



THOMAS ARNOLD ACTIVITY CENTER

POLICY HANDBOOK

Thomas Arnold Activity Center
605 Thomas Arnold Rd.
Salado, TX. 76571
254-947-5484

Owner: Mike W. Cornett, Jr. (Lee) - Director: Rhonda Reynolds

Welcome to the Thomas Arnold Activity Center! We are excited you chose our facility to nurture and educate your child. You are invited to drop in as much as possible to experience your child's day in action. We strive to provide a variety of experiences that will challenge and most of all inspire your child! Our activities are designed to promote a positive self-image, and a desire to learn and grow. We take our job seriously and our first priority is to create a secure and loving environment.

Please read over this handbook to make sure you fully understand the policies, procedures, and rules governing the Thomas Arnold Activity Center. Revisions to the center's operations policies will be posted at the check in/out desk.

Thank you for giving the Thomas Arnold Activity Center (TAAC) the opportunity to inspire a lifelong love for learning! Policy Handbook - Updated 04/01/09 2

Enrollment Information

- TAAC will accept children between the ages of 6 weeks and 13 years depending on availability. Our enrollment requires the following:
- Tuition Payment Information
- Completed Registration Form
- You are responsible to update your records to keep the most up to date information on file. Anything less is considered negligent.

Tuition Payments

- **All tuition is due in advance, before care can be transferred.**
- Our method of paying tuition may be automated to always be on time.
- A "Tuition Payment Information" form is available with this packet or downloadable from the "Registration" section of our website, "www.thomasarnoldactivitycenter.com."
- Tuition is NOT adjusted for missed days, Federal, Religious or School holidays; sick days, bad weather days or verbal notifications.
- **NOTICE OF WITHDRAWAL**
 - There is a minimum of two weeks required for a notice of withdrawal. If the required two week prior notice is not given, billing will occur for an additional two weeks.
- **NOTICE OF VACATION**
 - A two week notification prior to vacation is required. If the notification is not given, billing will occur as normal.

Days and Hours of Operation

- TAAC is opened from 6:30 A.M.-6:30 P.M., twelve months a year. Pre-school classes are from 9:30 A.M.-12:00 P.M. We are closed the following dates: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve and Christmas Day. A Child's stay cannot extend past 10 hours of care per day. A \$1.00 per minute per child fee will be charged for every minute past 6:30 PM until you arrive.

Curriculum

- Skills we concentrate on are the alphabet, American sign, Spanish, numbers, shapes, and colors. Please see the Pre-K teacher for daily and weekly schedules associated with your child's education.

Arrival and Departure

- Our academic day starts at 9:30 A.M. Please make every effort to have your pre-school child here on or before 9:30 A.M. to help us provide a consistent schedule. The latest you may drop off your child is 11 A.M. **We will not accept a sleeping child.**
- Please be sure to log your child in and accompany your child to his/her classroom where their day begins. Also be sure to check your child's cubby daily for important papers at the end of the day.
- Safety is a HIGH concern; therefore, your child is ONLY permitted to leave the facility with you or an AUTHORIZED adult on your child's registration form. Otherwise, you are required to call and give the name and time this person is to pick up your child. An ID is REQUIRED from this DESIGNATED person in order for your child to leave the facility. Please be sure to log your child out at the front desk before leaving the building.

Field Trips/Transportation

- TAAC will take occasional field trips to help illustrate a current lesson. TAAC will give one week notice and obtain a permission slip prior to any field trip off our campus.
- TAAC provides drop-off and pick-up to SIS. TAAC drops off before care children at SIS at 7:30 A.M. Pre-K children are picked up at 11 A.M. and K-6th graders are pick-up at 3:30 P.M. Policy Handbook - Updated 04/01/09 3.

Water/Pool Activities

- TAAC has a private pool completely enclosed for safety. TAAC will have a certified Life Guard on duty while the pool is in use. TAAC staff will use sprinkles for water play on warm days.
- **Vacation**
- If your child goes on vacation, you will receive one week free tuition for the school calendar year of August thru August from the center (for vacation). Your child may not attend the week vacation is used.

Bad Weather Policy

- TAAC follows the Salado School rules for bad weather. Local television and radio stations will make a bad weather list for closings. Listen to see if SISD is closed to determine if we are closed too.

