



**The Wiggle Room**  
**Child Development Center**  
**[www.wiggleroom.net](http://www.wiggleroom.net)**

# **Parent Handbook**



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## **Policy 1: Mission Statement**

The Wiggle Room strives to provide an exceptional childcare experience by remaining child-centered and family focused in order to foster a lifelong love of learning.

## **Policy 2: Welcome**

The Wiggle Room is family owned and operated. Carolyn Elender and her daughter Suzanne Hernandez opened the doors in 2011 with the goal of creating a preschool center in Pasadena that exceeds all standards of care and creates an environment rich in learning opportunities. As former Pasadena teachers, both Mrs. Carolyn and Mrs. Suzanne saw a need for a strong preschool program in which students graduate exceedingly prepared for kindergarten. Each classroom has a preplanned curriculum prepared by master teachers that includes academic, social, and developmental goals that are age appropriate. We believe in the power of learning through play and understand that a large part of early education is learning the social emotional skills necessary for success in school and in life.

## **Policy 3: Philosophy, Vision, and Values**

At The Wiggle Room, we strive to create a safe and loving environment for our children and their families. We believe that the experiences a child has in the first years of life are critical to development. With this in mind, we strive to fill our days with meaningful and educationally sound activities that will enhance all aspects of our children's lives.

Our vision is to become widely recognized in our community as a leader in early childhood education through the retention of highly qualified teachers who seek out best practices, the creation of harmonious and seamless home-school partnerships and collaborations and instilling a love of learning by utilizing a hands-on, engaging, and interactive curriculum.

1. We believe every child is unique. Our goal is to enhance their strengths and support their growth.
2. We believe that children learn through play. Our goal is to provide opportunities for learning through age-appropriate and engaging activities.
3. We believe that children thrive in an environment with routine and structure. Our classrooms all have preplanned curriculum and schedules.
4. We believe that children need consistent social-emotional support. Our goal is to introduce the language of emotion and teach emotional regulation through research-based strategies.
5. We believe that children need consistent positive reinforcement. We strive to focus on pointing out the good.
6. We believe that safety must be at the core of everything we do. When a child feels safe, they are able to learn and flourish.
7. We believe that parents are our greatest asset. A strong parent-teacher relationship is invaluable.
8. We believe that high quality training is necessary for effective teaching. We invest in providing high quality training and resources for our teachers.
9. We believe that formal and informal assessment is an important tool to help us determine how to tailor the curriculum to individual needs.

10. We believe that the preschool years can set the tone for lifelong learning. Our goal is to use every opportunity to pour into our students and create kids who love to learn.

#### **Policy 4: Licensing Information**

The Wiggle Room is regulated by The Texas Department of Health and Human Services Childcare Licensing.

##### **Policy 4.1: State Licensing Authority**

A full printed copy of the licensing regulations/standards can be found at the front desk. Parents may also find the licensing regulations on the internet at the following link [http://www.dfps.state.tx.us/Child\\_Care/Child\\_Care\\_Standards\\_and\\_Regulations/default.asp](http://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp)

Parents may also review a copy of the childcare center's most recent licensing inspection report posted near the front entrance or on the licensing website listed above. Parents may reach childcare licensing by using the website above or by calling the local office at 713-940-3009.

These regulations/standards are included as part of this Parent Handbook as if they were written herein and it is the responsibility of every parent to read, understand and follow these regulations. Employees are required to uphold the regulations and standards issued by The Texas Department of Health and Human Services Childcare Minimum Standards at all times. Employees are required to immediately notify the School Director of any violations of licensing regulations by any person in the organization.

##### **Policy 4.2: Texas Rising Star**

The Wiggle Room participates in the Texas Rising Star program. This program is "a voluntary, quality-based child-care rating system of child-care providers participating in the Texas Workforce Commission's subsidized child-care program." TRS certification is available to licensed centers who meet the certification (two-star, three-star and four-star) requirements and encourages providers to attain progressively higher certification requirements leading to a four-star level. A Texas Rising Star provider is a child-care provider that voluntarily meets requirements that exceed the state's minimum child-care licensing standards. The Wiggle Room is a TRS Four-Star center. Four-Stars is the highest possible rating in TRS.

A full printed copy of the Texas Rising Star standards can be found at the front desk. These standards are included as part of this Parent Handbook as if they were written herein. Employees are required to uphold the standards and guidelines published by Texas Rising Star at all times. Employees are required to immediately notify the Director of any violations of the Texas Rising Star standards by any person in the organization.

#### **Policy 5: Enrollment** Initial

Enrollment at The Wiggle Room is open to children from six weeks to 12 years. Enrollment shall be granted without regard to a child's race, color, creed, religion, age, national origin, gender, pregnancy, or disability.

When visiting our facility for the first time, parents will be asked to complete a Tour & Enrollment Form. A state/government issued ID will be required to verify information on the Tour & Enrollment Form before a tour is given and prior to enrollment paperwork being passed out to the parent. The Wiggle Room's front office staff will make a copy of the state/government ID for our records.

Payment of the non-refundable registration fee will hold your spot at The Wiggle Room. The spot will only be held for the length of notice required by the current school or 3 weeks, whichever is less unless otherwise communicated.

Prospective students will be required to visit The Wiggle Room and spend some time in the potential classroom before enrollment.

The Wiggle Room is not a perfect fit for all students. We try our best to work with all students to get them acclimated to school at The Wiggle Room, if however after a reasonable enrollment period (4-6 weeks) it is determined that we are not a good fit, we reserve the right to disenroll at that time.

Initial enrollment is contingent upon receipt of the following completed forms:

- Admission Form signed by a health official
- Operational Policies signed by parents
- Emergency Phone List
- Current Shot Records (unless they are enrolled in public/other school)
- Infant Feeding Statement (for children under 12 months)
- Infant Feeding Instructions (for children under 12 months)
- Infant Safe Sleep Form (for children under 12 months)
- Vision and Hearing Screening Results (If child was 4 years old on Sept. 1)
- Food Program Enrollment Form
- Media Release Form
- Parent Education Orientation
- Tuition Agreement
- Van Rider Information Sheet (for students in public/other school)

The Admission Paperwork and Tuition Agreement are not meant to serve as contracts guaranteeing service for any duration.

The Wiggle Room reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at The Wiggle Room is contingent upon the parent's, authorized persons' and child's adherence to the policies and procedures of The Wiggle Room as outlined in the handbook including but not limited to, timely payment of all fees and tuition.

Parents are required to notify The Wiggle Room immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being disenrolled from the program and forfeiture of any registration fees and/or tuition.

## **Policy 6: Tuition**

All parents and/or legal guardians are required to sign a Tuition Agreement prior to enrollment of their child at The Wiggle Room. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

Please ensure you receive a written tuition information sheet upon enrollment so that there is no confusion on pricing.

### **Policy 6.1: Payments**

Payment for your child's program is due on Tuesday of each current week as specified in the current rate schedule. Tuition is payable according to the tuition schedule regardless of whether or not the child attends. Tuition payments may be made through Brightwheel using an ACH draft, a Credit/Debit card (add 4% fee) or by money order. Initial

Each child will be required to have a Tuition Agreement form on file indicating if they intend to pay through an ACH draft or money order with no additional fee or with a credit or debit card with an additional 4% added. Cash and checks are not accepted.

If at any time you need to change your method of payment, make sure to fill out a new Tuition Agreement. If Brightwheel notifies us that your payment type has changed from one without fees to one with fees, all fees will be added including ones that were missed from past invoices. Initial

If your invoices are paid through more than one payment source or person, each amount will be subject to fees.

Payment frequency options include the following: weekly, biweekly, monthly, bimonthly (on the 1<sup>st</sup> and 15<sup>th</sup>) or bimonthly (on the 15<sup>th</sup> and the end of the month).

Monthly payments will require an additional weeks payment on any months with 5 weeks (calculated by counting the Tuesdays in the month). You will be invoiced for this week separately from your normal monthly payment through Brightwheel. If you would prefer to pay the 5<sup>th</sup> week through a money order, please inform the office.

Automatic payment is available. This must be initiated and/or disabled from the parent side of Brightwheel. Automatic payments generally pull on Sunday night for the current week. The Wiggle Room cannot view, change or update any personal financial information on Brightwheel.

Tuition does not include fees for extracurricular activities such as soccer, tumble or dance.

#### **Subsidy Families**

Parent fees are due either 100% on the 1<sup>st</sup> of the month or 50% on the 1<sup>st</sup> and 50% on the 15<sup>th</sup>. All other tuition and payment policies as stated in this section also apply to subsidy families.

**Policy 6.2: Registration Fee Initial**

A \$200 registration fee must be paid before a student is officially enrolled at The Wiggle Room. The registration fee is only paid one time unless there is a gap in enrollment. For example, if your child does not attend during the summer, but plans to return at the start of the new school year, the registration fee must be paid again for your spot to be held. Registration fees may be paid by money order or through a Brightwheel invoice. As a courtesy, The Wiggle Room provides first-time enrollees who work for Pasadena I.S.D. a 50% discount on their registration fee. All registration fees are non-refundable.

**Policy 6.3: Late Fees Initial**

Tuition is due each week by Tuesday at 6:00 pm. Starting Wednesday morning and continuing through Friday morning, late fees will be added as follows:

Wednesday payments will have a \$5 late fee added.

