



Stepping Stones Learning Centers

5545 Brookview Drive
Sachse, Texas 75048
(972) 530-7840 phone
www.SteppingStonesBrookview.com

Parent Handbook

Welcome to Stepping Stones Learning Center!

We are a family run childcare center and believe that your children are the most important people in the world. It is our goal to provide them with a learning, nurturing environment where they can experience their world with a hands-on approach. What better way for children to learn than by experience?

CURRICULUM

Our curriculum provides your children with the opportunity to touch, feel, taste, and smell the world around them. Your children are nurtured and cared for in a safe and stimulating environment where they are allowed to explore and be challenged at their own pace. All children follow a set curriculum that is age and developmentally appropriate. The children are challenged and encouraged to discover for themselves the world around them. We provide manipulatives for small motor development and equipment for large motor development as well. Centers are set up in each classroom that touch on all aspects such as math, writing, science, self discovery, music, and socialization. Letters, numbers, colors, and shapes are all included in each class's daily schedule. We also offer other optional classes, such as reading, music, and computer. Please keep an eye on our website for details and schedules of these classes.

REQUIREMENTS FOR ADMISSION

1. Completed and approved Enrollment Application
2. Approval of a Director
3. A copy of their current Immunization Records
4. Payment of first week's tuition

HOURS AND DAYS OF OPERATION

We are normally open from 6:00 AM until 6:30 PM each weekday at our Billingsley address and 6:30 – 6:30 at our Brookview address, Monday through Friday. Please check website for any updates. There is a \$1.00 per minute charge after 6:30 PM.

BAD WEATHER CLOSINGS

We follow the Garland Independent School District schedule for bad weather closings. If GISD is closed, we will also be closed. If they are open, we will be also. We also are on the approved list of some local radio stations. We try to post closing notices on our website by 5:30 AM.

VACATION AND HOLIDAYS

We offer a 12-month program and are closed legal holidays. A current list of days is posted on our website.

To help with Christmas activities, we offer a **FREE DAY** in December, usually the Saturday before Christmas. This allows mom and dad to do a little last minute shopping or handle other chores with a little less help from the children. The date and time is posted on our website.

For families paying weekly, we offer ONE FREE WEEK after each year of attendance. In order to obtain this FREE WEEK, your account must be current and have been kept in good standing. The time must be scheduled at least two weeks in advance with a Director's approval in writing.

TRANSPORTATION

We offer transportation to and from most area schools. You can see a current list on our website. Please let us know at time of enrollment and at any time a change occurs of school transportation needs. Transportation is also provided to and from field trips.

MEDICAL SITUATIONS REQUIRING IMMEDIATE ATTENTION

Your child will not be allowed to attend if one of these situations exists. If one arises during the school day, you will be contacted to come pick your child up. Until you arrive, we will make every effort to keep your child comfortable while isolated from the other students.

1. Temperature is 100.4° or higher – must be fever-free **WITHOUT** medication for 24 hours prior to returning
2. Vomiting
3. Diarrhea
4. Discharge from the ears or nose
5. Unknown rash
6. Any other situation where concern for transmitting disease exists

MEDICATION

If your child requires any type of medication during the day, we will be happy to give it to them provided the following is done:

1. Non-prescription meds must have the child's name, date, name of medication, and the dosage amount – Tylenol, Motrin, cough syrups, etc.
2. Prescription med may only be given if the pre-printed label carries a current date, the child's name (who will actually receive the medication), the physician's name, and the dosage. A medication sheet is available in the office. This sheet must be completed and signed before we can administer any prescription medication.

TUITION

Tuition is due on Monday of each week for the current week. It is past due if not paid on Wednesday of the current week. A late charge will be posted on Thursday for any above zero balance due.

For families paying weekly, tuition is due for the entire week, each week of the year, including holidays. The weekly rate includes a discount from the daily rates to accommodate the holidays.

If you are going to be out for more than one week – including summer vacation, Christmas, spring breaks, or other extended times, please contact one of the directors. We can usually suspend charges for extended times away. If prior arrangements are made, we will attempt to hold a place for your child when you return. For extended holiday schedules, you can change your billing method from weekly to daily by completing a BILLING METHOD CHANGE FORM at least ONE WEEK before the change is needed.

For families paying weekly with school age children, we charge the in-school rate for weeks when we are closed more than one day and the children are out of school.

We do NOT have partial day rates.

You can check your balance on the login computer. We are happy to make a printout for you, usually while you wait.

ATTENDANCE

Please call to let us know if your child will be out for the day, Please call by noon if they will not need to be picked up from school by our bus or van.

It is imperative that a parent or guardian come in with your child to sign them in and to be the one to sign them out. An accurate login and logout is required each day. A charge of \$1.00 per incident will be posted to your account if we have to complete any login or logout. Repeated incomplete login/logouts may result in dismissal from our day care.

Please have your child here by 10:30 AM unless you have made prior arrangements.

In the event of an emergency and you need your child picked up by someone NOT on the approved login/out list, please contact a Director, who will assist you.

MEALS

We provide each child with breakfast, lunch, and an afternoon snack at no additional charge. We post the menu on our website, and we have printed copies in the office for you to take.

If your child has a food allergy, we will need a written note from his/her Pediatrician stating their allergy. We will make every effort to provide a similar substitute.

Breakfast is scheduled for 7:30 AM, lunch for 11:30 AM, and afternoon snack for 3:45 PM.

