FAMILY HANDBOOK



A Guide to Center Policies

WELCOME



WELCOME TO LITTLE FISH NURSERY. THANK YOU FOR CHOOSING US!

We are excited to partner with you in caring for your child. We look forward to many years working together with your family, teaching your child the foundations of Christ in a supportive environment!

You are welcome to visit anytime your child is at the Center. For everyone's safety, please notify your child's teacher or the front office when you arrive.

Little Fish Nursery is privately owned and operated, supported by the love and guidance of our church community.

Our goal is for each child to learn something new through fun crafts, social interactions, and exploring God's world. We strive to keep our Center clean, safe, and filled with love. We limit the number of children to ensure your child receives the highest quality care.

Sincerely,
Keller & Ugochi Wall
Owners

WHY A HANDBOOK?

GUIDELINES ON CENTER BEHAVIOR, INTEGRITY, AND RESPECT.

This handbook will answer many of the commonly asked questions that children and families may have. It holds information about your child's privileges and responsibilities. Together, both our Center and families are responsible for knowing what is in here. Please take the time to read through and understand the handbook, and please keep it in a safe place for your use. It is a valuable resource while your little fish is in our Center and can help avoid confusion and misunderstandings when questions arise.

Little Fish Nursery reserves the right to interpret the contents of the handbook, including the rules and regulations governing the conduct of students and parents. This handbook is not a contract, nor is it intended to be construed as such. We reserve the right to modify and/or amend the contents of this handbook at any time as we deem appropriate. Any changes to a policy will be communicated to families as changes arise.

If you have any questions about the handbook or any of its policies, please contact the Director.



EQUAL OPPORTUNITY

EQUAL OPPORTUNITY AND ANTI-DISCRIMINATION POLICIES.

Little Fish Nursery does not discriminate on the basis of race, color, religion, national origin, sex, citizenship, handicap or disability, or any other legally protected status in regard to admissions or in the administration of its educational policies and administered programs.

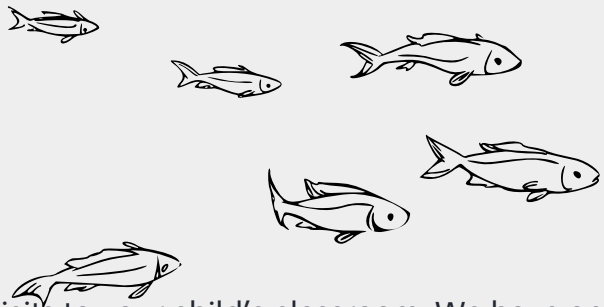
We make our programs and services accessible to individuals with disabilities. We welcome requests for accommodation. We will attempt to provide reasonable accommodations to qualified students with mental or physical disabilities, to the extent that such a request does not cause a fundamental alteration to our programs/curriculum and to the extent that it does not create an undue hardship on our Center.

The first step in requesting an accommodation is to provide the Director with documentation of the condition from a qualified professional, such as a physician, psychiatrist, or psychologist. Upon receipt of such documentation and recommendations, we will communicate with the family in an interactive process to obtain additional information or discuss the circumstances related to the request.

Child daycare operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800) 514 -0383 (TTY).



COMMUNICATIONS



WORKING TOGETHER!

We welcome your input and encourage visits to your child's classroom. We have an open-door policy at our Center, and families are encouraged to get involved in their child's classroom.

Please feel free to request a conference with any of our staff by calling during Center hours to set up a convenient time. Conferences can be requested at any time and may include the teachers, administration, or both.

For current updates, please check the Communication Board near our Center entrance. You can find a copy of our most recent state licensing inspection posted, or you can access it at https://www.dfps.state.tx.us. or by phone, 940-381-3400. Child Abuse Hotline, 1-800-252-5400. If you wish to review previous inspections, please notify the Director. You can also review a list of current recalls and notices from the Consumer Product Safety Commission (CPSC) for any child products that are unsafe and have been recalled, or you can access it at www.cpsc.gov.

DAILY CHECKS!

Check your child's cubby, KT Connect portal, and classroom folder daily for messages, teacher reports, and fun crafts. Be sure to read any correspondence and chat with the teacher before you leave. Notices and messages sent to us should be written and submitted to the Director or teacher present at drop-off or pickup.
Our tiniest fish, or infants through two-year-olds, will have a daily report completed by the teacher to relate events specific to your child. Preschool classes will have weekly folders with completed work, etc., that parents can check for updates.

There are daily opportunities to get involved in your child's day. We will host community activities to encourage interaction between families, teachers, and children such as crawfish boils, picnics, and holiday parties, all designed to increase community and discover the world God created.

You may also participate in our outreach and desire to spread gospel centered education through donations. Please check with your child's teacher for the items of need or special activities. We love Christian centered themes and goodies, such as general items used in the classroom: magazines, newspapers, greeting cards, dress up clothes, hats, paper, books, wrapping paper, ribbons, and many other household items. Please make sure items are eco-friendly and Montessori grade. To find out vendors follow us on Instagram at Little Fish Nursery.

We welcome questions and suggestions. If there are changes in your family situation that affect your child, please do not hesitate to share with us. We want to celebrate and encourage each family throughout whatever life brings. All information regarding personal issues is kept confidential and we are glad to pray for your family whenever possible.



WHAT WE EXPECT

Our relationship with families is vital to the success of your child's experience. A partnership starts from the very first day. We want your open communication and understanding so we can work together for development and the growth of your little fish. Their wellbeing is our top priority.

Please help ensure a smooth transition by doing the following:

- Sign children in and out at the front desk and escort them to their designated class.
- You should never leave your child alone anywhere in the Center.
- Always supervise your children while escorting them inside the Center and in the parking area.
- Drive slowly through the parking area. Do not park for more than 3 minutes in the "Kiss the Fish" spots. Also, only park in the Center's designated parking spots.
- Have all forms completed promptly.
- Update forms, as needed when changes occur (i.e., new phone number, address, etc.).
- Keep staff informed of special needs or changes that might affect your child's behavior.
- Keep adequate changes of clothes in your child's backpack or cubby.
- Make sure your child's classroom has diapers and wipes (if needed). We cannot borrow diapers or wipes from another child.
- Be sure your immunizations are updated.
- Notify the Center if your child is ill.
- Notify the Center if your child will be absent.
- Notify the Center if you will be later than usual picking up.
- Provide two changes of clothes marked with your child's name.

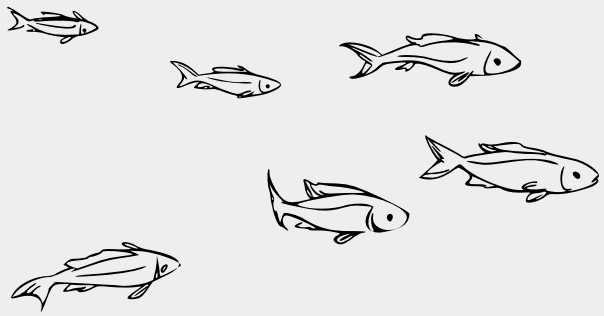


WHAT WE EXPECT

This request is for all ages. Little Fish Nursery is not responsible for the lost clothing or items:

- Please change clothing seasonally to accommodate the changes in weather and the growth of your child.
- Children should be dressed properly for the weather and must participate in all class activities.
- Do not allow children to bring toys. (This rule does not include special transition toys such as a blanket or other security items to which your child is significantly attached.)
- Participate in our special family activities.
- Attend scheduled family meetings and conferences.
- Ask questions, make suggestions, or address concerns as they arise.





WORKING TOGETHER!

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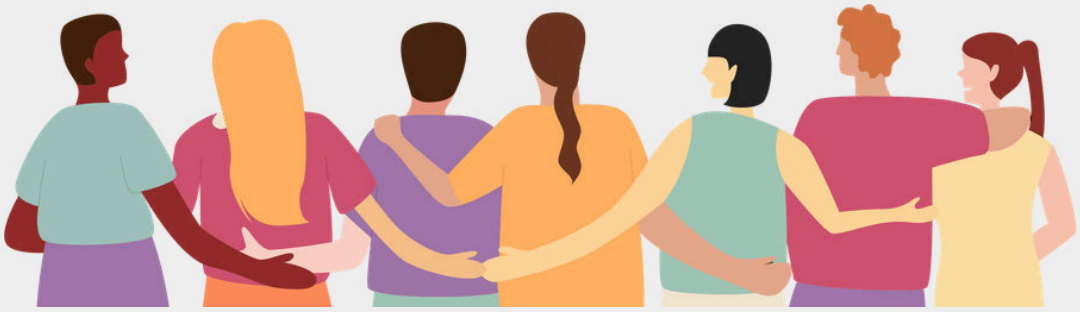
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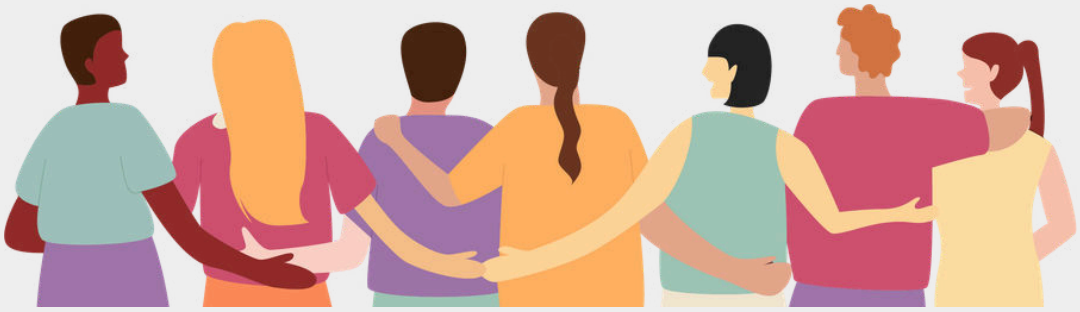
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CONCERNS WITH YOUR CHILD'S TEACHER

Talk directly with the Director. We want families and staff talking as much as possible. We believe this essential and want to work together to solve issues. P**lease feel free to call 281-758-5233** and inquire about your child's teacher information.



CONCERNS WITH THE CENTER

Talk directly to the Director or email at **director@littlefishnursery.com** or Ownership at **info@littlefishnursery.com**.

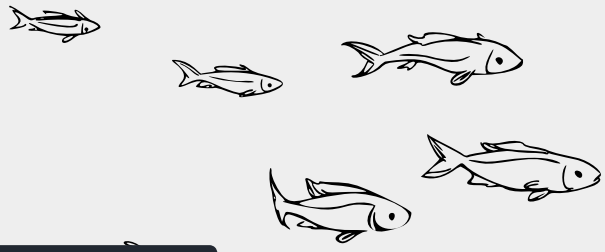
FAMILY-TEACHER DISCUSSIONS

Families are encouraged to schedule family-teacher conferences twice a year. However, family-teacher conferences may be scheduled any time during the year at the request of the family or teacher. Arrangements should be made directly with the Center.

PROBLEM SOLVING OR OBJECTIONS

Differences between individuals in our center should be addressed directly whenever possible. The Director has an open-door policy. You are welcome at any time to come in and discuss your concerns.





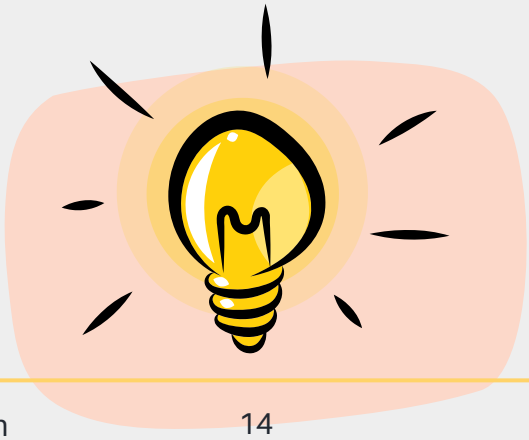
PARENT IDEAS AND SUGGESTIONS

We are eager to hear your thoughts and ideas! Our mission is to collaborate closely with our families to transform Little Fish Nursery into a thriving community hub where we can provide the best possible care for your little ones. If a concern arises that hasn't been addressed by our team, please don't hesitate to reach out directly to our Director—we genuinely want to help and can't do so unless we know about your concerns.

