



Version: 2021-11

## Parents Handbook

### operational Policies and Procedures

19 pages (not including this page)

Fort Bend Talent Academy Inc. (Talent Academy) is an Bilingual School that specializes in education for early childhood. By registering your child with Talent Academy, you, as his or her parent or legal guardian, ("you") agree to these Program Terms and Conditions, as well as any accompanying Classroom Policies for the program in which he or she is enrolled, and you acknowledge that your child's continued enrollment and participation in the Talent Academy program constitutes your continued agreement to these policies. Your child may not enroll in or at Talent Academy programs or classes if you do not agree with these Programs Terms and Conditions, and the specific Classroom Policies for your child's program as applicable.

# Talent Academy

4835 HIGHWAY 6 MISSOURI CITY TX 77459

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**Talent Academy** offers extended hours. Our normal schedule is as follows:  
Monday – Friday: 7a.m. to 7p.m.

**School CLOSINGS/HOLIDAYS** - The Center will be closed for certain common federal holidays. See Current School Calendar for these days of closing. In addition, Talent Academy may be closed because of severe weather conditions, emergencies such as lack of utilities or if either Fort Bend ISD must be closed. Please consult radio and television stations for official word concerning Ford Bend ISD closings. **No tuition refund/discount will be given for these emergency closings.**

### **Enrollment procedures**

To enroll children into **Talent Academy**, parents can either complete the registration form online at [www.talentacademy.org](http://www.talentacademy.org) or at the center. Upon the first visit, parents will need to complete a registration form with the following information:

- Immunization Records
- Statement of Child's Health from a health-care professional
- Emergency contact information
- Contact information for persons other than a parent to whom the child may be released
- Contact information for the child's physician or an emergency-care facility
- Special care needs and allergy information
- Contact information of school for school-aged children

In addition, parents will be required to sign the registration form, which states they have received and agree to the Operational Policies and Procedures as well as authorization to obtain emergency medical care.

### **Attendance and make-Up Classes**

We believe regular scheduled attendance is important for your child to get the most out of the Talent Academy curriculum, though we understand that your child may occasionally be unable to attend. Whether there are make-up classes available depends on our enrollment and capacity and the format of your child's specific program. Please consult the specific Classroom Policies for your child's program missed classes and make-up policies. In all cases, missed classes cannot be refunded or credited and, if permitted for your child's program, make-up classes must be scheduled with the Talent Academy office at least seven days in advance of the absence. Talent Academy may cancel any class from time to time, and in such case, will use our best efforts to inform you of any the cancellation or closure and provide your child with a make-up class.

## **Tuition and Refunds**

Tuition for your child's program must be paid in full prior to his or her first class. Certain program requires a tuition deposit at the time of reservation, which is not refundable. If you intend to withdraw your child, please notify us in writing and we will refund your tuition, prorated for the number of classes your child has attended prior to his or her withdrawal and less your tuition deposit and/or administrative fee, if any, subject to certain withdrawal and refund deadlines.

Please consult the specific Classroom Policies for your child's program for deposit requirements and refund policies, and applicable payment, withdrawal, and refund deadlines.

## **Arrivals and Release of Children:**

On arrival each day, parents need to go to their child's primary classroom, sign their child in on the clipboard by putting the time of arrival with the parent's initials in the proper space beside the child's name. Children's belongings then should be put in the child's cubby and coats hung up.

If the child is brought to the center during the hours of 7:00am and 8:00am he/she will be assigned to a group room because the number of children at this time of the day is too small to warrant a teacher for each classroom. Children are assigned to their primary teacher and classroom during the hours of 8:00am and 5:00pm.

Children leaving after these hours will usually be found in their group classroom. When a child is picked up in the evening, the parent needs to go to the primary classroom, sign their child out on the clipboard by recording the time of pickup and signing parent's initials. At the time of pick up the parent should look in the child's cubby and take home the day's work and possibly notes or other communications from the teacher or school.

