

Acro Kids

ACADEMY



PARENT HANDBOOK

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AcroKids Academy's goal is to be Texas' leading before and after school childcare program. Our program gives children in kindergarten through 5th grade enriching opportunities to develop the whole child. We believe a balance of free play, structured activities, and skills classes enhances growth and development in all areas: physically, socially, emotionally, creatively, and intellectually. This is achieved in a safe and loving environment with caregivers who are dedicated to enriching children's lives.

NON-DISCRIMINATION POLICY:

AcroKids Academy does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

Required Policies

AcroKids Academy is licensed and regulated by the Texas Department of Family and Protective Services. The following policies are required by Child Care Licensing per The Minimum Standards for Child Care Centers 746.501.

1. HOURS OF OPERATION

AcroKids Academy is open from 6:00-7:30 am for before school care, and 3:00-6:30pm for after school care, Monday-Friday, year round for all students. We close to observe the following holidays: New Year's Eve & Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, and Christmas Eve & Day. We reserve the right to close early on other holidays such as Halloween.

NOTE: In some cases, if the holiday falls on a Saturday or Sunday, AcroKids Academy may close the day before or the day after the holiday.

2. ENROLLMENT PROCEDURES

Upon selecting AcroKids Academy to meet your family's childcare needs, all enrollment paperwork is required before the child can start our program. Incomplete paperwork will not be accepted. Paperwork required for enrollment includes:

- Student Information Forms
- Enrollment Choices Form
- Authorization for Emergency Medical Attention
- AcroSports Registration Form (authorizing open gym and any skills classes)
- Auto-billing Credit Card Form
- Discipline Policy
- Electronics Policy
- Food Allergy Emergency Plan Form signed by a doctor (if applicable)

3. RELEASE OF CHILDREN

Per Texas state laws, parents have a right to access their child at anytime. However, we strongly encourage parents to not attempt to pick up their children while they are in their skills classes, since that disrupts the learning environment for all children. In the event that a parent is unable to pick up their child, they may authorize another legal adult to pick up. Children may be released to an adult aged 18 or over, or a sibling aged 16-18. Authorized adults must be listed on the enrollment form to pick up and the authorized adult must bring a picture ID. Children will not be released to anyone without a picture ID.

4. HEALTH CHECKS

AcroKids Academy staff will do a visual check of the children upon arrival each morning and afternoon. If a staff member notices anything unusual, they are required to point this out to the parent at that time. If your child has an accident or injury at home overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects.

5. ILLNESS AND EXCLUSION POLICY

Children who are ill should not attend childcare. AcroKids Academy observes the standards set by the Texas Department of Family and Protective Services for ill children. The most common standards for exclusion are:

1. Any illness that prevents the child from fully participating in child care activities, ***including outdoor play.***
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children.
3. Temperature of 100 degrees or higher.
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, 2 or more vomiting episodes in 24-hours.

If a child becomes ill while in our care, we will contact the parent immediately. We will care for the child apart from the other children with proper supervision and give extra attention to hand washing and sanitation practices.

Parents need to pick up children within 1 hour of notification. In the event of *severe* illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, AcroKids Academy may call for an ambulance at the parent's expense.

If a child is sent home sick from our program, they may not return until the child is symptom-free for a full 24 hours without medication and no longer shows any signs of being ill.

6. MEDICATION

Please inform your physician that your child is in childcare and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember, AcroKids Academy is designed for **well** children.

If medications need to be administered at childcare, the following conditions must be met:

- Prescription medication will be accepted only if it is in the original container and hasn't reached its expiration date.**
- Nonprescription medication may only be administered by following the manufacturer's recommendation on the label.
- Medication must be in the original container and accompanied with a copy of the information given to you by the pharmacy.
- Before any prescription or nonprescription medication can be administered, including sunscreen, we must have permission in writing by the child's parent or guardian. Please fill out the medication forms located in the lobby.
- Medication needs to go home after the last date that the medication is administered.

Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, and a current immunization history. These must be updated and kept current. School-age children **ARE** required to have an immunization record (or state exemption form) on file with us even though it is on file at their elementary school. This is a new requirement from childcare licensing.