Thursday payments will have an additional \$5 late fee added (\$10 total)

Friday payments will have an additional \$5 late fee added (\$15 total)

If tuition and/or late fees are not paid by Friday, then the child cannot return to care the following Monday until paid in full. Your child's spot at The Wiggle Room will be filled immediately unless there is communication and special consideration made for your child. If the plan is to return once payment is made, all tuition will continue to be billed even while the child is not attending.

There is no credit given for vacations that do not encompass an entire week (M-F), scheduled school holidays, or for closings due to emergency situations, inclement weather or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at The Wiggle Room, however, if you anticipate difficulty with paying on time, please discuss the matter with the School Director immediately. If alternative arrangements for payment are approved, you will be notified by the School Director.

**Subsidy Families**

Upon enrollment, a Workforce Payment Agreement will be required. This agreement gives you the option to pay monthly in total on the 1<sup>st</sup> of the month or half on the 1<sup>st</sup> and half on the 15<sup>th</sup>. Starting the first weekday after the 1<sup>st</sup> and/or the 15<sup>th</sup>, late fees will be added in the amount of \$3/day until the owed tuition is paid in full.

**Policy 6.4: Subsidized Care**

The Wiggle Room does accept childcare subsidies. Parents of a subsidized child must complete all required paperwork on time to continue enrollment at The Wiggle Room. Parents of subsidized children are also required to sign a tuition agreement, agreeing to be personally



responsible for the payment of tuition, in the event that they become ineligible to receive childcare subsidies.

**Policy 6.5: Multiple Child Discounts** Initial

The Wiggle Room offers a multiple child discount for one or more siblings enrolled full time simultaneously. The youngest sibling pays the full tuition rate and each additional child's tuition is discounted by 10%. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

**Policy 6.6: Failed Payments** Initial

If a payment fails through Brightwheel, a \$20 insufficient return fee will be automatically added to the account. Upon notification of the return, the family will be notified, and payment will be immediately due. If payment is not received upon notification of the return, all late fees that would have been incurred during this time will be added to the account.

Families will be unable to return to care on Monday following the notification of the return until the account is paid in full.

In the event that the family has five failed payments in a 12-month period, enrollment will be terminated.

**Subsidy Families**

If a family has three or more failed payments in a 12-month period, you will be required to pay your full month's copay by the 1<sup>st</sup> of the month to continue care.

**Policy 6.7: Extended Closure Tuition Policy**

Should the school be required to close for unexpected reasons, full tuition will be due for the first two weeks of closure. If the center is closed longer than two weeks, 50% of tuition will be due. Parents may give a 14-day notice to withdraw from the program if they feel it is in the best interest of their family. 50% of the tuition will be due during the 14-day notice period. A full registration fee will be required to re-enroll in the program.

**Policy 6.8: Inclement Weather Policy** Initial

If The Wiggle Room is closed for inclement weather or other emergency situations, tuition will still be due in full for that week.

**Policy 6.9: School Ager No Call Fee** Initial

A \$5 fee will be added to the account of any school ager who does not notify The Wiggle Room by 2 pm of their child not needing pick up transportation on full days and by 11 am on early dismissal days. We do not require notification of children who are not riding in the morning to school. Our vans leave for school at 7:15 am sharp and will not wait for students under any circumstances.

### **Policy 6.10: Refund Policy**

If tuition is paid in advance and a student unenrolls with a two-week notice, the additional tuition will be refunded. If a student pays in advance and unenrolls without notice, two weeks of tuition will be deducted from the pre-paid amount and the remainder will be refunded. Tuition for any week that the child has been present at The Wiggle Room for even a short amount of time is non-refundable. All registration and supply fees are non-refundable.

### **Policy 6.11: Annual Supply Fee Policy** Initial

On September 1st of each year, a supply fee of \$50 will be added to each child's account to cover school supplies such as paper, pencils, crayons, glue, paint, etc. Each child in the family will be required to pay this fee, even infants as they require supplies as well.

### **Policy 6.12: Vacation** Initial

Tuition is due in full year-round regardless of attendance or school closure with the following exceptions:

On the student's 4 month anniversary, they become eligible for one week of vacation.

On the student's 1 year anniversary, they become eligible for two weeks of vacation.

On the student's 2 year anniversary, they become eligible for three weeks of vacation.

On the student's 3 year anniversary and each anniversary after, they become eligible for four weeks of vacation.

Only students enrolled full time are eligible for vacation weeks. Part time students do not earn vacation weeks.

Vacation is defined as an entire week (Monday through Friday) in which the student is absent.

Vacation weeks do not roll over. At the student's one year anniversary, they are eligible for 2 weeks of vacation, but do not retain the one week they received at their 4 month anniversary if it wasn't used.

Anyone eligible for more than 2 vacation weeks may only use 2 during the school year (mid-August to end of May) and the additional weeks may be used during the summer months (June to mid-August).

Students on subsidy (NCI) do not qualify for vacation under this policy.

### **Policy 7: Confidentiality**

Within The Wiggle Room, confidential and sensitive information will only be shared with employees of The Wiggle Room who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as The Wiggle Room strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names,

addresses, phone numbers, disability information, or other health related information of anyone associated with The Wiggle Room.

Outside of The Wiggle Room, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of The Wiggle Room, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the confidentiality policy will not be permitted on school property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding disenrollment of a child when a parent is prohibited from accessing school property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of The Wiggle Room are strictly prohibited from discussing anything about another child with you.

### **Policy 8: Mandated Reporting of Suspected Child Abuse and Neglect**

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of The Wiggle Room are considered mandated reporters, under this law. The employees of The Wiggle Room are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at The Wiggle Room take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff at The Wiggle Room cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing related to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside
- Children who exhibit behavior consistent with an abusive situation

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 1-855-427-2736 or visit [www.helpandhope.org/find-help.html](http://www.helpandhope.org/find-help.html).

The statewide Abuse and Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect. Information on obtaining assistance, intervention, and reporting child abuse and neglect can be found at [https://www.dfps.state.tx.us/contact\\_us/report\\_abuse.asp](https://www.dfps.state.tx.us/contact_us/report_abuse.asp).

Employees of The Wiggle Room are required to attend at least one hour per calendar year of child abuse and neglect training. Information on obtaining assistance, intervention, and reporting child abuse and neglect can also be found at [https://www.dfps.state.tx.us/contact\\_us/report\\_abuse.asp](https://www.dfps.state.tx.us/contact_us/report_abuse.asp).

An urgent situation (someone faces immediate risk of abuse or neglect that could result in death or serious harm) needs to be immediately reported by phone to the Texas Abuse Hotline. This include serious injuries, any injury to a child 5 years or younger, immediate need for medical treatment (including suicidal thoughts), sexual abuse where the abuser has or will have access to the victim within the next 24 hours, children age 5 and under who are alone or are likely to be left alone within the next 24 hours or anytime you believe your situation requires action in less than 24 hours. Less urgent situations can be reported online at [www.txabusehotline.org](http://www.txabusehotline.org) within 48 hours of the event.

#### Factors Indicating a Child Is At Risk:

##### *Individual Risk Factors*

- Caregivers with drug or alcohol issues
- Caregivers with mental health issues, including depression
- Caregivers who don't understand children's needs or development
- Caregivers who were abused or neglected as children
- Caregivers who are young or single parents or parents with many children
- Caregivers with low education or income
- Caregivers experiencing high levels of parenting stress and economic stress
- Caregivers who use spanking and other forms of corporal punishment for discipline
- Caregivers in the home who are not a biological parent
- Caregivers with attitudes accepting of or justifying violence or aggression

##### *Family Risk Factors*

- Families that have family members in jail or prison
- Families that are isolated from and not connected to other people (extended family, friends, neighbors)
- Family violence, including relationship violence
- Families with high conflict and negative communication styles

##### *Community Risk Factors*

- Communities with high rates of violence and crime
- Communities with high rates of poverty and limited educational and economic opportunities.
- Communities with high unemployment rates
- Communities with easy access to drugs and alcohol
- Communities where neighbors don't know or look out for each other and there is low community involvement among residents

- Communities with few community activities for young people
- Communities with unstable housing and where residents move frequently
- Communities where families frequently experience food insecurity

## Warning Signs That May Indicate Abuse Or Neglect

### *Symptoms*

A child who's being abused may feel guilty, ashamed or confused. He or she may be afraid to tell anyone about the abuse, especially if the abuser is a parent, other relative or family friend. That's why it's vital to watch for red flags, such as:

- Withdrawal from friends or usual activities
- Changes in behavior — such as aggression, anger, hostility, or hyperactivity — or changes in school performance
- Depression, anxiety or unusual fears, or a sudden loss of self-confidence
- An apparent lack of supervision
- Frequent absences from school
- Reluctance to leave school activities, as if he or she doesn't want to go home
- Attempts at running away
- Rebellious or defiant behavior
- Self-harm or attempts at suicide

Specific signs and symptoms depend on the type of abuse and can vary. Keep in mind that warning signs are just that — warning signs. The presence of warning signs doesn't necessarily mean that a child is being abused.