Every month, you can look forward to an email calendar highlighting important dates and exciting activities happening at the center. Additionally, our monthly newsletter will keep you informed about significant happenings related to child development. You'll also find a wealth of resources available at the parent resource table, covering topics like nutrition and community outreach.

To further engage with parents, we've placed resources on the bulletin boards in each classroom, ensuring you always have access to vital information. Plus, our teachers will provide daily progress updates through the Kangarootime app, keeping you connected with your child's day-to-day experiences.

We deeply value your feedback! After parent conferences, we'll send out an annual survey for your suggestions on how we can enhance our program. Your insights will play a vital role in our continuous improvement, and we're excited to work together to create the best environment for your children!



WEB PAGE

The official website of the Center can be found at **www.littefishnursery.com**. Families are encouraged to visit the website regularly for updates.



CARE STATEMENT

We are licensed by the Texas Department of Family and Protective Services and meet or exceed all licensing requirements. Our license, along with the Director's license, is displayed on the bulletin board as you enter our nursery. Parents can review a copy of the minimum standards at our center, and our most recent inspection report from licensing is always posted for parents to access.

For information about local in-home licensing offices, please visit the DFPS website at http://www.dfps.state.tx.us or call the **Texas Department of Family and Protective Services at 713-940-3009**.

At drop-off and throughout the day, we will observe all children for signs of illness or injury. Please inform us during drop-off if your child has any injuries from home or if there are any illnesses in your household. We will conduct health checks on children who appear to be uncomfortable or who complain of discomfort. This will include checking the child's temperature and visually inspecting them for injuries, rashes, or any areas of concern.



CLASSROOM EXPERIENCE

CURRICULUM

At Little Fish Nursery, we wholeheartedly believe that education is a fundamental priority, and we're excited to share our approach with you! Our thoughtfully designed curriculum, featuring Montessori-grade educational materials, aligns perfectly with every child's developmental stage, ensuring a nurturing and stimulating learning environment.

We proudly utilize the highly regarded Abeka & Pinnacle Curriculum, which lays a strong foundation for Christian values while promoting educational growth from day one. These research-based programs are crafted with developmentally appropriate activities that spark curiosity and learning.

For children three years old and potty trained, we have engaging seated lesson plans that incorporate captivating Christian themes, encouraging exploration of God's wonderful world and fostering independence. Our dedicated teachers are equipped with the necessary resources to create a supportive and inspiring setting, all tailored to challenge each child at their own unique levels.

With a focus on maintaining low teacher-to-child ratios, we ensure that every child receives the individual attention they deserve, empowering them to master new skills and thrive. We are truly enthusiastic about guiding each child's learning journey!



MINNOW: 6 WEEKS TO 13 MONTHS

We are excited to care for our youngest little ones—infants! Each baby has unique needs, and we are committed to building a trusting relationship to help them reach their developmental milestones.

We understand that separating from your infant can be challenging. Little Fish Nursery aims to ease this transition by creating a calm and supportive environment. We encourage families to communicate their needs during this process.

Our nurturing space allows infants to engage with experienced teachers and enjoy a variety of safe, clean toys. We offer personalized feeding times to ensure comfort and continuity. With a low caregiver-to-infant ratio of four infants per two teachers, we provide attentive, high-quality care for your little ones.

KOI: 13 MONTHS TO 24 MONTHS

Children aged two and three are on a journey of discovery! We nurture their curiosity with safe and enriching opportunities. Our Montessori environment encourages self-help skills and recognizes each child as a unique individual, helping them develop self-management.

Kickstart your child's learning with our fun program that introduces shapes, colors, numbers, and letters through engaging stories and cheerful songs. Our minimal Montessori setup promotes focused engagement, while hands-on activities and outdoor play foster social skills and unforgettable learning experiences. We're excited to help your child on this wonderful journey!



CLASSROOM EXPERIENCE

GUPPY: 24 MONTHS TO 3 YEARS

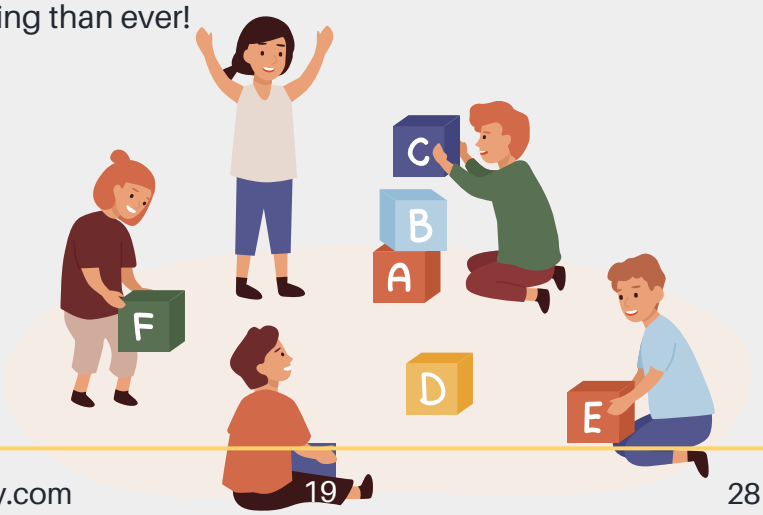
We love to learn and believe that the best way to do so is through interactive play. We engage with materials like clay, blocks, and natural colors and shapes—anything that sparks creativity in your little ones. Our classroom is designed to encourage experimentation and freedom of choice. The atmosphere promotes independence and helps develop self-management skills.

Additionally, our daily schedule includes a short morning session of structured learning, which is essential for further classroom activities. All of these methods help children feel secure and independent as they look forward to Christ-centered activities, providing them with opportunities to make individual choices.

PREKINDERGARTEN THREE

We nurture early learning concepts and provide engaging handouts designed for young learners. With our individualized teaching approach, you can closely monitor your child's progress. Our dynamic weekly focus wall enhances retention of essential skills, including numbers, letters, shapes, colors, and much more.

We are dedicated to fostering a love for learning during these crucial formative years. Experience the joy of sensory play and creative dress-up activities that make learning more exciting than ever!



SCHOOLERS: PRIVATE KINDERGARTEN

At our Center, we recognize the evolving needs of older children and their families. We offer a variety of programs, including before and after care (drop-off only) and summer camp. Each program is designed to facilitate teacher-led activities. Children are encouraged to enhance their knowledge, develop their individuality, and improve their social skills. Please note the following specific policies for our Private Kindergarten program, which differ from those in the Family Handbook:

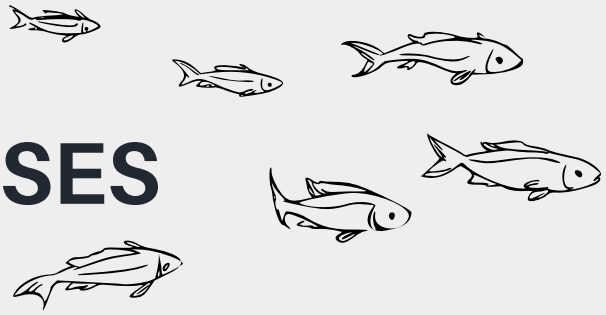
- No vacations are permitted for students in our Private Kindergarten program.
- The program follows the Cy-Fair ISD calendar schedule.
- No discounts are available.
- In addition to the weekly tuition, there is a one-time enrollment fee of $250.
- Daily attendance is mandatory.
- Students arriving after 8:30 AM will be considered tardy.
- Private Kindergarten hours are from 8:30 AM to 3:30 PM.

DEVELOPMENTAL MILESTONE CHECKLISTS

Our program employs the Infant and Toddler Developmental Checklist, a formal assessment instrument designed for children ages 0 to 35 months. For children aged three to five years, we utilize the developmental milestones established by the Centers for Disease Control and Prevention (CDC) for evaluation purposes. Teaching staff will use the assessment data to plan for future lessons to ensure teaching improves unmet goals.



ADMISSION AND RELATED PROCESSES



CENTER TOURS

Families are encouraged to bring their children with them on their first visit to the Center. It is important for both the child and the parent to feel comfortable with our teachers and the facility. To reserve a spot in our program, you must submit a completed application along with a non-refundable registration fee. The amounts for all fees can be found on the fee schedule.

AGE RANGES OF CHILDREN ACCEPTED

We accept children from **6 weeks to 5 years of age**. All children must be observed by the Center prior to admission to ensure that our program can effectively meet their needs.

ENROLLMENT

Children who attend fewer than 5 days per week must have a designated schedule specifying the days they will be present. All part-time schedules are subject to availability. Parents should understand that if their child attends part time, they will only be able to come on the pre-scheduled days.

If families need to make a permanent schedule change, they must obtain approval from the Center Director. This change can only be made if there is space available in the classroom.

A TWO-WEEK NOTICE IS REQUIRED FOR ANY CHANGES.

ADMISSION AND RE-ENROLLMENT

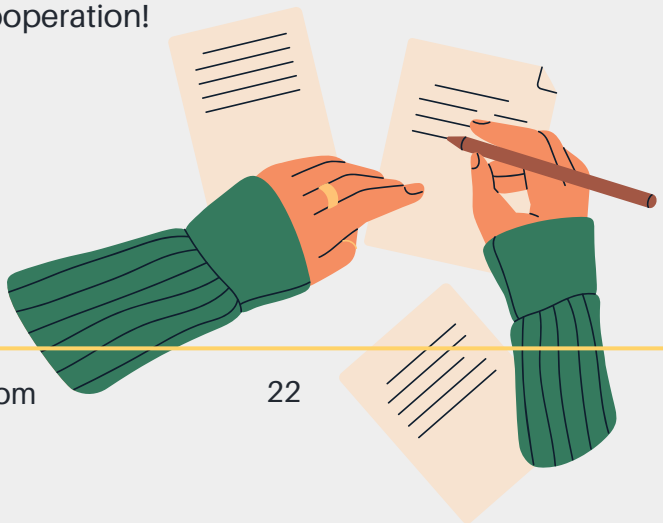
Admission and, if applicable, re-enrollment are subject to the following conditions:

- All deposits, registration forms, and other required documents must be submitted, completed, and evaluated.
- Any false or misleading statements made during the interview or on any submitted documents may result in denial of admission or immediate dismissal.
- All financial obligations must be fulfilled in a timely manner.
- Formal acceptance may occasionally be granted on a probationary basis. In such cases, the Director reserves the right to revoke acceptance or dismiss a child at any time.
- The Director has the authority to place children in specific classrooms and to determine whether a child continues to meet the Center's requirements.

Completed forms and current immunization records must be submitted to the front desk at least before your child's start date.

UPDATING CONTACT INFORMATION

In an emergency, our center will promptly reach out to you and any additional emergency contacts. We want to make sure we can connect with you, so please keep your contact information current. **You can easily update your details anytime through the Kangarootime application, by submitting a contact form at the front desk, or simply by sending an email.** Our Director will swiftly update the system and confirm the changes with you. Your child's safety is our top priority, and we appreciate your cooperation!



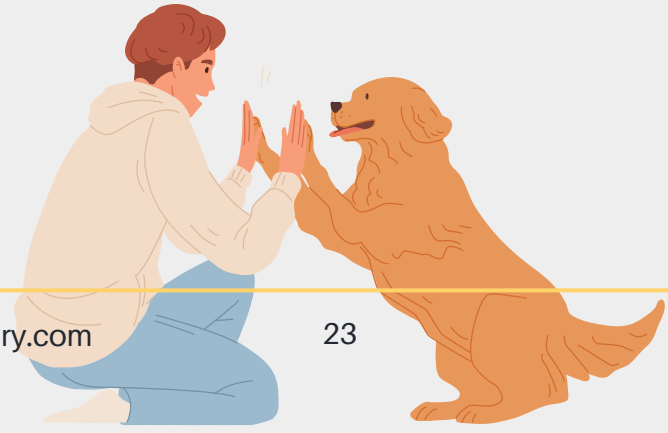
PERSONAL BELONGINGS

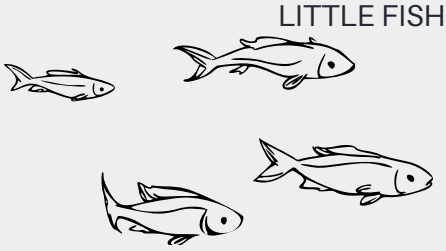
Upon enrolling your child in our program, please ensure you bring the following items:

- At least two complete changes of clothing suitable for the weather. Each item, including socks and underwear, should be labeled with your child's name or initials.
- A supply of disposable diapers and wipes for children who are not yet toilet-trained.
- A lightweight blanket or soft toy for rest time, which should be labeled with your child's full name.
- Any prepared food for infants or toddlers who cannot yet eat items included in the weekly menu.
- All children will go outside during the day, weather permitting. Please ensure your child has appropriate clothing for outdoor play, including closed-toe shoes. Open-toe shoes, such as flip-flops or sandals, are not permitted at the center.
- If your child is too sick to go outside, a physician's note explaining the reason must accompany your child before we can accept their exclusion.
- All bottles and sippy cups must be labeled with your child's name.

