

MILO AND MJ'S
ACTIVITY CENTER,
LLC
PARENT HANDBOOK

1712 N Center St

Bonham, TX 75418

Phone: 903-990-9998

Email: miloandmjsactivitycenter@outlook.com

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Welcome

Milo and MJ's Activity Center is committed to providing your child with quality care by encouraging each child to express themselves through language, art, music, and physical activity. With the emphasis on learning through play, they are gaining knowledge and building socialization as well as self-help skills that build up their self-esteem, which is needed to succeed in all areas of life. We treat children of all races, religions, family backgrounds, and cultures with equal respect and consideration.

Play is learning for life. Almost everything that children learn during their first six years is learned through play, and they work very hard at it. From the time they are born, without anyone telling them how, children stretch, pull, push, and move from place to place. Play develops children's skills, teaches them to relate to their peers, and develops their own personalities. Children have a profound need to play, climb, run, use their imagination, test themselves and challenge others and above all to enjoy themselves. We are here to provide a safe, secure, and nurturing environment for them to grow through play!

Things to Love about Milo and MJ's

Structured & Educational Learning - Experienced and Nurturing Staff - Safe and Secure Environment - Affordable Tuition - Delicious and Nutritious Meals/Snacks- CPR and First Aid Trained Staff - Onsite Owners

Owners

Nicole and Martell Hamilton

Both are CPR & First Aid certified, SIDS trained, knowledgeable in the approach to guide children's learning, behavioral management techniques, and following Texas minimum standards. They are both dedicated to providing children with a safe, loving, and nurturing environment that makes learning exciting. Their goals are to prepare the children in their care for the next stage of their lives by building them up mentally, socially, and emotionally.

Vision

Every child/family that comes through our doors will be treated with love and respect, so that when they leave, they will be able to pass on the love and respect to others that they were shown. We believe that diversity in all its many forms adds tremendous value to our program and we will not discriminate against any child, or their family based on race, religion, national origin, age, sexual orientation, family make-up, disability, learning style, or any other quality that makes us unique as individuals and as families.

Center Curriculum

Milo and MJ's Activity Center is working with CLI Engage in developing age-appropriate activities to best help our children learn. Our caregivers deliver the curriculum in a nurturing environment created to strengthen children's cognitive abilities, improve their social skills, and help them become confident, well-rounded learners. Our caregiver's develop a structured learning plan weekly to provide to the children enrolled.

COMMUNICATION DEVELOPMENT FOR INFANTS & TODDLERS

Our baby sign language program gives infants and toddlers a way to communicate their wants and needs before they can verbalize them. Teachers introduce the signs for eat, drink, more, all done, and help, as well as others. This reduces stress, encourages speech development, and eases frustration.

Texas Rising Star

Texas Rising Star (TRS) is a quality improvement certification offered to all licensed centers in the state of Texas. It is REQUIRED by all centers that accept childcare subsidies (CCS) offered through the Texas Workforce Commission.

There are several different levels of certification a center may achieve. These include Entry Level (for those beginning the process who are in good standing with childcare licensing & meet a few other qualifications), One Star, Two Star, Three Star, & Four Star.

Milo and MJ's has currently achieved "Entry Level Designation" and is working towards being fully Texas Rising Star Certified by the end of 2025. This is a long process, but it gives us the tools we need to achieve a level of excellence that ensures the children in our care are receiving the best care and education possible.

TRS has many requirements that go above and beyond minimum standards, including training hours, education level of employees, interaction with children, classroom setup, etc.

Our staff receive additional TRS training that will help them become an asset to our program.

TRS offers incentives such as classroom grants, training (free & low cost), and tuition reimbursement/grants for continuing education in the early childhood profession.

General Information

Enrollment Policy

A registration fee of \$75 per child is due upon enrollment. This is a one-time, non-refundable fee which reserves a space for your child. If you withdraw your child, but then later decide to re-enroll, a second enrollment fee will be required. When openings are available, priority will be given to currently enrolled families.

We will not hold a position for your child on a verbal agreement.

Your child(ren) are unable to officially start until the following has been completed;

- Tour of the facility.
- Paid enrollment fee per child.
- Payment for first week of care if you are paying weekly, payment of the first two weeks if paying bi-weekly or payment for the first month if paying monthly.
- All forms must be signed and returned before your child begins care.
- Provide a current copy of your child's immunizations records or an Immunizations exemption affidavit.
- Provide a Physicians complete Statement of Health *Children (nor employees) do not require TB testing to attend the Center.
- Children 4 years of age or older born after September 1, not attending school, require vision and hearing test through their physician and this must be provided to the Center.
- Parents of any infant not yet on solid food will be required to fill out and sign a feeding instruction request form. This form must be updated monthly until the child begins on solid food.
- Photography Waiver

Upon enrollment, we will figure your hours based on your work schedule plus a fair commute time; this will become your "scheduled hours." Any changes to your schedule will need to be discussed and re-scheduled based on availability. Scheduled hours may not exceed hours of operation or additional fee will be charged.

Please understand that each child is on a probationary period for the first 30 days. If the Center finds that your child is not a good fit at the Center, you will be given a two week notice unless there are immediate safety concerns, then your child would need to be terminated immediately.

Operating Information

Hours are Monday through Friday from 7:00 am to 5:30 pm.

The Center's is closed for the following major holidays: New Years Day, MLK Day, Presidents Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, and Christmas Break.

Milo and MJ's will follow Bonham ISD closures and delayed openings due to inclement weather, (freezing precipitation and or other hazardous weather). IF BISD cancels classes, we will also be closed. Stay tuned to local news and social media for BISD closures and delays. We will not necessarily follow BISD when and if they have to close due to a government mandated closure regarding Covid-19 or other illness/outbreak.

What does a normal day for your child look like?

We believe children thrive in environments that balance structure with flexibility, routines with creativity, and learning with play. While every day brings opportunities for discovery and fun, we follow a consistent schedule to help children feel safe, confident, and secure in their environment.

Here is what a typical day for your child looks like in our care:

Morning Arrival: Children are warmly greeted by staff and guided through drop-off routines. There is open-ended play activities are available to help ease transitions and promote social interactions.

Meals & Snacks: Breakfast is served by 8:30 am and Lunch is served by 11:30 am. Afternoon snack is served around 2:30 pm. All meals meet nutritional guidelines and are served to each child individually, at the table with peers to encourage independence and conversation.

Learning through play: Children engage in age-appropriate, play based learning activities that support language and literacy development, cognitive and math skills, gross and fine motor coordination, creative expression through music, art and sensory play and social-emotional growth through group play and guided interactions. Our curriculum is aligned with early childhood development standards and tailored to meet the needs of each age group.

Circle time: We gather for daily circle time to read stories, sing songs, discuss the weather, and build community. Children may also participate in special activities such as: Music and movement, STEM exploration, themed projects, and outdoor nature walks or games.