****If your child has a food allergy that has been diagnosed by a physician, you MUST fill out a “Food Allergy Emergency Plan” form and have it signed by the physician prior to enrollment. If there is a sensitivity or preference to a certain food please list it as a “sensitivity” or “preference” on your enrollment form instead of an allergy. In order to list it as an allergy we must have the Food Allergy Form to accompany it.**

7. PROCEDURES FOR HANDLING EMERGENCIES (see also Emergency Preparedness Plan, #25)

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. **All children must have an emergency medical release form on file in case of such an emergency.**

If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center 1.800.222.1222.

8. PARENT NOTIFICATIONS

Open Communication with parents is very important to children’s success. AcroKids Academy has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Listed below are ways that AcroKids Academy may communicate with parents:

- **Email notifications-** All families are required to have a current email address that is checked frequently. This is by far the fastest and easiest way we have to communicate information with all families at once.
- Phone calls directly between teacher/director and parent
- Written notes sent home with children
- Posted notices throughout the building
- Social media sites such as Facebook
- Verbal communication with the child’s teachers and director

9. DISCIPLINE & GUIDANCE POLICY

AcroKids Academy staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self direction. Just a few examples used in this situation are: praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. There may be times during the day when a supervised separation time is needed. This is a “time-out” and is used according to the child’s age and development and limited to one minute per year of the child’s age. AcroKids Academy staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. **AcroKids Academy reserves the right to terminate care of the child for discipline/behavior issues at any time.**

10. SUSPENSION AND EXPULSION

AcroKids Academy is focused first and foremost on the safety of our students. Students who are causing unsafe situations for themselves or others may be suspended or expelled from childcare. Examples include (but are not limited to): misbehavior on the bus, unsafe activities in open gym or skills classes, violence towards teachers or other students, blatant disrespect for persons of authority, etc. In general, children are given multiple chances to correct the behavior,

parents are contacted, conferences are held with children, parents, and teachers, before getting to the point of withdrawing the child from the program.

11. FOOD SERVICE & PREPARATION

AcroKids Academy supplies a morning snack for before school students, and an afternoon snack for after school students. During school holidays and the summer months, all children are given at least 2 snacks per day. Snacks consist of things such as crackers, dry cereals, etc. Please advise the center of any allergies. Parents are also welcome to send extra food for your child in their backpack to be used at snack time if you prefer.

AcroKids Academy does NOT provide breakfast or lunch for any children. Every child must bring a lunch from home, and breakfast if needed. AcroKids Academy will re-heat food for a child's lunch with a note provided by the parent that instructs which food is to be heated and for how long. Parents may NOT send frozen meals or foods that must be mixed and cooked onsite (easy-mac, etc).

We do not restrict what types of food may be brought into school, other than not allowing sodas or hard candy. If your child has special needs related to food allergies, please discuss those with the director upon enrollment so that extra precautions can be taken.

**If your child has a food allergy that has been diagnosed by a physician, you MUST fill out a "Food Allergy Emergency Plan" form and have it signed by the physician prior to enrollment. If there is a sensitivity or preference to a certain food, please list it as a "sensitivity" or "intolerance" on your enrollment form instead of an allergy. In order to list it as an allergy we must have the Food Allergy Form to accompany it.

12. IMMUNIZATION REQUIREMENTS

Immunizations must be current for all children enrolled. A copy of their immunization record or state exemption form must be in the child's file. It is the parent's responsibility to ensure that your child's immunizations are current. Failure to keep children current on immunizations may lead to disenrollment.

AcroKids Academy may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit must be on file for these children. A new affidavit must be submitted every 2 years while the child is enrolled in our care.

AcroKids recommends but does not require up to date immunizations for employees.

13. TUBERCULIN TESTING REQUIREMENTS

Based on local health department guidelines, proof of TB testing is not required in order to be enrolled in our program.

14. TRANSPORTATION

Children enrolled in the before/after school program will be transported to and/or from public school. AcroKids Academy does not transport children under the age of 5, except in emergency situations. Summer program students may be transported for various field trips or other special events. All summer transportation will be arranged in advance and parents will be required to give permission for each event.

State law requires:

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

15. FIELD TRIPS

All students have an on-site field trip into the gymnastics facility daily for open gym play. Off-site field trips may be taken during the summer or school breaks. Parents will be notified in advance of any off-site field trips requiring transportation.