ANIMALS

For health and safety reasons, ***pets are not allowed*** at the Center. When you pick up or drop off your child, please keep your pets in the vehicle. We strive to maintain safe and sanitary conditions, and any pets brought to the Center could potentially compromise this. Thank you for your understanding.





PROHIBITED ITEMS

Children are not permitted to bring the following items to the Center:

- Cell phones
- CDs, DVDs, iPods, PS2s, and similar devices
- Cameras and video cameras
- Skateboards
- Electronic games
- Laptops and tablets
- Inappropriate reading materials
- Any other items that may distract from learning
- Chewing gum or candy

SAFEGUARDING VALUABLES

Children should not bring large amounts of money to the Center; amounts over $1.00 are considered excessive. Additionally, valuables such as expensive clothing, blankets, toys, electronics, and jewelry (including necklaces, bracelets, earrings, etc.) should not be brought or worn at the Center. The Center will not be responsible for any lost, stolen, or damaged valuables.



ENROLLMENT PROCESS

Before your child's first day of attendance, the following forms must be completed, signed, and reviewed by the administrative staff:

- Admission Information Packet
- Current Immunization Report
- Hearing/Vision Report (if applicable)
- Health and Emergency Form
- Physician's Signature
- Infant Care Plan (if applicable)
- Medications Form
- Acknowledgment of Receipt of Family Handbook
- Acknowledgment Forms Found in the Enrollment Packet
- Acknowledgment of Discipline and Guidance Policy
- Dietary Restrictions Form (if applicable)

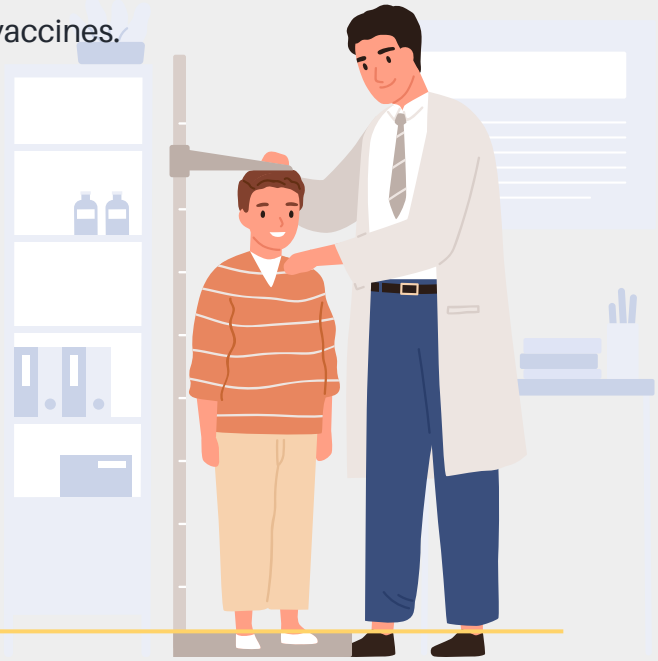


VACCINES AND IMMUNIZATION REQUIREMENTS

Many diseases can be prevented through vaccination. Childcare facilities and Centers are required to maintain an immunization record for each enrolled child to ensure they have received age-appropriate vaccines.

Required vaccines include:

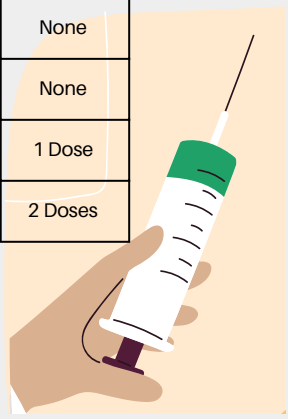
- DTaP (diphtheria, tetanus, and pertussis)
- HIB (Haemophilus influenzae type b)
- Polio
- MMR (measles, mumps, and rubella)
- Hepatitis B
- Chickenpox (varicella)
- Hepatitis A (in some areas)



REQUIRED IMMUNIZATIONS

The Center must maintain on file the Immunization Records for each child, which should include specific dates. These records can be obtained from a private physician or the local Health Department. The required immunizations include:

AGE	DTaP	RV	Hep B	Hib	PCV	MMR	Varicella	Hep A
0-2 months	None	1 Dose	1 Dose	None	None	None	None	None
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose	None	None	None
By 5 months	2 Doses	None	2 Doses	2 Doses	2 Doses	None	None	None
By 7 months	3 Doses	1 Dose	2 Doses	2 Doses	3 Doses	None	None	None
By 16 months	3 Doses	None	2 Doses	3 Doses	4 Doses	1 Dose	1 Dose	None
By 19 months	4 Doses	None	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	None
By 25 months	4 Doses	None	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	1 Dose
By 43 months	4 Doses	None	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	2 Doses



WAIVERS FROM IMMUNIZATIONS

Exemptions for medical conditions and reasons of conscience, such as religious beliefs, **require a notarized affidavit for exemption from immunizations as stipulated by the State of Texas**.

All forms must be dated and signed by a physician **before the child's first day at the Center**.

The exposure that employees have as teachers to the children does not pose a significant risk for vaccine-preventable diseases. However, we do require all staff to receive the Hepatitis B series, and all infant teachers must be vaccinated against pertussis (whooping cough).

VACCINES AND IMMUNIZATION REQUIREMENTS

Vaccinations are also available for flu (influenza) and pneumococcal disease. For immunization information, **please contact your local health department or call (800) 252-9152**.

No child may continue enrollment at the Center for more than 7 days without a current physician's signature certifying that they have been examined in the past year. Additionally, please inform the administrative staff of any allergies or special dietary requirements prior to your child's first day, along with a doctor's note if applicable.

If any information in these forms changes during your child's enrollment, families are responsible for notifying the Center in writing. This includes, but is not limited to, updates on phone numbers, emergency contacts, work locations, or your child's physician. This written notification may be submitted to the Director for review.

The Center will conduct a tour of the facility for new families prior to enrollment. Families may also schedule a "Getting to Know the Nursery" session with the teachers if desired.



CHECK-IN AND OUT POLICY

KT CONNECT APPILICATION

At Little Fish Nursery, all parents and guardians must sign their children in and out each day using the KT Connect Application. This is crucial because state regulations require us to know who is always present in Little Fish Nursery. If you forget to check your child in or out, please inform us immediately.

To minimize the spread of germs and illnesses, we will teach your child good hygiene habits. ***We cover all adult shoes in our infant room***, and we require both you and your child to wash your hands upon entering Little Fish Nursery in the mornings.

Please remember to escort your child into Little Fish Nursery each day and ensure they are left in the direct care of our teachers. Parents are welcome to visit at any time and may participate in all center activities and field trips. However, we ask that you refrain from bringing your child or visiting during naptime, as this can be disruptive to the other children.

Upon enrollment, you filled out paperwork listing family members or friends authorized to pick up your child. When these individuals come to pick up your child, we will ask them to present a picture ID and verify their name against the name in your child's file. We will then release your child to them. Please ensure that only those people you are comfortable granting this privilege are included on that list. We monitor Little Fish Nursery closely and only permit entry to authorized visitors to maintain the security of our center. ***If there are any changes that may impact this procedure, please inform us in writing.***



ATTENDANCE

CENTER HOURS

Little Fish Nursery is ***open Monday through Friday, year-round, from 6:30 a.m. to 6:00 p.m.*** Please note that we are licensed for these specific hours of operation; therefore, we cannot accommodate early drop-offs or late pick-ups.

If a holiday falls on a Saturday, the nursery will be closed on the preceding Friday. If a holiday falls on a Sunday, the nursery will be closed on the following Monday. Occasionally, depending on how the Christmas holiday falls during the week, these days may vary.

ARRIVAL

We recommend that all children arrive at their classrooms ***before 8:30 a.m.*** Morning activities typically begin at this time, and arriving early will help your child fully participate in the group. If your child will be arriving after their classroom's start time, please contact the Center.

All children must be escorted into the classroom by an adult. Upon arriving at the Center, we ask that you wash your hands as well as your child's hands to help minimize the spread of illness. Your child's arrival must be acknowledged by the teacher before you leave.

Please note that if your child arrives after the scheduled breakfast or lunch time, we will not be able to provide these meals. Additionally, we ask that children not be dropped off during nap time, as this can be a distraction and may disturb the entire class.



DEPARTURE

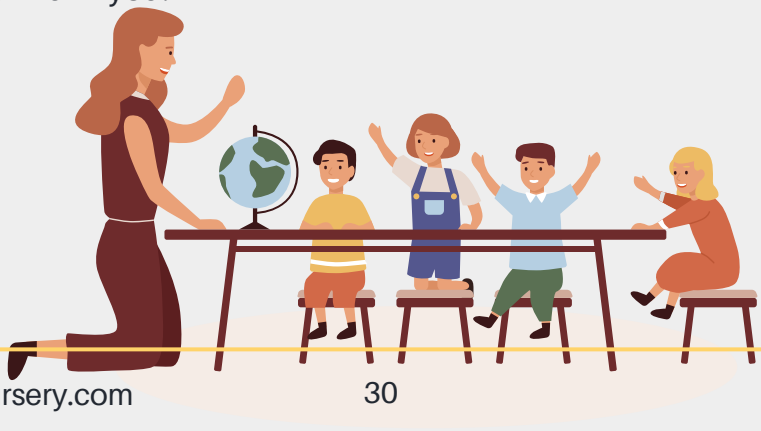
We're thrilled to help with your child's pickup at our Center! To ensure a smooth process, please come inside, unlock the door, sign your child out, and let the teacher know you're here. It's important for families and guardians to supervise children both inside and in the parking area. ***For the safety of our little ones, anyone picking them up who isn't a family member simply needs to present a matching photo ID***. Thank you for your cooperation in keeping our children secure—it really makes a difference! We appreciate your support and look forward to seeing you soon!

LATE FEE

If you expect to arrive late for pick-up at the Center, please call and inform the administration. ***A late fee of $10 will be charged starting at 6:35 PM for all rooms, with an additional $1 for each minute past that time per child. This late charge must be paid on the same day.*** If children remain at the Center one hour after closing without any attempt to contact us, we will involve legal authorities, including Child Protection Services (CPS).

EXCESSIVE ABSENCES

We're excited to support your child's journey at the Center! Just a friendly reminder: if your child needs to be away for five consecutive days without prior approval, they will need to be withdrawn. Please inform the Center Director of any absences due to illness or travel. Thank you!



FINANCIAL POLICIES

REGISTRATION FEES OVERVIEW

New Fish
We're excited to welcome your little ones! To secure their spot, please note that the registration fee is $175 per child, with a family maximum of $275. This fee is due upon pre-registration or when joining our waiting list if classes are full.

Returning Fish
For our returning families, the annual registration fee remains at $175 per child, capped at $250 per family. This will be conveniently billed every August.