Each Friday the child's blanket and pillow should be taken home to be laundered and then returned the next Monday. Children will be found either in their primary classroom or in their group classroom depending upon the time of pickup. Please be sure that the staff person responsible for your child knows that the child has arrived or is leaving. Never drop your child outside the building to walk in by himself or leave him alone in a vacant room or hallway. Children will be allowed to leave the school only with persons authorized to pick up the child as stated on the enrollment form. Parents may authorize others to pick up the child by giving the school a written

notification or phone call. This notification must be given each time the child is to be picked up by any person not listed on the enrollment form.

In order for your child to receive the full benefit of our PreK or Beginner educational programs, these children should arrive on or before 8:30am. A good night's sleep and a nutritious, unhurried breakfast will do much for helping a child have a good day.

Please pick up your child no later than 7:00pm. You may need to have a back-up of friends or relatives that you can call if you are running late. If a child is not picked up before the Center closes at 7:00pm, a late fee of \$1.00 will be charged for every 1 minute or any part thereof, beginning at 7:01pm.

If someone other than a parent or a person listed on the enrollment form is to pick up your child, please notify the Center in advance in writing or by phone. We will require identification at the time of pickup from all persons whom you may have authorized to pick up your child.

### **Suspension and Expulsion**

Talent Academy reserves the right to dismiss a student and terminate that student's enrollment at any time if, in Talent Academy's sole discretion, the student displays behavior that is disruptive to the classroom environment or indicates the particular program is not appropriate for the student, or Talent Academy otherwise determines that its resources or staff cannot meet the needs of the student or his/her parents/guardians. In such cases, we will refund your tuition, prorated for the number of classes your child has attended prior to his or her dismissal less your tuition deposit, if any.

### **Program Supervision**

Talent Academy's qualified staff lead and direct the Talent Academy programs, and may set their own classroom rules in specific Classroom Policies for your child's program. Talent Academy's staff are not responsible for supervising students before or after the class's designated drop-off and pick-up times. Your child must cooperate fully with Talent Academy staff at all time. We reserve the right, in our sole discretion, to change teaching assignments of our staff or to substitute staff for our programs and classes with or without notice to the students or their parents/guardians.

Certain programs require a caretaker to accompany each student for the duration of the class to help supervise their child. Caretakers may be asked by our staff to remain either inside or outside of the classroom, but at no time may leave the building premises. We ask that caretakers cooperate fully with our staff's requests and instructions and the specific Classroom Policies for your child's program.

## **Transportation Policy**

At Talent Academy, we provide convenient transportation to and from school and field trip for your child. We have designated, labeled and certified vans/buses to transport your child safely to school. The following are rules and guidelines that all children must follow when transportation is provided.

1. Children are to remain seated at all times
2. Seat belts are to be worn at all times until the driver instructs children to unbuckle/or assist to unbuckle.
- 3.
4. Children are encouraged to talk amongst themselves, this is a social part of their day, however we do discourage loud/screaming voices.
5. Children are reminded that there is no food or drinks allowed during travel to ensure safety.
6. The windows on the vans/buses are to be adjusted by the driver to ensure the children feel comfortable in warm weather.
7. Children are not allowed to get out of their seat while the vans/buses are in operation. In case of an emergency, they may comply with the driver's directions to do so.
8. There is a mobile phone on the vans/buses for emergency calls.
9. If there is a behavior concern or safety concern, the driver will pull over to remind children of behavior requirements, and the driver will relay the information back to the Supervisor and Director of Operations and may than be relayed to the parent/legal guardian if necessary.
10. If behavior concerns continue with a child, transportation will be refused for that child to ensure the safety of all passengers on the vans/buses.
11. Talent Academy Has the right to refuse transportation for your child with limited notice.

Safety is our priority and we will make every effort to ensure you child will arrive to school safe and on time.

## **Field Trips and Permission Form**

Your child's Talent Academy curriculum may include field trips. If that is the case, Talent Academy will provide you with a Field Trip Permission Form, which you must return prior to the start of your child's program, or else your child will not be allowed to participate in the field trips until we have a complete, current, signed Field Trip Permission Form on file for the student.