### *Physical abuse signs and symptoms*

- Unexplained injuries, such as bruises, fractures or burns
- Injuries that don't match the given explanation

### *Sexual abuse signs and symptoms*

- Sexual behavior or knowledge that's inappropriate for the child's age
- Pregnancy or a sexually transmitted infection
- Blood in the child's underwear
- Statements that he or she was sexually abused
- Inappropriate sexual contact with other children

### *Emotional abuse signs and symptoms*

- Delayed or inappropriate emotional development
- Loss of self-confidence or self-esteem
- Social withdrawal or a loss of interest or enthusiasm
- Depression
- Avoidance of certain situations, such as refusing to go to school or ride the bus
- Desperately seeks affection
- A decrease in school performance or loss of interest in school
- Loss of previously acquired developmental skills

### Neglect signs and symptoms

- Poor hygiene
- Lack of clothing or supplies to meet physical needs
- Taking food or money without permission
- Hiding food for later
- Poor record of school attendance

- Lack of appropriate attention for medical, dental or psychological problems or lack of necessary follow-up care

#### Community Organizations That Have Additional Training On Abuse And Neglect

American Professional Society  
on the Abuse of Children  
Phone: (614) 827-1321  
Toll-Free: (877) 402-7722  
Email: [apsac@apsac.org](mailto:apsac@apsac.org)

Center for Violence and Injury Prevention  
Phone: (314) 935-8129  
Email: [bcvip@wustl.edu](mailto:bcvip@wustl.edu)  
<https://cvip.wustl.edu/>

American Psychological Association  
Phone: (202) 336-5500  
Toll-Free: (800) 374-2721  
<https://www.apa.org>

AVANCE, Inc.  
National Headquarters  
Phone: (210) 270-4630  
<https://www.avance.org/>

Child Molestation Research & Prevention Institute  
Phone: (510) 740-1410  
Email: [contact@childmolestationprevention.org](mailto:contact@childmolestationprevention.org)  
<https://childmolestationprevention.org/>  
<https://childmolestationprevention.org/contact-us/>

Parents and employees that want to learn more about abuse and neglect are urged to contact any of the programs listed above. These organizations can coordinate with The Wiggle Room to provide additional training and education for staff and parents.

#### **Policy 9: Parent Code of Conduct** Initial

The Wiggle Room requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of The Wiggle Room is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of The Wiggle Room, but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on school property thereafter. Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding disenrollment of the child when a parent is prohibited from accessing school property.

#### **Policy 9.1: Swearing/Cursing** Initial

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-

offensive language. At NO time shall inappropriate language be directed toward members of the staff.

**Policy 9.2: Threatening Of Employees, Children, Other Parents, Or Adults Associated with The Wiggle Room** Initial

Threats of any kind will not be tolerated. In today's society, The Wiggle Room cannot afford to sit idly by while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the school will not assume the risk of a second chance. PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

**Policy 9.3: Physical/Verbal Punishment of Your Child Or Other Children** Initial

While The Wiggle Room does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or School Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the School Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our school have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

**Policy 9.4: Smoking**

For the health of all Wiggle Room employees, children and associates, smoking is prohibited anywhere on school property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of The Wiggle Room. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

### **Policy 9.5: Violations Of the Safety Policy** Initial

Parents are required to follow the safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of The Wiggle Room. Please be particularly mindful of The Wiggle Room's entrance procedures. We all like to be polite, however, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the School Director.

### **Policy 9.6: Confrontational Interactions With Employees, Other Parents Or Associates Of The Wiggle Room** Initial

While it is understood that parents will not always agree with the employees of The Wiggle Room or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

### **Policy 9.7: Violations Of the Confidentiality Policy**

The Wiggle Room takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the school. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with The Wiggle Room. Any parent who shares any information considered to be confidential or pressures employees or other parents for information which is not necessary for them to know will be considered to be in violation of the Confidentiality Policy.

### **Policy 9.8: Cell Phone Usage** Initial

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Please end all calls prior to entering the building so that staff can properly communicate with you.

### **Policy 9.9: Questions Or Concerns**

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the School Director. Through open communication, we can ensure that all parties are well informed and working as partners in the child's education.

### **Policy 10: Parent's Right to Immediate Access**

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at The Wiggle Room, as provided by law. The Wiggle Room has an open-door policy, which means you are free to visit whenever you would like.



Visitors are asked to schedule appointments with the School Director and are allowed in the child care facility only at the discretion of the School Director. An employee of The Wiggle Room will accompany visitors at all times, throughout the center.

The Wiggle Room will dismiss any child whose parent is prohibited from entering upon school property. Due to the parents' right to immediate access policy, as well as state and federal regulations, The Wiggle Room cannot have a child at the school when the child's parent is prohibited access. The Wiggle Room will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the school. Such an agreement is a violation of the law and will not be entertained.

### **Policy 10:1 Additional Parent's Rights**

A parent or guardian of a child at a child care facility has the right to:

- (1) Enter and examine the child care facility during the facility's hours of operation without advanced notice;
- (2) Review the child care facility's publicly accessible records;
- (3) Receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- (4) Obtain a copy of the child care facility's policies and procedures;
- (5) Review at the request of the parent or guardian, the facility's;
  - (A) staff training records; and
  - (B) Any in-house staff training curriculum used by the facility;
- (6) Review the child care facility's written records concerning the parent's or guardian's child;
- (7) Inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
  - (A) video recordings of the alleged incident are available;
  - (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and
  - (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- (8) Have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- (9) Be provided the contact information for the child care facility's local Child Care Regulation office;
- (10) File a complaint against the child care facility by contacting the local Child Care Regulation office, and
- (11) Be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

### **Policy 11: Dismissal**

The Wiggle Room reserves the right to dismiss any child, at any time, with or without cause.

Parents will be refunded any unused tuition within two weeks of the dismissal. A school check will be mailed to the address indicated in the child's file if it is not possible to process

a refund through Brightwheel. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the school's legal counsel for collection.

The School Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave school property in a calm and respectful manner, immediately. The Wiggle Room will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the School Director if they wish to return to school property following a dismissal. Appointments are made at the discretion of the School Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the school by calling, writing or any other means, will be prosecuted to the fullest extent of the law, by The Wiggle Room.

#### **Policy 12: Withdrawal** Initial

Two weeks' written notice is required when withdrawing a child for any reason. Notice may be given in person or through email to wiggleroompasadena@hotmail.com. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks. Regardless of attendance status, two weeks' tuition is required.

The parents and child, following their last day of enrollment, are not permitted to reenter school property without prior permission from the School Director. A withdrawn child and his/her parents are required to call and request an appointment with the School Director if they wish to return to school property following the last day of enrollment at The Wiggle Room. Appointments are made at the discretion of the School Director and are not a right of the withdrawn child or parent.

Parents who wish to change their child's days or times of enrollment at The Wiggle Room, must submit a written request to do so 14 days in advance of the proposed change. Schedule changes are subject to availability and are at the School Director's discretion. The School Director will notify the parent as soon as possible when a decision has been made about the change, no later than 14 days after the request.

A schedule change will not be considered final until a new Tuition Agreement is signed. If the requested schedule is not available, parents may choose to continue with the current schedule until such time as the requested schedule becomes available or may choose to withdraw their child from the program. The date the School Director receives the request for schedule change will be used to calculate the 2-week notice required for withdrawal.

### **Policy 13: Court Orders Affecting Enrolled Children**

In cases where an enrolled child is the subject of a court order (ex. Custody Order, Restraining Order or Protection from Abuse Order) The Wiggle Room must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for a more liberal interpretation of the order.

In the absence of a court order on file with The Wiggle Room, both parents shall be afforded equal access to their child as stipulated by law. The Wiggle Room cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, The Wiggle Room suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, The Wiggle Room is obligated to follow the order for the entire period it is in effect. Employees of The Wiggle Room cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining order to be violated. The Wiggle Room will report any violations of these orders to the court.

### **Policy 14: Arrival Procedures** Initial

The Wiggle Room opens its doors at 6:30 am. Please do not try to enter early as the teachers will not be ready to receive your child. Upon arrival, the parents or the adult dropping the child off must sign the child into care on Brightwheel using the tablet located at the front desk. There are QR codes posted on the classroom doors and on the front door that may also be used for check in. If the child appears to be ill at drop off, they may be questioned and/or excluded from care for the day.

In order for all enrolled children to benefit from the curriculum and activities planned, all children must arrive by 9:30 am. Children will not be admitted into care after 9:30 am. Children who are late due to a scheduled appointment with a health care professional or with prior permission from the School Director may be allowed after 9:30 am, however they may not be dropped off during the classroom's scheduled nap time (12-2:30). Late arrivals are a disruption to the classroom and other children and may break the established routine of the classroom.

The Wiggle Room currently allows parents to walk their children to class, but we ask for your child and their teacher's benefit that you keep drop off short and sweet. If you are repeatedly disrupting learning due to an extended drop off, you may be asked to drop off your student at the front desk and they will be walked to class by the office staff.

## Health Checks

Parents are required to notify the child's teacher or School Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or School Director. These special instructions include but are not limited to: Early Pick-Up, Alternative Pick-Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the childcare providers should be aware to best meet the needs of your child throughout the day.