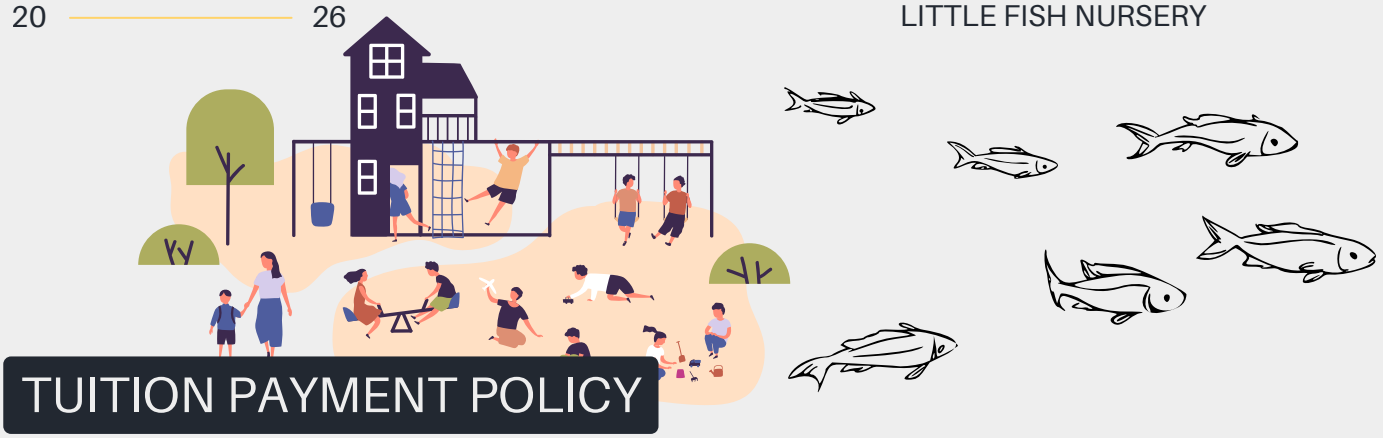
Summer Camp
Sunshine and smiles await! Join our summer camp for just $300 per child, filled with engaging activities and the chance to make lots of new friends.

Please keep in mind that registration fees are non-refundable and ensure that your child's spot is reserved. They also help cover essential costs like application processing, supplies, and educational materials. If a class is full, we'll gladly place your child on our waiting list and reach out when space opens up.

Tuition and Additional Costs
Included in your tuition are enriching educational programs, a returnable sleep mat, lunch, and an afternoon snack. **For breakfast, we offer it at an additional cost**. Families with special dietary needs are responsible for providing suitable options for their child and signing a dietary restriction form.

We're thrilled to have you join our community!





TUITION PAYMENT POLICY

Tuition for enrollment must be paid in advance weekly, bi-weekly, or monthly, with no deductions for absences, holidays, teacher workdays, or days when the Center is closed due to inclement weather or major virus outbreaks. Monthly tuition is calculated by counting the number of Mondays in the month and multiplying that by the weekly rate.

Payments can be made via Venmo, electronic checks, or ACH transfers. Credit card payments can also be processed through an online vendor; however, please note that a convenience fee will apply. For more information, please visit the front desk. Tuition is due on Friday for the upcoming week. ***If tuition and fees are not paid in full by noon on Tuesday, a late fee of $10.00 will be assessed. An additional charge of $10 per day will be added starting Wednesday at 6:00 PM, continuing daily until the balance is settled.*** If the balance remains unpaid by Friday of that week, your child will not be permitted to attend until your account is cleared, including any applicable late fees. Please be advised that there is no guarantee of space reservation for your child.

TUITION BILLING

Tuition is charged for your child's reserved space, regardless of attendance. Since the Center's expenses depend on fixed enrollment levels, we cannot offer credits for absences, illnesses, vacations, or holidays. The current tuition rate will be charged to your account every Monday for that week. **Tuition is non-refundable** and is due on Friday for the upcoming week. By enrolling, applicants authorize Little Fish Nursery, or its agents, to obtain any credit reports deemed necessary, whether obtained before, during, or after the applicant's enrollment at the Center.



MULTI-CHILD TUITION DISCOUNT

A discount of 5% on the oldest child's tuition is available for families with two children enrolled. For families with three or more children, a discount of 10% is applied to the oldest child's tuition. Please note that the multi-child discount does not apply to part-time programs.

We will inform families of any changes in tuition within four weeks of the change. We reserve the right to adjust tuition and/or program fees due to unforeseen increases in expenses. Any additional services, such as late pick-up or field trips, must be paid on the same day they are rendered.

Tuition rates will change on a child's birthday. The new tuition rate will take effect on the first Monday following the child's birthday, provided they are in the age-appropriate classroom. For example, if a child turns 3 but remains in the two-year classroom for potty training, they will continue to pay the two-year rate until they transition. To transition, the child must meet certain developmental goals, such as being off the bottle, taking only one nap per day, and eating solid foods. We will assist in working toward these goals; however, if a child is one year old and not ready to move up, they will remain in the infant class and continue to pay the infant rate until they are ready.

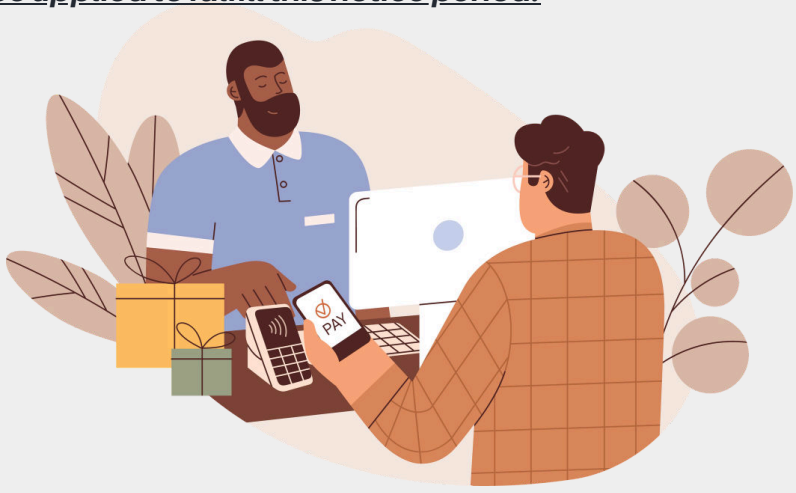
No portion of your weekly paid tuition will be refunded or canceled in the event of absence, withdrawal, or dismissal from the Center. If it becomes necessary to withdraw your child for any reason, ***a two-week written notice*** must be provided to the administration. If the notice period ends on a Monday, Tuesday, Wednesday, or Thursday, tuition for the entire week is still due. We reserve the right to dismiss any student at the discretion of the Center's Director or Owner.

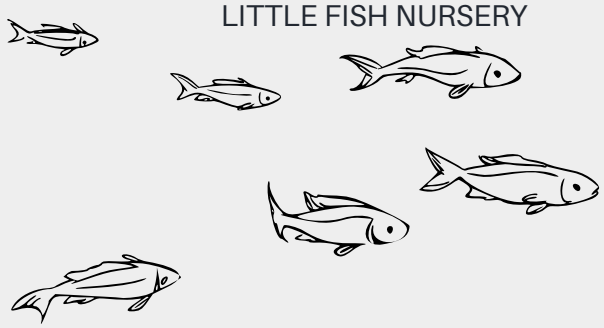
NSF CHARGES

We want to ensure that your experience here is positive and seamless. If a check is returned for any reason, an NSF (Non-Sufficient Funds) charge of $30.00 will apply to your account. This charge will be in addition to any late fees that may be incurred before the start of the next week. To resolve any returned checks, please be sure to cover the amount with a cashier's check, money order, or cash. We appreciate your understanding!

WITHDRAWAL

When it comes to withdrawing your child from our program, we want to make the process as straightforward as possible. Families are encouraged to meet with the Director (rather than the teacher) to initiate the necessary paperwork. Once the written notice is completed and signed by a parent, we kindly ask that any Center property in your possession be returned and that all financial obligations are settled. ***We request a written notice two full weeks before your child's last day of attendance. Tuition is billed in advance, so please keep this in mind. Unfortunately, vacation time cannot be applied to fulfill this notice period.***





DISMISSALS

Our teachers are dedicated to meeting each child's unique needs and creating a positive learning environment. However, we may ask families to find other care options if we cannot meet a child's needs or if the child struggles to adapt to our Center. If a child's behavior disrupts the program or creates an unsafe situation, we might also request alternative arrangements.

Any decision about dismissal will be made carefully. If we find that our program is not a good fit for your child, we will provide information to help you find a more suitable program.

We value working together with parents. Please make sure to fill out and return forms on time, pay tuition promptly, and follow state regulations and our Center policies. Not doing these may lead to the difficult decision of dismissing your child from our care.

We can terminate a child's enrollment for reasons including (but not limited to):

- Not paying tuition and other fees
- Frequently picking up the child late
- Not cooperating with the Center
- The child having a serious illness
- Any physical or verbal abuse on the property
- Our inability to meet the child's needs
- Not complying with state regulations
- The child not adjusting to the Center after a reasonable time



In serious situations affecting the well-being of staff or other children, we can give verbal notice of immediate termination.

Let's work together to create the best experience for your child! Thank you for being part of our Little Fish community!

VACATION POLICIES

VACATION

We're thrilled to share all the details about vacation credits for both our full-time and part-time families! We want to make sure you have the best experience possible while also enjoying your well-deserved time off. Let's dive in!

FULL-TIME FAMILIES

If you've been a part of our family for at least one year, congratulations! You're eligible for a wonderful perk: a full week of vacation credit! If you've been enrolled for six consecutive months, you can even borrow a week of vacation credit to enjoy a little break sooner. ***Just a heads-up, if you decide to leave before completing the year, that borrowed week will be charged against your account, so it can't be used as a notice period.***

Please note that vacation credit can be applied only for full weeks, meaning you can't use it as single days. It's important to plan vacations during times your child won't be at the center! And remember, vacation credits do not roll over into the next year, so be sure to use them while they're available! If you're excited about taking a trip, we kindly ask you to fill out the necessary forms at the front desk at least two weeks before your planned vacation.



PART-TIME FAMILIES

If your child is enrolled in our center but not attending full-time, we've got you covered! Like our full-time families, after one year of continual enrollment, you'll also receive a week of vacation credit. ***Just a quick reminder: this credit is designated for full weeks away, not individual days.*** It's also essential to plan your vacations when your child won't be at the center, as vacation credits can't carry over year to year.

For those planning an adventure, we invite you to complete the necessary forms at the front desk ahead of time as well! Please remember that vacation credits cannot be applied to a two-week notice.

HOLIDAY SCHEDULE

We will take time to celebrate special occasions and will be closed on the following holidays:

- ***New Year's Eve (closing at 2:30 PM),***
- ***New Year's Day,***
- ***Good Friday,***
- ***Memorial Day,***
- ***Labor Day,***
- ***Independence Day,***
- ***Thanksgiving Day and the following Friday,***
- ***Christmas Eve,***
- ***Christmas Day***



For your convenience, if a holiday falls on a Saturday, we will close the previous Friday, and if it's on a Sunday, we'll be closed the following Monday.

ADMISSION AND RE-ENROLLMENT

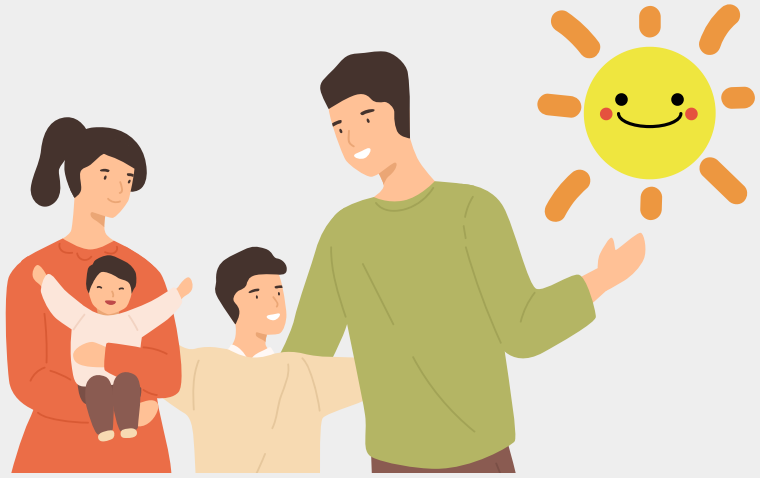
Admission and, if applicable, re-enrollment are subject to the following conditions:

- All deposits, registration forms, and other required documents must be submitted, completed, and evaluated.
- Any false or misleading statements made during the interview or on any submitted documents may result in denial of admission or immediate dismissal.
- All financial obligations must be fulfilled in a timely manner.
- Formal acceptance may occasionally be granted on a probationary basis. In such cases, the Director reserves the right to revoke acceptance or dismiss a child at any time.
- The Director has the authority to place children in specific classrooms and to determine whether a child continues to meet the Center's requirements.