16. GANG-FREE ZONE

Under the Texas Penal Code, any area within 1000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty. AcroKids Academy is a GANG-FREE ZONE. Please see the separate sheet for parents referencing gang-free zones included in your enrollment packet.

17. OPEN DOOR POLICY

We welcome parents at any time, in any area of our school. AcroKids Academy is a privately owned and operated facility. We have the right to refuse service at anytime to anyone.

18. PARENT PARTICIPATION

We encourage parent involvement, especially for special events such as helping with special events. Also, if you have a concern, please schedule a time to meet with the classroom teacher and/or the director of the facility.

19. QUESTIONS OR CONCERNS

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the Center Director. Through open communication, we can ensure that all parties are well informed and working as partners in the child's education. From time to time, the center director may complete a Parent Concern Form. Parents will receive a copy of this form with the appropriate outcome. Parents are also welcome to fill out a Parent Concern Form and address the issue with the director. These forms are located in the AcroKids lobby.

20. MINIMUM STANDARDS FOR CHILD CARE CENTERS

AcroKids Academy is licensed and regulated by the Texas Department of Family and Protective Services and we follow the Texas Minimum Standards for Child Care Centers. Parents may review a copy of these standards in our front office or view the standards online at www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp

21. COMPLIANCE HISTORY

AcroKids Academy encourages parents to view our compliance history with Child Care Licensing. Our most recent inspection is posted on our parent communication board or you may view this at www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp Parents may also contact our local child care licensing office at 713-940-5200.

22. CHILD ABUSE REPORTING LAW REQUIREMENTS

AcroKids Academy staff are **REQUIRED** by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. All staff receive annual training on recognizing and preventing abuse and neglect, including sexual abuse. AcroKids Academy has made a commitment to help increase awareness and prevention techniques to employees and parents through trainings, memos and monthly newsletters. AcroKids Academy will also coordinate with community organizations on strategies to prevent abuse and neglect.

The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a car seat, booster seat, or seat belt (depending on age and applicable state laws), unexplained marks or bruises on opposite sides of the body, and child hygiene issues.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help.html

The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

23. EMERGENCY PREPAREDNESS PLAN

Parents are welcome to request a copy of AcroKids Academy's emergency preparedness plan.

ADDITIONAL CENTER POLICIES

24. TUITION AND FEES

Tuition rates are included in the enrollment packet upon registration and are subject to change.

Tuition is paid by auto-billing to a credit or debit card. All accounts are required to be set up on auto-billing. There are 2 separate systems for billing: AcroKids and AcroSports. AcroKids Academy bills every Friday for the following week of child care for all students. AcroSports bills for all skills classes on the 5th of each month. Our computer system will only charge the balance on the account. If a family does not want tuition billed by credit card, they may make a payment by cash, check, or credit card at the front office prior to 6:30pm on Wednesday to avoid being billed on Friday. Skills class billing must have payments in by the 1st of the month to avoid credit cards being run on the 5th of the month.

Tuition is not pro-rated for any school holidays, school closings, student vacations, or student illnesses. Tuition is the same every week regardless of attendance EXCEPT for the following holiday weeks: Thanksgiving, Christmas, Spring Break. Holiday care is paid for by the day, and families are required to RSVP for "Holiday Care" by the deadline each time sent by email. Discount for siblings, team, military, etc. do not apply during holiday care.

Any extra fees incurred for late pickup, notification fines, etc will be run to the card on file as soon as they are entered into the computer, typically within one week of the infraction.

25. EXTRA FEES

Registration and Deposit/Supplies- A non-refundable registration fee is due at the time of enrollment, and is charged each new school year thereafter at time of re-registration. All students also have a non-refundable deposit/supply fee that is charged upon enrollment for the summer program. This deposit fee covers all expenses your child needs for childcare, as well as all special events.

Our program is open Monday through Friday from 6:00am to 6:30pm for all students. AcroKids Academy is only licensed by the Texas Department of Family and Protective Services to care for children during these specified times. If you are late picking up your child, a \$1 PER MINUTE late penalty will be charged to your account. Late penalties will be auto-billed to your credit card on file as soon as they are entered into the computer, typically within one week of the infraction.

Notification Fine for afterschool students- see #26 for details on this fine.

