**The Wiggle Room Operational Policies**

“Where Little Learners Are On The Move”

Serving ages 6 weeks through 12 years

#### Our Philosophy and Goal: At The Wiggle Room, we strive to create a safe and loving environment for our children and their families. We believe that the experiences a child has in the first years of life are critical to development. With this in mind, we strive to fill our days with meaningful and educationally sound activities that will enhance all aspects of our children’s lives.

#### Curriculum Goals: It is our goal to ensure that every student who graduates from The Wiggle Room will enter Kindergarten exceedingly prepared to be at the top of their class. Each class has a preplanned curriculum prepared by master teachers that includes academic, social, and developmental goals that are age appropriate. Student progress is monitored three times a year through teacher evaluation and results are used to guide our small group instruction. Every effort is made to meet each student where they are and to bring them to where they need to be in a hands-on and exciting way. We are a four star center with the Texas Rising Star program and as such follow lower ratios than state standard.

**I. Daily Operations**

A. Hours

* The Wiggle Room is open for operation year-round from 6:30 am to 6:00 pm Monday through Friday (except for designated holidays).

#### We have an open door policy, which means you are free to visit whenever you would like.

B. Holidays

* The Wiggle Room will be closed on the following holidays:

          New Year’s Eve and New Year’s Day\*

          Good Friday

          Memorial Day

          Independence Day

          Labor Day

          Thanksgiving Day and the day after Thanksgiving

          Christmas Eve through the day after Christmas\*

 \*Closed days may be adjusted when holidays fall on the weekend

C. Conferences

* If at any time a parent has questions or concerns about the policies and/or procedures of The Wiggle Room, they are encouraged to speak directly with the director either at drop off, pick up or by scheduling a meeting time. Meetings are best scheduled by sending an email to wiggleroompasadena@hotmail.com. Please understand that our teachers are responsible for the safety of their student’s at all times and will not be able to have lengthy conversations at drop off or pick up due to this reason.

D. Parent Involvement

* There will be numerous events throughout the year in which parents will be invited to participate. These events will be communicated through email in the form of newsletters and calendars or through Bright Wheel. Some of these events include the costume parade, pilgrim picnic, fundraising, Christmas concert, graduation and classroom parties.

C. Inclement Weather Policy

* Closings of The Wiggle Room will coincide with decisions of Pasadena ISD. In the event the weather worsens during the day, parents will be contacted by telephone, email and/or Bright Wheel to notify them of the closing time. During winter and hurricane season in particular, be sure to watch the local news for information about Pasadena I.S.D. closing. If The Wiggle Room is closed for inclement weather or other emergency situations, tuition will still be due for that week without discount.

D. Meals and Food Services Practices

* The Wiggle Room prepares a hot breakfast and lunch in house daily. We also provide an afternoon snack. Parents are asked to provide a 5 pm snack if their child will be at The Wiggle Room at that time. All liquids and food hotter than 110 degrees Fahrenheit are kept out of the reach of children for safety reasons. Menus are emailed each month and are available in the front office. The Wiggle Room is monitored twice a year by the Pasadena Health Department. Reports are available to view in the front lobby.
* Food of any kind will not be used to reward good behavior or to encourage children to eat everything on their plate. Nutrition education will be used to encourage healthy eating habits and choices.
* Infants must be provided with enough sanitized bottles daily for all normal feedings plus one. So if your infant normally has 3 bottles during the school day, we would need 4 sanitized bottles to be brought each day.
* Our early toddler classes (Inchworms, Glowworms & Frogs) are provided with an assigned sippy cup to use while at school. Sippy cups from home will be left in the child’s bag throughout the school day.
* Our older toddlers through school agers are expected to drink from open cups. They range in size according to the age of the children. Spills are expected with our younger children, but we believe that drinking from a traditional cup is an important skill that needs to be worked on daily. Bottles are not age appropriate for our children ages 2 and up and therefore will not be offered at school.
* Students are allowed to bring breakfast, lunch and snacks from home if they so wish. The Wiggle Room is a nut free zone. Please be aware that any nut products will not be allowed at school due to severe allergies. Students who bring lunch from home will have fresh fruit and vegetables available to them at school. Food brought from home for individual children’s consumption must be brought in containers that will ensure proper temperatures are upheld. Room in the refrigerator is very limited and cannot accommodate student lunches or snacks. Make sure to include freezer packs if any food items need to remain cold. We also do not have the capability to microwave personal food. Please make sure your choices can be eaten as is, without preparation.
* Nutrition education information is available upon parent request. Information on foods that may cause allergic reactions is also available upon request.
* Any food brought to The Wiggle Room that is to be shared, must be store bought. Shared food may be brought for birthdays and parties only. We do not allow any homemade food.

**II. Arrivals and Departures**

A. Arrivals

* Parents may begin drop off at 6:30 am.  Upon arrival the parent is to sign in using the Bright Wheel system.
* Parents are responsible for checking the child’s bag to ensure that all necessary items are in place.  The daily reports include information to help parents keep track of their child’s needs for the following days, but it is ultimately the parent’s responsibility.  Please ensure that you receive and read your child’s report. If you think you may be almost out of something, please make sure to ask the teacher or check your child’s cubby.
* Parents are encouraged to have their child arrive by 8:00 am so the child does not miss breakfast or any of the day’s activities. A child arriving more than 15 minutes after breakfast has been served, for his or her class, needs to be fed at home.
* The breakfast schedule is as follows: Ones 8:15; Twos 8:30; Threes 8:45; Fours 8:50.
* Please understand that schedules and consistency are very important and therefore we do not accept arrivals after 10:30 am without previous notice.
* Please call to inform us of absences when they occur. This is especially important for school agers who would no longer need to be picked up from school.
* School Agers must arrive no later than 7:15 am on school days and 9:00 am on field trip days. If your student needs breakfast, they must arrive by 6:45 am on school days.