## **Procedures to apply insect repellant and sunscreen**

Insect repellant and Sunscreen is important to protect young children because they are very susceptible to insect and sunburn. Yet applying insect repellant and sunscreen to children in a child care program requires thought and careful planning. Insect

repellant and sunscreen is considered a non-prescription medication and should be administered only if the parents give written consent. The following are some guidelines related to using insect repellant and sunscreen in child care.

- As with all other medications, parents must provide written permission for child care providers to apply insect repellant and sunscreen to their child.
- Sunscreen and insect repellant is not recommended for children under 6 months old
- Sunscreen and insect repellant should be applied 30 minutes prior to going outside. When using it, apply generously to all exposed parts of the body. Be careful not to get insect repellant sunscreen in the child's eyes, nose, or mouth.
- Reapplying insect repellant and sunscreen is essential for proper protection. Reapply sunscreen every 2 hours while children are in the sun, and even more often if they are swimming or playing in water.

## **Gang Free Zone**

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

- Maps may be produced for the purposes of prosecution and may be updated by the local municipal or county engineer. Parents may contact their local municipality to attempt to obtain a copy of the map if they choose to do so.
- Talent Academy is required to inform parents or guardians of children attending their center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity with 1000 feet of your program is a violation of this law and is therefore subject to increased penalty.

## **Student Health and Wellness**

You must inform Talent Academy of any permanent or temporary medical or other conditions, including special dietary and medication needs, which should be known about your child prior to his or her enrollment in any Talent Academy program or if arising after the program has begun, immediately upon diagnosis. Please keep your child at home if he or she has a fever, vomiting, diarrhea, persistent cough red eyes and discharge, or any other illness or contagious disease.

The health and well-being of each child at Talent Academy is of the utmost importance to us, therefore we will conduct a daily health check before the parent's leave. The results of the health check will be determined by the center's staff, not the parent, on whether or not the child remains in care for that day.

The exclusion of an ill child from care is determined by:

- Whether or not the child can participate in the activities planned for the day in his/her classroom/age group
- Whether or not the child requires more care than the staff can provide without compromising the care needs of the other children at the center.

- Whether keeping the child in care will pose an increased risk to other children and adults at the center.

In the event that a child becomes ill in class, the staff will contact the parents/guardians/caretaker to pick up the child immediately.

Talent Academy will seek professional medical attention for your child if and when necessary. You agree that, in the event of an emergency injury or illness, Talent Academy staff may act on your behalf and at your expense in obtaining medical treatment for your child. You must provide a primary and alternate emergency contact for your child who can be reached at the contact information provided in an emergency. The emergency contact(s) will be notified immediately of any illness or injury to their child, regardless of the severity, and must pick up the child from Talent Academy. Talent Academy classrooms are all nut-free, meaning any food or beverage products containing peanuts or tree nuts are not allowed in any Talent Academy classrooms. Talent Academy classrooms are all pet-free as well.

## **Illness and Exclusion**

- Fever as measured by a temperature of 100 degrees Fahrenheit or higher
  - Vomiting (two or more episodes in 24 hours)
  - Swelling/Redness of the Throat
  - Constant Cough
  - Extreme Fatigue/Lethargy
  - Head Lice
  - Reddened/Draining Eyes
  - Skin Rash
  - Bumps on Hands, Feet and/or Throat
  - Uncontrollable Diarrhea
  - Mouth Sores
  - Diagnosis of a communicable disease by a healthcare professional with no medical documentation that the child is no longer contagious
- ☐ If a child is suspected of having a contagious condition, a parent or authorized pick-up person must arrive at the childcare center as soon as possible, but not to exceed 1 hour after being called.
- ☐ Illness reports will be generated and must be signed and dated by both an Talent Academy staff member and a parent.
- ☐ A child must be fever free and symptom free without the use of fever relieving or other medications for a period of 24 hours before they will be allowed to return to the center.
- ☐ If a child is diagnosed as having a contagious condition, parents should notify

Talent Academy as soon as possible so we can alert other families. Confidentiality will be upheld.

## **Dispensing and Handling Medication**

### **Dispensing**

- ☐ Talent Academy will administer medication when parents give prior authorization. Parents may complete and sign a medical authorization form. A single dose of medication can be administered with phone approval from the parent.
- ☐ Authorization to administer medication expires on the first anniversary of the date the authorization is provided.
  