Late Payment- If a valid credit/debit card is not on file and/or an automatic payment is denied, an email will be sent alerting the parent, and parents have 2 business days to submit payment. After that a \$10 late payment fee will be assessed on the account. If payment is still not received, another \$10 fee will be added every 2 business days until the account is caught up. **After continuous declined payments, a family may be asked to leave AcroKids Academy.**

26. NOTIFICATION FINE (After school students)

If a child will not be riding the AcroKids bus after school for ANY reason, it is the parent's responsibility to notify AcroKids. The deadline for notifications is 2:30pm for all schools (except Cline, deadline is 2pm). On early release days,

the notification deadline is 11:30am (11am for Cline). Notifications received after the deadline will incur the notification fine.

- Notifications can be sent to:
 - **FRIENDSWOOD**
 - Text or phone call to **AcroKids Notification/Pickup Phone** (713)-628-8335
 - **LEAGUE CITY**
 - Text or phone call to **AcroKids Notification/Pickup Phone** (281)-898-3047

(Please leave a voicemail if the phone is not answered, we will check all messages as soon as we return)

****Voice mail or messages left at the front office, or emails to the director will NOT be accepted. We must have record of the notification, so only texts/phone calls to the ACROKIDS phone will be accepted.****

The fine for not notifying AcroKids Academy that an afterschool student will not be riding in the bus is \$25 per occurrence, per child. The bus drivers are instructed to not leave a school without every child on the list, so every effort must be made to find a child who is missing. We will check with the school, call parents, etc. This causes SEVERE delays in our pickup system, and thus causes children to be late for their afterschool skills classes. Please make every effort to remember to notify us to avoid the notification fee. Notifications can be accepted as far in advance as needed.

Any notification fines incurred will be run to the card on file as soon as they are entered into the computer, typically within one week of the infraction.

27. VACATION WEEK (summer program ONLY)

If your child will be absent for the entire week, you must notify the Director by email 2 weeks before the absence, and your account will be charged 50% of your weekly tuition for that “vacation week”. Absences cannot be carried over from week to week. Each child is allowed ONE vacation week during the summer program.

28. TAX STATEMENTS

Daycare expense statements for tax purposes will be emailed no later than Jan. 15th for the previous year. Tax statements will ONLY be emailed to those families who have a zero balance on their account. If a balance is owed, it must be paid in full before a tax statement will be sent.

29. PARENT REFERRALS

We greatly appreciate your business and know that you will be so pleased with our service that you will tell all your friends and acquaintances about us! If one of those families decides to enroll their child(ren), we will credit your account the amount of \$25 after that family has been with us for 90 days. Our greatest advertising asset is you!!

30. PARENT CODE OF CONDUCT

Please understand, young children are present in our building. Some adult language is not appropriate for young children. AcroKids Academy prohibits swearing or cursing on our property. We ask that you also be cautious with attire that could be disturbing to some children. Profane language on clothing will not be allowed in our building.

Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. AcroKids Academy has the right to terminate care in the event of disruptive behavior from a parent or guardian.

AcroKids Academy must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property, which includes disciplining your own child. Please refer to our Discipline Policy page included in your registration packet.

31. PARENT RESPONSIBILITIES

Children must be signed in and out by the classroom teacher, call-ahead pickup teacher, custodial parent or adult person approved by the parent(s). Please understand that due to liability issues, staff of AcroKids Academy is not permitted to take children home from our center.

In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. AcroKids Academy staff will NOT be responsible for lost or broken personal items.

There are several ways you can help us maintain the best possible atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff.
- Pick up and read the notices and information sent to you in your child's backpack and/or posted outside your child's classroom, at the reception desk, or in e-mail.
- Pick up your child's papers/projects daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Please be aware of the scheduled meal times of snacks and lunch, and make sure your child arrives in time to be included in those meals, if necessary. It is very difficult to try and feed a child later than the scheduled meal time, and causes a disruption in the classroom schedule, which affects all of the children in the classroom.
- We do not allow chewing gum anywhere in our facility at any time. This applies to both children and adults.

The Texas Department of Family and Protective Services does not allow smoking on the premises, either indoors or outdoors. This also includes electronic cigarettes and vapes.