### **Policy 14.1: Notification of Absence** Initial

Parents are required to inform the center by 9:30 am by phone or Brightwheel message if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the School Director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the School Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. The Wiggle Room will take all measures necessary to protect your child's confidentiality.

Parents who know in advance that a child will be late, are required to notify the center by 9:30 am so as to maintain the appropriate number of employees to ensure ratios are met when the child arrives to school.

### **Policy 14.2: School's Right to Refuse Admission**

The Wiggle Room reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

1. The need to maintain compliance with Licensing Regulations
2. Staff deems the child is too ill to attend
3. Domestic situations that present a safety risk to the child, staff or other children enrolled at The Wiggle Room if the child were to be present at the center
4. Parents failure to maintain accurate, up to date records
5. Parents failure to complete and return required documentation in a timely fashion
6. Non-payment of tuition or fees

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

## **Policy 15: Pick Up Procedures** Initial

Parents or other authorized adults are required to sign their child out of care by entering their 4-digit code through Brightwheel on the tablet at the front desk. Parents may also scan the posted QR code through the Brightwheel app to sign their child out. Once a parent signs their child out and their child is handed over to the parent, the parent is then solely responsible for supervising their child while on school premises.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule a meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

There must be a written request from a parent if anyone not previously authorized is to pick up the child. This can be sent through Brightwheel or email.

If the director in charge is not familiar with anyone who comes for pickup, whether or not they have picked up before, they will be required to show a photo ID. We will not release children to unidentifiable persons.

The front office does their best to remember all parents and authorized pickup persons, however there are hundreds of faces passing through our doors. We expect the utmost courtesy and respect if we need to ask for ID multiple times. We would hope that all parents would appreciate our need to always verify identity before releasing a child.

### **Policy 15.1: Late Pick-Up** Initial

Our schools are licensed to care for children from 6:30 am to 6 pm. Parents must pick up their children no later than 6 pm. A parent is late picking up their child at 6:01 pm. All measurements of time are to be according to The Wiggle Room's clock located at the front desk.

A late fee of \$10 for the first five minutes per child plus \$1 for each additional minute after 6:05 pm per child will be charged for late pick-ups. Late fees must be paid at the time of pick up in the form of cash or any money transfer app available to the parent and the director in charge at the time. The child will not be allowed to return to care until all late pick-up fees are paid in full.

A child's services will be terminated should the child be picked up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or emergency/alternate pick-up person) is available to pick up the child on time.

### **Policy 15.2: Persons Appearing to Be Impaired at Pick-Up**

The staff of The Wiggle Room will contact local police and/or the other custodial parent should a parent appear to the staff of The Wiggle Room to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the school from denying a custodial parent access to their child even if the parent appears to be impaired. However, The Wiggle Room will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick up a child and appears to the staff of The Wiggle Room to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of The Wiggle Room will contact the child's parents, local police, and Child Protective Services to notify them of the situation.

### **Policy 15.3: Emergency/Alternate Pick-Up**

At enrollment, parents will complete emergency/alternate pick-up information on the Enrollment form. Parents are encouraged to include on this form any and all persons who, in the course of events, may at one time be asked to pick-up their child from The Wiggle Room. In an emergency situation, the child's parents will be called first. If they cannot be reached, staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents will be asked to determine which persons (if any) on the emergency/alternate pick-up list have the right to act "In Loco Parentis." In Loco Parentis status affords the pickup person the right to discuss confidential information about the child's day including but not limited to incident/accident reports, and behavior issues. In the absence of this designation the people on the emergency/alternate pick-up list are only afforded the right to pick up the child. Staff are not permitted to discuss the child's day with them.

The persons on the emergency/alternate pick-up list will be required to provide a government issued photo ID prior to the school releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the emergency/alternate pick-up list must be made in writing and be dated. Only custodial parents have the right to make changes or additions to this form.

Employees of The Wiggle Room are prohibited from being listed on the emergency/alternate contact list.

The Wiggle Room reserves the right to refuse/ban any person listed on the emergency/alternate contact list for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to

inform each person on the emergency/alternate list of the policies and procedures contained herein.

**Policy 16: Transportation** Initial

School-Age children will be transported to and from public/charter/private school and during the summer on field trips. The Wiggle Room does not transport children under the age of 4, except in emergency situations. Children must be kindergarten graduates and older in order to attend field trips.

State law requires:

- Vehicles transporting children shall be in safe operating condition and drivers shall have a current Texas Driver's license.
- Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.
- A child shall not be taken on field trips unless a parent or guardian has signed permission forms.

School agers must arrive no later than 7:15 am if they intend on riding The Wiggle Room van to school. Anyone arriving after 7:15 am will need to find alternate transportation to school. Breakfast for children attending school is served at 6:45 am. Please make sure your child is fed at home if they arrive after 7 am.

Parents are required to call The Wiggle Room by 2 pm on days in which their child does not need to be picked up from school. On early release days, we require a phone call by 11 am. Time and gas are wasted when we have to check the attendance status of a student. There will be a \$5 fee assessed each time The Wiggle Room is not notified of the child's absence by 2 pm/11 am.

On field trip days (for students that are Kinder graduates and up), children must arrive by 9 am. If you arrive late on field trip days, we will not have staff available to care for your child and you will need to keep them home.

**Policy 17: School Calendar** Initial

The Wiggle Room is open from 6:30 am to 6 pm, Monday through Friday, year-round.

We close to observe the following holidays:

- Martin Luther King Jr Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Fall Break (Monday Only)
- Thanksgiving Day and the Day After Thanksgiving & ½ Day the Day Before Thanksgiving\*
- Christmas Eve through New Year's Day

Full tuition is due for holiday weeks if vacation weeks have not been accrued.

NOTE: \*Late pick-up fees will apply starting one minute after closing on any early close days. Parents will be updated on each year's holiday schedule by the beginning of May.

### **Policy 18: Emergency Closing and Inclement Weather Information** Initial

In most cases, The Wiggle Room is open during inclement weather. If significant events accompany severe weather, such as a loss of power or water, the school will close.

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by Facebook, email and Brightwheel.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call of the pickup location should the children need to be evacuated from the childcare center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for any reason, tuition will not be refunded or reduced.

Closing of The Wiggle Room will coincide with decisions of Pasadena I.S.D in most cases. In the event that weather worsens during the day causing the need for closure, parents will be contacted by telephone, email and/or Brightwheel to notify them of the closing time. During winter and hurricane seasons in particular, be sure to watch the local news for information about Pasadena I.S.D. school closings. Information about full day closures will be sent as soon as possible to parents through Brightwheel and will be posted on The Wiggle Room's Facebook page.

### **Policy 19: Curriculum Information**

The Wiggle Room uses a combination of CIRCLE and Frog Street Early Learners curriculums for our infants, toddlers and twos and a combination of CIRCLE and Frog Street Press curriculums for our pre-kindergarten (3 & 4) classrooms. These curriculums believe that children learn best through actively engaging with people and things in their environment. Children are involved in hands-on experiences, real-life adventures, and assisted discovery as they explore concepts through play. The Wiggle Room is a place where essential readiness skills are nurtured through play, investigation and of course fun. These programs provide developmentally and age-appropriate activities and materials for exciting and wonder filled environments.

To learn more about these programs and the wonderful things they offer, visit <http://www.frogstreet.com/> and <https://public.cliengage.org/tools/materials/circle-pre-k-curriculum/>



### **Policy 19.1: Daily Schedule of Activities**

The Wiggle Room’s classrooms follow a daily schedule designed specifically to meet the children’s developmental, social, emotional, and personal needs. All schedules are contingent on the needs of the children and may vary from day to day. Below is a sample of your child’s typical day:

Time	Activity
6:30 am	Arrival/Quiet Bins
7:00 am	Fine Motor/Table Activities
7:30 am	Writing Journals/Read Aloud
8:00 am	Breakfast
8:30 am	Circle Time
9:00 am	Outdoor Play
9:30 am	Academic Centers (Phonics/Math/Writing)/Arts and Crafts
10:30 am	Music and Movement
11:00 am	Lunch
11:30 am	Quiet Time/Prepare for Nap
12:00 pm	Nap
2:00 pm	Quiet Time/Wake from Nap
2:30 pm	Snack Time
3:00 pm	Outdoor Play
3:30 pm	Science/Social Studies/Social Emotional
4:00 pm	Music and Movement
4:30 pm	Fine Motor/Table Activities
5:00 pm	Snack Time
5:30 pm	Classrooms Combine
6:00 pm	End of Day

### **Policy 19.2: Class Assignments**

Classroom assignments are based on each individual child’s chronological age, developmental age, emotional age, and physical age. The Wiggle Room typically will transition children to new classrooms once a year, however from time to time we may request a transition sooner based on the individual child’s needs.

### **Policy 19.3: Staff to Child Ratios**

The Wiggle Room follows the staff to child ratios established by Texas Rising Star, which is lower than the state licensing ratios. From time to time, due to staffing shortages or other operational challenges, the school may default to state designated ratios. The Wiggle Room will never run higher ratios than established by the Texas Department of Health and Human Services Childcare Licensing unless a significant event or emergency arises.