Outdoor time: Children will go outside at least once a day, weather permitting, for gross motor play, exploration and physical activity

Rest time: All children rest after lunch, beginning at 12:00 pm. Infants follow their individual sleep schedule, while toddlers and preschoolers are provided a quiet, calming environment for napping or quiet time.

Individual needs: We know that no two children are alike. Our team pays close attention to each child's individual needs, routines, and developmental goals to ensure every child has a positive, enriching experience each day.

Financial Information

Tuition

Rates:

- Infants: 6 weeks to 17 months = \$220 a week
- Toddlers: 18 months to 35 months = \$210 a week
- PreK: 3yo to 4yo = \$200 a week
- 5yo and up = \$190 a week

- After school Monday through Friday \$100

WE DO ACCEPT CHILDCARE SERVICE (CCS)

**** We do not do a sibling discount**

Tuition is due prior to care through Brightwheel via a linked bank account. All tuition payments are due Monday morning before dropping off. Parents who wish to pay on a bi-weekly or monthly basis are of course allowed, however, payment is still due in advance of care. If payment is not received by Tuesday morning at drop off, care will not be provided until payment (including any applicable fees) has been received in full.

There is a \$15 late fee for any payments not received by drop off on Monday. You will be liable for any costs of collections including our legal fees should it be necessary to go to court regarding delinquent fees and tuition. Repeated late payments may be grounds for

immediate termination of childcare services. This includes that if the Director receives notification of failed payment in Brighthelm and it is not paid same day, this will also result in a \$15 fee without prior communication with Director.

No credit or refund will be given for holidays or other scheduled closings. Full tuition is still due. Your child's tuition is paid to reserve their position, not pay for their actual attendance. If no notice is given and your child has been absent for one week, we will assume that you do not wish to continue with our arrangement for childcare. Our contract will be terminated and any amount still due will need to be paid in full immediately.

Additional fees must be paid prior to the next morning of care. If any additional fees are left unpaid, you will not be able to drop your child off until the fee(s) is paid. If you leave your child at the center longer than 16 hours, you will be looking at termination as this is not only a center policy, but also a state licensing policy.

Parent Expectations

Sign – In and Out Procedure

Only custodial parents/guardians and those listed on approved pick-up list will be allowed to pick up and/or drop off a child. Identification is required at pick-up. It is required that anyone listed on your emergency contact list must be 18 years of age or older. We do not release your child to anyone under the age of 18 without prior authorization.

All children must be signed in and signed out by an adult every day that they attend.

During the enrollment process, your child's pick up and drop off schedule will be discussed. If anything changes to that schedule, you must notify us at least 24 hours prior to the change in drop off and/or pick up.

ACCOMMODATIONS FOR FAMILIES

Does your child require any accommodation? It could be home language, differing abilities, and/or cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the public and in the parent's primary language. Please notify the Director if you or your child require accommodations and we will ensure that we do our part in making sure your needs are met.

Below are ways that our program will partner with families:

1. If specific therapies are needed during the day while the child is in our care, we will provide space to accommodate sessions.
2. Participation in all comprehensive care meetings if needed.
3. Complete supporting documentation from authorized medical professional for any accommodations related to child's physical or developmental needs.
4. Provide materials and resources in parent's/child's primary language.
5. Provide opportunity for cultural inclusiveness by hosting cultural events throughout the year.

Family Disputes and/or Custody Agreements

Milo and MJ's will **NOT** get involved in custody disputes. We will follow a court order exactly as written. If your family has a court order on file, please provide use with the most recent copy. **PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS REGARDLESS OF BIRTH CERTIFICATE STATUS.**

In the event that a custody dispute takes place on our property, the local police department 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, Milo and MJ's has the right to terminate care.

Absences/Tardiness

Please call to notify the center as soon as possible if your child will be tardy or absent for the day. If your child is ill, please notify us of the condition so that other parents can be notified of any illness that is going around; in order to maintain confidentiality, your child's name will not be used in the notification. Payment is required regardless of absence due to illness.

Pick up and drop offs can create a disturbance when they are outside of your "scheduled hours. **Due to this, there are no drop-offs after 9 A.M.** Early pick-ups are fine but you must notify staff prior to picking up early to prevent any sort of disruption. If you need to drop off later or earlier than scheduled, please communicate with staff in advance through Brightwheel so that arrangements can be made to reduce any possible disruption. If your child has a scheduled doctors appointment, please make sure it is in the morning and let the Director know at least 72 hours in advance. Child must be dropped off prior to 11 am and you must provide the Director with documentation of appointment.

Early Drop Off/Late Pick Up Fees

There is an extra fee of \$5 per child for every fifteen minutes (or portion thereof) that your child is dropped off **earlier** than their contracted arrival time (without prior approval.) Late arrival does not allow late pick-up.

Please message if you are going to be more than 10 minutes **late** to pick up your child (ren). There will be a \$1 charge (per child) for every minute beyond your scheduled pick-up time OR past closing (5:30 pm). Care will not re-commence until fees are paid in full.

Returned Check Fee

Any checks returned or payment that get bounced back for non-sufficient funds will incur a \$30 fee along with any other fees incurred by that particular check, including but not limited to daily late charges for tuition as stated above.

Waitlist Policy

You will be asked prior to placing your child on our waitlist. Once a spot becomes available for your child, you will be contacted with the information that was provided to the Director. If any of the information you provided is not current, you are responsible to notify the Center to update information.

Withdrawing Policy

Milo and MJ's requires a **2-week** written notice when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within 30 days of the withdrawal. If the required notice is not given parents will be charged for tuition for two additional weeks. **If these funds are not paid the debt may be taken to Small Claims Court or sold to a collection agency.**

The parents and child, following their last day of enrollment, are not permitted to re-enter the facility property without prior permission of the Center's Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center's Director if they wish to return to the facility's property following the last day of enrollment at the Center. Appointments are made at the discretion of the Center Director and are not a right to the withdrawn child or parent.

Parents who wish to change their child's days or times of enrollment at Milo and MJ's must submit a request to do so **2 weeks** in advance of the proposed change. Schedule change request forms can be requested from the administrative staff in the front office. The

Center's Director will either approve or deny the request based on the schedule availability within the center. If the request is denied because the schedule is not available, parents may choose to continue with the current schedule until such time as the requested scheduled becomes available. The parent may also choose to withdraw their child from the program, given they abide by the withdrawal policy.

Termination of Services

Milo and MJ's reserves the right to terminate services of any child at any time, with or without cause.

Parents will be refunded any unused tuition within two weeks of the dismissal. A school check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice showing the past due balance will be forwarded to the address indicated in the student's file or via the billing portal. Any balances remaining after the 30-day period will be referred to the Center's legal counsel for collection.

The Center's administrative staff will assist the parent in gathering their child's belonging at the time of dismissal. Parents are required to leave school property in a calm and respectful manner, immediately. Milo and MJ's will request assistance from the local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A terminated child and his/her parents are required to call and request an appointment with the Center's Director if they wish to return to school property following termination of services. Appointments are made at the discretion of the Center Director and are not a right of the terminated child or parent(s). Following termination of services, any parent or child who harasses, threatens, or in any manner causes harm to anyone affiliated with the facility by calling, writing, or any other means will be fully prosecuted, by Milo and MJ's.

