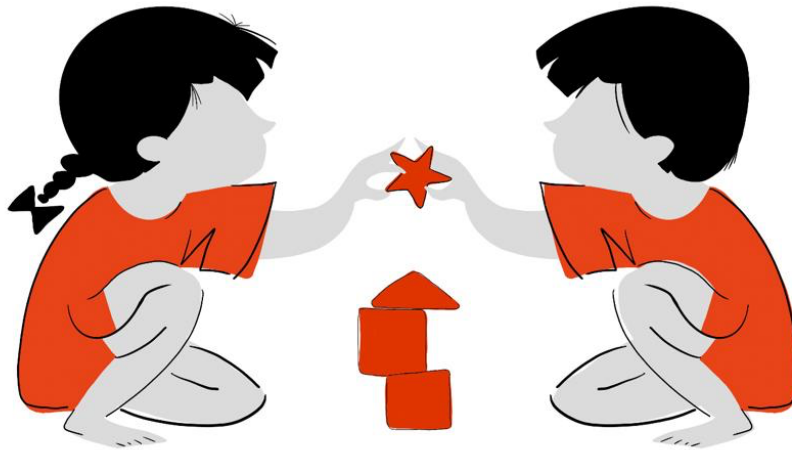


**PARENTS MUST READ THE PARENT HANDBOOK AT THE TIME OF ENROLLEMTN AND WHEN A REVISSION IS OCURRED.**



LITTLE HOUSTONIANS CHILD CARE

# PARENT HANDBOOK

**LAST REVISION  
August 7, 2024**

*This document is reviewed annually and updated if necessary*

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# STORY, MISSION & VISION

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## OUR STORY

My name is Daniela and I am the founder and director of Little Houstonians Child Care. I was born in Bogota-Colombia, allowing me to be fluent in Spanish and growing with a big family. Moved to the US in my early teens, I went to high school and college in the state of Florida and found myself working with children after my husband obtained a job in a decommissioned air force base in Arkansas. We then moved to Houston and I started working for a Pre K and Kinder in a Charter School. Then after a few years my husband and I decided to grow our family. During my pregnancy I started looking for childcare near me and work. While doing tours and reviewing their history with childcare licensing. I realized that none of this big structured daycares were giving me the feeling of HOME.

My husband and I, decided to convert our home into a place for our child to thrive in a safe environment. Allowing us to open the doors to other families looking for child care that feels like home. Where children will get to grow and learn through play, encouraging movement and curiosity, giving them a diverse environment, building language skill, and have place that will develop with children as they reach milestones. All of this while keeping children safe.

And so we opened our home doors and Little Houstonians Child Care was created. Everything was built thinking as parents and educators.

## OUR MISSION

Little Houstonians operates on the belief that children thrive in an environment that values their own uniqueness, while also providing support and opportunities to grow emotionally, socially, and creatively. By building on each child's strengths, interests, and curiosities, Little Houstonians can guide each child to explore the world around them as well as develop new abilities and form close relationships.



## OUR VISION

We look for strategies to help your child develop their intellectual, emotional, social, and motor skills in a comprehensive way, in order to achieve success for the development of their life project.

WE ARE A LICENSED HOME CHILD CARE - MEANING THERE IS A LIVING SPACE FOR THE PRIMARY CARE GIVER

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# HOURS OF OPERATION

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**Hours of Operation:** Monday through Friday: 8:00 AM - 6:00 PM

**Director:** Daniela Alexandra Cabrera Chaves

**Business Phone:** (386) 333-0599

**Email:** admin@littlehoustonians.com

## OBSERVED HOLIDAYS & CLOSURES

Little Houstonians' programs will be **Closed** for the following Holidays:

*New Year's Day  
Martin Luther King Jr. Day  
Presidents Day  
Memorial Day  
Juneteenth (June 19)  
Independence Day (Fourth of July)  
Labor Day  
Columbus Day  
The Wednesday before Thanksgiving, Thanksgiving Day, & the day after. (Wed-Fri)  
Christmas (December 24,25,26)*

Professional development days may occur at 4 times annually and the director must inform you a month ahead. These days have previously been accounted for in our pricing. Some revision may occur annually, and a list of these days will be disbursed.

## MONTHS OF OPERATION

Little Houstonians Child Care will be open all 12 months of the year except for the following days listed above. These may be subject to change.

## INCLEMENT WEATHER, FIRE OR OTHER EMERGENCIES

Little Houstonians will make every effort to remain open during inclement weather. Our goal is to make sound decisions based on the safety of families and staff, while still meeting families' needs for childcare. Little Houstonians may close or delay opening at its discretion. In the case of closure or a delay, we will notify you as soon as possible by phone (text) and by posting the notice on the front door. In general, **we will follow district closures, so if HISD closes for inclement weather, then so will we.** If we must relocate due to fire or another emergency, then our relocation address is 603 E 35<sup>th</sup> St, Houston, TX 77022, Independence Heights Park.

