

# Parent Handbook

## Ameen Academy



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## **AMEEN ACADEMY POLICIES AND PROCEDURES**

### **Hours of Operation**

8:00 am to 4:30 pm.

Monday through Friday

### **Enrollment Procedures**

After receiving an enrollment fee of \$250.00, management at Ameen Academy will give parents a start date for their child or children. Parents will also receive an Enrollment Packet and Parent Handbook for the current school year. All information in the Enrollment Packet must be completed and returned to Ameen Academy. The Parent Handbook also contains necessary information as required by the DFPS. Parents must read this handbook thoroughly, fill out permission slips and acknowledgements, and then submit these documents upon the child or children's admittance to Ameen Academy.

There must be a current immunization record, a health statement from the doctor for all children, and a vision and hearing screening for children 4 years old or older. Any child turning 4 must have a vision and hearing screening within 120 days of their birthday.

Any changes to the policy will be given to parents in writing as well as posted on bulletin boards located near the daily sign-in sheets. Please discuss questions or concerns about policies and procedures with the director or assistant director before enrolling your child.

When we have an application for a visually impaired, hearing impaired, or mental disability student, we inform parents that our staff is not qualified to take care of a visually impaired, hearing impaired, or mentally disabled child but if it is manageable for us then we will enroll the student.

### **Drop off and Pickup of Children** **NEW**

- A. Parents are requested to drop their children off five minutes early and be on time to pick up their children.
- B. Only parents or person(s) authorized by parents may pick up a child.
- C. If for some reason a parent cannot pick up their child, they will need to inform the office that someone else will pick up their child. The office, to ensure that the proper person is picking up the child may check this person's ID.
- D. If parents are late in picking up their children, an additional charge will be made. Refer to our Tuition Policy on Page 12
- E. All preschool children are to be signed in and out each day. Sign In / Out folders are available for each class at the front desk for this purpose.
- F. In situations where parents has not informed about late pick and child has not been picked up within 30 minutes after the designated dismissal time, and attempts to reach the child's parents and emergency contacts have proven unsuccessful, Ameen Academy will initiate contact with the Child Protective Services (CPS) hotline at 1-800-252-5400. CPS will then proceed to document the situation and dispatch a representative to ensure the safety and well-being of the child.



Medical **NEW**

A. Health Record - To be renewed annually.

1. Statement from a physician stating each child is free from communicable and infectious diseases and able to participate in a group program.
2. **Immunization Record** for whooping cough, tetanus, diphtheria, measles, mumps, polio vaccine, and TB skin test.
3. **Vision and hearing** screening for children 4 years old or older. Any child turning 4 must have a vision and hearing screening within 120 days of their birthday.

B. Isolation of any child showing symptoms of illness.

1. Parents (or any other designated person) will be notified by phone. Children with symptoms of contagious diseases such as fever or vomiting will not be allowed to remain at the school.

Your child cannot be at school with

- Temperature above 100.4 degrees orally
- Conjunctivitis or "Pink – Eye" where the eye is generally red with some burning and there is thick yellow drainage being secreted
- Rashes that you cannot identify and have not been diagnosed by a physician
- Impetigo of the skin, which shows up as red pimples. When the blister breaks, the surface is raw and weeping
- Severe diarrhea
- Vomiting (more than just common "spitting up")
- Contagious diseases including measles, chicken pox, mumps, and rubella
- An ear or throat infection for the first 24 hours after a physician has begun antibiotics.

C. Any medicine to be given to a child must be authorized by a signed "Authorization for Dispensing Medication" form.

D. The school has permission to administer Tylenol to a child when needed with the verbal approval of his/her parents.

E. The school takes all possible care to avoid accidents. In the event of an accident, neither the school nor its employees will be held responsible.

F. Please be informed that we do not have a registered nurse on site.

In the event of Medical emergency please refer to page 6



## Emergency Preparedness Plan

An emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuation and relocation. The plan address the types of emergencies most likely to occur in your area including but not limited to natural events such as tornadoes, floods, or hurricanes, health events such as medical emergencies, communicable diseases outbreak, and human-caused events such as intruder with a weapon, explosion, or chemical spill.

Ameen Academy has an Emergency Preparedness Plan in place. Each classroom has a copy of the plan. Our plan is site specific to meet the needs of our students and staff. If you would like to review and obtain a copy please contact the Director. Our facility practices regular monthly fire drills and severe weather drills quarterly. For more information please contact the Director.