BE ADVISED THAT MILO AND MJ'S ACTIVITY CENTER HAS A 3 STRIKE BITING POLICY. 3 BITES IN 3 MONTHS THAT BREAKS SKIN OR CAUSING A MARK/BRUISE THAT LAST LONGER THAN 24 HOURS, WILL BE GROUNDS FOR TERMINATION. EACH BIT WILL BE DOCUMENTED IN BRIGHTWHEEL AND A PAPER INCIDENT WILL BE COMPLETED FOR THE PARENTS SIGNATURE EACH TIME A BITE OCCURS. IT IS PUT INTO CONSIDERATION DEPENDING ON THE CHILD'S AGE/DEVELOPMENT, EX: IF THE CHILD UNDERSTANDS RIGHT FROM WRONG. ON YOUR 3RD BITING INCIDENT REPORT, FAMILY AND DIRECTOR WILL HAVE A MEETING REGARDING TERMINATION OF CARE. The last thing we want to do is terminate your services. However, it is in the best safety interest of the other children that we keep biting incidents VERY MINIMAL.

Items Parents Provide and Prohibited Items

Parents are required to provide the following:

6 weeks to 17 months – disposable diapers, bottle, pacifiers (if necessary), wipes, 2 changes of clothes, burp rags, formula and baby food (if 6mo and older), blanket (12 mo & older), diaper ointment if needed. Also, please provide a light sweater or some footed pajamas as the center tends to be a little cooler sometimes.

18 months to 3 years – disposable diapers (if not potty training), refastenable pull ups (if potty training), extra underwear (if potty trained), 2 changes of clothes, wipes, small blanket and pillow, diaper ointment if needed

3 years and older – a change of clothing, small blanket and pillow

If your child tends to always take their shoes off, please have them wear grippy socks to prevent them from slipping on the tile floor when walking or running.

*** Items are allowed to remain at the center and staff will send out messages to notify the parents for replenishing. Water cup and blanket will remain at the center during the week and sent home on Friday's to be washed and returned the following Monday.*

Parents will provide an extra change of clothing to be always kept in your child's backpack/cubby in the event your child's clothes get soiled. If we send soiled clothing home (in a grocery bag), please replace it immediately. Parents will provide a clean blanket for nap time every Monday morning. We will send it home for laundering every Friday. Please write your child's name on the inside of their extra clothes, jackets and the tags of blankets. We are not responsible for lost clothes, jackets, or jewelry. Boots and thong sandals are prohibited. Children are welcome to bring a small to medium sized stuffed toy, blanket, etc. to be used during nap time only. PLEASE be sure to wash these items on a regular basis in order to help reduce the spread of germs. Due to several reasons including problems sharing toys from home, space limitations in cubbies, and the risk of potential damage to toys and/or valuables brought from home, we do not allow outside toys at this time.

Screen Time

Milo and MJ's Activity Center follows the Texas Health and Human Services minimum standards guidelines for screen time, which is one hour a day for children over the age of two. Children in our toddler program watch small snippets of a program during diaper changing times, for learning times, and at the end of the day. Preschool children at times watch learning programs or enjoy a movie at the beginning or end of the day. ***Please do not bring any electronics (tablets, iPads), etc. with your child to the center. We do not want to be responsible if it breaks or is damaged.*

Confidentiality

Confidential and sensitive information will only be shared with the employees of Milo and MJ's if the information is needed to appropriately and safely care for your child(ren). Confidential and sensitive information about our faculty, other parents/children will not be shared with parents as we strive to protect everyone's right to privacy. Confidential information includes, but is not limited to: Names, addresses, phone numbers, disability information, or other health-related information of anyone associated with Milo and MJ's.

Outside of Milo and MJ's confidential and sensitive information about a child will only be shared when the parent of the child has given written consent, except where otherwise provided for by the law. Any parent who violates the Confidentiality Policy will not be permitted on facility property thereafter. Please refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing school property.

You may observe children at our center who are disabled or who exhibit behaviors that may appear inappropriate (i.e., biting, hitting and spitting). You may be curious or concerned about the other child, however, Milo and MJ's employees are strictly prohibited from discussing anything about another child with you.

Parent Code of Conduct

To ensure a positive relationship between parents and members of staff that benefit each child's learning, development, and sense of security as well as to ensure mutual respect between staff and parents is always maintained, Milo and MJ's have adopted these policies and standards of conduct.

Milo and MJ's require that parents of enrolled children behave in a manner consistent with decency, courtesy, and respect at all times. One of our most important goals is to provide the most appropriate and secure environment for children that encourages growth, learning, and development. Achieving this ideal environment is not only the responsibility of employees and leadership at Milo and MJ's, but it is also the responsibility of each and every parent or adult who enters the school. The Center shall be calm and positive place for children at all times. Any concerns a parent may have regarding a member of staff will be listened to outside of the classroom and, where needed, acted upon.

Swearing/Cursing: No parent or adult shall be permitted to curse or use any other inappropriate language when working in the classroom or playground. Such language will NOT be tolerated in the presence of the children or staff members.

Inappropriate Attire: Parents and staff members are expected to dress appropriately when in the building. Revealing clothing and beachwear should be avoided.

Threats and Confrontation: Threats of any kind toward Milo and MJ's staff, other parents, or children will not be tolerated. While it is understood that all parents may not agree with the staff at the Center or the parents of other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited. Shouting, raising of voices, or any unwanted physical contact with a member or staff is considered inappropriate behavior. PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR OWN BEHAVIOR AT ALL TIMES. If it is deemed that a parent is acting in an inappropriate manner to a staff member or other parent, services for that family will be terminated.

With these policies in place, we hope to provide your child(ren) and family with a comfortable and safe environment as we help set the stage for a life full of learning ahead. We can only truly provide this with the help of each parent and adult who walks into our center. Milo and MJ's promises to continue to work in partnership with parents to make learning fun.

Health & Safety

Mandated Reporting

Texas law requires our staff to report any suspected signs of child abuse and/or neglect to Child Protective Services. This will be done immediately. When doing so, we are not obligated to report our suspicions to the parent(s) or guardians involved. Your child's safety and well-being is our number one concern.

Health and Safety Regulations

Milo and MJ's Activity Center has consulted with experts to create a safety and security program with the following features:

- Infant, child and adult CPR and First Aid trained staff
- Dedicated (Boo-Boo) room to address medical needs
- Strict background checks on all staff
- Secured entrances with restricted visitor access
- Closed-circuit cameras that are continuously monitored by Owners
- Password-protected Internet viewing of classrooms, front entrance and playgrounds
- Emergency and inclement weather preparedness plan.