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# RELEASE OF CHILDREN

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## CHECK IN & CHECK OUT

It is important that your child is here for the entire predetermined duration and dropped off and picked up at the same time each day. This will help your child be kindergarten ready and create a consistent schedule that is important for their development. Please keep in mind that the *academic portion of the day begins at 8:30 am*, so please have your child here by then. This will also minimize distractions for other children while they are in the classroom as well.

Our priority is always your child's safety. Little Houstonians will only release children to the parent or guardian and any additional approved pick-up person's designated at the time of enrollment.

In case of a parent or guardian emergency that they need someone outside of the approved pick up list to pick up their child, they must do the following. The parent or guardian must communicate via email, phone, or text ahead of time and provide the full name of the individual that is picking up their child along with a picture of a photo ID. The individual must show their ID at the time of pick up.



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# ILLNESS AND EXCLUSION

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Children who exhibit any sign of illness, as defined by Texas State Licensing will not be accepted into the child care. (Please note that during a pandemic some of these rules, symptoms, or time until your child is allowed back may change. We will always follow the guidelines of the local health department in these matters and notify you via email of these changes.) These signs include, but may not be limited to:

Fever  
Bloody & profuse diarrhea  
Vomiting  
Chicken Pox  
Head lice

The child may return to daycare once the contagious symptoms have subsided for 24 hours (without the use of fever reducing medication) or with a doctor/clinic release.

If your child is still exhibiting flu like symptoms after 24 hrs they may return to daycare after 7 days or prior with a doctor/clinic release.

If your child becomes ill while at the daycare, you may be notified while in class or work to come for your child.

If we are unable to contact you, we will try to reach the emergency contact that you listed on your child's admissions form.

**The following guidelines for excluding children help us to keep many communicable illnesses out of our facility and thereby maintain regular attendance by the majority of the children and staff.** A child will be excluded from the classroom in the event of:

- An infrared temporal (forehead) above 100.2 degrees
- Severe coughing
- Breathing trouble
- Yellowish skin or eyes
- Infected skin patches
- Unusual behavior
- Unusual stool or urine
- Headache
- Vomiting
- Loss of appetite
- Diarrhea
- Sudden appearance or spread of a rash that is not explainable
- Pink eye

Just a friendly reminder we are HOME DAYCARE. We do not count with the resources that Big Centers have such as substitutes teachers.

## MEDICATIONS

The Texas Department of Protective and Regulatory Services mandates that medication is to be administered by us only upon written authorization by you. Following state standards, we will administer medicine only as follows:

Prescription medications must be in the original container labeled with the child's name, a date, directions, and the physician's name. The facility must administer the medication as stated on the label directions. We will not administer medication after the expiration date.

Little Houstonians must ensure that non-prescription medication is labeled with the child's name and the date the medication was brought to the facility. Non-prescription medication must be in the original container. The daycare must administer it according to label directions unless otherwise specified by a healthcare professional in writing. Over the counter medication must be age appropriate.

If your child is seriously ill or injured, 911 will be called immediately, and CPR or appropriate first aid will be administered until emergency services arrive— your child will be taken to either your choice of hospital or the nearest emergency room.

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# DISCIPLINE AND GUIDANCE

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Our priority in discipline is for children to learn how to love and respect each other, they will also be rewarded for any good conduct encouraging to live in harmony. We will not allow aggressive actions such as: physical aggression, hitting, pulling hair, biting, spitting, pushing, or anything that will endanger the other children. Verbal aggression such as, insults, sarcasm, calling names etc. will not be accepted either. If a child is found practicing any of the actions mentioned above, they will be set aside in a corner or thinking chair. Time spent there, will be based on the age of the child and the fault committed.

If a child does not follow the forms of discipline, their parent/legal guardian will be notified, that way we can work together, for the benefit of the child and the facility. If the offence of the child continues, we will reserve him/her the right of attending the facility. Which means she/he will be expelled because she/he will interfere with the discipline and education of the other kids. We want to maintain a healthy atmosphere for the children. All Little Houstonians' staff is trained in appropriate discipline practices and will follow the guidelines below:



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## Guidelines

The discipline and guidance of the children will be consistent, relevant to the behavior, and based on an understanding of individual needs and development.

Positive methods of discipline are always to be used.

Removal of a child from the group, discussion, and redirection are used.

The purpose and goals of discipline are to teach the children appropriate ways to behave.

The aim of all disciplinary action is the development of self-control and to develop the desire within each child to do what is expected and to encourage acceptable behavior.

We do not employ cruel, harsh, or unusual treatment. **Corporal punishment or the threat of corporal punishment and abusive or profane language are prohibited.**

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# SUSPENSION AND EXPULSION

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Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this facility:

## IMMEDIATE CAUSES FOR EXPULSION

The child is at risk of causing serious injury to other children or him/herself.

Parent threatens physical or intimidating actions towards staff members.