Attire

- Please make sure all clothing and personal items are clearly marked with your child's name. This includes all outerwear such as: coats, hats, gloves, etc. Please send an extra outfit, including under garments for unforeseen accidents. If clothing is sent home soiled, please send a clean set the next day. Please dress your child in active, weather appropriate attire, including proper shoes (preferably sneakers). Girls should wear shorts under dresses since they engage in active learning and play. Active play will be both indoors and outdoors when weather permits. We will not go outside for long periods of time if it is above 100 degrees or below 60 degrees.

Personal Items (Toys)

- Children love to bring toys from home, but these items often cause issues during the school day. Please refrain from allowing your child to bring toys from home, unless there is a scheduled show-and-tell, or if the toy is for nap. THANK YOU.

Meals

- TAAC supplies all snack and meals. Snacks and meals are 100% natural (no preservatives or artificial sweeteners, colorings, flavoring or fillings) and balanced (30% protein/ 30% fat/ 40% carbohydrate) so young bodies may become conditioned to seek proper nutrition from safe sources. Lunch will be served family style so that all students can be introduced to proper table etiquette.

Nap Time

- All children four and younger are required to nap each day. Individual cots, blankets, and sheets are provided for your child at no additional cost to you. You are welcome to send along a special blanket or stuffed animal to help comfort and relax your child. Children do not have to sleep but they must rest their bodies. This means quietly staying on their mat from 12:30-2:30 each day. Remember drop offs during nap, after nap, or lunch time is not allowed.

Classroom Parties

- Classroom parties are up to the teacher. They are allowed to have a Fall Festival, Christmas Party, and Valentine's Party, Birthday Party and an End of The Year party. If you do not want your child participating in any of the above parties, please let the front know.

Birthday Parties

- Birthday parties are welcomed if they are approved in advance with your child's teacher. It is the responsibility of the parent to coordinate, plan and purchase all items needed for this celebration.
- Invitations must be given to all children for outside school parties. This helps to prevent hurt feelings. Policy Handbook - Updated 04/01/09

Guidance Policy

- TAAC's goal is to inspire good behavior. Sometimes guidance is needed to encourage appropriate behavior. A parent will be called as a last resort. A child, who repeatedly acts out, causes harm to others or school property may be asked to leave temporarily or permanently. Removal is at the discretion of the director and will be handled on an individual basis. TAAC's guidance policy will be individualized, appropriate and consistent.
- Any staff exhibiting the following tactics as opposed to encouraging proper behavior through implementing proper guidance will be terminated:
 1. Corporal punishment or threats of corporal punishment.
 2. Punishment associated with food, naps, or toilet training, social or personal fears or attachments.
 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.
 9. Requiring a child to remain silent and or inactive for inappropriate periods of time for the child's age.
 10. Reprimanding or seeking to control THROUGH THE DEPRIVING OF social contact, acceptance, attention, affection or equal access to opportunities.

Health

- TAAC will only accept well children. You will be notified to pick up your child if your child becomes ill while at the center. Parent's will be called if a child has an oral temperature of 100.4 degrees or greater. Please note that, in order for your child to be re-admitted to the center, your child must be free of symptoms for at least 24 hours and must have a doctor's re-admittance form.
 - Some of the following symptoms include:
 - 24 hour free of fever

- Diarrhea
 - Children with Conjunctivitis (Pink Eye), bacterial meningitis, or tuberculosis, or other communicable diseases should not be readmitted without a note from their HCW.
- If child has seen their HCW and has permission to return, please inform staff of any medications. TAAC will only administer medication with a doctor's prescription.
 - Medication must be in its original container, labeled with your child's name, doctor's name, prescribed dosage, and date. Parents must sign a Medical Dispensation Record for us to administer any medication.
 - If your child is absent please notify the office, and submit a written note to your child's teacher upon return.
 - All health forms and shot records are required at the time of enrollment. Please keep all immunizations up to date and notify us of any changes. Parents of School age children may reference their child's shot records at the elementary school.
 - If medical attention is immediately needed, we will first attempt to contact a parent/guardian and 911 if necessary. If we can't reach a parent/guardian, we will call the emergency phone number listed on the emergency card. Remember to please keep us up-to-date on phone numbers and other pertinent information.
 - Please let the front office and your child's teacher know if they have been diagnosed as having allergies.

These guidelines were written by TXDFPS which requires daycares and private schools to follow without fail. You may access these guidelines www.DFFPS.STATE.TX.US for any information.