Emergency Procedures

In case of a fire, staff will ensure all children follow the safety plan in place. Fire safety is a critical part of our emergency preparedness. During fire drills, staff promptly guide children to evacuate the building using the nearest safe exit. Each classroom follows a designated route to an outdoor assembly area away from the building. Staff will preform a headcount before leaving the classroom, upon reaching the meeting area, and again before re-entering the building to ensure all children are accounted for. Drills are conducted calmly and efficiently so that children become familiar with the process and learn how to respond without fear. In case of a real emergency, the director will call 911 as soon as the fire is suspected. Fire drills will be practiced monthly to ensure protocol for enrolled children and staff. All drills will be recorded in our safety plan binder for each access to CCL. If at anytime the building is unsafe to return, staff will walk children to Carey Hearing Center located at 1717 North Center St Bonham, TX 75418.

During lockdown drills, we follow a structured plan to ensure all children are kept safe, calm, and secure. Our designated lockdown area is an interior hallway with no windows or exterior doors, which reduces visibility and limits potential access from outside. Children are quickly under staff supervision. Staff will ensure that all exterior doors are locked from the inside. The director will turn off all lights in the center, shut all blinds to ensure all exterior doors are locked. Director will call 911 as soon as lock down drill is initiated. Staff members are trained on our emergency procedures and take every drill seriously to ensure we are fully prepared in the event of a real emergency. We also use these drills as opportunities to teach children about safety in a developmentally appropriate and reassuring way. Lockdown drills will be practiced four times a year to ensure protocol for children enrolled and staff. All drills will be recorded in our safety plan binder for easy access to CCL.

In the event of a tornado warning. During tornado drills, all children and staff move quickly and calmly to a designated interior hallway with no windows. This area offers the best protection from potential flying debris and broken glass. Children are instructed to sit against the wall with their heads down and hands covering their necks, following safety guidelines. Staff always remain with the children, providing comfort and clear directions to keep everyone calm and secure. These drills help us stay prepared and give children the confidence to respond safely in an emergency situation. Parents will be notified of the severe weather concerns via Brightwheel to ensure the parents are aware that the children and staff are safe by the director. Once everything is clear, the director will notify the parents, and the staff and children will resume regular activity. These drills will be practiced four times a year to ensure protocol for children enrolled. All drills will be recorded in our safety plan binder for each access to CCL.

During a chemical spill or drill, the children will remain in their classrooms, air conditioners will be shut off, any air leakage around windows and doors will be taped up and there will be no one allowed in or out of the building.

**** STAFF WILL HAVE ACCESS TO THE BRIGHTWHEEL APP TO ACCOUNT FOR ALL CHILDREN. IF THERE ARE WEATHER CONCERS, A CLASS ATTENDANCE SHEET WILL BE PRINTED OUT INCASE OF A POWER OUTAGE OR PHONES DIE TO CHECK IN CASE OF AN EMERGENCY TO ENSURE ALL CHILDREN ARE ACCOUNTED FOR! ****

Director onsite will grab their phone to be able to obtain emergency contact information for each child in care, authorization of emergency care for each child in care and the attendance record information for children in care at the time of emergency all located in the Brightwheel app. This is also how local authorities and childcare licensing will be contacted.

Medical Emergency

In case of a medical emergency, parent must provide the child's doctors name, address, and phone number to ensure that the paramedics or ER staff can immediately contact the child's pediatrician since they will be access to the child's medical history, allergies, medications, and prior conditions without delay. This information also helps us or emergency responders on the best course of action for that specific child, especially if they have unique health needs.

If it is an emergency, the Director of the Center will call 911 to have EMS respond, and then the director or owner will contact the emergency contact person. Parents will be notified by phone if a child receives a bump on the head or an accident that results in bleeding but doesn't require outside medical attention. If the child experiences a minor accident, such as a scrape, bruise or bite the parent will be notified at the time of pick-up and a written accident report will be provided.

Sick days and schedule interruptions

Please keep your child at home if they are sick. This will prevent others from contracting the illness. Children may return to school after the child is symptom free of the following for 48 HOURS:

- Fever of 100.4 degrees or above (must return with a doctors note with no medication for the 48 hours)
- Contagious skin or eye irritation
- Vomiting

- Diarrhea, more than two times in 2 hours
- Cough lasting more than 1 week without a doctor's note
- Discharge from the eyes, nose or ears
- Sore throat especially associated with fever or swollen glands in the neck.
- Rashes that are not associated with an allergic reaction to food or medication
- Appearance and behavior changes: including unusual tiredness, paleness, confusion, irritability, excessive crying with the inability to be consoled. Any illness that prevents a child from participating in regular activity.

Health Checks

The health and well-being of each child at Milo and MJ's is of the utmost importance to us, therefore we may conduct a daily health check before the parents leave at drop off. A health check is a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness or injury. The results of the health check will be determined by the center's staff, not the parent, on whether or not the child remains in care for that day.

If a staff member notices anything unusual, they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff member when dropping off so that we can assist in watching the child for side effects. A staff member may complete an "incident report" to document these situations.

If after drop-off, we observe any of the following symptoms, they will be sent home. These symptoms include but are not limited to:

- Excessively runny nose with or without green mucus
- Non-clear drainage from the nose or eyes
- Fever
- Excessive fatigue (is falling asleep during activities and is unable to participate effectively in the program)
- Diarrhea
- Vomiting
- Excessive coughing
- Inconsolable and inexplicable crying
- Any other symptoms that affect a child's ability to participate in activities

If your child displays any of these symptoms while in our care, we will call you and your child will need to be picked up within one hour. If Milo and MJ's Activity Center staff has reason to believe your child has a communicable disease, we can request that he/she be seen by a doctor and that a note be provided from the doctor stating that your child is not

contagious, is able to attend and participate in a group care facility. If your child has been diagnosed with a contagious illness, you need to notify Milo and MJ's so we can notify other families.

Hearing & Vision Screening

Hearing and vision screenings for possible vision and hearing problems are required by the Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, for children who are 4 years old. Parents are required to bring in screening proof from their local pediatrician.

Parents are required to provide one of the following as documentation:

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

Vaccines & Preventable Diseases

At Milo and MJ's, caregivers are encouraged, but not required to obtain vaccinations for vaccine-preventable diseases. Employees are required to wear gloves while changing diapers or dealing with any bodily fluid and wash their hands to prevent the spread of diseases. A complete up-to-date immunization record must be provided for each child upon enrollment. If you deny immunizations for your child, you must provide a notarized/signed immunization exemption form to the center upon enrollment. It is your responsibility to make sure the center has the most updated immunization record on file at all times. Children who attend school are not required to provide our facility with an immunization record. **Children are not allowed to attend day care if they have received vaccines that day. They may return the following day.**

Communicable Diseases

Milo and MJ's follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual.

Parents are required to pick up an ill child within 1 hour of notification from the facility. If a parent is reached but cannot pick their child up within 1 hour, it becomes the parents' responsibility to arrange for alternate pick up with someone listed on the child's emergency

contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines to determine the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. The Center reserves the right to refuse to allow a child to return to the center if the administrative staff believes the child is too ill to participate in the program.