### **Policy 19.4: Nap and Rest Time** Initial

Supervised rest periods are provided for all children five and under who remain at The Wiggle Room for six or more hours a day, and for all other children who show a need for a rest time. Your child will be expected to have a vinyl nap mat free of holes and rips every

day. They will also be expected to have a small blanket daily. Nap and rest times are required by the Texas Department of Health and Human Services Childcare Licensing. Due to these regulations, parents cannot request that their child be exempt from nap or rest time. After an hour-long rest period, students who are still awake may be offered quiet activities that can be done while on their mat such as reading, puzzles and coloring.

**Policy 19.5: Personal Care Supplies Needed** Initial

All children must have two complete changes of clothing, clearly marked with the child’s name left at The Wiggle Room at all times. Anytime children are changed during the day, make sure to send a new set of clothes the next day. Preschool children need to be dressed for the weather. Warm clothing must be worn during the cooler seasons for the daily outdoor playtime. Accidents can happen, even for the older preschoolers, and they can also get wet on the playground. For safety reasons, boots, sandals, flip flops, and crocs are prohibited. If you choose to send your child in any type of prohibited shoe, you are accepting the risk of injury that they present.

Parents must supply all bottles for their child. The Wiggle Room provides toddler training cups. Please label everything with your child’s first name and last initial.

We use washable crayons, markers, and paint during art time, but the children’s clothing may get stained from just being kids! Please dress your child in play clothes since PLAY is what we do! We are not responsible for clothing that may get ruined. Do not send your child in clothing that is expensive or irreplaceable. Initial

Please leave all valuable items at home since The Wiggle Room will not be responsible for broken or lost items. We do not allow personal toys at The Wiggle Room. They cause conflict that can lead to injury. We will not be able to search for items that are lost that are prohibited from entering the school. Initial

**List of Things to Bring**

Infants	Ones+ (not potty trained)	Preschoolers	After schoolers
Bottles for day	Diapers	Sunscreen	Sunscreen
Diapers & Wipes	Wipes	Bug spray	Bug spray
2 full changes of clothes	2 full changes of clothes w/shoes	2 full changes of clothes w/shoes	1 full change of clothes w/shoes
Powders	Sunscreen	Nap Mat	
Sunscreen	Bug spray	Small Pillow	
Bug spray	Nap Mat	Small Blanket	
Formula	Small Pillow		
Breast Milk	Small Blanket		
Diaper Creams	Bathing Suit, Towel, Water Shoes & Swim Diaper are required on Splash Days during the summer	Bathing Suit, Towel & Water Shoes are required on Splash Days during the summer	Bathing Suit, Towel & Water Shoes are required on Splash Days during the summer
	A small comfort item may be brought for nap time (no moveable parts, lights or sound).	A small comfort item may be brought for nap time (no moveable parts, lights or sound).	A small comfort item may be brought for nap time (no moveable parts, lights or sound).

All items must easily fit into your child's bag. All items brought from home must be labeled with your child's first name and last initial. Diapers need to be labeled with your child's first name and last initial on the fold.

Teachers will send Brightwheel messages when supplies are running low and when nap mats need to be replaced due to tears/holes, however it is ultimately the parents' responsibility to ensure that their child has what they need.

### **Policy 19.6: Birthday and Holiday Celebrations**

Most children enjoy celebrating special events with their preschool friends (birthdays and holidays). Parents may send a store-bought treat to share with the class. Please make arrangements with the teacher three days in advance when planning a special occasion.

The Wiggle Room believes in inclusion and celebrating each child's beliefs and important days. In the event that a parent does not want their child to participate in holiday celebrations, they may choose to keep their child home for that day. No reduction in fees or tuition will be given.

### **Policy 19.7: Parent/Teacher Communication and Conferences**

Open communication with parents is very important to children's success. The Wiggle Room has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Signing such documents is not an admission or agreement in any way, yet acknowledgement that communication took place. Failure to sign documents is grounds for immediate dismissal from the program.

Listed below are ways that The Wiggle Room may communicate with parents:

Email notification (Our email address is wiggleroompasadena@hotmail.com)

Written memos placed on your child's door

Social media sites such as Facebook

Notifications and direct messages through Brightwheel

Verbal communication through the child's teacher and director

Through short conversations at drop off or pick up

**Our teachers are responsible for the safety of their students at all times. Therefore, it is never appropriate to have a lengthy conversation with your child's teacher at drop off or pick up. Initial**

Parents will be offered a Parent/Teacher conference three times a year. This is a formal conference with your child's teacher to discuss academic, behavioral, and developmental progress in the classroom. Parents will be required to sign acknowledging that they are unable to attend or do not wish to attend a Parent/Teacher conference.

If at any time a parent has questions or concerns about The Wiggle Room, they are encouraged to speak directly with the School Director either at drop off, pick up or by scheduling a meeting time. Meetings are best scheduled by sending an email to [wiggleroompasadena@hotmail.com](mailto:wiggleroompasadena@hotmail.com).

### **Policy 19.8: Brightwheel**

The Wiggle Room uses the Brightwheel app to communicate information about your child's day. Upon enrollment, you will be asked to download the Brightwheel app onto your phone. Enrollment assistance is available through the front office. Teachers are expected to post information about each child daily. This includes information about eating, diapering, napping, curriculum, pictures, and videos. Parents may update their own information in Brightwheel at any time, but these changes must be immediately communicated to the front office as well.

### **Policy 19.9: Screen Time**

Students will be limited to no more than 30 minutes of screen time in the morning and 30 minutes of screen time in the afternoon. This would include any electronic devices, i.e. computers, televisions, tablets, projections screens, etc. All screen time material will be directly related to the curriculum and will be educational in nature. In accordance with childcare minimum standards, anyone under the age of 2 is prohibited from screen time in any amount.

### **Policy 19.10 Mother's Day Out Program**

The Mother's Day Out Program will service children ages 3 and up as of September 1<sup>st</sup>. This program will be available from 9 am to 2 pm Monday through Friday. Drop off may occur only from 8:45 am to 9:15 am and pick up must happen no later than 2 pm. Late fees at \$1/minute will accrue beginning at 2:01 pm. Tuition for this program is calculated as a monthly total and does not allow for vacation weeks. Late tuition fees will be calculated at \$3 per day after the 1<sup>st</sup> / 1<sup>st</sup> and 15<sup>th</sup> until tuition is paid in full. Mother's Day Out will be closed on any days that P.I.S.D. students are not in school. This includes but is not limited to Fall Break, Thanksgiving Week, Christmas/New Years Break and Spring Break. This program begins on the first day of school for P.I.S.D. students and ends for the school year on the final day of school for P.I.S.D. students. On P.I.S.D. half days, the MDO program will only be open from 9 am-11am. On these days, drop off time remains the same, but late pickup fees begin at 11:01 am. Tuition for MDO will be due from August 1<sup>st</sup> through the end of May and may be paid either in full on the 1<sup>st</sup> of the month or half on the 1<sup>st</sup> and half on the 15<sup>th</sup>. The August tuition includes the yearly supply fee. Breakfast and lunch will be provided. Curriculum for the MDO program will mirror what is being taught in the full day classrooms in a shorter version. The MDO program will have a one hour rest period instead of the typical two hours. All of the same supplies are required for this program as our full day program.

## **Policy 20: Discipline**

The Wiggle Room staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. The Wiggle Room does not use "time out" as a form of managing behavior. The Wiggle Room staff will never use corporal punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency from all parties involved is the best way to handle these issues. The Wiggle Room reserves the right to terminate care for the child for discipline problems at any time.

The Wiggle Room employees are trained in Conscious Discipline. Conscious Discipline techniques and beliefs are to be used at all times in the classroom. These techniques and beliefs include:

Our role is to teach behavior, not stop behavior.

Adults seeing themselves as role models in the classroom. Adults are to behave in the same manner expected of the children.

Using active calming techniques for both children and adults

Understanding that all behavior is a form of communication. When children act out, it is an opportunity to teach, not punish.

Meeting the needs of the children so that they can meet the needs of their peers

Allowing children to express their emotions while supporting and comforting children in distress

Understanding that all children can only see the world through their version of reality, and helping children see the world as a positive place to live

Being optimistic and positive about all children enrolled in our program

Greeting each child every morning in a positive and impactful way

### **Policy 20.1: Suspension and Expulsion of Children**

The Wiggle Room is proud of our history of working with the individual needs of our children and will work with the parents whose children may need additional support. When

applicable, we will make referrals to outside support services including but not limited to, early intervention, speech, occupational and physical therapy, and other types of services.

The Wiggle Room will make reasonable accommodations to their policies, practices, and procedures as appropriate in accordance with applicable federal and state laws. The Wiggle Room is not required by law to fundamentally alter or change the services provided for a child displaying dangerous/inappropriate behavior, developmental delays and/or disabilities as defined by the Americans with Disabilities Act.

The Wiggle Room will allow outside resources/therapists into the program to work with any child as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearances to be in the building, the behavioral/therapeutic plan is shared with the administration and the resource/therapist works cooperatively with The Wiggle Room staff to meet the needs of the child. The presence of the resource/therapist must mitigate any and all safety risks the child presents to themselves and to others and must be collaborative and complimentary to the program. Should the resource/therapist be disruptive to the program or not have authority or ability to mitigate, through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the program.