Parents exhibits verbal abuse to staff in front of enrolled children.

## PARENTAL ACTIONS FOR CHILD'S EXPULSION

Failure to pay/habitual lateness in payments.

Failure to complete required forms including the child's immunization records.

Habitual tardiness when picking up your child. Verbal abuse to staff.

## CHILD'S ACTIONS FOR EXPULSION

Failure of child to adjust after a reasonable amount of time.

Uncontrollable tantrums/angry outbursts.

Ongoing physical or verbal abuse to staff or other children.

Excessive biting.

Prior to expulsion, a parent will be called, and correspondence will be sent home indicating what the problem is, and every effort will be made by both the facility and the parent to correct the problem. If, after one or two weeks, depending on the risk to other children's welfare or safety, behavior does not improve, and the facility finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of one week's notice to find another facility to provide care for this child.

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# SAFE SLEEP POLICY

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1. All child care staff working in the infant room, or child care staff who may potentially work in this room, will receive training on our infant safe sleep policy.
2. Infants will always be placed on their backs to sleep, unless there is a signed sleep position medical waiver on file. In that case, a waiver notice will be posted at the infant's crib and the waiver filed in the infant's file.
3. The American Academy of Pediatrics (AAP) recommends that babies be placed on their back to sleep. When babies can easily turn over from the back to the stomach, they are allowed to adopt whatever position they prefer for sleep.

4. We will follow this recommendation by the AAP. However, child care staff can further discuss with parents how to address circumstances when the baby turns onto their stomach or side.

5. Sleeping infants will be checked daily, every 15 - 30 minutes, by assigned staff. We will be especially alert to monitoring a sleeping infant during the first weeks the infant is in child care. We will check to see if the infant's skin color is normal, watch the rise and fall of the chest to observe breathing and look to see if the infant is sleeping soundly. We will check the infant for signs of overheating including flushed skin color, body temperature by touch and restlessness.

6. Steps will be taken to keep babies from getting too warm or overheating by regulating the room temperature, avoiding excess bedding and not overdressing or overwrapping the baby.



## SAFE SLEEP ENVIRONMENT

Infants' heads will not be covered with blankets or bedding. Infants' cribs will not be covered with blankets or bedding. We may use a sleep sack instead of a blanket.

No loose bedding, blankets, pillows, bumper pads, etc. will be used in cribs.

Toys and stuffed animals will be removed from the crib when the infant is sleeping. Pacifiers will be allowed in infants' cribs while they sleep.

A safety-approved crib with a firm mattress and tight-fitting sheet will be used.

Only one infant will be in a crib at a time, unless we are evacuating infants in an emergency.

No smoking is permitted in the infant room or on the premises.

All parents/guardians of infants cared for in the infant room will receive a written copy of our Infant/ Toddler Safe Sleep Policy before enrollment.

To promote healthy development, awake infants will be given supervised "tummy time" for exercise and for play.

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# MEALS

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At Little Houstonians, we believe that healthy bodies support healthy minds! In order to ensure that our children have a organize meal schedule. Parents must supply the food. We carry snacks in case of any circumstance.



## MEALS SCHEDULE:

AM Snack at 9:00 am

Lunch at 11:30am

PM Snack at 3:00 pm

Dinner at 5:30 pm

## ALLERGIES AND SPECIAL DIETARY REQUIREMENTS

- During enrollment process, parents are responsible for listing out any allergies on the Admissions form.
- Parents are required to present doctor documentation listing the allergy/allergies as well as a plan of action in the case that the child has a reaction.
- There will be a posting in the facility of food allergies for staff to review as well as the individual plan for each child with an allergy.
- All special dietary requirements must be documented and deemed necessary by a physician and communicated with the facility director.
- Liquids and food hotter than 110 degrees Fahrenheit are kept out of reach of children.
- All staff are educated on food allergies, and they take precautions to ensure children are protected.
- Please keep in mind that we have a "no candy" policy.

# IMMUNIZATIONS

## AS REQUIRED BY THE DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES, CHILD WELFARE AND PROTECTIVE SERVICES:

A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12 - 14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 - 59 months of age, is in compliance with these specified vaccine requirements. Children 60 months of age and older are not required to receive Hib vaccine.

