial.
- Each child should bring a complete change of clothes, including underwear and socks, stored in a labeled Ziploc bag. Please ensure everything is marked with your child's name.
- While we use washable materials during art activities, children's clothes may still get stained during playtime. We encourage dressing them in comfortable, durable play clothes.

- iBis Learning requires all children to be potty trained before starting our program. Children should be able to dress themselves and put on shoes independently or with minimal assistance. Please choose clothing that your child can easily manage and ensure their backpack and water bottle are easy for them to open.

26. PARENTS RESOURCES

Spanish <http://www.helpandhope.org/Spanish/default.asp>

http://www.helpandhope.org/Spanish/Consejos_para_Padres/parent-resource-library.asp

Parent Companion: First Five Years (A guide for Texas parents and caregivers of children with diagnose suspected disabilities from birth through 5 years of age) <http://www.parentcompanion.org/>

Bilingual Parent Resources (Help for Parents. Hope for Kids) <http://www.helpandhope.org/default.asp>

Spanish <http://www.helpandhope.org/Spanish/default.asp>

http://www.helpandhope.org/Spanish/Consejos_para_Padres/parent-resource-library.asp

27. MOVIES – SCREEN TIME

IBIS LEARNING follows the screen time guidelines by Texas Department and Family Protective Services. TV or movies are limited except for special celebrations such as Christmas, or a subject related movie as a part of a planned lesson.

28. OUTDOOR PLAY

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside every day. Temperatures above 40 degrees F including wind chill is recommended for outdoor activities. With temperatures above 90 degrees F we will remain indoors. If we are unable to go outside due to weather conditions we will provide an alternative indoor activity to make it up for their outdoor time. Children should wear light and comfortable clothes during Summer and coats or jackets during Winter (please see 25 Clothing). Please do not request that your child stay indoors. Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at school.

29. BIRTHDAYS

Parents are welcome to make birthday's special events for their children. If you wish to share your child's birthday with the class, we welcome you to do so by bringing a special snack store bought. Please let your child's teacher or the director know in advance when you plan to bring a birthday snack. Birthday treats are usually served during the child's snack time. Should parents want to send birthday party invitations they should be distributed to all the children within the classroom.

30. PHOTOGRAPHS

iBis Learning believes in the benefit of using pictures in our educational program. If parents choose to take pictures of events held at our program, they should only photograph their child. Pictures of other children should not be shared on Facebook, Twitter, Instagram or any social media unless written permission is given by the other parent. Please note: during certain parent events, photographs may be taken by our personnel. If you wish for your child to not be photographed during the events, you may want to remove them from these events.

31. VOLUNTEERING

At iBis Learning, we welcome and appreciate the generous initiative of parents and other adults who wish to volunteer. However, to ensure the safety and well-being of all our children, we require all volunteers to undergo a background check, in accordance with Health and Human Services Department guidelines.

32. CUSTODY SITUATIONS

iBis Learning will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. It must be certified by the judge.

33. PARENT'S RIGHTS

A parent or guardian of a child enrolled in a childcare center has the right to:

- Visiting the center to observe your child (refer to #15)
- File a complaint against the childcare center
- Review the childcare center's publicly accessible records
- Review the childcare center's written records concerning their child
- Have the center comply with a court order that prevents another parent or guardian from visit or removing the child.
- Be given the contact information for the child care center's local Child Care Regulation office.
- Obtain a copy of the child care center's policies and procedures handbook.
- Review the childcare center's staff training records and any in-house training curriculum.
- Exercise these rights without receiving retaliatory action by the childcare center.

INSPECTION REPORTS AVAILABLE

Ibis Learning is inspected by the State of Texas. During the inspection, and at all other times, the Texas Department of Family and Protective Services has the right to the entire premises and its contents. At that time, they will review all child and faculty files, attest compliance to all regulations and look throughout the building for health and safety compliance. All inspection reports and violations that need to be addressed are available for your review by visiting the web site <https://childcare.hhs.texas.gov/Public/childcaresearch>

POLICY REVIEW AND REVISIONS

This handbook of policies and procedures is reviewed by the Director and Administrators of iBis Learning annually or upon state regulatory changes. Should changes occur, you will be notified of the changes and the effective date of the changes in writing with a signature card attached for acknowledgement to be kept in your child's file.

A FINAL WORD

The Director/ Administrators of iBis Learning reserve the right to:

- Deny, cancel, sever or suspend a child's enrollment if it is deemed in the best interest of the child or the Center. In such cases, any unused tuition will be refunded.
- If, after reviewing the Operational Policy Handbook, there are questions or comments, parents should feel free to speak directly to the Director/Administrator of the Center.

At iBis Learning, we deeply value the trust you place in us with your most cherished treasure—your children. Our goal is to create a unique environment where you feel confident and at ease bringing your child every day. We provide a diverse educational setting where children are constantly learning new skills, achieving new milestones, and building a solid foundation for future success—all while making early childhood education a fun and engaging experience. And as a PLUS: your child will benefit from instruction in both English and Spanish, fostering bilingualism, bi-literacy, and promoting cultural awareness during the most formative years of a child's learning.

*Welcome to **iBis Learning**: Where Every Day is a Bilingual Adventure! Unlock Your Child's Future with the Power of English and Spanish, while promoting self-regulation and fostering essential executive functions for lifelong success!*

RECEIPT - ACKNOWLEDGEMENT OF OPERATIONAL POLICY AND FAMILY HANDBOOK

Please return a signed copy to iBis Learning by _____

I/We, the parents of _____

acknowledge that I/we have received a copy of iBis Learning Operational Policy and Family Handbook and have been given the opportunity to read the iBis Learning Operational Policies and Parent Handbook and ask questions about the content. Furthermore, I/we understand the policies contained therein and I/we agree to abide by the policies set forth in the manual.

I/We further understand that the policies described in the Operational Policy and Family Handbook are not conditions of enrollment, and the language does not create a contract between iBis Learning and the parents. iBis Learning LLC reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

Print name: _____

Signature: _____

Date: _____