- ☐ Parent authorization is not required to administer a medication to a child in a medical emergency to prevent the death or serious bodily injury of the child, provided that Talent Academy administers the medication as prescribed, directed, and intended.

### **Handling**

- ☐ All medication will be stored out of reach from children
- ☐ Medication will be stored so it does not contaminate food
- ☐ Talent Academy will refrigerate medication (if applicable)

## **Responsibility for Personal Belongings**

we highly discourage you from sending your child to any Talent Academy class with valuables, including electronics. At all times, you and your child's caretaker remain responsible for any personal property belonging to you, your child, or your child's caretaker. Talent Academy is not responsible or liable for any injury, damage, loss, accident, or theft of any such personal property that is brought into Talent Academy premises or classrooms. Storage facilities, such as cubbies or stroller drop off areas, may be available but, in all cases, are provided only as a convenience to students and their caretakers. You understand and acknowledge that neither Talent Academy nor any of its staff guarantees the safety or security of stored personal property and that you agree to hold Talent Academy harmless in the event of property loss or damage.

## **Photography and Videography**

Your child's Talent Academy experience will create many great photo opportunities that we would like your permission to capture and use. You may opt out of your child's inclusion in photographs and other media that may be captured by Talent Academy for public promotional and publicity purposes, but unless and until we receive a complete, current, signed Media Opt-Out Form for your child, your child's continued enrollment and participation in Talent Academy programs implies permission for the

use of images taken of your child while enrolled at Talent Academy.

We kindly ask that neither you nor your caretaker photograph or record video of your child, or any other child, while he or she participates in Talent Academy's programs and classes in order to protect the privacy of other students. Photos of your child may be made available to current Talent Academy's families through our website. Be mindful that certain parents/guardians may not want photos or videos of their children to be made public, so please do not share, post, or otherwise display on social media and other public forums any photos or other media made available to Talent Academy's families through our website.

## **Discipline and Guidance**

Talent Academy uses positive methods of discipline and guidance.

☐ A caregiver will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

Using 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;
- Redirecting behavior using positive statements
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

☐ Talent Academy will not use harsh, cruel, or unusual treatment of any child.

## **Meals and Food Service Practices**

### **Meals**

At **Talent Academy** parents will have the option to provide their children's food or purchase breakfast, lunch, and/or dinner. Snacks are scheduled to be serviced and will be included in the price of service. We will offer food in the following food groups at least one time throughout the day:

☐ Milk Meat    Meat-Substitute    Vegetables and Fruit    Whole Grains

For after school classes, snacks and water are served for after school classes. Animal crackers, Chex Mix or Pretzels are provided for students.

Parents of children with food allergies are required to provide written documentation of the food allergy. If the child is severely allergic to peanuts or any other nuts, it is recommended that parents inform staff not to provide any food as some products served at **Talent Academy** are produced in facilities that may also produce nut products. **Talent Academy** will not provide any nut products and ask parents to also not provide nut products for their children's meals and snacks.

#### **Food Service and preparation:**

All food and drinks will be of safe quality and will be stored, prepared, distributed, and served under sanitary and safe conditions.

#### **Immunization Requirements**

☐ Talent Academy is required to obtain a copy of the child's immunization record as specified by the Texas Department of State Health Services in 25 TAC 97, Subchapter B (relating to Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education).

- The child's name and birth date;
- The number of doses and vaccine type;
- The month, day, and year the child received each vaccination; and
- The signature or stamp of the physician or other health care professional who administered the vaccine.

For a child attending a pre-kindergarten program or school away from the childcare center

- Parents can provide a copy of the immunization records
- Parents can provide a signed statement from the child's parent that the child's immunization record is current and on file at the pre-kindergarten program or school that the child attends. The statement must be dated and include the name, address, and telephone number of the pre-kindergarten program or school listed in the statement.

For parents that cannot provide an immunization record and/or are exempt, management will be notified to assist with the parent according to Texas Department of State Health Services rules in 25 TAC §97.66.