Children excluded from the program due to fever may not return to the facility until they are fever-free, without medication, for 48 hours. If your child is sent home due to a fever, he/she is unable to attend the next two days. A fever is defined as a temperature reading on a thermometer of at least 100.4 degrees Fahrenheit or more.

Diarrhea is defined by stool that is more frequent or less formed than usual for that child and not associated with changes in diet. Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet trained children if the diarrhea is causing "accidents". In addition, diapered children with diarrhea should be excluded if the stool frequency exceeds two stools above normal for that child during the time in the facility day or whose stool contains blood or mucus. Re-admission after diarrhea can occur when diapered children have the stool contained by the diaper and when toilet trained children are not having "accidents" and when stool frequency is no more than two stools above normal for that child during the facility day.

Milo and MJ's has a no-nit policy concerning head lice. Should an episode of lice occur, the following guidelines apply: (1) Once lice have been found on one child, everyone in the classroom, including adults, will be examined. The child or children found with the lice will be kept isolated and the parent(s) contacted immediately to pick up the child. All parents of the class will be notified of the outbreak. (2) A child with lice must be treated with lice-killing shampoo, and our Center must be notified of the treatment. In addition, it is important to remove all white, oval-shaped eggs (nits) after treating the hair; eggs that aren't removed are likely to hatch and start the infestation over again. Once the child is treated and all nits are removed, the child can return to the Center; this might take 2-3 days. Upon arrival, the child will be checked by our authorized personnel to make certain that the hair is totally free of nits. If affirmative, the child will be readmitted into class.

If your child will be absent due to illness, we request that you notify the school Director. This enables our staff to keep track of any illnesses which may occur at the facility. This

information will only be shared with staff on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the center’s administrative staff, so that the parents of the children in the center may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Milo and MJ’s will take all measures necessary to protect your children’s confidentiality.

Dispensing & Handling Medications

Dispensing

- Milo and MJ’s will administer medication in its original container when parents give authorization by completing and signing a Medication Authorization Form
- We WILL NOT administer symptom controlling medication such as ‘Cough and Cold’ or ‘Pepto’ unless a written note from a health care professional is provided stating that the child is both free of contagion risk and specifies that the symptom controlling medication is necessary and does not impede the ability to determine contagion risks.
- If a Medical Authorization Form is not signed in advance, no more than single dose of parent-provided medication can be administered with phone approval from the parent and a Medical Authorization Form must be signed upon return.
- Authorization to administer medication expires on the first anniversary of the date the authorization is provided.
- We are not authorized to administer medication in excess of the medication label instructions or the directions of the child’s health care professional.
- Parent authorization is not required to administer a medication to a child in a medical emergency to prevent the death or serious bodily injury of the child provided that Milo and MJ’s administers the medication as prescribed, directed, and intended.
- If children need symptom suppressants such as ‘Cold and Cough’, ‘Pepto’, ‘Tylenol’, or similar medications to attend or be comfortable at the Center, they should not attend day care.

Handling

- All medications will be stored out of reach of children in a locked storage safe and may NOT be left in a child’s backpack or classroom
- Medication will be stored so it does not contaminate food
- We will refrigerate medication, if required.

Incident & Accident Reports

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

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

If an injury occurs, after tending to the child, the parent will be contacted depending on the severity of the injury. Parents will need to sign an incident report for all injuries that leave a mark, no matter the severity when the child is picked up. If an incident occurs by one child due to the actions of another child, we cannot give parents information about who injured whom for confidentiality purposes, but a report will need to be signed by both sets of parents.

Nap & Rest Times

Supervised rest periods are provided for all children enrolled who remain at the Center for 6 or more hours a day, and for all children who show a need for a nap or rest time. Your child will be provided a cot to rest on during naptime. Please provide a clean blanket labeled with your child's full first and last name for nap time. Blankets will be sent home every Friday for washing. All items bought for naps must fit into your child's cubby. Nap and rest times are required by the Texas Department of Health and Human Services Child Care Licensing. Due to these requests, parents cannot at any time request that their child is exempt from a nap or rest time, or that their child's nap or rest time be shortened or lengthened.

Infant Sleep Safety

Milo and MJ's follows Infant Sleep Safety Guidelines as outlined in the Minimum Standards of Child Care Centers and as outlined by the Consumer Product Safety Commission. All cribs at the Center meet the CPSC safety guidelines. Crib compliance documents are on file and can be viewed upon request.

Infants not yet able to turn over on their own must be placed in a face-up sleeping position in the infant's own crib. To avoid suffocation, nothing is allowed in the crib with the infant, including blankets, bottles, and stuffed animals while they are sleeping. Sleep positioning devices are prohibited. For any exception to sleep positions and/or positioning devices,

parents will need to complete a Sleep Exception Form that includes a signed statement from a healthcare professional stating that a different sleeping position for the child is medically necessary. Pacifiers are allowed, however, straps that are attached to the child's clothing and pacifiers with stuffed animals attached are prohibited. Amber necklaces are also prohibited as they pose a choking hazard.

Diaper Changing & Potty Training

Diaper Changing

Milo and MJ's changes all diapers (both disposable and cloth) regularly while the children are in our care. Parents must provide diapers/changing supplies for their children. If cloth diapers are being used, we ask parents to bring a bag that closes to store soiled diapers.

Our employees will change diapers according to Subchapter R, Health Practices, Division 2, Diaper changing of the Minimum Standards for Child Care Centers. Caregivers will document diaper changes that take place while children are in our care. If your child has a rash or any type of irritation in the diaper area, staff are trained to change diapers more frequently to ensure the rash/irritation stays dry meaning we may ask for you to bring more diapers to help your child get better.

Extra Diaper Fee

Parents are responsible for ensuring that their child has an adequate number of diapers always supplied to the center. If we have sent you a reminder, and your child runs out of diapers, Milo and MJ's will charge you \$2.00 per extra diaper used.

Potty Training

You may feel your child is ready for potty training. Some common signs are:

- The child can tell you in simple language that he/she recognizes they need to use the potty before they begin to go.
- Stays dry for long periods of time (can hold his/her urine and bowel movement).
- Can recognize when their diaper is soiled or wet.
- Initiated interest in using the potty and asks for underwear.
- Wants to be independent and is open to learning the process.

We ask you to begin teaching your child at home. Please discuss with your child's teacher before coming to school with the change from diaper/pull-up to underwear. We recommend waiting until potty training has been successful at home and at the center for 2-3 weeks prior to being placed in just underwear. We will assist with potty training as much as we can.

During the day, your child:

- Will need to tell us he/she needs to go potty before they begin to go
- Can undress and pull down their own pants/shorts. The teacher will assist, but your child should be working on being able to pull underwear and clothing independently.
- Be able to wipe themselves.
- Be able to postpone going potty in case something is using the bathroom.
- Be able to wash and dry hands.

Cloth Underwear

We realize using cloth underwear is recommended for potty training since a child can feel when they are wet or soiled. We will be supportive of families who use them. HOWEVER, if you child has potty accidents for two school days in a row, we ask you to provide pullup. This ensures we keep the classroom sanitary and safe for the other children attending school.