Any child who is a safety threat to themselves or to others will be subject to suspension/exclusion and/or disenrollment from the program if the dangerous behavior cannot be eliminated through reasonable accommodations provided for under applicable federal and state laws and regulations. Temporary suspension from the school may be necessary for the safety of the child and others while any appropriate evaluations are completed and/or while securing the appropriate support services from the appropriate agency.

The Wiggle Room will at all times provide written documentation to the parents of any child that is subject to referral for outside support services for any behavior, developmental delay or disability. Further, through formal and informal conferences with the teachers and administrators and written incident and accident reports and letters, The Wiggle Room will communicate with parents/guardians of children exhibiting behaviors that are dangerous to themselves or to others, the steps taken to accommodate the child and notifications that the child will not be able to return to the program until support services are in place.

### **Policy 20.2: Suspension and Expulsion Steps**

Suspension and expulsion is never the preferred solution for students at The Wiggle Room. The Wiggle Room does reserve the right to disenroll any student at any time for any reason, however in most cases there will be a series of communications that will take place to allow for time in which new procedures/supports can be put into place. Once it has been determined that a student will be disenrolled, we try our best to allow two weeks for the family to obtain new care, however this is not always possible. When behaviors arise that may lead to suspension or expulsion, the first line of communication will be Brightwheel messages from the teacher. If after this communication the student's behavior continues to be unsafe, there will then be a meeting scheduled with the parents/guardians, teacher(s) and School Director. If after this conference we continue to see consistent unsafe behavior,

we will begin sending home Behavior Reports that will need to be signed and returned the next day. After 3 Behavior Reports have been sent home, we will then send home a Notification of Suspension/Expulsion letter which will detail either how long the suspension will be or the student's end of care date. Communication through this process is always encouraged, however if at any time the Parent Code of Conduct is not followed, immediate expulsion will occur.

**Policy 21: Items from Home** Initial

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys and/or electronic items from home, unless specifically requested by the classroom teacher for use as part of the curriculum. This includes cell phones and video games. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult with the School Director should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the item.

All items brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by The Wiggle Room for safety and appropriateness and may be prohibited at the sole discretion of The Wiggle Room.

**Policy 22: Dress Code** Initial

The Wiggle Room reserves the right to add a \$20 fee to the account of any child who has a need to change clothes for reasons of sanitation, who was brought to school without any extra clothes. The \$20 will help cover the clothing that will have to be provided by The Wiggle Room.

**Policy 22.1: Children** Initial

Clothing:

Children are engaged in various activities during the course of the day. Some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, clothing.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present challenges for children in relation to toileting.

Coats must be provided in the winter months.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

All children are required to have two seasonably and size appropriate complete changes of clothing at the center at all times. A complete change of clothing includes shirt, pants,

underwear, socks and shoes. Only one pair of shoes is required. The teacher will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first name and last initial. This includes coats, hats and gloves. The Wiggle Room is not responsible for lost or damaged items of clothing.

When dressing your child, please take note of the current and possible changes in temperate for the day. It is encouraged to leave a jacket at school in case of a drastic change in the weather.

All children go outside twice a day when the weather is dry and between 50 and 100 degrees Fahrenheit. We may adjust the length of outside time if we feel the children are becoming uncomfortable, but we will not eliminate outside time. Being in Texas, there are many days in which the temperature exceeds 100 degrees. We will still try to give the kids some outside time on these days, however it will be a much shorter time than normal. Water is always available during outside time. If the temperature is such that we will be going outside, but you don't feel comfortable with your child playing outside, you will need to keep them home for the day.

Jewelry/Accessories:

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, The Wiggle Room will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it is discovered after the parent leaves. Repeated (more than 3 violations per school year) violations if this policy are considered to be violations of safety policies and will result in dismissal from the program. This policy also relates to rubber bands or other hair ties that are worn around the wrist. Make sure that these types of items are removed before entering The Wiggle Room.

### **Policy 23: Field Trips**

The Wiggle Room participates in weekly field trips during the summer camp program for children who are kindergarten graduates and up. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip with all pertinent trip information including, destination, date, time and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance for your child to attend.

If you choose for your child to not participate in a field trip, they will not be allowed to attend school on that day. No reduction in tuition or fees will be granted in these situations.

**Initial**



Due to safety risks and child tracking procedures, children may not be dropped off or picked up on a field trip. Parents must schedule appointments around the field trip schedules.

**Initial**

#### **Policy 24: Parent Participation/Volunteers**

There will be numerous events throughout the year in which families will be invited to participate. These events will be communicated through email in the form of monthly newsletters and calendars and/or through Brightwheel. Some of these events include the costume parade, pilgrim picnic, Christmas concert, Christmas parties, valentine's parties, Easter parties, Pre-K graduation ceremony and fundraising. Other family events may arise and will be communicated through Brightwheel as well.

Occasionally, parent volunteer opportunities arise and will be communicated through Brightwheel and/or email when available.

Opportunities for additional parenting support may be available through "Parents As Partners" meetings facilitated by the Center for Excellence organization. These opportunities will be communicated through Brightwheel and/or email when available.

#### **Policy 25: Health and Safety**

The health and safety of all students, parents/guardians and staff of The Wiggle Room is of the utmost importance. Although this is not an all-inclusive list, here are some of the most frequently seen illnesses that require exclusion from school:

Vomiting, Diarrhea, Cold, Flu, Covid, Bronchitis, Impetigo, Conjunctivitis(pink eye), Ringworm, Roseola, Strep Throat, Thrust, Chicken Pox, Lice, Certain Rashes and anything accompanied with a fever of 100.1 or more.

#### **Policy 25.1: Pre-Enrollment Requirements**

Each child is required to complete an enrollment packet of information. This packet is to be returned to the center's office 3 business days prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at The Wiggle Room. This is per our licensing regulations. If you have chosen not to have your child immunized, a notarized waiver form must be obtained by a physician. Immunizations may be waived for certain reasons. Please discuss this with the School Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a Physician's Statement form filled out by a licensed medical professional, in order to attend The Wiggle Room. The Physician's Statement Form, indicating the child's fitness to attend The Wiggle Room, must be completed by a licensed healthcare professional and returned to the School Director 3 business days before enrollment.

### **Policy 25.2: Children with Severe Allergies**

For the safety of your child, parents are required to provide a signed copy of the "Food Allergy Emergency Plan" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s) and must be updated every six months or more frequently as needed. This form can be obtained by request from the School Director.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

### **Policy 25.3: Communicable Diseases and Illnesses**

The Wiggle Room follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual.

Parents are required to pick up an ill child within 1 hour of notification by phone. If a parent is reached but cannot pick their child up within 1 hour, it becomes the parent's responsibility to arrange for alternate pickup with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease; including but not limited to the following: cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea that cannot be contained in diaper, vomiting, temperature measuring greater than or equal to 100.0 degrees, rash or sores.

They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. The Wiggle Room reserves the right to refuse to allow a child to return if the School Director or designee believes the child to be too ill to participate in the program. When a child returns after illness, they must be well enough to participate fully in all school activities, both indoor and outdoor.

When children are ill, they must not return to the facility until they are symptom free without medication for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100.1 degrees Fahrenheit or more as taken under the arm.

Diarrhea is defined by stools that are more frequent or less formed than usual for that child and not associated with changes in diet. Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet trained children if the diarrhea is causing "accidents." In addition, diapered children with diarrhea should be excluded if the

stool frequency exceeds two stools above normal for that child during the time in the program day or whose stool contains blood or mucus. Readmission after diarrhea can occur when diapered children have the stool contained to the diaper or when toilet trained children are not having "accidents" and when stool frequency is no more than two stools above normal for that child during the program day.

Parents will be notified by phone if the presence of head lice has been found on their child. Parents of the affected child must treat the child for head lice before they can return to care. The child will be checked for lice and eggs upon their return to school and will not be readmitted until clear.

If your child will be absent due to illness, we request that you notify the School Director. This enables our faculty to keep track of any illnesses which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the School Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. The Wiggle Room will take all measures necessary to protect your child's confidentiality.

In the event of a serious, sudden illness or a serious accidental injury, 911 will be called and the child will be taken to the Emergency Room. Parents will be contacted immediately. Staff have all been trained in First Aid, CPR, the use of Epi Pens and the use of an AED machine. In the event of an accident, an incident report will be completed by the staff member(s) who witnesses the incident and signed by the parent.

#### **Policy 25.4: Health Disclosure Statement**

Parents will notify The Wiggle Room management anytime they have traveled outside of the United States. The Wiggle Room has a right to exclude the child from care if they or a member of the household has traveled to a country that has been identified by the CDC as an "at risk" country.

#### **Policy 25.5: Biting** Initial

The Wiggle Room recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their child may be bit or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember that this is a developmentally appropriate behavior, and that the staff are working to identify situations which provoke or elicit this behavior so that it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

At The Wiggle Room, we use the following methods to try to reduce biting:

- We have one teacher "shadow" consistent biters

- We arrange children at tables/on the carpet to reduce contact
- We speak with both sets of parents for full communication
- We read books about biting
- We focus on the injured child to create feelings of empathy
- We address the biting child consistently with the words "Biting hurts" "We don't bite"
- We try to find the cause of bites in order to potentially prevent them
- We change activities frequently to avoid boredom
- We build in quiet times to help reduce overstimulation
- We DO NOT shame or harshly punish biters as these are not effective methods and can increase children's fear and worry and therefore increase biting
- We DO NOT disenroll a child 2 ½ and under solely based on biting frequency
- We DO NOT tell the parents of the bitten child the name of the biter or any other information about the biter (i.e. if they've bitten their child/any child before, etc.)