Completed forms and current immunization records must be submitted to the front desk at least before your child's start date.

GANG FREE ZONE

Little Fish Nursery is designated as a gang-free zone. According to Texas Penal Code, any area within 1,000 feet of a child care center is considered a gang-free zone, where criminal offenses related to organized gang activity face stricter penalties.





EMERGENCY PROCEDURES

IN CASE OF UNFORESEEN CLOSURES

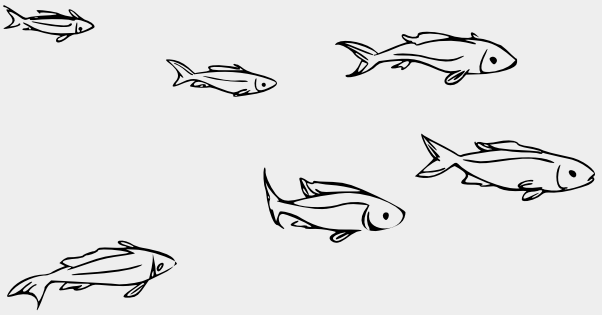
While we love being here for you, in the rare event of unexpected closures due to weather or other circumstances, we do require full tuition payment. We appreciate your understanding as we navigate these situations together. Thank you for being part of our community!

EMERGENCY CLOSING/INCLEMENT WEATHER/ MAJOR VIRUS OUTBREAK

In the event of an emergency closure, such as inclement weather, fire, structural issues with the building, or power failure, the safety of the children is our top priority. Parents will be notified of any closure through an inclement weather message, on the CDC website, via text message, or by email. If the Center needs to close during the day, staff will attempt to contact parents to arrange for pickup. If we are unable to reach parents, we will call the individuals listed on the Emergency Contact Form until we can make appropriate arrangements. In case of an evacuation, staff will inform parents or emergency contacts of the pickup location at the time of the call. Parents should go directly to the alternate location if one is provided. ***Please note that if the Center closes for any reason, tuition will not be refunded or reduced; tuition is based on enrollment, not attendance.***

When deciding whether to open late or close early, the Center considers several factors. We conduct our own assessment of the conditions, which includes local authority recommendations, road conditions, and forecasted temperatures.

Evacuation route diagrams are posted in each classroom. Our primary responsibility during an emergency evacuation or relocation is to move the children to a designated safe area or alternate shelter that is known to all Center members, teachers, parents, and volunteers.



DESIGNATED SAFE AREA

In the event of an emergency, children will be evacuated or relocated to a designated safe area or alternate shelter. This includes children under 24 months of age, those with limited mobility, or any children who may need assistance in an emergency, such as those with mental, visual, or hearing impairments, if Little Fish Nursery is deemed unsafe for care.

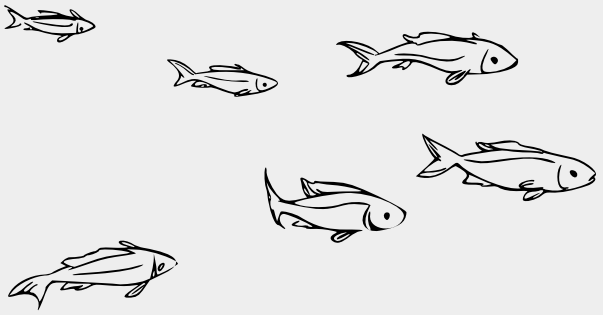
We will relocate your children to:

The Ark Fellowship Church
13237 Kluge Rd.
Cypress, TX 77429, (281)-213-3533

During a sheltering or lockdown emergency, children will be sent to a designated location within the Center.

Once we are in the designated location, all children present at the time of the emergency will be accounted for at either the safe area or alternate shelter.





EMERGENCY MEDICAL CARE

Each child must have emergency care information on file upon enrollment. It is the family's responsibility to keep this information up to date. In the event of a medical emergency, you will be notified immediately. **Our nearest hospital is**:

HCA Houston Healthcare North Cypress
21214 Northwest Freeway
Cypress, TX 77429 (832) 912-3500
www.hcahoustonhealthcare.com

If necessary, emergency medical personnel will be contacted to transport the child to the nearest hospital specified on the Health and Emergency Information form. If possible, a member of the Center administration or the child's teacher will accompany the child.



EMERGENCY COMMUNCATION

We will utilize communication through the following methods:

- The emergency telephone number we have on file; and
- Communication with local authorities, including fire, law enforcement, emergency medical services, and the health department.

In the event of an emergency, we will evacuate and relocate while ensuring we have the essential documentation, which includes:

- Parent and emergency contact telephone numbers for each child in our care;
- Authorization for emergency care for each child;
- Attendance records for the children present during the emergency.

We will continue caring for the children until each one has been safely released to their parents, as we lift the evacuation, relocation, or sheltering/lock-down procedures.

Little Fish Nursery is equipped with a fire alarm system, fire extinguishers, and weather alert notifications.

We conduct fire drills monthly and perform severe weather and active shooter drills regularly. In the event of a natural disaster, such as a hurricane or snowstorm, families will be notified as soon as possible to pick up their child. If we cannot reach the family, we will contact the emergency contact, who should be local to the Little Fish Nursery Center.



PANDEMIC EMERGENCY

In the event of a pandemic, the Center will adhere to the guidelines and directives issued by the Centers for Disease Control and Prevention (CDC), as well as federal and local government authorities and the Texas Department of Family and Protective Services (Child Care Licensing).

If any children are sick, the room will be fully sanitized after each use.



ACCIDENTS AND SAFETY

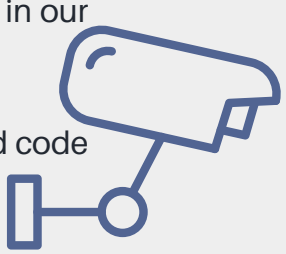
VISION AND HEARING SCREENING

In accordance with the Senses and Communication Disorders Act and the Texas Health and Safety Code, Chapter 36, Little Fish Nursery requires that children undergo a screening or a professional examination to check for potential vision and hearing problems. ***Children who are four years of age or older must have this screening completed and provide a signed statement before they can enroll.***

You may submit a statement for our records indicating that your child's screening is current and on file at either their public or private center. This statement must include the date, as well as the name, address, and telephone number of the center.

GENERAL SAFETY STATEMENT

The policies, rules, and regulations outlined **in this handbook** are designed to ensure your child's safety while at our Center. We have implemented several measures to promote the safety and protection of your child during their time in our care. **These measures include:**



- All entrances and exits are locked and can only be accessed with a keypad code or key.
- Classrooms are enclosed with tempered glass walls for easy visibility.
- The administration conducts frequent observations of the classrooms.
- All common areas of the Center can be monitored through a password-protected closed-circuit camera system.
- Child daycare operations are considered public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that our operations may be practicing discrimination in violation of Title III, you can contact the ADA Information Line at (800) 514-0301 (voice) or (800) 514-0383 (TTY).



We are committed to providing a safe environment for your child.

CLASSROOM SAFETY

Our Center is located in an area that is free from conditions deemed hazardous to the physical and moral welfare of children. We provide sturdy, safe, and well-maintained Montessori equipment and furnishings. We ensure that each classroom is set up properly and, as part of their daily routine, our staff regularly wash and sanitize toys and furniture while monitoring for and eliminating any potential hazards in the classroom. Teachers receive guidelines on the appropriate equipment and toys that should be available in each classroom.

PLAYGROUND SAFETY

We provide a safe and age-appropriate outdoor environment for our children. The following rules are enforced for both indoor and outdoor play areas:

- When a class has outdoor time, all children must remain with their class.
- Teachers will always supervise the children on the playground.
- In the event of an accident, one teacher may bring a child inside for first aid.
- At no time will the class be left on the playground without proper supervision.
- The administration and teachers will inspect the playground daily and report any unsafe conditions immediately.



SICK POLICIES

At our Center, we strive to create a nurturing environment where your child can thrive and have fun. Ensuring that every child feels safe and healthy is our priority.

To maintain this atmosphere, we ask for your cooperation in caring for your child when they're unwell. We are not equipped for extended care for sick children, so we have guidelines for when a child should stay home.

If your child shows any of the following symptoms, **we will comfort them while you come to pick them up within an hour**:

- Temperature above 99.4 degrees
- More than one episode of vomiting
- Uncontrolled diarrhea
- Unidentified skin rashes (without a doctor's note)
- Mouth sores with drooling
- Excessive green nasal drainage
- Eye drainage with redness
- Symptoms suggesting pink eye
- Suspected chicken pox or measles
- Respiratory issues (like severe coughing or wheezing)
- Swollen glands or sore throat symptoms
- Signs of strep throat
- Head lice
- Unusual behavior indicating illness



A medical follow-up or doctor's note may be required for return after most symptoms, and children must be fever-free for 24 hours without medication before returning.

If your child is absent, please inform us of the reason to help prevent illness in our community. When your child feels well enough to return, we hope they're ready to enjoy all activities, including outdoor play. Thank you for supporting a healthy environment for all our kids!

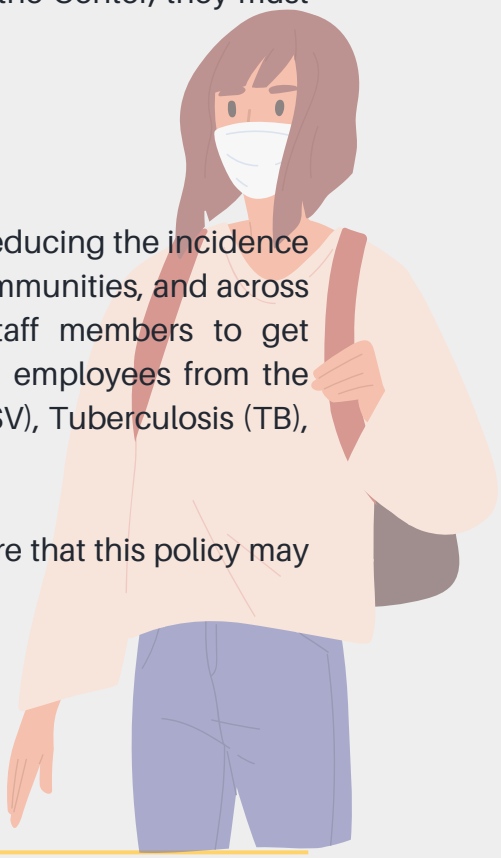
INFECTIOUS DISEASES

If a child or staff member is diagnosed with an infectious or communicable disease, the Center will notify you by email. This email will include the name of the disease, the date it was diagnosed, and any symptoms to be aware of that may indicate the presence of the disease.

It is your responsibility to inform the Center if your child is diagnosed with any infectious or communicable disease. Additionally, the Center should be notified if a child or sibling has contracted a communicable disease, such as measles, pink eye, strep throat, head lice, hepatitis, meningitis, mononucleosis, or any other communicable diseases.

Before a student with a communicable disease can return to the Center, they must be cleared by a doctor or nurse.

STAFF VACCINATION POLICY



Vaccinations are an essential tool for protecting against and reducing the incidence and severity of infectious diseases in workplaces, schools, communities, and across the nation. Little Fish Nursery strongly encourages all staff members to get vaccinated to help safeguard the health of our families and employees from the risks posed by the coronavirus, Respiratory Syncytial Virus (RSV), Tuberculosis (TB), Influenza, and many other harmful infectious diseases.

While vaccinations are **not** mandatory for staff, please be aware that this policy may change without notice.

MEDICATION POLICY

We're excited to share important information regarding medication administration at our Center! Your partnership is essential for the health and well-being of all our children.