Clothing requirements

Please dress your child in clothing that is easy to take on and off. Elastic waists, like sweatpants, are easiest to manage. Please do not dress your child in long dresses or tights that are difficult to manage and keep dry. Likewise, overalls, bib-type clothing, one-piece outfits, and clothing with snaps and zippers should not be worn as your child learns to use the potty.

Restroom Policy

- Children in the four-year-old classes and older MUST BE POTTY TRAINED.
- Please help your child work on the personal hygiene skills of wiping themselves and pulling up their own pants. Working on these self-help skills at home ensures that your child will not encounter problems while at school.
- Accidents can occur at school, please make sure your child has a complete change of clothes in his/her bag. Please make sure that clothing is labeled and weather-appropriate.
- Although many of our classes have shared bathrooms in the classrooms, children are expected to respect each other's privacy. Only one child will be allowed in the restroom at a time.
- If your child is having difficulty mastering using the toilet, please ensure your child has used the restroom prior to arriving at school for the day.
- If a child has an accident while at school, we will help them change into clean clothing. Wet/soiled clothing will be placed in a plastic bag and sent home for cleaning.

Food & Nutrition

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies, with instructions for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies continued herein for further information. Parents are required to provide written notification of any food/dietary restrictions. (i.e., lactose intolerance, vegetarian diets, wheat-free/gluten-free diets.) We never use food as a punishment. All meals are served family-style. Children will never be denied or delayed participation in meals for behavioral reasons.

Meals

Parents will have the option to provide their children's food or allow their children to eat our breakfast, lunch, and snacks. Breakfast is served around 8:30 and lunch around 11:30 am. Snacks will be provided after nap around 2:30 pm. Meals/Snacks are included in the price of service.

Milo and MJ's is **NOT a peanut free** facility. If a child is enrolled in the center with a nut allergy, we will inform parents and staff to not provide peanut products for their children's meals and snacks.

All meals served family-style with children sitting at tables to promote good manners, eating habits, and socialization skills. Staff will encourage children to eat their main entrees first, followed by health sides.

Food Service and Preparation

All food and drinks will be of safe quality and will be stored, prepared, distributed, and served under sanitary and safe conditions as monitored by the Health and Human Services Department. Milo and MJ's Activity Center is working to participate in a food program and we need to follow strict guidelines in order to serve nutritionally balanced meals. We will receive annual training regarding the importance of children's nutrition in their growth and development, as well as receiving ongoing support from CACFP (Child and Adult Care Food Program).

Infants

Parents are required to complete a feeding schedule for their child on a monthly basis, or as the child's feeding requirements change until the child is ready for table food. Staff will complete a daily chart for each child detailing for the parent what the child ate when they ate, and how much they ate.

If the child is breast fed, parents have the right to provide breast milk for their children while their child is in care. Please label all breast milk with infants first name, last name and date of expression. There is an adult size rocking chair located in the infant room for breast feeding mothers to feed their child.

Outside Food & Snacks

Milo and MJ's strongly discourages parents from sending their child (ren) to the Center with food or snacks from home. We will make exceptions to this policy for extenuating circumstances such as allergies when the parent or guardian provides documentation from a health care professional or dietitian that special accommodations are necessary for your child's health. We also understand that some children are pickier than others. Each parent will have access to view our monthly menu to determine if they would like to provide a meal for their child that day based on what is being served. The Center is not responsible for the child's nutritional value when food is provided to them from home.

Children with Food Allergies

For the safety of your child, parents are required to provide an allergy plan detailing any allergies from which their child suffers, at the time of enrollment or when the allergy is discovered. This plan must be completed by the child's physician. This plan must be updated as needed. Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

Parent Involvement

Parent Participation

Parents are invited and encouraged to be involved in their child's school activities. There are many ways in which parents can participate and volunteer at the childcare center. Parents may volunteer to read in the classroom, assist Teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents who are not interested in volunteering directly in the classroom may donate items or are welcome to come and observe their child during operational hours at any time with-in reason.

Volunteers

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions, and/or open investigation into any criminal activities will not be permitted to volunteer in the classroom or on field trips.

Parents with court orders detailing custody arrangements will only be permitted to volunteer on days in which they are afforded custody as per the court order or with written permission from the custodial parent.

Parent Conference and Communication

Parents are welcomed and invited to share concerns with teachers and administrative team members. Parents must communicate these concerns in accordance with our Parent Expectations policies. Open communication with parents is very important to children's success. Milo and MJ's have multiple ways of communication with parents such as Brightwheel app, email, phone calls, and face-to-face. Parents may also request a conference with the teacher and/or administrative team members. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Signing such documents is not an admission or agreement in any way, yet an acknowledgement that communication took place. Failure to sign documents is ground for immediate termination of services.

Caregivers will document daily in the Brightwheel app regarding each child's day. It will be noted if there were any concerns that arose, any milestones that child met or good behavior that was seen by that child.

Parent Drop Box

There is a mail slot at the front of the building for updated contact information without staffs assistance OR any suggestions you may have for the Director/Owners regarding the program.

General Policies

Discipline/Suspension/Expulsion

At Milo and MJ's, we are committed to fostering a safe, nurturing, and respectful environment for all children, families, and staff. We use conscious discipline strategies to guide behavior, promote social-emotional growth, and build connection and self-regulation. Children are expected to use safe hands and safe bodies, speak kindly and respectfully, follow teacher directions and classroom rules, respect other's personal space and belongings and express feeling and needs in appropriate ways! The following behaviors are not acceptable and will be addressed promptly: hitting, kicking, biting, spitting, or other aggressive acts, throwing objects with intent to harm, destruction of property, continuous non-compliance or disruptive behavior, eloping (leaving designated area) and the use of foul, harmful or threatening language.

Our team uses **conscious discipline**, which is a trauma-informed, brain-based approach to behavior. This included:

- Modeling self-regulation and calming strategies
- Teaching problem-solving and empathy
- Connecting before correcting
- Helping children identify and name their feelings
- Creating a School Family culture where every child feels safe and valued.

All staff are trained in conscious discipline methods regularly throughout the year. They are provided with resources and support for managing challenging behavior. They are not permitted to use any form of physical punishment, verbal threats or humiliation. Staff are expected to handle behavioral issues with calm, consistency, and care.

We understand that behavior is a form of communication, and we respond in a supportive, step-by-step manner. Documentation and communication with parents/guardians will occur at each stage.

1st incident: Redirect behavior using conscious discipline, provide calming tools and guidance. Document the incident, notify parent/guardian with a conversation or write a report if needed.

2nd incident: Review strategies that did/did not work, schedule a parent-teacher conference, create a basic behavior support plan

3rd incident: behavior support plan updated with clearer goals, possible shortened day or temporary classroom support/shadowing, mandatory meeting with director and parent

4th incident: Consideration of temporary suspension (1-3 days depending on severity), review whether Milo and MJ's can continue to meet the child's needs, possible referral for outside support (ex: behavioral specialist, ECI, counselor)

5th incident: Final meeting with family. Suspension or expulsion may occur if behavior presents ongoing danger to the child or others and all other strategies have been exhausted.