PARENT CONFERENCES

Parents are encouraged to schedule a conference with the teacher and/or director at any time there is a question, concern, or problem of any magnitude.

If there is anything urgent, please contact a director immediately. We will make every effort to address any urgent matter without delay.

Parents are always encouraged to visit, call, or drop by during the day. Parental participation is also encouraged for day-to-day activities, volunteering, and special occasions.

DISCIPLINE

We encourage our students to display courteous and proper discipline. If a child is having a discipline issue, that child will be put in “time out” for an appropriate period of time. In extreme cases, the child will be removed from the class. This will be done if the child is very disruptive or if there is concern that the child may hurt themselves or one of their classmates or teachers. The director may contact the responsible person to visit with the child over the phone and attempt to resolve the issue at hand, or the Director may request that the child be picked up.

At no time will any child be left unattended for any reason, including disciplinary matters.

REFUNDS

No cash refunds will be given.

PAYMENT METHODS

1. Check – your cancelled check (or bank copy) is your receipt
2. Cash – we provide a written receipt at time of accepting payment
3. Automatic draft – we can debit your bank checking/savings account – no late charges (as long as payments clear) – we do all the work
4. Credit/Debit cards – we accept Visa, Master Card and Discover CREDIT and DEBIT cards
5. Online payments by credit card, debit, card, or online check

INSUFFICIENT CHECKS

There will be a \$25.00 fee for any returned check. If two checks are returned within a 6 months time period, we will require cash payments for a minimum of 6 months from the time of last NSF.

PETS

No pets are allowed in the center without prior approval of a Director. Immunization records must accompany any pet, and any pet must be in a cage or on a leash.

WEBSITE

We have a website at www.SteppingStonesLearningCenters.com that we update regularly. Most of the information you will need can be found on it. The forms included as are menus, schedules, maps, and other useful information.

You are encouraged to visit our website and to give us your comments.

The same website is also available at www.SSLC.tv

Parents may find a copy of the Minimum Standards for Day Care Centers located in the front office, as well as the procedure for contacting their offices, reporting child abuse (the hotline number) and the TDPRS website.

Thank you for choosing Stepping Stones Learning Center.



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Discipline and Guidance Policy

Discipline must be:

1. Individualized and consistent for each child
2. Appropriate to the child's level of understanding
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
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. Punishment associated with food, naps, or toilet training
3. Pinching, shaking or biting a child
4. Hitting a child with a hand or instrument
5. Putting anything in or on a child's mouth
6. Humiliating, ridiculing, rejecting, or yelling at a child
7. Subjecting a child to harsh, abusive, or profane language
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed, and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

BUS RULES TO KEEP IT COOL

Bus Rules:

1. Stay seated at ALL times!
2. Keep ALL objects inside the bus at all times (hands, feet,
3. Use an INSIDE voice on the bus.
4. No throwing objects of any kind on the bus, EVER.
5. Listen.... (what an interesting concept)
6. If you bring it on the bus, YOU take it off of the bus. It will be your responsibility to keep up with the things you bring.
7. When getting on and off of the bus, stay with the group and teacher.



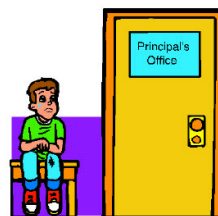
Consequences:

1. Time out in office
2. Note to parent
3. Visit to office and with parents
4. Not allowed to ride the bus for a day



If bad behavior on the bus is continuous, alternate means of transportation will have to be found.

*Parents please discuss these rules with your children. These are rules that are in place for the safety of your children as well as everyone else. Please sign the form in your enrollment package that confirms you and your child have read and understand all of these rules! Thanks, C & CC



TUITION RATES

You must select a FULL TIME or PART TIME (drop in) schedule when you are enrolled. FULL TIME rates are lower (per day) than PART TIME rates, but they are due each week, whether your child attends or is absent. If you are enrolled as FULL TIME and are going to be out for an extended period of time, you MUST let us know at least ONE WEEK before being gone for us to suspend tuition. Your space will be available when you return if no one has taken it. We cannot hold spaces.

If you want to change from WEEKLY billing to DAILY billing or from DAILY billing to WEEKLY billing, you must fill out a CHANGE OF BILLING METHOD form and turn it in to our office.

	Full time	Drop in and part time see notes below
0-12 months	\$165.00 per week	\$40.00 per day
13-24 months	\$150.00 per week	\$38.00 per day
2 years	\$125.00 per week	\$32.00 per day
3 years	\$110.00 per week	\$27.00 per day
4 - 5 years	\$105.00 per week	\$26.00 per day
Kindergarten - 5th grade	\$100.00 per week	\$25.00 per day

During days when public school is in session

Kindergarten - 5th grade before/after school	\$ 70.00 per week	\$18.00 per day
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Rates are subject to change without notice.

Drop in and part time -- PLEASE NOTE:

We must know AT LEAST ONE DAY PRIOR to the day your child attends.

Other notes:

Children must be brought in by 10:30 unless prior arrangements have been made.

Parents or guardians must bring children in and check them out and are responsible for them being properly signed in and out each day.

There is a \$1.00 per minute charge for each child not picked up by closing time.

Payment is due on Monday for the current week. It is past due after 6:30 on Wednesday. A \$20.00 charge will be posted on accounts for balances due after Wednesday of each week.

We pick up and deliver to all Sachse schools and some other area schools. If your child needs to go to a school you are not sure we go to, please call and ask.

Thank you for choosing Stepping Stones Learning Center.