- If the PCV series is started when a child is seven months of age or older or the child is delinquent in the series, then all four doses may not be required. Please reference the information below to assist with compliance:
- For children seven through 11 months of age, two doses are required.
- For children 12 - 23 months of age: if three doses have been received prior to 12 months of age, then an additional dose is required (total of four doses) on or after 12 months of age. If one or two doses were received prior to 12 months of age, then a total of three doses are required with at least one dose on or after 12 months of age. If zero doses have been received, then two doses are required with both doses on or after 12 months of age.
- Children 24 months through 59 months meet the requirement if they have at least three doses with one dose on or after 12 months of age, or two doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, one additional dose is required. Children 60 months of age and older are not required to receive PCV vaccine. For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday. Vaccine doses admin-

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	DTaP	Polio	HepB	Hib	PCV	MMR	Varicella	HepA
<b>0 through 2 months</b>	None	None	None	None	None	None	None	None
<b>By 3 months</b>	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose	None	None	None
<b>By 5 months</b>	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses	None	None	None
<b>By 7 months</b>	3 Doses	2 Doses	2 Doses	2 Doses <sup>1</sup>	3 Doses <sup>2</sup>	None	None	None
<b>By 16 months</b>	3 Doses	2 Doses	2 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	None
<b>By 19 months</b>	4 Doses	3 Doses	3 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	None
<b>By 25 months</b>	4 Doses	3 Doses	3 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>
<b>By 43 months</b>	4 Doses	3 Doses	3 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	2 Doses <sup>3</sup>



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# ADMISSIONS & ENROLLMENT

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**Forms:** For your child's safety and to comply with the state regulations, all enrollment papers and health records must be completed before your child attends this facility. These records and forms are kept in the office and are updated annually at the time of re-registration.

**Immunization Records:** A complete up-to-date immunization record must be provided for children not attending public school within five days of enrollment. Immunizations must be kept current while your child is attending the Facility.

**Physician's Examination Statement:**

A physician's examination statement must be provided within five days of enrollment for children not attending public school. In lieu of such a statement, a parent may certify that their child has been examined by a licensed physician within the last 12 months immediately preceding enrollment, and then provide the physician's statement within 12 months of enrollment. Both the Immunization Record and the Physician's Examination Statement are requirements of the Texas Department of Protective and Regulatory Services. The facility is unable to waive either.

## TUITION AND FEES

Tuition is due in the beginning of the service month (on the 1st) If for any reason you need an alternative payment plan, you must speak to the program director (Daniela Cabrera). Nonpayment of tuition fee for any reason, will result in your child(ren) being declined admittance into our care, until all fees have been paid in full, and in accordance with requirements above. You will receive an invoice on the 15th of each month by email and will have from then until the 1st to complete your payment. We do not offer refunds. This includes for absenteeism or from "Acts of God".

A full school day is from 8:00 am to 3:30 pm. The after-school program is from 3:31 pm to 6:00 pm.

After school price is \$150 per family enrolled in an early program. Other prices may differ per families at the time of enrollment. Please contact director for prices.

## ABSENCES

If your child will be absent, please let us know by 9:00 am that day. Also, please note that if your child is absent for any period of time, we do not offer refunds.

**Separation Procedures:** If it is decided that your child will leave Little Houstonians then we need 30 day's notice of such. You will be billed for that final month of service. If separation happens from the directors discretion then she will give no less than two weeks' notice.

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# ADMISSION & ENROLLMENT

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## ADMISSION FEE



This \$250 fee is charged to purchase educational materials, curriculum supplies, and consumables for your child. The admission fee is due at the time you enroll your child and will become due again at the beginning of the calendar school year.

## CLASSROOM RATIOS

Infants (6wk-17m): capacity is 4 children max/1 teacher

Toddlers (18m-2yrs): capacity is 8 children max/1 teacher

Certain classroom ratios & assignments may change due to licensing requirements, staff shortage, and any necessary classroom combinations (all in accordance with TX licensing minimum standards).

## CHILDREN'S DAILY SUPPLIES

Parents are required to bring a bag containing *labeled*, daily supplies:

- 2 Labeled Bottles or cups (one for water and one for milk)
- Expressed breastmilk for breastfed children.
- Formula for formula fed children. In case the provided formula runs out, we will provide formula but the parent must sign a written consent.
- A change of clothing for emergencies
- Diapers, pull-ups, or training pants & during the summer please bring water diapers.
- Any special powders, ointments, or lotions needed by your child
- Other items such as toys, and supplies will be supplied by the Childcare Facility.
- Please do not send any money, toys, or personal items with your child.
- All toys, equipment, materials, and furniture are placed in the proper age-appropriate areas and are safe for use of the children in that area.
- There are no unsafe or recalled products used at Little Houstonians.

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# POLICIES AND PROCEDURES

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## REST PERIOD

The Texas Department of Protective and Regulatory Services, require that all children have a rest period after the noon meal. No child is required to sleep; however, we do turn out the lights to make the environment more conducive for resting. We have sleeping cots for each children enrolled, where we will make the transition at any time the children is older than 12 months. A SMALL blanket and a SMALL pillow may be brought from home for this time or a sleep cot mat. These items must fit into a backpack or small cubicle. Please do not bring a full-sized pillow or blankets; we do not have the storage room. Little Houstonians will be responsible for keeping a clean sleep area, but parents must ensure that pillows, pillowcases and blankets are taken home on a regular basis to wash.

## PHYSICAL ACTIVITY

At Little Houstonians each child is encouraged to participate in physical activity **outdoor/indoor** for around 90 minutes a day for children younger than preschool age.