☐ More information on immunization requirements can be found at [www.dshs.state.tx.us/immunize](http://www.dshs.state.tx.us/immunize)

#### **Employee Immunizations**

Immunizations are not just for children. Childcare center employees have a unique opportunity to protect children at their place of employment and lessen the spread of vaccine preventable diseases by getting immunized. Vaccine preventable diseases

(VPDs) are conditions which are preventable through vaccines available to protect against specific diseases. A list of VPDs can be found at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines). Talent Academy employees are encouraged to receive vaccines for VPDs listed by the Center for Disease Control and Prevention; however, vaccines are not required for employees.

## **Incidents & Accidents**

At Talent Academy, precautions will be made to minimize accidents and ensure the safety of the children. We cannot be responsible for injuries that are out of our control which includes, but is not limited to:

- Incidents by one child due to the actions of another child like biting, hitting, pushing, and thrown objects
- Incidents by contact with furniture or objects
- Incidents to fingers from doors and containers
- Accidents while playing indoors and/or in the outdoor play scape

## **Diaper Changing and Potty Training**

### **Diaper Changing**

Talent Academy will change all diapers whether disposable or cloth. parents need to provide diapers/changing supplies for their child.

### **Potty Training**

Talent Academy will assist with potty training by taking the child to the restroom once every hour. We ask parents of children who are potty training to bring extra clothes and materials.

## **Emergency Preparedness Plan**

Fire drills are conducted each month. The outdoor relocation site is the southwest parking lot and back playground fence line. Severe weather drills are conducted at least once every three months with the indoor relocation site being the childcare gym. Children younger than 24 months, or children who have limited mobility or who otherwise need assistance, will be relocated in evacuation cribs or Bye Bye Buggy.

## **Emergency Evacuation Plan**

In the event of an emergency situation that requires an evacuation of Talent Academy, one of the following plans shall be implemented.

In all situations, the caregiver in charge when evacuating shall:

- Take an accurate attendee list;
- Account for all children and staff as they board/depart vehicles;
- Bring any necessary medications / supplies and emergency records;
- Take a cellular phone if available to be used for emergency notifications.

Staff will remain with and care for the children at all times during an event.

Attendance will be checked whenever children are moved. Staff will bring any necessary medications, supplies, and emergency records. Children under 24 months of age, or children who have limited mobility or who otherwise need assistance, will be relocated in evacuation cribs or the Bye Bye Buggy.

1. In the event of a natural emergency, i.e. tornado, severe storms, etc., the children and other occupants of the building will shelter in place in the Talent Academy which is designated as our indoor relocation site.

2. In the event of an emergency that requires the children to evacuate the building, the outdoor evacuation area is the southwest parking lot of the building where they will remain accompanied by caregivers while family/guardian/emergency contacts are notified of the situation and arrangements are made for either the transporting home or care taking for the remainder of the day.

The Emergency Evacuation and Relocation diagram can be found in each classroom posted near the door. A complete Emergency Evacuation Plan may be reviewed in the office upon request.

## **Minimum standards and Licensing Inspection Report**

A copy of the Minimum Standards for Child-care Centers is available for review at **Talent Academy** upon request. In addition, parents can find it online by going to: [http://www.dfps.state.tx.us/documents/Child\\_Care/Child\\_Care\\_Standards\\_and\\_Regulations/746\\_Centers.pdf](http://www.dfps.state.tx.us/documents/Child_Care/Child_Care_Standards_and_Regulations/746_Centers.pdf)

## **Local Licensing Office, PRS Child Abuse Hotline and the PRS Website**

### **Information**

#### **Licensing Office**

[http://www.dfps.state.tx.us/Child\\_Care/About\\_Child\\_Care\\_Licensing/](http://www.dfps.state.tx.us/Child_Care/About_Child_Care_Licensing/)

14000 Summit Drive, Suite 100

Austin, Texas 78728

(512) 834-3195

#### **Reporting Suspected Child Abuse**

For information from the Texas Department of Family and Protective Services on reporting abuse, neglect or exploitation, visit:

[http://www.dfps.state.tx.us/Contact\\_Us/report\\_abuse.asp](http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp)

#### **Abuse Hotline and Website**

- ☐ Call the Texas Abuse Hotline toll-free at 1-800-252-5400 24 hours a day, 7 days a week, nationwide
- ☐ Make your report through their secure web site and you will receive a response within 24 hours: [www.txabusehotline.org](http://www.txabusehotline.org)

### **Preventing and responding to abuse and neglect of children**

Talent Academy will ensure annual training is completed by employees to prevent and respond to abuse and neglect of children.