Please fill out the medication form, available at the front office or you can bring your own copy. Deliver the completed form to a member of the management team, not your child's teacher.

We require a signed authorization for each medication, detailing administration procedures, dosage, and any potential reactions to monitor your child effectively. This authorization is needed at the start of each week.

For over-the-counter medications, please provide:

- A written authorization from your family
- A written authorization and instructions from your doctor, including:
- Your child's full name
- Medication name or prescription number
- Dosage and frequency
- Prescribing physician's name
- Date of the physician's signature
- All over-the-counter medicines must come in their original containers.



MEDICATION POLICY

- Medications are administered once daily at 10:00 a.m. or 2:00 p.m. For antibiotics prescribed three times a day, we'll administer the afternoon dose, but the other doses must be given at home.
- Unique circumstances for medication administration should be discussed with our team.
- We cannot administer expired medications or use them for non-medicated reasons, such as sleep induction.
- Only **ONE** medication can be recorded on each form, and sunscreen requires a separate Topical Ointment Form.
- All prescription medications must come in original containers with the pharmacist's label.
- Medications need to be dropped off and picked up at the front desk daily.
- **Medications should be taken home each day, with exceptions for life-saving medications managed through an "Emergency Action Plan" that is renewed every six months.**
- Children are not permitted to bring medications for self-administration.

Thank you for your cooperation! If you have any questions, feel free to reach out. Together, we can maintain a safe and healthy environment for everyone!



SUNSCREEN AND/OR INSECT REPELLENT

Sunscreen must provide broad-spectrum protection against both UVB and UVA rays with an SPF of 15 or higher. Sunscreen should not be used on infants under 6 months of age unless permission is granted by a parent or guardian. Insect repellent products for children should contain no more than 30% DEET.

All sunscreen and insect repellent provided by a parent or guardian must meet the following requirements:

- Be clearly labeled with each child's full name
- Be provided in its original container
- Be within the expiration date
- Include clear directions appropriate for the child's age

SUnscreen and insect repellent must be applied to a child at least once at home to test for any allergic reactions.



ACCIDENT REPORTS

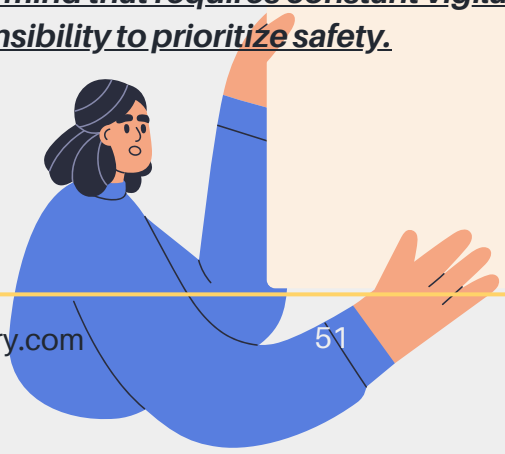
Staff members are permitted to administer basic first aid at the Center for minor injuries, including cuts, abrasions, bruises, and insect bites. In the event of such an injury, a report will be prepared and provided to the child's family. This report will detail the nature of the injury, its cause, and the treatment administered. It must be signed by the teacher who completed the report, a member of the administration, and the child's family.

The Center will also log the incident in the child's file. If an accident involves another child, the name of that child cannot be disclosed and will not be included in the report. Families will be notified immediately if a child sustains any injury that is not classified as minor.

REPORTING OF ACCIDENTS AND HAZARDS

All accidents, including those that do not result in serious injury, must be reported immediately to the Owner or Director by the staff member involved. Only by being fully aware of accidents can we work towards maintaining a safe and healthy environment.

Please report any unsafe conditions, defective equipment, or other hazards to the Owner right away. Children are also expected to help maintain safe conditions. ***Safety is a state of mind that requires constant vigilance and common sense. It is everyone's responsibility to prioritize safety.***



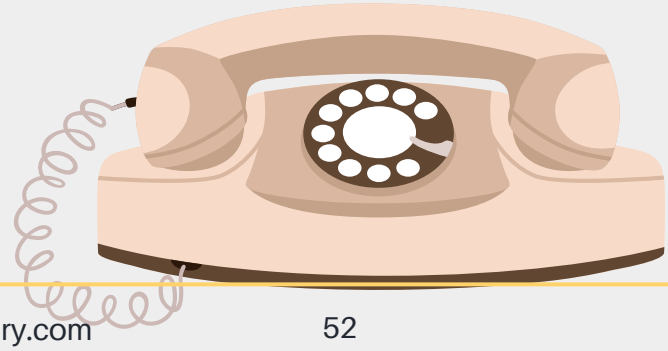
REPORTING ABUSE AND NEGLECT

All employees at the Center are mandated reporters for child abuse and neglect. Each employee must complete at least one hour of training on this topic every year. The training covers warning signs, awareness, and prevention of child abuse and neglect. For further information and to enhance awareness of these issues, including recognizing warning signs that a child may be a victim, **please visit the "Keeping Children Safe" resources provided by the Texas Department of Family and Protective Services, available at the front desk.**

If any trained staff member suspects that a child has been abused or neglected, they are responsible for reporting their concerns to Child Protective Services (CPS).

All allegations of abuse or neglect will be directed to both Child Protective Services and Little Fish Nursery LLC. CPS will decide whether an investigation is necessary within 24 hours of receiving the complaint. For more assistance or intervention, you can visit the state's website at www.tdprs.state.tx.us or call 214-951-7902 or 1-800-582-6036. To report suspected child abuse, please contact 1-800-252-5400. Additional resources for support and intervention can be found at childhelp.org, childabuseprevention.org, or nationalchildrensalliance.org. All reports made are anonymous.

We take our responsibility to report suspected child abuse, neglect, and abandonment seriously and will cooperate with relevant community organizations and government authorities during their investigations. If you have any questions regarding the Center's mandatory reporting obligations, please consult the Owner.



SAFE SLEEP PRACTICES

SAFE SLEEP

At our center, we provide mats and covers for a cozy nap time experience! If your child has a small crib-sized blanket for comfort, feel free to bring it along. We allow small travel-size pillows but generally discourage larger ones. Please ensure everything fits in your child's labeled backpack. We wash all linens weekly with infant-rated detergents to maintain a clean environment.

For infants, we provide cribs and follow strict safety guidelines:

- **No soft bedding, pillows, or toys in cribs, as per American Academy of Pediatrics recommendations.**
- Swaddling requires a completed Form 3019.
- Infants' heads and faces must remain uncovered for clear airways.
- Infants must not sleep in non-designated sleep equipment; if they do, they'll be moved to a crib unless there's a signed health care professional recommendation.
- We will ensure that sleeping areas are well-ventilated and maintained at a comfortable temperature for a lightly clothed adult.
- If an infant needs extra warmth, we will use sleep clothing, such as long-sleeved onesies or footed pajamas, instead of blankets.
- All infants will be placed to sleep on their backs unless a Form 3019, Infant Sleep Exception/Health Care Professional, is provided.
- Infants must be placed on a firm mattress with a tight-fitting sheet in a crib that meets the federal CPSC standards for full-size cribs.



SAFE SLEEP CONTINUED

- For infants under 12 months of age, cribs will be kept bare, except for a tight-fitting sheet and a mattress cover or protector.
- Only one infant will be placed in a crib at a time.
- Infants may use a pacifier during sleep; however, the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or any other mechanism that could pose a suffocation or strangulation risk.
- Our childcare program is smoke-free. Smoking, including e-cigarettes and vaporizers, is not permitted in Texas childcare operations.
- Sleeping infants will be actively monitored by sight and sound. If an infant can roll back and forth from front to back, we will place the infant on their back for sleep and allow them to assume their preferred sleep position.
- Awake infants will have supervised "tummy time" several times a day to help strengthen their muscles and promote normal development.

We appreciate your cooperation in creating a safe and nurturing nap environment for your child! Thank you for being part of our community!



CONDUCT

BASIC EXPECTATIONS

At Little Fish Nursery, we are deeply committed to understanding each child's unique developmental journey. Our goal is to nurture every child's personal self-management skills, helping them thrive in a supportive environment.

We empower children by offering them choices that enhance their self-control and confidence. By employing positive behavior management techniques, including uplifting language and biblical principles, we foster self-discipline that lasts a lifetime. When children face challenges with their emotions, we provide a calm area where they can receive one-on-one guidance from our dedicated teachers or staff.

We believe in open communication with families and will always keep you informed about any situations that arise. If a child continues to struggle, we invite you to collaborate with us. Together, we'll develop a tailored action plan to ensure your child receives the best support possible. At Little Fish Nursery, we genuinely care about your child's growth and are excited to partner with you on this wonderful journey!



DISCIPLINE AND GUIDANCE

Only positive methods of discipline and guidance may be used to encourage self-esteem, self-control, and self-direction in children. Discipline is tailored to each child's individual needs, consistent, appropriate to the child's level of understanding, and focused on teaching acceptable behavior and self-control.

At Little Fish Nursery, we employ a method of **"redirection"** to guide children towards appropriate behavior. If a child engages in behavior that disrupts a safe and happy learning environment, the teacher will redirect the child towards more acceptable actions. When necessary, brief supervised separation from the group may be implemented, ensuring it is appropriate for the child's age and development; this separation is limited to no more than one minute for each year of the child's age. Teachers will emphasize praise and encouragement for good behavior rather than solely highlighting unacceptable actions. Additionally, children will be reminded daily of behavior expectations through clear and positive statements.

"Above all, we shall not harm children. We will not engage in practices that are disrespectful, degrading, dangerous, exploitative, intimidating, emotionally damaging, or physically harmful." Teachers will not use corporal punishment, threaten its use, or engage in any form of physical or emotional harm, including pinching, shaking, biting, hitting, humiliating, ridiculing, rejecting, using profane language, or yelling at a child. Punishment will not be associated with food, naps, or toilet training, and nothing will be put in or on a child's mouth. Children will not be locked in a dark room, bathroom, or closet with the door closed, nor will they be required to remain silent or inactive for excessively long periods relative to their age.



CHILD BEHAVIOR

Children may face disciplinary action, which could include immediate dismissal, for the following behaviors:

- Abuse or damage to Center property
- Bullying, harassment, or hazing
- Serious breaches of conduct, whether inside or outside the Center
- Disrespectful behavior
- Disruption of Center activities
- Fighting
- Lewd or obscene behavior
- Possession or sale of tobacco, alcohol, drugs, or drug-related items
- Possession or use of a weapon
- Profanity or vulgarity
- Sexual or other forms of misconduct
- Theft
- Threatening behavior
- Verbal or physical assault
- Violating the Center's Computer/Network Policy
- Inappropriate use of the Internet
- Willful disobedience



BITING

The Center acknowledges that occasional displays of aggression, such as biting, are common in young children and are part of normal early childhood development. However, **repeated incidents of biting will not be tolerated**. Our goal is to ensure that our Center maintains the highest level of safety in our environment, and our teachers respond appropriately to aggressive behaviors.

We require all families with children under 3 years old to review these guidelines before their child transitions to the appropriate classroom. When ongoing inappropriate behavior occurs, we invite parents to participate in a collaborative conference to jointly create a positive behavior modification plan. We will check in daily to support each other and work together to find the best solutions. Let's collaborate for success.





HARASSMENT OR BULLYING

Please contact the Director immediately if you believe that you or your child is a victim of harassment, bullying, or any other serious misconduct.

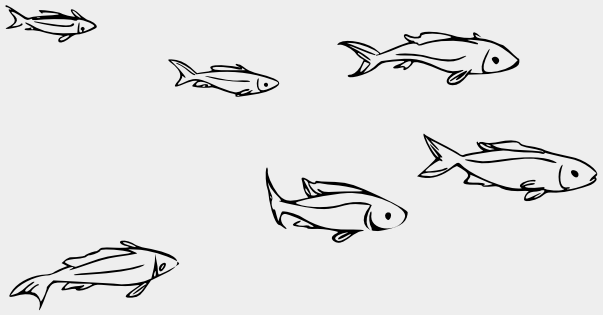
Our Center is dedicated to fostering an environment that promotes kindness, acceptance, and embraces the differences among individuals. Therefore, we will not tolerate any form of harassment or bullying. If you suspect that you or your child is experiencing harassment, bullying, or any other serious misconduct, please reach out to the Director without delay.

Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct related to race, religion, color, sex, national origin, citizenship, or disability.

Bullying encompasses various behaviors, such as physical aggression (hitting, kicking), verbal aggression (taunting, name-calling, teasing, threatening, ridiculing), relational aggression (harming or threatening relationships, friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others). The Center also prohibits cyberbullying, which involves using technology—such as websites, instant messaging, emails, text messages, or camera phones—to engage in harassment or bullying.

All of these types of offensive conduct can create an uncomfortable learning environment.

Any concerns related to harassment or bullying should be reported immediately to the Director. When the Center administration is informed of harassment or bullying, the situation will be promptly investigated. Any child found to be in violation of this policy will face disciplinary action, which may include immediate dismissal from the Center. Additionally, no retaliation or adverse action will be taken against anyone who makes a good faith report of harassment or bullying.



BEHAVIOR PROBATION

Children who are placed on behavior probation may be required, at the Center's discretion, to have their family sign a probationary agreement as a condition of their continued enrollment. If they fail to comply with the stipulations outlined in the probation agreement, it may result in their dismissal from the Center.

FAMILY COOPERATION

At Little Fish Nursery, we genuinely believe that fostering a positive and constructive relationship between our Center and families is key to fulfilling our educational mission. We want every child to thrive in an environment where cooperation and mutual respect are at the forefront. However, there may be times when we find it necessary to reconsider enrollment or re-enrollment if we feel that the dynamics of a family hinder this collaborative spirit or disrupt our educational goals. Our ultimate aim is to ensure a harmonious and enriching experience for all involved.

In rare circumstances, we may also determine that expulsion is necessary if behaviors associated with a child, including those from family members, don't align with our values and standards, both inside and outside the Center. Please note that in such cases, tuition will not be refunded, and any outstanding balances are expected to be settled as per the enrollment contract.

We truly appreciate the incredible families we work with and remain committed to creating a nurturing environment for our little ones. Thank you for your understanding and support!



DRESS CODE

Please dress your child in comfortable, washable play clothes that are suitable for getting dirty. We engage in many messy and fun activities, including gardening, painting, and playing at the sand and water tables, as well as outdoor play. If your child is wearing a dress, we recommend having them wear shorts underneath.

All items turned in to the **Lost and Found** will be held for 30 days. If not claimed, they will be discarded or donated to a charitable organization.



OTHER GENERAL POLICIES AND PROCEDURES

COMPUTER AND DIGITAL SYSTEMS USAGE POLICY

All individuals using the Center's computers, computer systems, or personal computers on Center property or through its systems must adhere to this policy. Failure to comply may result in disciplinary action as determined by the Center's Owner. Computers should be used responsibly, ethically, and legally. Violating guidelines set by teachers may lead to the revocation of access privileges or other disciplinary measures.

COMPUTER CARE

Members of the Center community must not abuse, tamper with, or intentionally damage any computer equipment. Computers should only be used for appropriate work. Bringing food or drink into any computer area is prohibited. **Any acts of vandalism will result in disciplinary action, and children will be held responsible for the costs of replacement or repair.**

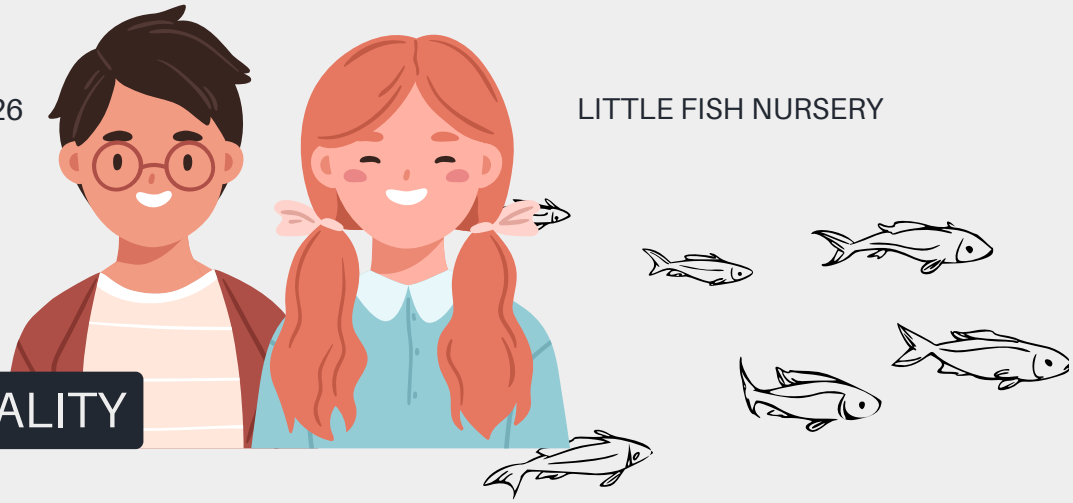
SCREEN TIME POLICIES



We are committed to ensuring that all screen time:

- supports educational goals and times (cannot be used during mealtimes, snack times, or rest times)
- is age-appropriate,
- free from violence,
- completely ad-free

We also **prohibit screen time for children under two** to promote their development! Together, we can create a healthy balance!



CONFIDENTIALITY

Information about the children enrolled at the Center and the teachers employed there is considered confidential. Families often request phone numbers or addresses of other children for purposes such as play dates or party invitations. While we are happy to pass along notes or messages for you, we cannot share any confidential contact information.

DIAPERING

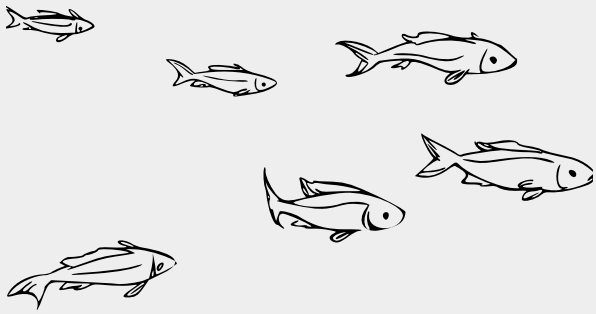
Children are checked at scheduled intervals throughout the day and are changed at the first sign of wetness or soiling. No child will be knowingly left in wet or soiled clothing. For children who wear diapers or toilet training pants, each family must provide a sufficient supply for each day or week. We do not supply these items, and families will be notified if a child is running low on supplies. All diapers should be disposable (not cloth). Borrowing diapers from other families is not allowed.

WATER ACTIVITIES

Water activities include play at the water table, visits to the splash pad, and baths for infants when necessary. A signed participation and release form is required for all water activities.

Children will not be allowed to participate in water activities unless a signed water activity form is submitted by a designated family member or guardian.





FIELD TRIPS

Classes may organize field trips throughout the year to introduce children to community resources and provide educational experiences that enhance classroom learning. A signed participation and release form is required for all field trips. Without this signed form from a designated family member or guardian, a child will not be allowed to attend the trip. Families are encouraged to reach out to their child's teacher to inquire if additional chaperones are needed.

For field trips, children will wear a Little Fish Nursery t-shirt and may also wear a bracelet that identifies them as students of Little Fish Nursery. Please note that children may not be picked up from a field trip for any reason. This policy helps staff maintain an accurate count of the children.

Classes will use the Center's bus for trips, unless another means of transportation is authorized by the Owner.

Children who do not attend field trips are required to stay at the Center unless otherwise notified. Parents are not permitted to drop off or pick up children at the field trip location.



MEALS AND SNACKS

NUT-FREE CENTER

Our Center offers **a nutritious breakfast** (**for an additional charge**) and a complimentary lunch every day, along with morning and afternoon snacks. We partner with local restaurants in the Cypress area to provide these meals. All meals and snacks feature organic milk and fresh foods and produce, which are delivered regularly to our center. Breakfast is served until 8:30 a.m., and lunch is available from 11:30 a.m. to 12:30 p.m.

Our Center complies with Child Care Standards based on the recommended nutrient intake outlined by the National Research Council, ensuring we maintain good nutrition. We are a nut-free Center.

Absolutely no peanut products are allowed, including any food items cooked with or near nut oil.



INFANT FEEDING CARE PLAN

Families must complete and submit a written Infant Care Plan for children under twelve months of age. This plan should be updated monthly to reflect new foods introduced or any other dietary changes. We will also make accommodations for mothers who are breastfeeding.

BREASTFEEDING BENEFITS/POLICY

Breastfeeding provides significant protection for infants against both short-term and long-term illnesses and diseases. It allows mothers to share vital antibodies with their babies. Mothers participating in the program are encouraged to breastfeed their children as needed. For their convenience, comfortable chairs are available in the infant room, along with private areas upon request.

If mothers choose to bring expressed breast milk, please ensure it is labeled with the child's name, the date it was expressed, and stored in an insulated bag.

For more information about breastfeeding resources and maternal and child health in Texas, please contact **infanthealth@dshs.texas.gov**.



INFANT BOTTLE/FOOD STORAGE

All baby bottles (including caps) must be clearly labeled with the child's full name and the current date. Glass bottles are not permitted. Formula or expressed milk should be provided in appropriate amounts for feeding and pre-mixed. Any milk that is warmed must be used within one hour; otherwise, it will be discarded.

Dry cereal and unopened jars of baby food may be left at the center until consumed. Commercially prepared infant food **must be unopened and labeled** with your child's first and last name. Glass jars are not allowed. We cannot accept any food jars that have already been opened. Please only bring foods that your child has tried at least twice at home to minimize the risk of food allergies. If you provide homemade food, please list all ingredients.



TODDLER THROUGH KINDERGARTEN

Meals and snacks are provided by the Center according to the schedule posted in the Lounge. Mealtime is considered an important part of the learning process. Children are served in their classrooms and are encouraged to practice proper table etiquette. They are also encouraged to try all the food that is served but are not forced to eat anything. At no time is food withheld as a form of punishment.

ALLERGIES AND SPECIAL DIETS

A monthly menu is available in the Lounge, on the parent board, detailing all snacks and meals that will be served. **Families must provide any special diets for food allergies that are not available through the Center. These should be in a ready-made format, listing all ingredients, and must be accompanied by a physician's note.**

Please note that no tuition discount will be given for food brought in by families. No food should be brought in for your child or the class without prior approval from the administration. We will provide vegetarian meals.



NAPTIME

All younger children **are required to have a quiet time** after lunch and are encouraged to sleep during this period. Children who are five years old and older are not expected to nap, unless required by state regulations, but they will have a designated quiet time. Those who do fall asleep will be allowed to continue sleeping until the end of the rest period, as outlined in the daily schedule. Children may bring a small comfort item to help them relax and rest. Any item, including pillows, must be small enough to fit in their cubby.

ALLERGIES AND SPECIAL DIETS

A monthly menu is available in the Lounge, on the parent board, detailing all snacks and meals that will be served. **Families must provide any special diets for food allergies that are not available through the Center. These should be in a ready-made format, listing all ingredients, and must be accompanied by a physician's note.**

Please note that no tuition discount will be given for food brought in by families. No food should be brought in for your child or the class without prior approval from the administration. We will provide vegetarian meals.

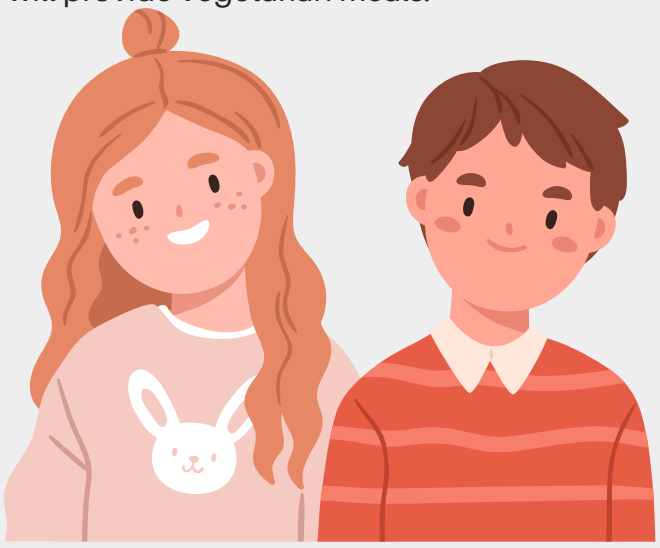


PHOTO RELEASE POLICY

Technology has enabled Little Fish Nursery to provide parents with updates about our activities throughout the week. By enrolling your child at Little Fish Nursery LLC, you consent to your child's image being posted online.