32. CUSTODY SITUATIONS

AcroKids Academy prefers NOT to get involved with custody disputes. AcroKids Academy will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. *PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.* With this being said, it is imperative that all enrollment forms are completed with both parents' information. A copy of a child's birth certificate may be requested at the Director's discretion. In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. **If a custody issue creates a risk for our facility or staff, AcroKids Academy has the right to terminate care.**

33. CURRICULUM

After school students use a theme-based curriculum in which the teachers and students work together to decide what interests they have and what activities they would like to participate in. Themes will vary and may last 1 to 2 weeks at a time depending on student interest.

34. DAILY SCHEDULE

AcroKids Academy classrooms follow a daily schedule designed specifically to meet the children's developmental, social and emotional, and personal needs. All schedules are contingent on the needs of the children and may vary from day to day. If children are enrolled in any optional skills classes, their schedule will include those. Below is an example of your child's typical day:

6:00-7:00am	Centers
7:00-7:25am	Morning Snack
7:25-7:30am	Buses Loading and Leaving
3:15-3:45pm	Buses Arriving
3:45-4:05pm	Afternoon Snack
4:05-4:25pm	Open Gym
4:25-4:45pm	Games & Centers
4:45-5:05pm	Outside Play
5:05-5:25pm	Arts & Crafts

5:25-5:45pm	Homework & Reading Time
5:45-6:15pm	Centers
6:15-6:30pm	Table Activities

35. BEFORE-SCHOOL CARE PROGRAM

Before school care begins at 6:00am, and all vehicles leave our facility at 7:30am sharp. If your child arrives after the scheduled departure time then they will have missed their ride to school.

You are welcome to send breakfast with your child to eat before school, but please allow plenty of time for them to finish eating before leaving at 7:30am. **Remember that students must be walked all the way to their classroom in the morning and checked in to the group by an AcroKids teacher.** Parents are NOT permitted to drop children off in the lobby or at the AcroKids door. For safety reasons, once the bus has pulled out of the parking space, the driver is not permitted to stop to pick up additional children. Please be on time.

36. ATTIRE FOR SKILLS CLASSES

After school students should bring their attire with them for whatever skills class they are to attend, and will be allowed time to change privately. Teachers can help with pulling hair back if needed. Students will not be sent to their skills classes if they are not in proper clothing. Jeans, dresses, etc. are not acceptable clothing for skills classes. Gymnastics and tumbling attire should have no belts, buckles, zippers, buttons, dresses, skirts, overalls, etc. that might interfere with the child's ability to do gymnastics. A leotard or elastic waist shorts and a t-shirt are recommended. Ninja class students will need to wear sneakers and comfortable clothing. Long hair needs to be pulled back out of their face for safety reasons. It is difficult and unsafe to do any skills classes if you can't see.

37. MAKE-UP POLICY

AcroKids Academy does not allow make-ups for missed school days, nor do we pro-rate tuition for missed days due to illness or vacation (except in the case of a student who is using their vacation week- please see #30). If your child misses a day of school, you will be allowed to schedule a make-up for their skills class only, if they were absent due to illness or family emergency. Makeup skills classes are allowed on a space-available basis, and only AFTER your child has missed a class. **Only 1 makeup skills classes is allowed per month**, so please try to bring your child to their skills classes if at all possible. Makeup skills classes are not permitted after the session ends or your child has withdrawn from school. Makeups for skills classes need to be scheduled with the AcroKids Academy director either by email to Keri@acrosports.com for Friendswood or katrina@acrosports.com for League City, or by calling 281-332-4496 for Friendswood or 281-967-7261 for League City.

38. OPEN GYM

All students have an open gym playtime in the gymnastics facility daily. This time period is supervised by AcroSports coaches and classified as a field trip by Childcare Licensing. Students do not need to be enrolled in a gymnastics class in order to do open gym, but they do have to have parental permission. Your signature on the enrollment agreement form authorizes AcroKids Academy to take your child on a field trip to open gym playtime daily.

39. CLASSROOM ASSIGNMENTS

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

40. CHILD TO STAFF RATIOS

AcroKids Academy meets or exceeds state mandated child-to-caregiver ratios in all classrooms. Our ratios will never be non-compliant unless under emergency situations.

41. PERSONAL BELONGINGS

Please leave all valuable items at home since AcroKids Academy is not responsible for broken or lost items.

School-Age students may be permitted to bring personal electronic devices with them for personal use, depending on the classroom teachers' guidelines. Please see next item.