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## Procedures for Handling Medical Emergencies

Following steps will be taken by the director/primary caregiver or the person made in charge in his/her absence in case of a serious medical emergency arising as a result of sudden serious illness, accident, or any other such untoward incident.

### Medical Emergency

1. Call 911 for an ambulance
2. Ensure other children are safe from similar danger and or the effect of the incident
3. Inform the parents/legal guardian of the child.
4. Director may himself/ herself follow to the emergency room, leaving behind a responsible person such as Asst. Teacher, or send the asst. Teacher.
5. Prepare the Incident Report while it is fresh in mind and put it in the record.
6. Parent(s) must sign the Incident Report on the first available opportunity.
7. Make a necessary report to all agencies such as the Child Care Licensing Office, etc.
8. Take corrective measures where required, to prevent a recurrence.

### Evacuation Relocation

During the emergency, the building will be completely evacuated and the children and staff will gather on the grass patch on the NW side of the building. The children will be transported in the teacher's personal vehicles and can go without car seats as per DFPS to our evacuation shelter which is Kids Learning center. Children under 24 months of age will be held by the teachers during the transportation process. In case of bad weather children will take shelter in the west side bathroom.

Teachers and Administrators will ensure that:

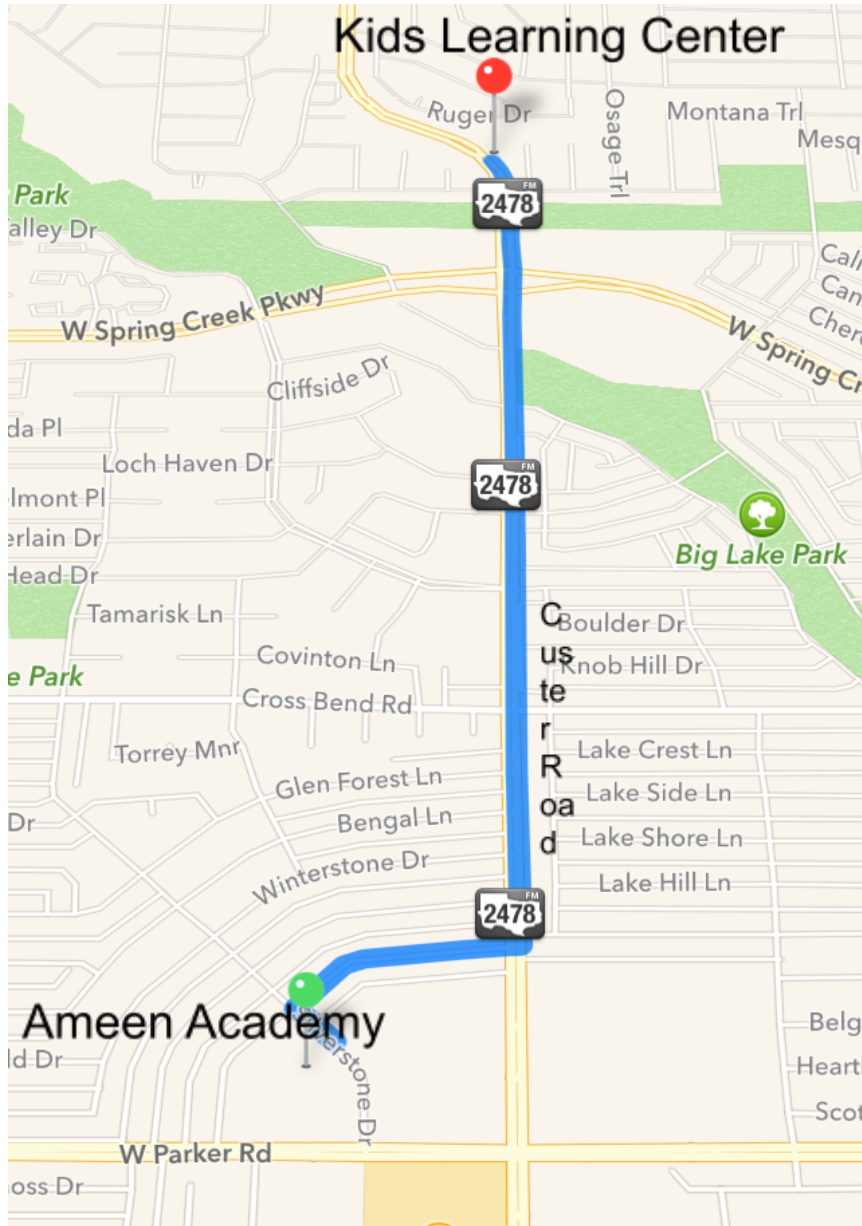
1. All children under their supervision are present. Attendance, sign-in / out folder, and student emergency card box will be taken along.
2. All children will be made to sit in line away from the danger area.
3. If we have a student who is visually impaired, hearing impaired, or mentally disabled, one staff member will be assigned to aid that student during the entire evacuation process.
4. No hindrance is caused to the firefighting crews and other emergency vehicles and staff.
5. Children will be calmed and panic and trauma should be minimized as much as possible.
6. All instructions given by the in charge of controlling the firefighting crew will be followed
7. Children will be handed over to parents after due recognition and signatures will be sought