To access this service, certain standards must always be upheld:

You agree not to (and will not permit any other person to) disclose, reproduce, print, or save any images, photographs, or videos of any part of the Center's premises or the children at the Center without prior consent from the Center. This is essential for the security of both the Center and its children and should always be respected.

Unauthorized access to your child's image may occur due to a breach of the Internet or a security lapse by those holding Access Codes. While we take all reasonable measures to prevent unauthorized access, this is beyond the Center's control, and we cannot guarantee against such breaches.

You agree that our process for assigning Access Codes and protecting their confidentiality, as long as it aligns with standard business practices, is sufficient to safeguard your children's video images. No additional safeguards will be expected or required of the Center.

You agree that only those individuals listed below will be given an Access Code. It is your responsibility to inform each individual of the terms of this Agreement and to ensure that they expressly agree to:

- Not disclose the Access Code to anyone else
- Comply with all provisions of this Agreement

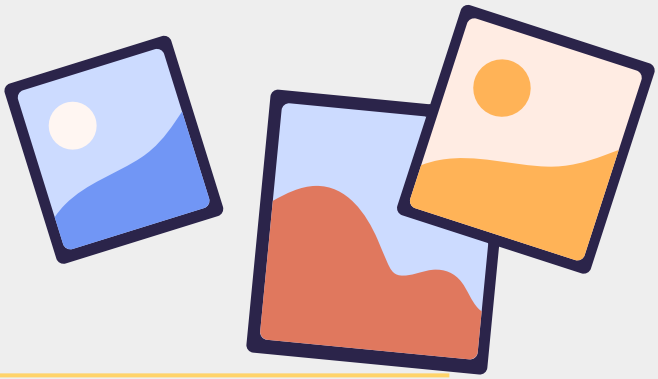


PHOTO RELEASE POLICY CONTINUED

Your signature below confirms your complete and voluntary understanding and acceptance of these conditions regarding your children. It includes a waiver of all rights to privacy related to this matter, and you assume all risks associated with sharing such images. You release the Center from any and all liability for any damage arising from providing this service, regardless of negligence. This includes photographs that Little Fish Nursery may post on its Facebook page. Little Fish Nursery will not tag or name children in these photos.

Please note that other parents may take photos of children at the Center, and photographs may also be displayed within the Center. I give my permission for my child to be photographed.

Additionally, I grant permission for any pictures taken by Little Fish Nursery to be used for internal or external promotional purposes, such as classroom setup photos appearing on our Instagram page.



SPECIAL EVENTS

Arrangements should be made with the teachers regarding birthday or holiday parties. If you plan to bring a cake or special snacks for the class, please note that these items will be served in addition to the snacks and meals required by the general nutrition policy. **All food must be purchased from a store and include an ingredient label. Homemade food will not be accepted for Center parties due to potential food allergies present in the classroom**.

Holiday parties will be held in the classroom throughout the year. Typically, a notice will be posted to inform families about an upcoming party, and families may be asked to volunteer to bring food or drinks. If you have any objections to a party for religious or other reasons, please notify your child's teacher as soon as possible so that we can make alternative arrangements for your child during that time. We will assume that all children can participate unless we hear otherwise.

You may proceed with:

- Planning a party at our Center and coordinating with the classroom teacher.
- Bringing commercially purchased food, provided that it has an ingredient label.

Please refrain from:

- Bringing nut products.
- Bringing anything containing raw eggs.
- Using latex balloons.
- Using ceramic plates or glass in the classrooms.



TELEPHONES

Children are allowed to use the office phones in case of an emergency, provided they have a note from a teacher. Cell phones may only be used with permission from the administration.

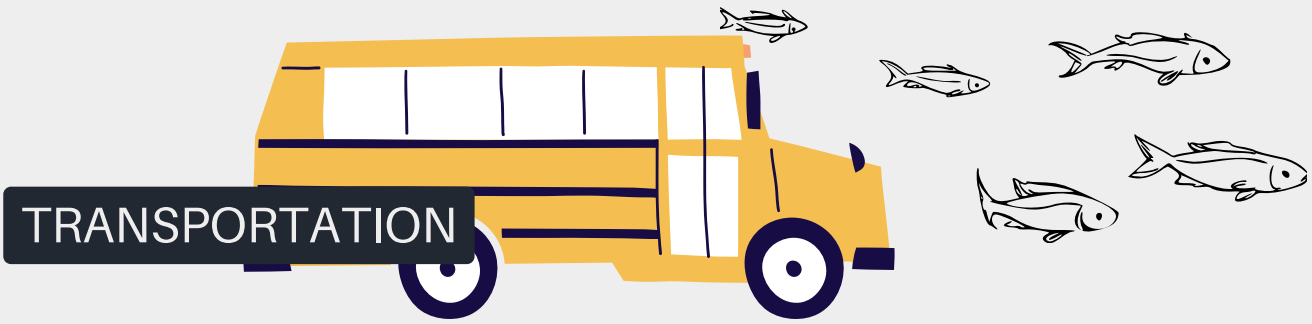
TOILET TRAINING

We require all children **before age 3** classroom to be toilet trained. When you believe your child is ready to begin toilet training, please discuss it with your child's teacher. We will assist by encouraging your child to visit the toilet between diaper changes. Once the first signs of success are evident, we recommend sending your child to the Center in training pants. Since toilet training can lead to soiled clothing, please send your child to the Center with two to three changes of clothing. Ensure that the extra clothes are appropriate for the current season and labeled with your child's full name. Any soiled clothing will be sent home the same day for laundering, as the Center is not permitted to wash any child's soiled clothing on-site.

TOYS

The Center provides a variety of Montessori toys for educational purposes. Therefore, **we request that children do not bring toys from home. This does not apply to special transition objects, such as blankets or other security items to which your child is significantly attached**.





TRANSPORTATION

Transportation to and from the Center is provided only with parental permission. The Little Fish Nursery transportation forms must be signed once a year. Additionally, field trip permission forms must also be signed annually.

Currently, **we do not provide transportation** to or from the Center and cannot pick up your child at dismissal time unless otherwise notified. We will inform all families when this changes. You may utilize carpools to reach the Center, but please ensure that the appropriate forms are completed to authorize the release of your child to the designated pickup person. **This practice requires Center consent to ensure every child's safety**.

You must notify us each time your child’s drop-off or pickup routine changes.

VISITORS AND VOLUNTEERS

Families and visitors are welcome at the Center during operating hours while their child is present. It is essential for families and visitors to first check in at the front desk before visiting any classroom or other location on Center property.

When visiting classrooms outside of pick-up or drop-off times, we kindly ask that families do not bring siblings or other children along. Additionally, parents or visitors are requested to limit their stay in the classroom to **a maximum of 15 minutes** unless approved by the Director. This policy helps minimize distractions that can impede other children's learning.

Children are expected to adhere to a dress code that emphasizes attractiveness, cleanliness, and modesty. We request that families embody these values when visiting Little Fish Nursery or attending field trips.

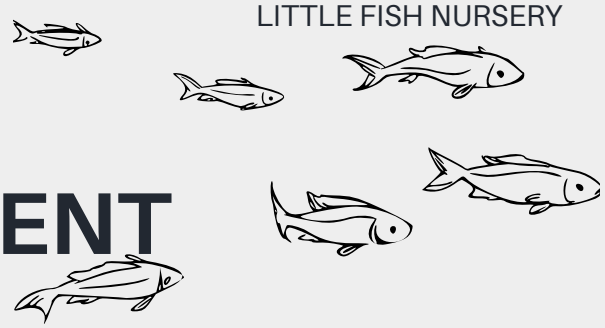
POLICY CHANGES

Policy changes may occur from time to time. Minor changes will be published in the Little Fish Nursery monthly newsletter, while major changes will be communicated via email or distributed at the front desk.

PROCUREMENT FEE FOR HIRING OUR TEACHERS

We strongly discourage hiring our teachers, as it can create a conflict of interest for the teacher. **If a parent decides to hire a teacher for a position (such as a nanny or teacher) that competes with Little Fish Nursery during enrollment or within 12 months after withdrawal from the Center, the parent must notify the Center within 30 days and pay a $3,500 placement fee. This fee is assessed because the parent was introduced to the teacher through our Center.** Please note that this fee is standard within the industry and aligns with typical charges from many nanny agencies for placement services.





FINAL STATEMENT

Little Fish Nursery is committed to providing the highest quality care for your little ones. We strive to maintain a clean, safe, and loving environment at our center. By hosting fewer children, we ensure that each child receives the best possible attention and care.

Admission Information

Child's Name: _____

I certify that all admission information is current, and if applicable, I have made the necessary updates. I have also received a copy of the current Family Handbook and agree to comply with all of its contents, as they may be updated from time to time by the Center.

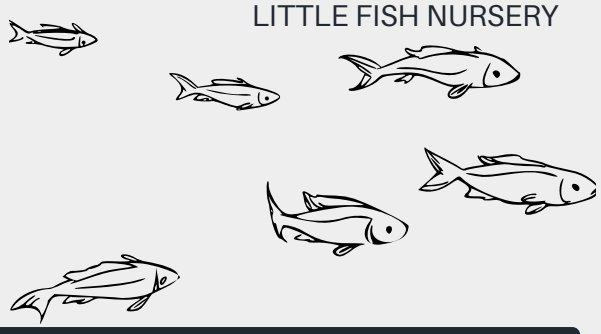
Enrolling a child is considered an acceptance of the terms and conditions outlined in the Family Handbook by both the child and their families or guardians. This acceptance includes adherence to the Center's rules and regulations, as well as the Center's authority regarding disciplinary actions or the dismissal of a child.

The rules and regulations in the Family Handbook are not exhaustive. They rely on the goodwill and judgment of each child in various situations and are subject to the Center's ultimate discretion, judgment, and interpretation.

Children and their families or guardians are encouraged to familiarize themselves with all the information in the Family Handbook and to sign this form.

I hereby confirm that I am of legal age and competent to act on behalf of the minor named above regarding this matter. I have read this release and acknowledge that I fully understand its contents.

I hereby warrant that I am of full age and competent to contract for the minor named above in so far as the preceding is concerned. I have read the foregoing release and warrant that I fully understand the contents thereof.

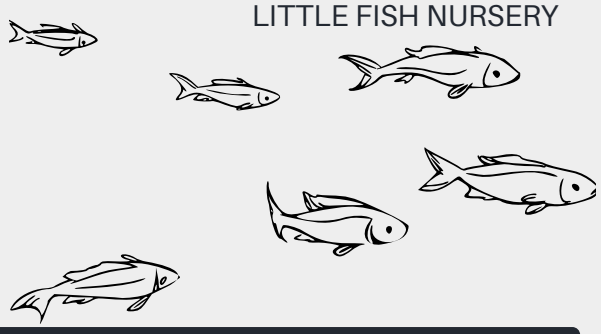


ACKNOWLEDGEMENT AND RECEIPT – DISCIPLINE AND GUIDANCE POLICY

I, the undersigned parent, or guardian of _____ (print child's full name), do hereby state that I have read and received a copy of the facility's Discipline and Guidance Policy in the Family Handbook.

Parent's Signature _____ Date _____

(**Center Copy**)



ACKNOWLEDGEMENT AND RECEIPT – DISCIPLINE AND GUIDANCE POLICY

I, the undersigned parent, or guardian of _____ (print child's full name), do hereby state that I have read and received a copy of the facility's Discipline and Guidance Policy in the Family Handbook.

Parent's Signature _____ Date _____

(**Parent Copy**)

THANK YOU

CONTACT INFORMATION:

Mail info@littlefishnursery.com

Phone 281-758-5233

Address 13615 Kluge Rd. Suite 200
Cypress, TX 77429