In case of a **severe incident**, such as; serious injury to another child or staff member, repeated violent behavior within a short time, or possession of a dangerous object will result in immediate suspension or expulsion without following the step-by-step process. The director will determine the appropriate action to protect all involved.

We believe in working as a team with families. Parents will be involved in behavior planning and kept informed of all incidents. If your child is having difficulty, we will

- Provide consistent updates
- Ask for your input and support
- Work together to build a plan that helps your child succeed

Parents are expected to repair or replace any item your child may break (other than normal wear and tear) in or around the center from being disruptive or on purpose.

Staff Employment by Parents

The staff members of Milo and MJ's are prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ our staff will have their services terminated and any tuition or registration fees will be forfeited. Staff who becomes employed by current or former clients of the Center will have their employment with Milo and MJ's terminated. All team members at the center have signed non-complete contracts and may face legal ramifications for violating this contract.

Employment refers to any relationship outside of the facility's services that involves an employee interest with current or former clients. Such relationships include but are not limited to babysitting, house sitting, mother's helps, nanny services, and carpooling regardless of whether those services are voluntary or paid.

Employees of Milo and MJ's are prohibited from participating in social networking relationships with clients of the Center. This included but is not limited to accepting or

requesting friend requests on social media sites such as Facebook, Twitter, Snapchat, or Instagram.

Transportation

Milo and MJ's offers transportation services from Bonham ISD schools for children enrolled in our after-school care program. We are committed to keeping all children safe during transport and operate in full compliance with the Texas Child Care Licensing Minimum Standards. We offer afternoon pick up from Bonham ISD schools. Transportation is available only to enrolled children whose families have submitted a signed transportation permission forms. Drivers are at least 21 years old and have a valid driver's license and have passed all required background checks and driver safety trainings. Vehicles are regularly inspected and maintained to meet all safety standards. The vehicle is equipped with age-appropriate car seats, booster seats or seat belts, emergency contact information and transportation authorizations for each child, and a stocked first aid kit and fire extinguisher. Staff supervise children during all transportation. Headcounts are conducted before departure from schools and upon return to center, children are never left unattended in the vehicle, and the doors remain secured while the vehicle is in motion.

Parents must sign a transportation permission form for each child. Parents must notify the center at least one hour in advance if their child will not need transportation on a scheduled day.

Transportation is not offered in the mornings, during the summer or for children enrolled in summer school.

In case of an emergency (accident, breakdown, or other incident):

- Emergency services will be contacted as needed
- Parents will be notified as soon as possible
- Staff will follow all emergency protocols and use children's emergency contact information as appropriate
- A written report will be provided after the incident

Field Trips

We are not offering field trips currently.

Outdoor Play

Outside activities are incredibly important for a child's stimulation and exploration. Research has shown that outdoor play and physical activity is imperative to the growth

and development of preschool children. There are many benefits to outdoor play including the following:

- It invites the children to learn science
- It creates opportunities for social interaction and collaboration
- It promotes physical health
- It invites new contexts for learning
- It promotes better sleep
- It gives children a chance to take appropriate risks
- It supports Stem skills

Milo and MJ's Activity Center will schedule a minimum of one hour a day, per classroom for outdoor play. All children are required to go outside unless it is raining, or temperatures fall below 45 degrees or higher than 89 degree depending on the heat index. They will participate in free play as well as group play. Please dress children in comfortable clothing that allows them to move freely, and a well-fitting pair of tennis shoes. Sandals are hazardous at school, especially on the playground. Children will be given daily opportunities for physical activity inside as well (Minimum of 1 hour). They will have ample opportunities to learn social/emotional skills through home center, block center, and games played as a group. This includes both structured and unstructured play. In the event of bad weather, teachers may utilize mats for tumbling, steppingstones and logs for balancing, Parachute, or safe indoor activities such as marching, jumping, or dancing. These will take place inside the classrooms of Milo and MJ's Activity Center. Children must wear **CLOSE - TOED** shoes **WITH BACKS**. We will make exceptions to shoe requirements for sensory related resistance if the parent is willing to collaborate on the effort.

Development Milestone Checklist

Our staff completes an ASQ-2 and ASQ-SE-03 assessment of each child a minimum of twice a year (Fall & Spring). This developmental assessment helps teachers and parents understand what their child typically knows and can do at different ages. It is a tool used to track a child's development and identify areas that may need early intervention. The results of this assessment will be shared with parents at a scheduled parent/teacher conference. Any questions or concerns can be addressed during a scheduled parent/teacher conference. If there are concerns or red flags, a referral will be made to the pediatrician, Early Childhood Intervention, the local ISD, or another local resource.

Water Activities

Occasionally Milo and MJ's Activity Center will host a water play day to help beat the summertime heat. On those days you will send your child to the center with their swimsuit,

a towel, and a change of clothes. Our water activities are limited to sprinklers, hoses, buckets, water soakers, small wading pools with no more than two feet of water and slip and slides. Parents will need to sign a permission form in order for their child to participate in water activities. Also, please include sunscreen for your child to be left at the center for these activities

Supporting Inclusive Services to Children with Special Care Needs

Milo and MJ's is proud of working with the individual needs of our children and will work with the parents whose children may need additional support or have special care needs. When applicable, we will make referrals to outside support services including but not limited to, early intervention, speech occupations, and physical therapy and other types of services, and participate in IEP (Individual Education Plan) or ISFP (Individualized Family Service Plan) meetings when appropriate to best meet the needs of the child.

Milo & MJ's will make appropriate accommodations for a child with special care needs as recommended by the child's healthcare provider and/or qualified professionals affiliated with the school district or an early childhood intervention program. Accommodations may include, but are not limited to adapting equipment, procedures, and methods to meet the child's needs in the classroom setting.

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

Milo and MJ's will utilize any recommended adaptive equipment that has been provided by the parent or resources/therapists.

Milo and MJ's does not provide separate classrooms for children with special care needs. Research has shown that children with disabilities benefit from learning alongside their peers in an inclusive environment. Inclusive classrooms promote lifelong skills such as empathy and compassion as well as increase social-emotional development for all children.

Cameras & Photography

To ensure the safety and well-being of the children in our care, Milo and MJ's utilizes surveillance cameras within our center. These cameras are used in designated areas for the purpose of supervision and security. Recordings are used solely to; monitor staff to child interactions for quality assurance, review incidents involving children or staff, and to support staff training and development. These recordings are viewable only by the director and authorized management staff. If an incident involving a child occurs, parents or legal guardians may request to view relevant footage in the presence of the director. Please understand the viewing is by appointment only and must be scheduled through the director, parents may not record, photograph, screenshot, or otherwise duplicate any footage, footage will not be sent electronically or shared outside of the facility under any circumstance. All recordings are confidential and securely stored. Access is limited to the director or designated administrative personnel. Recordings are retained only as long as necessary for operational or licensing purposes.