**Communication:** Contact for communication are as follows:-

1. Center's contact during an emergency: 972.849.3736, 636.346.8218
2. Local Authorities (Fire dept., Police, and Medical services) will be contacted by 911
3. The Center will carry parents' emergency contact numbers and also medical authorization information in case of emergency. The teacher will also carry attendance sheets for the roll.



## Evacuation and Relocation Map



Evacuation Shelter: Kids Learning Center  
Address: 6520 Custer Rd  
Plano TX 75023  
Phone: 469.241.1447



## Procedures for Parental Notifications

All notifications concerning changes in operational policies, directives issued by the state, by the city of Plano, an outbreak of disease, or any other important information that needs to be passed on to the parents will be communicated either through email, phone or notices at the school entrance door.

### Discipline Policy **NEW**

- A. The school sets appropriate and realistic limits for behavior (according to age expectations) and maintains them consistently.
- B. We avoid shaming or belittling children.
- C. The staff protects the rights of all children.
- D. Behavioral problems that are routine are dealt with by having the child "sit out" and discussing his behavior with him. If a child is disruptive, he will be moved to the office for a "cooling off" period and then returned to his classroom.
- E. At no time will corporal punishment be used on a child.
- F. A child who causes frequent disturbances and bodily harm to other children or school property may be refused continued attendance at the school.
- G. A child who is deemed to be unable to learn in this school environment may be refused continued attendance.
- H. Any misdemeanor/misconduct on the part of the parent or person dropping off / picking up the child(ren) resulting in the hostile environment, per the school's discretion, may be refused continued attendance of the child(ren) at the school and will be referred to city/state authorities accordingly.

## Accidents and Incidents

Any time a parent reports a concern or complaint against the school or the teacher. Ameen Academy will report it to DFPS (Department of Family and Protective Services)

DFPS will analyze the incident and may or may not call the parent to inquire about the concern.

All students are covered by accident insurance upon enrollment in school.





## Food

1. Please send a healthy mid-morning snack.
2. Gum, candy, and other sugary snacks and drinks should be left at home. If you wish to help provide a special snack for your child and his classmates, please consult with a teacher or the Director beforehand.
3. Snacks & Lunches will be brought from home.
4. Please provide your child with a nutritious lunch. Preferably something that does not need to be warmed. You may warm up the food in the morning and place it in a thermal container or bag so it will be reasonably warm until lunchtime.

## Clothing

- Clothing should be suitable for seasonal play and activities.
- A change of clothes is necessary to have at school in case of an accident for all preschool children.
- Please label your child's clothing with his/her name.
- No cowboy boots or open-toed shoes are to be worn at school.

## Potty Training

It is a requirement that your child is reliably potty trained before they can be entertained in the preschool class. If your child often has accidents, he/she may be moved into the toddler classroom until He/she is reliably potty trained.

## Nap Time **NEW**

If your child will be taking a nap in our care, please send a small blanket for him/her for children older than 1 year. For infants dress them appropriately as no blankets are allowed in their cribs. Our teachers gently pat the child to soothe the kids to sleep.

Waking Students from nap procedure:

- Gently tap on the shoulder and ask a child to wake up.
- Take the blanket and fold it.
- Gently slide the pillow away if any.
- If the child is still sleeping, gently move the mat in a secure corner, so other children don't trip.
- Staff will attend all other children first and give some more time to the sleeping child to wake up by himself or herself..
- Gently roll the child off the mat to ultimately wake the child up.

**Activities Offered:** Following activities are provided in the center:

1. Water activities (Sprinkler Play)
2. Field Trips ( Only for Prekindergarten and Elementary)



## Infant Care

Children not yet ready for table food must have and follow written feeding instructions that are signed and dated by the child's parent or physician.

The feeding instructions must be reviewed and updated by the parent every 30 days until the child is able to eat table food.