## SCREEN TIME

Any child under 24 months is *not* permitted to have any screen time. Children over 24 months may have a maximum of 15 minutes of screen time a day. This may be through supplemental videos or technological facility time.



## TOILET TRAINING

When your child is ready to learn to use the toilet, close and frequent communication between the parent and us is necessary. This should be a positive experience with a lot of encouragement for doing well. We are aware of and look for indicators that a child is ready to learn to use the toilet. Learning to use the toilet requires consistency and patience and can only be effective when the child is ready and with parent participation.

## HOME LUNCH POLICY

We have a "no candy" policy. Please keep in mind that some children may have specific allergies to foods brought from home that could be dangerous if served here. Please, if you are bringing a snack, check with your child's teacher or director to ensure that the snack does not pose a hazard to other children at Little Houstonians.

## CLOTHING GUIDELINES

We do not have a specific requirement for clothing other than closed toed shoes. However, keep in mind that while your child is here, he/she may explore with paint, marker, etc. and will also play outside. The clothes they wear should be comfortable for them and something that they can get dirty in.



## BIRTHDAYS AND OTHER SPECIAL OCCASIONS

Birthdays are always a special time for the children. If it is your child's birthday, you may bring special treats to share with his/her classmates. The treats should always be made as simple as possible and commercially prepared.

Please check with your teacher or the director to ensure that what you are bringing is not a hazard to other children due to allergies. We will be happy to distribute party invitations to classmates; however, we will not send home a list of names, addresses, telephone numbers, without your consent.

Little Houstonians can rent the outdoor playground for weekend parties. Communicate with director for more info.

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# CURRICULUM

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During the childcare program, children will participate in individual and group activities that will encourage them to grow in their cognitive development, social and emotional development, speech and language development, and fine and gross motor skill development by engaging in:

**Music**

**Academic Time**

**Arts & Crafts**

**Circle time**

**Nap**

**Movement**

**Outdoor Play**

**Social and Emotional Development**

**Breakfast/Snacks/Lunch/Dinner**

**Facility Play**

In addition, we do a lot of our activities in English and Spanish to encourage cognitive and social development. With our bilingual and multicultural program, we offer a progressive and holistic early childhood education philosophy. We provide the environment and tools your child needs to succeed to the best of their abilities.



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## INDOOR AND OUTDOOR SECURITY CAMERAS

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We have cameras indoors and outdoors. We can only go back 24/7 for 3 days. In case of an accident or suspecting any abuse or niggle the Director will go through to the recording to take action.



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# WATER PLAY & FIELD TRIPS

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\*At Little Houstonians, we currently do not have any water play or field trips planned. This may be subject to change and a written notice will be given to parents if it does.

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# PARENT - TEACHER COMMUNICATION

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Parents and teacher will communicate **ONLY** through the app ProCare. **Please do not ask the teachers for their personal number.** Teachers are not allowed to baby sit children out of Little Houstonians so please refrain from asking.

At the time of drop off and pick up parents or any authorize adult must have a code and must be type it in on the front door tablet. Through the app parents will receive pictures and updates of their children through the day. Staff is not allowed to use their personal phone for personal reasons **ONLY** to use the ProCare app. Sometimes phones fall of staff pockets, this may cause the children to grab the device as soon as staff is aware they will remove the device from the children. Director must always have the phone on for parent communication or emergencies.

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# PHOTO RELEASE

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At Little Houstonians we take pictures for to send through parents to the app. Some pictures are too cute just to keep for ourselves some of them make it to our social medial and website. **We do not use the pictures of children whose parents have inform us verbally or written that they do not authorize us to use their photos,** if we do, the children face will be blurred. Teachers and staff are not authorized to use any picture to be shared on their personal social media or for any personal gain. Photos of all children must be dress. We do not take pictures of children in any compromised situation.

Parents who don't inform the director to denied photo release, must acknowledge that there is no financial compensation, and it holds Little Houstonians harmless for anything related to the use of pictures in use of social media or commercial use only for Little Houstonians Child Care LLC.

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# PARENTAL INVOLVEMENT

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Your role in the family is foundational in your child's life. They will learn their habits, cultural norms, and how to live from you. Below are ways that you can best help your child:

- Limit screen time for your child.
- Drop your child off at the same time each day. Our scholastic portion of the day begins at 8:30, so please have your child dropped off by then. By arriving by this time each day you also minimize distractions that other students may have and help the children with the consistency of schedule that they will need to have for kindergarten.
- Limit your own screen time when you are with your child as they learn their habits from you. This is especially important when you are at Little Houstonians as this facilitates better communication between you and Little Houstonians' staff.
- Encourage lots of physical activity.
- Read to your child for a minimum of 20 minutes/day in your primary language.
- Contribute to annual surveys to and questionnaires so that we may better serve you and your family.