42. ELECTRONICS POLICY

- Electronic devices may be brought to childcare with teacher approval, but must be placed in a classroom bin during the school day.
- All devices, games, and accessories MUST be labeled with the child's first and last name.
- Children will be allowed access to their devices only during designated "electronics time", which will not exceed 2 hours per day of total screen time. Those 2 hours of total screen time also include movies, computer games, and personal handheld electronic devices per childcare licensing.
- Cell phones are not allowed to be used inside of AcroKids Academy classrooms by parents, teachers, or children.
- If a child needs to have a cell phone in their possession for after school activities, it will be held by AcroKids staff from drop-off time to pick-up time.
- Children are not allowed to have wifi access at any time for any reason.
- If a child is found to be playing a game that is deemed inappropriate by AcroKids staff, the device will be removed from the child's possession. The device will be held and only released to a parent at the end of the school day.
- If a child is listening to music or if a game has sounds/voices involved, the child must use headphones.
- All electronic activities will be played only at the designated electronics area of each classroom.
- Children are not allowed to watch or play with other students' electronic devices. Electronics time is a solo activity.
- Children are not permitted to use their personal electronics take pictures or videos of themselves or other students.
- AcroKids Academy is not responsible for any lost, stolen, or broken items that are brought into our facility.
- If we find that a child is violating our electronics policy, they may be asked to withdraw from our care.
- AcroKids Academy staff will do our best to monitor children's activities on their personal electronics, but we cannot be held responsible for something a child may see or hear on another child's device.

43. OUTDOOR PLAY

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside some part of every day. Please do not request that your child stay indoors. Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at childcare. Children may not wear flip flops due to the danger these shoes may cause on the playground.

44. SCHOOL SAFETY POLICIES

Parents need to personally escort their child(ren) inside the building to check in and out when their children enter and leave the facility. Children are not permitted to be dropped off in the lobby and sent to their classroom alone. Parents utilizing our "call-ahead pickup" system must park in the designated parking spots.

Parents are welcome to visit the center any time to observe their child without prior approval. However, if you would like to stay and spend time with your child during activities, please see the office so we can do a proper criminal history check, as required by the Texas Department of Family and Protective Services.

Our facility is equipped with a fire sprinkler system and fire drills are practiced monthly. Severe weather, shelter in place, and lock-down drills are practiced quarterly.

You will be notified of any incidents other than minor scrapes or bumps with a phone call. We will also give you a written report at pick up time. First aid will be applied to minor incidents. In the event medical attention is required, we will notify you immediately. Parents are responsible for all medical fees.

45. INCLEMENT WEATHER POLICIES

AcroKids Academy will be open most days during inclement weather. AcroKids Academy will coincide with Clear Creek ISD when it comes to school closures. Please check local TV stations and web sites for announcement of closing. Tuition is not pro-rated or refunded in the event it is necessary to close for a weather-related event.

In case of serious emergencies such as earthquakes, fire, storms, or loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive.

46. CONFIDENTIALITY

While your child is enrolled in our program, parents may come across confidential information about our program, our staff, and sometimes other children. All information received from AcroKids Academy must remain confidential at all times. Breaching confidentiality may lead to disenrollment.

47. PHOTOGRAPHS

AcroKids Academy believes in the benefit of using real life pictures in our educational program. Photos taken of the children will be done with a school owned camera and will only be used in our program. If parents choose to take pictures of events held at our program, they may only photograph their child, unless written permission is given by the other parents whose children also appear in the picture.

48. CELL PHONES

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010, the Texas Department of Family and Protective Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please help us stay in compliance with this new standard by refraining from using your cell phone inside our building.

49. WITHDRAWAL FROM PROGRAM

Two full weeks (M-F) email notice sent to Keri@acroports.com (FW) or Katrina@acroports.com (LC) must be given for withdrawing a child from AcroKids Academy, with the final day of care being a Friday only. Tuition and fees are not refundable upon withdrawing and will not be pro-rated if a child leaves prior to the full 2 week notice for any reason.

Parents will be notified within 30 days of any policy change in writing. Signatures from parents may be required.

We, at AcroKids Academy, know that you trust us with your most valuable treasure, your child, and we strive to serve our families the absolute best in childcare.