Parents must supply the food and formula or breast milk necessary to meet this schedule before leaving the child. When making updates to the feeding schedule, please complete a new form. Our facility does not have the ability to wash or sanitize bottles for reuse. Therefore, please make sure your child has an adequate amount of bottles to last an entire school day. Any perishable items, formula, and food must be clearly labeled with the child's name and the date and placed in the refrigerator each morning. Labeling is even more important because the children are unable to tell us if something belongs to them.

For children under 12 months old, the following items need to be in your child's box for the teacher to use: diapers, nasal aspirator, spoon, bibs, teething ointment, teethingers, extra pacifier, and any other special-use items. If you are breastfeeding your child and would like to nurse during school hours there is a nursing station available for your convenience.

## Parent Visits and Participation with Classrooms

We have an open-door policy where the parents can observe the classes from outside with prior permission from the office, for a limited time (assigned by the administration), assisted by a staff member.

Parents cannot prolong their stay in their child's class while picking up and dropping off their child.

While classes are in session, parents are encouraged not to interact with their children or the teachers unnecessarily to maintain the discipline of the classes.

Parents are welcome to make an appointment with the teachers if a meeting is needed.

Parents are also invited to participate in activities at the center as long as the participation does not disrupt the daily routine or class procedures. If your child is experiencing separation anxiety, please try to observe without the child seeing you.

If bringing a special snack, please consider a simple low-sugar snack. Some children do have diet restrictions or limited intake of sugary foods. Plan on including all children in the child's class. Many goodies in treat bags are a choking hazard. See the director or assistant director for guidance.



### **Choosing Your Child's Teacher:**

- A. Parents CANNOT ask to place their child in a specific teacher's classroom.
- B. No child will be moved up or down at a parent's request. The child will be moved based solely on his/her academic aptitude.

### **Holidays**

The Ameen Academy Daycare is open year-round. We are closed only on the following days: All public holidays (New Year's Eve and Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, and Friday after, Christmas Eve and Christmas Day) and Muslim holidays.

### **Safety Practices on School Property:**

- Please use the proper marked EXIT and ENTRY when driving into the parking lot.
- Use caution when driving in the parking lot.
- Be alert and attentive when reversing in the parking lot.
- Please park your car properly. Your car should not be parked in front of the main entrance nor should it be parked in a handicapped spot.
- Your car is not a babysitter – please do NOT leave children in parked cars.
- Car parking: cars need to be parked only in the school's designated parking spaces as we share a parking lot with other tenants

### **Using an Inside Voice:**

While in the building, please use an indoor voice so as not to disturb the classes. Also, encourage your children to use an inside voice while in the building.

### **Communicating with Parents:**

We use the Sign In / Out folder for daily parent communication like accident reports or tuition reminders.

Infants and Toddlers are given a daily communication sheet with details of their child's activities. All notices about closings and special events will be posted on the front door.



## **Suggestions or Complaints Regarding Our policies and Procedures:**

We are always looking for ways to improve ourselves. If you have a suggestion or complaint, please email us at [admin@ameenacademy.org](mailto:admin@ameenacademy.org). Your complaints will be handled in a timely manner. Non-specific or anonymous complaints will not be entertained.

## **Using School Premises for Committee Meetings:**

No committee meetings will be held on school premises without the prior consent of the Director. No babysitting will be provided for any committee meetings.

## **Tuition Policy** **NEW**

- A. All charges will be paid in advance.
- B. If parents are late in picking up their children, an additional charge will be made. Late pickup fees are as follows:  
**Late Pickup** is \$5 per every half hour and \$1 per minute after 5 pm
- C. If a child is absent at any time (with or without notifying the school), there will be no rebate or reduction of fees, including registration and supply fees. There will be no reduction due to closing for holidays.
- D. Ameen Academy holds the right to change its fees at any time.
- E. Failure to make the tuition payment may result in the spot being released one month after the due date. In such a case, you will be required to re-register your child and pay the registration and Supply/book fees again.
- F. Tuition is due on the 1st business of each month. After the 3<sup>rd</sup> it will be considered late and you will incur a \$25 late fee charge
- G. A two-week written notice with the reason for leaving is required when removing the child from the Academy.
- H. A 10% reduction is granted for the oldest child when two or more siblings are enrolled in the full-time program.
- I. **No adjustments will be made for days missed due to illness or vacation**