## Means of communication are as follows:

- Changes in the facility's policies and procedures may be sent by email or home in your child's bag.
- Daily communication such as daily logs of meals, diaper changes, needs, notifications/alerts will be sent through paper via the child's bag.
- Parents are welcome to review the State of Texas Minimum Standards for Child Care Facilities (link: <https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>)
- If there are any concerns or complaints the parents may request a conference with the Director of Little Houstonians in person, by phone or by email.
- Parents may obtain additional information about this facility including our last inspection report by contacting the local Child Care Licensing office. The telephone number for the local office is 713-940-5200. Parents may also obtain information regarding other facilities in this area by accessing the internet and this address: [www.txchilcaresearch.org](http://www.txchilcaresearch.org).
- Families on subsidy, please be sure to update your information as needed.

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# ACCREDITATION (IN PROGRESS)

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TRS accredited facilities meet higher quality standards than many other child care programs.



- TRS provides one-on-one mentoring for teachers and staff, parent educational materials, free director and staff trainings, CDA course scholarships/textbooks, classroom materials, and child progress monitoring.
- TRS is a voluntary, quality based childcare rating system of childcare providers participating in the Texas Workforce Commission Subsidized Childcare Program. Brochures are available if more information is needed.
- You may also wish to visit this website for more information:

[www.texasrisingstar.org](http://www.texasrisingstar.org)  
[www.wrksolutions.com](http://www.wrksolutions.com)

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# REPORTING CHILD ABUSE & NEGLECT

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## INFORMATION ON REPORTING CHILD ABUSE AND NEGLECT:

**Child abuse and neglect are against the law in Texas, and so is failure to report it.**

If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency. You are required to make a report within 48 hours of the time you suspected the child has been or may be abused or neglected.

**What is Abuse?** Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child

**What is Neglect?** Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

### **How to make a report**

1. Call the abuse and neglect hotline at 1-800-252-5400.
2. When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or incidents you have observed, including dates and time of day and keep this information secured.
3. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the investigators to be able to see the physical signs.
4. Give the agency person any information you have about the relationship between the child and the suspected abuser.
5. Please provide at least the following information in your report.
  - Name, age, and address of the child
  - Brief description of the child
  - Current injuries, medical problems, or behavioral problems
  - Parents names and names of siblings in the home

Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as your report is made in good faith. Your identity is kept confidential. Always err on the side of caution. If you have reason to suspect child abuse, but are not positive, make the report. If you have any doubts about whether or not it is abuse, call the hotline. They can advise you if the signs you have observed are abuse. Failure to report is a Class B criminal offense, punishable by a \$2,000 fine and/or imprisonment for up to 180 days. Failure to report also could subject you to considerable monetary liability in a civil rights action.

**CHILD ABUSE HOTLINE 1-800-252-5400**

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# SIGNS OF ABUSE & NEGLECT

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At Little Houstonians, we care about every child's health. We will conduct a health check if deemed necessary.

## Suspect Physical Abuse when you see:

- ~Frequent injuries, such as bruises, cuts, black eyes, or burns without adequate explanations.
- ~Frequent complaints of pain without obvious injury.
- ~Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite, or cigarette burns on any part of the body.
- ~Lack of reaction to pain.
- ~Aggressive, disruptive, and destructive behavior.
- ~Passive, withdrawn, and emotionless behavior.
- ~Fear of going home or seeing parents; injuries that appear after a child has not been seen for several days.
- ~Unreasonable clothing that may hide injuries to arms and legs.

## Suspect neglect when you see:

- ~Obvious malnourishment.
- ~Lack of personal cleanliness.
- ~Torn or dirty clothing.
- ~Stealing or begging for food.
- ~Child unattended for long periods of time.
- ~Need for glasses, dental care, or other medical attention.
- ~Frequent tardiness or absence from school.

## Suspect Sexual Abuse when you see:

- ~Physical signs of sexually transmitted disease.
- ~Evidence of injury to the genital area.
- ~Pregnancy in a young girl.
- ~Difficulty in sitting or walking.
- ~Frequent expressions of sexual activity between adult and child.
- ~Extreme fear of being alone with adults of a certain sex.
- ~Sexually suggestive, inappropriate, or promiscuous behavior.
- ~Knowledge of sexual relations beyond what is expected for a child's age.
- ~Sexual victimization of other children.

All the childcare teachers and administrative staff working at Little Houstonians are annually trained on how to recognize, respond, and report signs of abuse and neglect. The teaching and administrative staff of Little Houstonians are trained and required by the Texas Department of Family and Protective Services to follow all the guidelines and procedures stated above.

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# EMERGENCY POLICIES & PROCEDURES

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The Facility's staff follows the below guidelines during emergencies:

## EMERGENCY EXIT PROCEDURES:

Infant Room: all infants in the classrooms are placed inside the designated emergency evacuation crib, located by the door of the Infant Classroom. All the infants under our care are counted prior to exiting the classroom. Upon evacuation, the staff takes the attendance sheet and the Evacuation Emergency Bag with them and exit the building according to the evacuation chart posted in the room by the door. Once evacuated to a safe place, the staff counts the children again.