#### **Recognizing the Signs of Child Abuse**

##### **Physical Abuse**

Physical Abuse is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

Suspect Physical Abuse When You See:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without obvious injury
  
- Lack of reaction to pain
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unreasonable clothing that may hide injuries to arms or legs

##### **Neglect**

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

Suspect Neglect When You See:

- Obvious malnourishment
- Lack of personal cleanliness
- Torn or dirty clothing
- Stealing or begging for food

- Child unattended for long periods of time
- Need for glasses, dental care, or other medical attention
- Frequent tardiness or absence from school

**Sexual Abuse**

Sexual Abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.

Suspect Sexual Abuse When You See:

- Physical signs of sexually transmitted diseases
  - Evidence of injury to the genital area
  - Pregnancy in a young girl
  - Difficulty in sitting or walking
  - Extreme fear of being alone with adults of a certain sex
  - Sexual comments, behaviors or play
- 
- Sexual victimization of other children

**Emotional Abuse**

Emotional Abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

Suspect Emotional Abuse When You See:

- Over compliance
- Low self-esteem
- Severe depression, anxiety, or aggression
- Difficulty making friends or doing things with other children
- Lagging in physical, emotional, and intellectual development
- Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems

**Hearing and vision screening requirements**

☐ Vision and hearing screening tests are required for children 4 years old by September 1st. Parents are required to provide one of the following as documentation:

- The individual visual acuity and sweep check results
- A signed statement that the child's screening records are current and on file at the pre-kindergarten program or school the child attends away from the center.
- An affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination of which the affiant is an adherent or member.

## Firearms and Other Weapons

☐ Law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of the child-care center.

For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of the child-care center.

## Parental Visitation & Participation

Parents are welcome to visit Talent Academy any time during the our hours of operation to observe their child, and/or operation and program activities, without having to secure prior approval. Parents have the right to breastfeed or provide breast milk for their child while in care.

Parents can help in these ways:

- Have your child attend regularly except when ill.
- Encourage your child to become self-reliant. You may do this by allowing him/her to do things for himself or herself and giving plenty of time to do them. Teach your child to dress, put toys away, eat regularly and properly, and establish regular toilet and sleeping habits.
- Become acquainted with your child's teacher. Discuss any problems that occur—either at home or in the classroom.
- Avoid discussing your child in his/her presence. If you need to discuss something with us, we will find a place away from the child.
- Express an interest in what the child brings home and spend time each day listening to your child tell you about his/her day.
  
- Help your child know his full name.
- Volunteer to help (when possible) in the following ways:
  - Help with class parties, such as Christmas, Valentine's Day, etc.
  - Accompany class on field trips (when possible)
  - Repair playground equipment and classroom furniture.
  - Observe in the room occasionally.
  - Attend parent meetings.

## Safe Sleep Practices:

**The below policies will be applied to the toddler Nap Time .**

1. All child care staff working in the infant room will receive training on the Safe Sleep Policy and SIDS risk reduction. 2. Unless an infant has a sleep position waiver signed by their physician specifying otherwise, infants shall be placed in a supine (back) position for sleeping to reduce the risk of Sudden Infant Death Syndrome. A notice will

be posted near the infant's crib for those infants. 3. If a blanket must be used, the infant will be placed with his/her feet touching the bottom of the crib, the blanket will be tucked in at the bottom and on each side, and the blanket will go no higher than the infant's chest. 4. The infant's head shall remain uncovered during sleep. 5. Room temperature will not exceed 75° F. 6. Only one infant in a crib at a time. 7. No smoking in the child care facility, or in vehicles when transporting infants. Employees must wash hands before returning to the infant room after smoking. 8. Infants will be provided appropriate "tummy time" when awake. 9. Caregivers will visually check on infants every 30 minutes while the infant is sleeping. 10. No additional items; such as pillows, blankets or toys will be allowed in the infant's crib. 11. When infants can easily turn over from the supine (back) to the prone (stomach) position, they will be placed to sleep on their back, but allowed to adopt whatever position they prefer for sleep.