Children older than 3 years of age, may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's services terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year will have their services terminated since, the safety of all children in the program is of the utmost concern of The Wiggle Room.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of The Wiggle Room cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

#### **Policy 25.6: Dispensing Medication** Initial

The Wiggle Room will only dispense prescription medication that is in its original, labeled container, and is accompanied by a doctor's note with explicit dosage and administration instructions. The Wiggle Room will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. The Wiggle Room does not administer over-the-counter medicine or expired medicine. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given. The Wiggle Room will only dispense prescription medication that is prescribed three or more times in a day. Medication prescribed once or twice a day must be given by the parent at home.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be found at the front office. Medication forms, doctor's notes and medication are to be turned in to the school director or assistant director.

The Wiggle Room will only dispense over-the-counter medications in emergency situations (i.e. seizures, allergic reactions) or with a doctor's note detailing the recommended reasons for administration and appropriate dosage. The Wiggle Room does not give any over-the-counter medication to alleviate symptoms that would indicate illness. Parents are required to supply an unopened bottle of any over-the-counter medication clearly labeled with their child's name. This is only allowed in cases where there is a known health condition that could potentially present the need for an over-the-counter medication to be administered.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

THE WIGGLE ROOM WILL NOT ADMINISTER ANY MEDICATION THAT IS TO BE GIVEN WITHIN 30 MINUTES OF DROP OFF. THIS INCLUDES BREATHING TREATMENTS, INHALERS, LIQUID MEDICATIONS, ETC. THESE MUST BE DONE BY THE PARENT AT OR PRIOR TO DROP OFF. WE WILL ALSO NEVER ADMINISTER MEDICINE IN WHICH THE DOSAGE MAY CHANGE THROUGHOUT THE DAY OR WHICH WE ARE REQUIRED TO CALCULATE DOSAGE.

**Initial**

### **Policy 25.7: Fire/Emergency Drills**

The Wiggle Room conducts monthly fire and quarterly emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designee will inform each classroom teacher that the school will be closing. At this time, any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 1 hour of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the school is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the school is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and give the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

Parents may review the complete Wiggle Room Emergency Preparedness Plan posted in every classroom.

**Policy 25.8: Alternate Safe Location**

Should the administration of The Wiggle Room or any emergency services personnel determine the building which houses the childcare agency to be too dangerous to be occupied, the staff and children will be taken to an alternate location detailed in The Wiggle Room’s Emergency Preparedness Plan. Once the children are assembled there, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 1 hour of the telephone call.

**Policy 25.9: Incident/Accident Reports** Initial

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an incident/accident report only if the incident requires the child to be seen by a medical professional. The incident/accident report will be provided to the parent by the classroom teacher. Boo-Boo reports are filled out when a mark is left on a child that will likely not need medical attention. There are occasions when a child doesn’t show a mark at the time of the incident, but it appears at a later time, i.e. a bruise. If we are aware of the mark appearing at a later time, we will fill out a Boo-Boo report at that time.

Parents or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent is unable to meet at the center during the course of the day.

Should a person other than the parent or one designated to act “in loco parentis” pick up the child, a parent or person designated to act “in loco parents” must sign the incident/accident report and return a copy to the school director within 24 hours. Failure to sign and return an incident/accident report in this time period will result in your child’s exclusion from the program until such time as the report is returned signed.

**Policy 25.10: Food** Initial

All age groups:

All meals and snacks at The Wiggle Room follow the meal patterns established by the U.S. Department of Agriculture Child and Adult Food Program that is administered by the Texas Department of Agriculture. We serve whole grain-rich foods whenever possible.

The Wiggle Room has a hot breakfast and lunch professionally catered and delivered daily. We also provide an early afternoon snack with components purchased from local grocery stores (H-E-B, Joe V.’s, Kroger). These are provided to students ages 12 months and up.

The Wiggle Room is monitored twice a year by the Pasadena Health Department. Reports from these visits are available to view in the front lobby.

All liquids and food hotter than 110 degrees Fahrenheit are kept out of the reach of children for safety reasons.

Parents are required to provide a healthy 5 pm snack for any day that their child will be at school at 5 pm. You may send a weeks' worth of 5 pm snacks on Monday, but we do not have space to store more than a week at a time.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise) with instructions for treatment should a child have an allergic reaction. F.A.R.E. (Food Allergy & Anaphylaxis Emergency) care plan sheets must be filled out and signed by a Physician if an Epinephrine injector is part of the students care plan. Please refer to the health and safety policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets).

The Wiggle Room never uses food as a punishment or reward. Children will never be denied participation in breakfast, lunch or snack time for behavior reasons. Nutrition education will be used to encourage healthy eating habits and choices. Nutrition education information is available upon parent request. Information on foods that may cause allergic reactions is also available upon request.

If you choose to provide meals from home for your child, please make sure they are brought in containers that will ensure proper temperatures are upheld. Room in the refrigerator is very limited and cannot accommodate student lunches or snacks. Make sure to include freezer packs if any food items need to remain cold. We also do not have the capability to microwave personal food. Please make sure your child's food can be eaten as is, without preparation.

Any food brought to The Wiggle Room that is to be shared, must be store bought. Shared food may be brought for birthdays and school parties only. We do not allow any homemade food to be shared.

A child arriving more than 15 minutes after breakfast has been served for his or her class, needs to be fed at home. We are not able to save breakfast for children arriving after breakfast has ended.

If your child has an approved late arrival and it is more than 15 minutes after lunch has been served, he/she will need to be fed before arrival.

Classroom	Breakfast	Lunch
100	Varies	Varies
105	8:10	10:45
110	8:10	10:45
115	8:10	10:45
120	8:15	10:50
125	8:15	10:50

Infants 6 weeks to 11 months:

Classroom	Breakfast	Lunch
130	8:25	11:00
135	8:30	11:30
140	8:30	11:30
145	8:35	11:35
150	8:35	11:35
155	8:40	11:40
160	8:20	10:55
165	8:20	10:55
Schoolers	6:45/8:50	12

The Wiggle Room provides HEB Iron Advantage (when available) formula for the children enrolled in our program. If a parent wishes to provide an alternative formula, they may do so at their expense. We also provide rice cereal, puff snacks, baby food and purified water. There is no reduction in fees or tuition for parents who provide their own formula or food.

Formula can be brought in its original container or may be brought in a sectioned container. It may also be poured into the clean bottles and purified water will be added directly before they eat.

Parents are required to complete a feeding schedule for their child on a monthly basis, or as the child's feeding requirements change. Staff will make a Brightwheel entry at each feeding time detailing for the parent what the child ate, when and how much.

#### Breastfeeding

Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher. The Wiggle Room encourages moms to breast feed when possible. Bags of breastmilk must be labeled with the child's name and the date of expression and can be in liquid form or frozen. A compilation of breastfeeding education and support resources in the community is available upon parent request.

Infants must be provided with enough sanitized bottles daily for all normal feedings plus one. So, if your infant normally has 3 bottles during the school day, we would need 4 sanitized bottles to be brought each day.

#### Toddlers 12 to 23 months:

The Wiggle Room offers children a morning breakfast at approximately 8:15 am, a half-hour lunch at approximately 10:45 am and an afternoon snack at approximately 2:00 pm.

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socializations skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks. All one-year-olds receive whole milk and water with their meals. Any other types of milk must be provided by the parents.



The Wiggle Room does not allow candy bars, sodas, or candy treats such as skittles, starbursts or gum as part of a child's lunch or snack. If you wish for these foods to be a part of your child's diet, please give them to your child at home.

The Wiggle Room prohibits any food item in glass containers (except baby food in the infant classrooms), as well as aluminum cans. These can be safety hazards for the children and staff.

A monthly menu listing all breakfast, lunch and snack items is available to the parents and is posted outside of the front office.

Our Inchworm, Glowworm and Frog classrooms are provided with an assigned sippy cup to use while at school. Sippy cups from home will be left in the child's bag throughout the school day.

2 to 5 year olds:

The Wiggle Room offers children a morning breakfast at approximately 8:30 am, a half-hour lunch at approximately 11:30 am and an afternoon snack at approximately 2:30 pm.

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks. All two- to five-year-olds receive 1% milk and water with their meals. Any other types of milk must be provided by the parents.

The Wiggle Room does not allow candy bars, sodas, or candy treats such as skittles, starbursts or gum as part of a child's lunch or snack. If you wish for these foods to be a part of your child's diet, please give them to your child at home.

The Wiggle Room prohibits any food item in glass containers (except baby food in the infant classrooms), as well as aluminum cans. These can be safety hazards for the children and staff.

A monthly menu listing all breakfast, lunch and snack items is available to the parents and will be posted outside of the front office monthly.