All other rooms: the staff knows all the children under their care and counts the children prior to exiting the classroom. Upon evacuation, the staff takes the attendance sheet and the Evacuation Emergency Bag with them and exit the building according to the evacuation chart posted in the room by the door and other locations. Once evacuated to a safe place, the staff counts the children again. After all the children, infants, toddlers, preschoolers, and school-age children have been evacuated from their respective premises, they are taken to one of the designated safe zones depending on the severity of the situation and supervised there until further instructions are given to them by the administration.

## RELOCATION:

In the case that the children need to be evacuated from our facility and relocated, we will notify you immediately. Our designated relocation place is across the street at:

*Independence Heights Park  
603 E 35<sup>th</sup> St, Houston, TX 77022*

## EMERGENCY EXIT DOORS:

Other than the facility's main front doors, all other doors are considered emergency exit doors and will remain accessible at all times. There should not be anything that blocks those doors including furniture of any kind, mats during nap time or anything else.

Fire extinguishers: There is a fire extinguisher in the kitchen. The fire extinguisher is checked every month, upon return from the monthly Fire Drill. The Facility's staff is familiar with the proper use and maintenance of fire extinguishers.

Children are not released to anyone until the emergency is over and the children can be properly accounted for and signed-out on the daily rosters. The children are the facility's responsibility until they are properly signed-out by the parent and/or the authorized guardian.

The facility's staff conducts monthly fire drills, shelter in place drills, and quarterly severe weather drills as required by Child Care Licensing.

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# BREASTFEEDING

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Little Houstonians supports breastfeeding, therefore the facility will accept, store, and serve expressed human milk for feedings in ready to feed sanitary infant bottles. Upon entering into the facility, the teacher will make sure that the bottles are labeled with the infant's' name and date. Teachers will make sure that the bottles are immediately stored in the refrigerator. The ready-to-feed bottles brought by the parents into the facility will be kept in the refrigerator only and for no longer than 48 hours. When feeding the infants expressed human milk, teachers will gently mix, not shake, the milk before feeding to diminish the amount of air consumed by your child and to ensure that the rich proteins and carbohydrates stay intact.

Teachers will ensure that mothers wishing to breastfeed their infants will be given the opportunity to take their infants to their own rooms for feeding or will be provided with a comfortable place in the facility to breastfeed the infant. Teachers will collaborate with breastfeeding mothers by coordinating feedings and making necessary arrangements for the feedings to take place.

Local Breastfeeding Resources:

**La Leche League:** [www.texaslll.org](http://www.texaslll.org)

**The Lactation Foundation Houston:** 713-500-2800, 2636 South Loop West, Suite 135/ Houston TX 77054



## Additional Feeding Requirements

- In addition to human milk, teachers serve the formula that is provided. Little Houstonians will not use jarred baby food but will prepare baby food daily by steaming vegetables and fruits and blending them appropriately. Parents are welcome to bring additional supplemental foods for their infants, the staff will prepare it according to the manufacturer's instructions. When feeding infants, bottle feedings do not contain solid foods unless the child's health care provider supplies written instructions and a medical reason for this practice. Teachers will make sure to discard after one hour any formula or human milk that is served but not completely consumed or is not refrigerated. Human milk and formula is warmed in water at no more than 120 degrees Fahrenheit for no more than five minutes. Microwave ovens are never used to warm human milk, formula, or any other infant foods.
- Teachers do not offer solids foods to infants under than six months, unless recommended by the infant's health care provider and approved by families. Fruit juices are not offered to infants less than 12 months. Teachers avoid offering infants sweetened beverages. If teachers do serve the children juice (only 100% fruit juice is recommended) is served, the amount is limited to no more than four ounces per day.

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# OPEN DOOR POLICY

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## You are always welcome!

Parents may visit their children in our facilities any time they wish. We do ask parents who plan to visit their children frequently to follow the classroom routine, to avoid disturbing classroom schedules and activities. If you wish to meet with the Director or a staff member, please make an appointment so that arrangements can be made.

At Little Houstonians, we appreciate parents' valuable input on the care of their children, and encourages parent participation. Parents can visit as much or as little as their schedules (and children) will allow. We also invite grandparents to come and visit and read a story to the class. If you are going to have a grandparent visit us, please let your child's teacher know so that we can expect them.

What parents can do at the facility: (Just a Few Suggestions)

- Share your skills—play an instrument, tell a story, share your cultural traditions.
- Make an appointment to discuss your child. Childcare staff are happy to discuss your child, but keep in mind that pick-up & drop-off times are the busiest times for staff.
- Communicate with staff about any big changes in your child's life; changes in family circumstances, moving to a new house, death of grandparent etc.
- Donate and recycle materials for arts and crafts.
- Try to attend whatever celebrations, open-evenings, fundraisers etc.





