



## Child Care Center Guidelines

Welcome to our childcare "family". We treat each child as an individual who has his/her own rate of physical development and own pace to learn. Each child is guided through the day with positive reinforcement in all activities, always encouraged to try and try again and is never pressured into participation of any activity. Parents are welcome to visit their children anytime during the day.

Spiritual Beginnings is registered with the Texas Department of Family and Protective Services and we adhere to the minimum standards set by the state. You are welcome to view those standards by going to [www.dfps.state.tx.us](http://www.dfps.state.tx.us) and we also have a copy at the center. Inspection reports are available for you to review at the TDFPS web page. If you wish to contact Child-Care Licensing you may do so by calling their main number (713) 940-5200. All suspicions of child abuse or neglect must be reported by calling 1-800-252-5400.

### SB Rates and Programs

6 weeks to 15 months	<b>\$130.00</b> a week
18 months to 23months	<b>\$110.00</b> a week
2 to 4 years of age	<b>\$100.00</b> a week
5 years of age to 12 years of age	<b>\$65.00.00</b> a week for schoolers (half day rate)
5 years of age to 12 years of age	<b>\$80.00</b> a week for the summer (all day rate)
Walk-Ins	<b>\$30.00</b> a day

### NCI Accepted

Spiritual Beginnings hours of operation are 6 am to 6 pm on Monday through Friday. We are closed during News Years Day, Memorial Day, Juneteenth, Fourth of July, Labor Day Thanksgiving Day and Christmas Day. Since routine is important to our center, all children must be in by 10 a.m. or they cannot attend for that day.

Daycare fees must be paid before your child or children can attend for the week. All tuition and fees are due on Monday or first attended day. Money orders and checks are accepted. If the check comes back as insufficient funds, then you are responsible for any bank fees that occur and your checks will no longer be acceptable. Your weekly fee is due even if your child or children do not attend that week. You are allowed to take two weeks out of the year as vacation at no charge for those two weeks. Please notify the center at least two weeks in advance if you are planning to take your child out due to a vacation.

### SB School Structure

All children will be disciplined by appropriate age and understanding level. They will be disciplined with positive methods only. Reacting to their behavior and letting them know that it's

not him/her that is misbehaving, it's their behavior that needs to be corrected. Using supervised separation or time out from the group will be used for repeat unacceptable behavior. If your child/children is unmanageable, we will ask you to disenroll him or her from the center.

### **SB Medical Procedures**

If a child/children becomes ill, we will separate them from the rest of the group and call their parents/guardians. If your child is running a temperature above 100° Fahrenheit, has diarrhea or is throwing up, we will call for you to pick him/her up. If your child is seriously injured or becomes seriously ill, the Spiritual Beginnings staff will administer CPR and/or appropriate First Aid until the EMS Services arrive. We will contact the parent/guardian as soon as possible.

If your child needs prescription medicine administered, please sign the "Medicine list" at our center. Please state the times and amount of medicine to be given to your child. All medication provided must be clearly labeled with the child's full name, directions for the proper amount (dosage) and time to be administered.