### **Waiver of Liability**

Parents/guardians of children participating in Talent Academy's programs assume, to the fullest extent permitted by law, full responsibility for the actions, risks taken, and injuries caused or incurred by their child and the caretaker(s) who accompany their child to Talent Academy's classes. To the fullest extent permitted by law, you agree to release, hold harmless, defend, and indemnify Talent Academy, and its members, managers, officers, employees, agents, and representatives, from any and all claims, liability, loss, damages, or actions resulting and arising from the conduct of your child or the caretakers who accompany your child to Talent Academy's classes

### **General Contractual Matters**

These Program Terms and Conditions, and any accompanying Classroom Policies for the program in which your child is enrolled, form a legally binding contract between you and Talent Academy, governed by the laws of the State of Texas, without regard to its principles of conflicts of laws, and which constitute the entire agreement between you and Talent Academy with respect to your child's enrollment and participation in Talent Academy's programs. If any provision of these Program Terms and Conditions is deemed unlawful, void, or unenforceable by a court of law exercising proper jurisdiction, that provision shall be deemed severed from the remaining provisions and shall not affect their validity and enforceability. No waiver of any provision hereof shall be valid unless in writing signed by the parties.

Any failure to enforce any right or remedy hereunder shall not operate as a waiver of the right to enforce such right or remedy in the future or of any other right or remedy. Any dispute, controversy, or claim arising out of or relating to these Program Terms and Conditions or your child's participation in any Talent Academy program, whether in contract, tort, common or statutory law, equity or otherwise, shall be resolved by binding confidential arbitration, conducted in Fort Bend County, Texas, and which may

subsequently be entered in any court of competent jurisdiction.

Talent Academy shall not be liable by reason of any failure or delay in the performance of its obligations, including, but not limited to, its cancellation of any of its programs or classes, if such failure or delay is due to causes beyond its reasonable control including, but not limited to, fires, flood, storm, acts of God, governmental action or inaction, and Talent Academy shall be excused from any further performance effected by such event for so long as the effects of the event continue.

## **Parental Notification**

Information to parents comes in various methods. Incidents will be shared with parents verbally and in a written incident report which requires a parent's signature. General information is posted on the front doors, comes in the Talent Academy Newsletter, or the Talent Academy website. Other information may be written and placed in envelopes and taped to the glass window at the reception desk. In emergencies, parents will be notified by phone. Program changes may be shared with parents at face to face meetings with the parent, Director, Admissions Coordinator, at a preset meeting time or at the individual student's annual planning conference.

## **Changes to these Program Terms and Conditions**

Be advised that Talent Academy may review and update these Program Terms and Conditions, and any accompanying Classroom Policies, at any time in our sole discretion and it is the responsibility of each parent/guardian to keep abreast of those changes. All changes are effective immediately when posed, and your child's continued enrollment and participation in the Talent Academy program constitutes your continued agreement to the foregoing policies as amended.

## **Discussing Policies and Procedures:**

If you have questions regarding these Program Terms and Conditions, any Classroom Policies, or your child's enrollment and participation in Talent Academy's programs, please feel free to contact us at

Talent Academy

4835 Highway 6 Missouri City TX 77459 Email: [talentacademyorg@gmail.com](mailto:talentacademyorg@gmail.com)

## THANK YOU

Thank you for taking the time to read this Parent Handbook. Together we can provide a loving learning experience that prepares a child for a bright future, a love for each other, and a lifelong love of learning.

## ACKNOWLEDGEMENT

My signature below certifies that I have read and understand the contents of this Parent Handbook and agree to abide by and comply with the policies set forth herein. I also acknowledge that I have been given the opportunity to discuss any policies in this handbook with the Director of the facility. I acknowledge that Talent Academy reserves the right to modify or amend these policies at any time without prior notice.

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Mother's	Signature	Date
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Father's	Signature	Date
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