Photos of your children will be uploaded on a regular basis through the Brightwheel app. These photos will not be shared with anyone other than between the parent(s) and Milo and MJ's staff. Parents will sign a waiver to opt in or out of using their children's photos for the Centers social media platform or advertisement of the Center.

Firearms & Weapon

At no time is any person permitted to carry any type of Firearm, Ammunition, or weapon on facility property for any reason. Violation of this policy will result in immediate termination of services.

Gang- Free Zone

Under the Texas Penal Code, any area within 1,000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harder penalties.

Sunscreen & Insect Repellent

We will apply, with signed consent, insect repellent or sunscreen that the family of the child provides. The child's sunscreen and insect repellent will be labeled with the child's first and last name and be kept secure and out of reach of the children.

Additional Information & Resources

Milo and MJ's Activity Center strictly follows the policies and procedures required by the Texas Health and Human Services Minimum Standard requirements. You can access these standards online at <https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>

To review the most recent licensing report for Milo and MJ's Activity Center, you will find a copy in the front lobby or you can go to txchildcaresearch.org

Closest Child Care Licensing Office

Address: 550 E. 15th St. Suite 120 Plano, TX 75074.

Phone: 469-229-6900 Ext. 6901

Preventing and responding to abuse and neglect of children

We require our employees to have trainings regarding child abuse and neglect. The ways that we would increase employee and parent's awareness of abuse and neglect is target through the necessary trainings. If your child is ever abused or neglected, please review the parent board in the front lobby of the resource for our local Fannin County Child Advocacy Center for further intervention.

Texas Abuse and Neglect Hotline: 1-800-252-5400

DFPS Website: <https://www.dfps.texas.gov>

Early Childhood Intervention

Any child with a diagnosis or suspected special needs and has an outside specialist is welcome to complete their services with in our Center.

Health Benefit Resources

Your Texas Benefits <https://www.yourtexasbenefits.com/Learn/Home>

This program allows parents to apply for:

SNAP Food Benefits – assisting families to purchase food for good health.

TANF Cash Help – assisting families with children age 18 and younger pay for basic needs.

Health Care – helps cover visits to doctors, dentists, and hospitals. Also covers medicines ordered by doctors & dentists.

Support Services – helps people with daily living needs, caregivers, and people with mental health, drug or alcohol issues.

WIC Food Benefits – helps pregnant, breastfeeding women, and families with children younger than 5 buy healthy foods.

Oral Health Resources

Early oral health is important for children because it can affect their overall health and well-being. Children with good oral health tend to eat and sleep well, develop properly, and learn better. Early dental care can help prevent cavities, tooth decay, and gum disease, which can lead to pain, difficulty concentrating, and other health issues. Poor oral health can also impact a child's self-esteem and social interactions.

The sooner children begin getting regular dental checkups, the healthier their mouths will stay throughout their lives. Youngsters with healthy teeth chew food easily, learn to speak clearly and smile with confidence.

The American Dental Association and the American Academy of Pediatrics say that every child should visit a dentist by age 1 – or as soon as the first tooth appears. This “well baby visit” teaches parents and caregivers how to care for their children's teeth and help them remain cavity-free.

Resources;

Texas Dept. of State Health Services: <https://www.dshs.texas.gov/dental-health/parents>

American Academy of Pediatrics: <https://www.aap.org/en/patient-care/oral-health/oral-health-resources-for-families/>

Kids Health: <https://kidshealth.org/en/parents/healthy.html>

American Dental Association: <https://www.mouthhealthy.org/life-stages/babies-and-kids>

Health & Nutrition Resources

USDA My Plate for Kids <https://www.myplate.gov/life-stages/kids>

Grow It, Try It, Like It! Nutrition Education Kit Featuring MyPlate – Books for Kids
<https://www.fns.usda.gov/tn/grow-it>

Nutrition Standards for Child and Adult Care Food Program Meals and Snacks
<https://www.fns.usda.gov/cacfp/meals-and-snacks>

Nutrition for kids: Guidelines for a healthy diet <https://www.mayoclinic.org/healthy-lifestyle/childrens-health/in-depth/nutrition-for-kids/art-20049335>

Kid's Healthy Eating Plate <https://www.hsph.harvard.edu/nutritionsource/kids-healthy-eating-plate/>

5 Ways to Win Kids to Healthier Food <https://www.webmd.com/parenting/healthy-kids-food>

Healthy Children: Nutrition <https://www.healthychildren.org/English/healthy-living/nutrition/Pages/default.aspx>

Build a Nutrition Resource Library <https://www.cceionline.com/october-2022-newsletter-exploring-healthy-foods-build-a-nutrition-resource-library/>

Nutrition-Related Family Engagement Ideas <https://www.cceionline.com/october-2022-newsletter-exploring-health-foods-nutrition-related-family-engagement-ideas/>

Navigate Life Texas <https://www.navigatelifetexas.org/en/>

Infant Feeding and Nutrition

<https://wicworks.fns.usda.gov/sites/default/files/media/document/infant-feeding-guide.pdf>

Screen Time Resources

Healthy Screen Habits <https://www.healthyscreenhabits.org/tools>

Resources for Reducing Screen Time <https://healthykidshealthyfuture.org/5-healthy-goals/reduce-screen-time/resources/>

Media Use Guides <https://kidshealth.org/en/parents/screentime-bigkids.html>

Help Your Kids Reduce Screen Time and Move, Move!

<https://www.nhlbi.nih.gov/health/educational/wecan/downloads/reduce-screen-time.pdf>

Limit Screen Time <https://www.actionforhealthykids.org/activity/limit-screen-time/>

Screen Time can be Quality, Here's How <https://www.zerotothree.org/resource/screen-time-can-be-quality-time-heres-how/>

On-line Safety <https://kidshealth.org/en/parents/net-safety.html>

Keeping Children Safe Online <https://www.justice.gov/coronavirus/keeping-children-safe-online>

Parents Rights

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

- (1) enter and examine the child care facility during the facility's hours of operation without advanced notice;
- (2) review the child care facility's publicly accessible records;
- (3) receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- (4) obtain a copy of the child care facility's policies and procedures;
- (5) review, at the request of the parent or guardian, the facility's:
 - A) staff training records; and
 - (B) any in-house staff training curriculum used by the facility;

- (6) review the child care facility's written records concerning the parent's or guardian's child;
- (7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
 - (A) video recordings of the alleged incident are available;
 - (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and
 - (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- (8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- (9) be provided the contact information for the child care facility's local Child Care Regulation office;
- (10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and
- (11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

NON-DISCRIMINATION POLICY

Milo and MJ's Activity Center does not discriminate against any child or family based on race, color, national origin, sex, religion, or disabilities.

Thank you for allowing Milo and MJ's to provide services to your family for childcare services. We look forward to providing your child (ren) with a safe and nurturing environment where they learn through play.

POLICIES ARE REVIEWED ANNUALLY AND UPDATED IF NECESSARY

When the handbook is updated, it will be re-uploaded into the Brightwheel app for Parents to review and sign every time.