## Staff Procedures and Policies:

- A. All staff are CPR / First Aid certified.
- B. All teachers working in the infant room are SIDS certified in addition to being CPR / First Aid certified and also have certification in reporting suspected abuse or neglect of a child.
- C. All preschool teachers have a daily schedule that is strictly adhered to.
- D. A lesson plan for all work that is to be done during the week is posted in each classroom at the beginning of the week.
- E. If a class teacher needs time off for any reason, a substitute teacher will fill in. The class teacher will leave detailed lesson plans for the substitute teacher to follow in her absence.
- F. All teachers are required to get at least 30 hours of training each year in Early Childhood Development. The school arranges for these sessions to be held regularly.
- G. All teachers have an annual performance review, which is based on the goals set for each individual teacher.
- H. Immunization record is not needed for the teachers
- I. Teachers suffering from any communicable diseases will stay home and will provide a physician's note when reporting back to work.



## **New Requirements Regarding Gang-Free Zones** **For Child Care Centers**

As a result of House Bill 2086 that passed during the 81<sup>st</sup> Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed childcare centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your childcare operation or copies may be provided to parents.

### ***What is a gang-free zone?***

A gang-free zone is a designated area around a specific location where prohibited gang-related activity is subject to increased penalties under Texas law. The specific locations include daycare centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

### ***How do parents know where the gang-free zone ends?***

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or courthouse for information about obtaining a copy of a map if they choose to do so.

### ***What is the purpose of gang-free zones?***

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

### ***What does this mean for my daycare center?***

A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalties under state law.

### ***When do I have to comply with the new requirements?***

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care.

*For further information please contact your licensing representative or your local licensing office.*

Child Care Licensing/jr DFPS 8/31/2009



Dear Parents,

It is required by law that you must know how to contact the Department of Family and Protective Services (DFPS), any information, query, or make a report of any kind relating to the facility or its function. You will be able to contact DFPS by

1. Office number: 469.229.6901
2. Texas abuse/neglect hotline: 1.800.252.5400
3. Internet – [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

Thank you

Signed: \_\_\_\_\_ Title: Director Date: \_\_\_\_\_



## Parents Review Licensing Rules and Reports

Dear Parents,

Please ask the administrator for

- State-issued “minimum standards” which include the licensing rules and other regulations.
- Inspection report, issued after inspection of the facility, carried out by the Licensing staff on behalf of the Licensing supervisor, [the report is posted on the bulletin board]

The above information is provided as required by the State Law

Thank you

Signed: \_\_\_\_\_ Title: Director                      Date: \_\_\_\_\_





## **Preventing and Responding to Abuse and Neglect of Children**

According to the policy of Ameen Academy, following will be given great emphasis to prevent abuse and neglect of children under our care, this will include both; at the center and at home [in case of any sign or symptom is noticed by the teacher/staff]

1. This subject shall be covered in the Annual staff Training and during the center's meetings, and time-to-time briefing.
2. On observing any sign or symptom of abuse or neglect, matters must be discussed with the parents and should also be brought to the notice of the director. A note with the date is made by the teacher in the child's daily attendance sheet or a spiral notebook kept in the classroom.
3. The above method/procedure will adequately create teacher/ parent awareness of prevention techniques for child abuse and neglect.

Please remember a child is weak and helpless, dependent only on parents and teachers, it is the moral duty of all elders to ensure that no child is put in harm's way by abuse or neglect, by ourselves or by others.

Failure to report child abuse or neglect is a criminal offense punishable by fine and/ or imprisonment.



## Health Check Policy

What is a health check?

A health check is defined as a visual or physical assessment of a child to identify potential concerns about a child's health, including signs of symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance. Observation of the child and communication with the child's parent or guardian about the observation is the key element of the health check.

How to carry out Health Checks:

While greeting the child do the following:

- Look for:
  1. Breathing difficulties.
  2. Severe coughing.
  3. Discharge from nose or eyes.
  4. Changes in skin color.
  5. Bruising or swelling.
  6. Cut, sores, or rashes.
- Give the child a hug or gently feel the child's cheek, forehead, or neck, to see if the child feels unusually warm or cold.
- If the child can talk then ask questions.
- All of the above must appear to be normal and usual.
- Talk with the parent/guardian to find out about the changes in the child's
  1. Sleep timings.
  2. Eating and drinking etc.
  3. Toileting habits
  4. Mood and behavior at home.

In case the teacher finds anything unusual, the director must immediately be notified and parents will be notified as soon as possible.

## Screen time policy

Electronic media is only used for educational purposes. Screen time for children over 2 years of age is restricted to less than half an hour per day.