These age groups are expected to drink from open cups. They range in size according to the age of the children. Spills are expected with our younger children, but we believe that drinking from a traditional cup is an important skill that needs to be practiced daily. Bottles are not age appropriate for our children ages 2 and up and therefore will not be offered or allowed at school. Please make sure that if you offer your child 2 and up a bottle at home, that they stay in your vehicle and do not come into the school building.

We encourage all children to drink water as much as possible throughout the day. Research indicates serving drinking water to children ensures they are properly hydrated and facilitates reducing the intake of extra calories from nutrient poor foods and drinks which are associated with weight gain and obesity.

Having dedicated mealtimes in which your child is required to sit for the full meal is very important to their development of proper eating habits. Also, keeping distractions like television and tablets off during eating time will help them focus on eating and feeling full. Studies have shown that eating while distracted leads to overeating.

**Policy 25.11: Nut Free Center** Initial

Due to the extreme nature of allergic reactions to nuts and products containing nuts in some children, The Wiggle Room prohibits nuts and/or foods containing nut products on The Wiggle Room property. This includes all types of nuts. These nut allergies can be so severe that exposure to nuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling nuts on someone's breath or touching nut oil residue left on a countertop, not only from consuming nuts or nut products. This includes, but is not limited to, milk made with nuts such as almond milk.

Due to the possibility of cross-contamination, The Wiggle Room does not allow homemade snacks at the center. While The Wiggle Room understands that parents enjoy providing homemade snacks for birthdays and holidays, we must be mindful of the safety of all children enrolled at The Wiggle Room.

**Policy 25.12: Firearms and Weapons**

At no time is any person permitted to carry any type of firearm, ammunitions and/or weapons on agency property for any reason. Violation of this policy will result in immediate dismissal from the program. Law enforcement officers are excluded from this policy.

**Policy 25.13: Infant Sleep Safety** Initial

The Wiggle Room follows the Infant Sleep Safety Guidelines as listed in the Child Care Minimum Standards and as outlined by the Consumer Product Safety Commission. All infants will be placed on their backs to sleep. Infants that roll over on their own will be the only children sleeping in other positions. Sleep positioning devices are prohibited unless instructed by the child's health care professional. An "Infant Sleep Exception" form must be completed by the health care professional.

All cribs at The Wiggle Room meet the CPSC safety guidelines. Crib compliance documents are on file in the front office. To avoid suffocation, nothing is allowed in the crib but the infant, including blankets and stuffed animals. Pacifiers are allowed, however straps that are attached to the child's clothing and pacifiers with stuffed animals attached are prohibited. Teething necklaces are prohibited.

Infants must always sleep in their cribs and will not be allowed to sleep in bouncers, rockers, or any other restrictive device. Infants will sleep on a firm mattress with a fitted sheet. Sleep sacks must be provided if you would like your child covered during naps. Acceptable sleep sacks must allow for the infant to have free movement of their arms and legs. Please help us by having your child follow the same sleep routines at home. Back is best!

### **Policy 25.14: 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 old. Parents are required to bring in screening proof from their local pediatrician.

### **Policy 25.15: Water Activities**

Parents will be notified in advance of swimming and other water play activities. Splash/Sprinkler Play is offered during the summer months. Parents are asked to bring in a swimsuit, swim diaper (Bring-Don't Wear), water shoes and a towel on their child's assigned splash day. Sunscreen will also be used but should already be part of the student's daily belongings. Children wearing regular diapers will not be allowed to participate in Splash Day. Only children wearing nonslip water shoes will be allowed to participate. Crocs and Flip Flops are not allowed on the splash pad. \_\_\_\_\_Initial

### **Policy 25.16: Animals**

From time to time, The Wiggle Room will have classroom pets that meet the requirements of Texas Child Care Licensing. A notice to parents will be posted outside any classroom door when a pet is present. Each year we celebrate Go Texan Day by inviting a petting zoo to The Wiggle Room. This petting zoo never includes feathered animals or reptiles, but may include animals such as donkeys, llamas, rabbits, ponies, goats, sheep, deer, or others.

### **Policy 25.17: Insect Repellent and Sunscreen**

The Wiggle Room will apply sunscreen and/or bug repellent as needed. Sunscreen and bug repellent must be provided by the parent, must be in the original container and must not have expired. Please ensure that your child's first name and last initial are written in permanent marker on the bottles. Writing their names on these containers is equivalent to consent to apply these products.

### **Policy 25.18: Health Checks**

The Wiggle Room staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects. A Wiggle Room staff member may complete an "Incident Report" to document these situations.

### **Policy 25.19: Vaccine-Preventable Diseases**

All Wiggle Room Employees are encouraged to receive an annual flu shot and are encouraged to be current on all other vaccines to help protect children from illnesses.

### **Policy 25.20: Gang Free Zone**

Under the Texas Penal Code, any area within 1000 feet of a licensed child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

### **Policy 25.21: Indoor and Outdoor Physical Activity**

The Wiggle Room strongly believes and supports the need for physical activity each day. When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Infants will be given opportunities for physical activity, including supervised tummy time.

Toddler age children will participate in a minimum of 60 minutes of moderate to vigorous active play each day.

Preschool and Pre-Kindergarten children will participate in a minimum of 90 minutes of moderate to vigorous active play each day.

School age children who are in attendance for a full day will participate in a minimum of 90 minutes of moderate to vigorous active play each day. School age children who are only in attendance after-school will participate in a minimum of 30 minutes of moderate to vigorous active play each day.

Opportunities for active play may overlap with outdoor play when weather permits.

The Wiggle Room will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping to the extent of their abilities.

All children will participate each day in:

- Two occasions of active play outdoors when weather permits.
- Two or more structured teacher-led activities or games that promote movement over the course of the day
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills

Physical activity may take place in the classroom or on the playground when weather permits.

When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full

participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have activities planned in advance for "rainy days."

### **Policy 25.22 Special Medical Needs**

The Wiggle Room does not have any type of nursing staff, therefore, there may be students with certain medical needs that cannot be fully serviced at our facility. The program supports families and children who may need additional accommodations, to include home language, special needs/differing abilities, and/or cultural backgrounds.

### **Policy 26: Staff Employment by Clients Policy**

The staff of The Wiggle Room is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ Wiggle Room staff will have their services terminated and any tuition or registration fees will be forfeited. Staff who become employed by current or former clients of The Wiggle Room will have their employment with The Wiggle Room terminated.

Employment refers to any relationship outside of the school's services which involves an employee of The Wiggle Room interacting with a current or former client of The Wiggle Room. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

Employees of The Wiggle Room are prohibited from participating in social networking relationships with clients of The Wiggle Room. This includes, but is not limited to, accepting or requesting friend requests on media sites such as Facebook, Twitter, Snapchat or Instagram.

## **Policy 27: Cameras** Initial

The Wiggle Room has closed circuit cameras in all classrooms. A monitor is located in the School Director's office for parents to view live. Due to privacy laws, recorded camera footage is for The Wiggle Room reviewing only. Parents may not request to view previous footage from the School Director. The only exception is listed in Policy 10.1. The Wiggle Room will cooperate with local law enforcement. Available camera footage will be released to local authorities with a court order. The privacy of the children is very important to us. For this reason, the cameras are not available over the internet. Some of our events, i.e. Pre-K graduation, Costume Parade, Christmas Concert, are viewable on Facebook Live. If you do not want your child to be included in these videos it is best for them to not attend.

## **Policy 27.1: Photographs** Initial

The Wiggle Room believes in the benefit of using real life pictures in our educational program. Photos taken of the children will be done with a school owned camera/tablet and will only be used in our program. If parents choose to take pictures of events held at our program, they may only photograph their own child, unless written permission is given by the other parents. Please note that during certain parent events, such as Pre-K graduation, Christmas programs, etc. pictures may be taken. If you wish for your child to not be photographed, you may want to remove them from these events.

## **Policy 28: Policy Changes**

Parents will be notified by email of any policy changes and will be asked to resubmit any forms on which changes have been made.

## **Policy 29: School Contact Information**

The Wiggle Room Child Development Center  
1111 Vista Rd  
Pasadena, TX 77504  
281-870-2897 main number  
281-888-7105 alternate number  
Email: [wiggleroompasadena@hotmail.com](mailto:wiggleroompasadena@hotmail.com)  
Hours: 6:30 am to 6 pm Monday to Friday  
Website: [wiggleroom.net](http://wiggleroom.net)

**Acknowledgement of The Wiggle Room’s Parent Handbook**

I, \_\_\_\_\_ have been given a copy, either electronic or printed, of The Wiggle Room’s Parent Handbook.

I, \_\_\_\_\_ have read the policies outlined in The Wiggle Room’s Parent Handbook.

I, \_\_\_\_\_ have been given the opportunity to ask questions about the policies outlined in The Wiggle Room’s Parent Handbook.

I, \_\_\_\_\_ understand the policies outlined in The Wiggle Room’s Parent Handbook.

I, \_\_\_\_\_ agree to follow the policies outlined in The Wiggle Room’s Parent Handbook.

Parent’s Signature\_\_\_\_\_

Date\_\_\_\_\_

Relationship to child\_\_\_\_\_

Parent’s Signature\_\_\_\_\_

Date\_\_\_\_\_

Relationship to child\_\_\_\_\_