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# GANG FREE ZONE

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As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. The new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care. The following is a tip sheet to assist the facility in complying with the new law. This information will be posted at the facility and copies will be provided to parents.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where prohibited gang-related activity is subject to increased penalty under Texas law. The specific locations include day care facilities. The gang-free zone is within 1000 feet of your child care facility. For more information about what constitutes a gang-free zone please consult sections 71.028 and 71.029 of the Texas Penal Code.

How do parents know where a gang-free zone ends?

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution.

Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

What is the purpose for gang-free zones?

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to determine certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does it mean for our facility?

A child care facility must inform parents or guardians of children attending the facility about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your facility is a violation of this law and is therefore subject to increased penalty under state law.

What can we do?

As parents, we need to be aware of our surroundings and if we suspect a gang or drug related activity is occurring, please call 911.

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# CIVIL RIGHTS POLICY

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Little Houstonians receives a reimbursement for the purchase of meals in order to serve healthy meals to your children. Little Houstonians is responsible for ensuring that all eligible children have equal access to the USDA Child and Adult Care Food Program. Per this program, and Little Houstonians Policy, we cannot discriminate in employment or program participation based on:

- Race
- Color
- National Origin
- Sex
- Age
- Disability

We strictly adhere to and enforce the provisions of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA), both within our administrative office and our facility of operations.

## Public Notification

The Facility notifies the public as follows:

- Display the official USDA nondiscrimination poster ("...And Justice For All") in a prominent place;
- Make program information available to the public upon request;
- Provide information materials related to the CACFP-CCC in languages other than English, if the need exists; and
- Provide the following nondiscrimination statement and complaint-filing procedures in all applications and program-related information intended for the parents of current and potential participants:

**In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.**

**To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.**

In Spanish the non-discrimination statement and complaint-filing procedure is:

**De acuerdo con la ley federal y las políticas del Departamento de Agricultura de los EE.UU. (USDA, sigla en inglés), se le prohíbe a esta institución que discrimine por razón de raza, color, origen, sexo, edad, o discapacidad.**

**Para presentar una queja sobre discriminación, escriba a USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, o llame gratis al (866) 632-9992 (voz). Personas con discapacidad auditiva o del habla pueden contactar con USDA por medio del Servicio Federal de Relevos (Federal Relay Service) al (800) 845**

**-6136 (español) o (800) 877-8339 (inglés). USDA es un proveedor y empleador que ofrece oportunidad igual para todos.**

The non-discrimination statement is printed in its entirety on all program documents that are intended for the public. However, civil rights laws allow the Facility to restrict program participation based on age or sex commensurate with the objectives of the CACFP program recipient, for example, child care facilities can deny the participation of elderly persons, shelters for battered women can deny the participation of men.

Program-related written materials are provided to all current and potential program participants with the nondiscrimination statement and complaint-filing procedures included.

NOTE: When human likenesses are used in program materials, reasonable efforts are made to depict an ethnic balance.

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# RESOURCES

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## Harris County Resources



Family Houston is an excellent local resource for families. They have a comprehensive list of local resources. This list ranges from shelters, to food programs, to counseling services, etc. We highly recommend that you check out their page and/or give them a call:

<https://www.familyhouston.org/>  
(713) 861-4849  
4625 Lillian St. Houston TX, 77007



Collaborative for Children is another fantastic local resource for families:

<https://www.collabforchildren.org/families/parent-education-programs-greater-houston-area>  
(713) 600-1100  
1111 North Loop West, Suite 600  
Houston TX, 77008

## Free Activities in Houston

Below is a list of several activities that you can do for free in Houston. You may also want to check out the link below to see up-to-date free events: <https://www.houstononthecheap.com/things-to-do-in-houston-this-week>

- ◆ Miller Outdoor Theater
- ◆ Discovery Green
- ◆ Art at the Menil Collection
- ◆ Contemporary Arts Museum
- ◆ Watch bats emerge at the Waugh drive bridge
- ◆ Houston Arboretum and Nature Trails
- ◆ Asia Society Texas Facility
- ◆ Contemporary Arts Museum Houston
- ◆ DiverseWorks
- ◆ Houston Facility for Contemporary Craft
- ◆ Houston Facility for Photography
- ◆ The Jung Facility
- ◆ Lawndale Art Facility
- ◆ Moody Facility for the Arts
- ◆ Rothko Chapel

The following Museums are free on Thursdays:

- ◆ The Children's Museum from 5:00 pm to 8:00 pm
- ◆ Houston's Museum of Natural Sciences from 3:00 pm to 6:00 pm (during the summer it is 6:00 pm to 9:00 pm)
- ◆ Museum of Fine Arts, Houston from 10:00 am - 9:00 pm
- ◆ The Health Museum from 2:00 pm - 7:00 pm
- ◆ Houston Museum of African American Culture from 6:00 pm - 8:00 pm
- ◆ Buffalo Soldiers National Museum from 1:00 pm - 5:00 pm