B. Departures

* Children may leave at any time of the day.  A parent or authorized representative of the parent needs to sign out each child using their 4 digit code.
* There must be a written request from a parent if anyone not previously authorized is to pick up the child.  Please inform us beforehand if a child will be picked up or dropped off during naptime (11:30 pm-2:30 pm) to prevent disturbing other children.
* Please ensure that anyone new to picking up your child brings a photo id. We will not release children to unidentifiable persons. Please inform anyone new to pick up, that they must visit the front office in the main building immediately upon arrival.
* If the person in charge is not familiar with a visitor, we will require that a copy of their driver’s license be made and that the name on the driver’s license match exactly to the information in the child’s folder.

C. Bright Wheel

* The Wiggle Room utilizes the “Bright Wheel” app to communicate daily with our parents. Immediately after enrollment, please go to your app store and download Bright Wheel for free. If you do not have the app, we will not be able to send you information on your child’s day and what they may need. The Wiggle Room will be able to provide each parent with a unique access code that will be needed before Bright Wheel can be used. We will post daily activities including eating, diapering and napping as well as pictures and video of your child during the day. You must check Bright Wheel every day to ensure that your child has everything they need. You may update your contact information at any time in the Bright Wheel system. Please also communicate any changes with the front office staff.

D. Late Policy

* The Wiggle Room closes promptly at 6:00 pm.  Parents arriving after 6:00 pm will be assessed the following fine:
* $1.00 per minute past 6:00 pm based on The Wiggle Room’s office clock.
* If multiple children in the same family are present after 6:00 pm, the fine will be per child.
* Late charges will be due the following day.

**III. Daily Activities**

A. Necessary Items for Your Child

* Parents are responsible for ensuring that their child has a small pillow, light blanket, two complete changes of clothes including socks, a nap mat (these can be purchased year round at teacher supply stores),insect repellant and sunscreen (labeled with your child’s name in permanent marker).  Nap mats will need to be replaced by the parent if they become ripped or torn at any time.
* Sunscreen and bug spray that is provided by parents, will be applied before outdoor play time on days when deemed necessary. This will be done at the teacher’s discretion.
* A towel and swimming suit are requested for water play during the summer months.
* Children who are not potty trained will also require diapers, wipes, powders and creams. All items need to be labeled with the child’s first name and last initial.
* When dressing your child, please take note of the current and possible changes in temperature for the day. It is encouraged to leave a jacket at school in case of a drastic change in the weather. We take the children outside twice a day when the weather is dry and between 50 and 100 degrees Fahrenheit. We require children to wear closed toed and closed heel shoes every day.  Boots should be avoided unless it is a special occasion like rodeo time.
* Please ensure that all necessary items fit into your child’s bag. Oversized pillows and stuffed animals should be left at home.
* Make sure that all items brought to The Wiggle Room are labeled with your child’s name or initials. When bringing diapers, label each with your child’s first and last initial on the folded area.
* Personal toys are to be left at home and will not be searched for or replaced if lost or broken.

B. Infant Care

* Infants will need to bring clean bottles with water inside if using formula or empty if breast feeding. Send enough bottles for a full day +1 in case of an accidental spill. If your child uses a pacifier, make sure it is clearly labeled with your child’s name or initials. Formula needs to be brought in a premeasured sectioned container or a full can may be brought. Breast milk may be brought daily in storage bags equal to the number of bottles brought. Breast milk may also be brought in frozen. Make sure all frozen breast milk is labeled with the child’s name and the date of expression. Bottles will be returned daily for home sterilization. Non-walking infants are not allowed to use blankets per state regulations. Sleep sacks must be provided if you would like your child covered during naps. The Wiggle Room typically has sleep suits available, but bringing your own is the best bet. Sleep sacks must allow for the infant to have freely moveable arms and legs. Infants may not sleep with any item in their crib except a pacifier. This means no teething necklaces, no pacifier clips, no toys and no blankets. Infants must always be placed to sleep on their backs. Infants that roll over on their own will be the only children sleeping in other positions. Children must always sleep in their cribs and will not be allowed to sleep in bouncers, rockers, or any other restrictive device. Infants will sleep on a firm mattress with a fitted sheet. Please help us by having your child follow the same sleep routines at home. Back is best!

C. Personal Toys and Food

* Personal toys from home often cause conflict, so please leave them at home or in your car.  If comfort items are needed for nap time, they will only be brought out during nap time.  Comfort items may not have moveable parts, lights or make any sound. All items brought from home must fit into your child’s bag.
* Breakfast, lunch and afternoon snack will be provided for all children. Children ages 12 months and up will receive a hot breakfast and lunch and a light afternoon snack. Infants may receive HEB Iron Advantage formula, rice cereal, puff snacks and baby food. Monthly lunch menus will be available listing breakfast, lunch and snack for the day.  If your child has food allergies, please make sure that you check the menu and provide meals for any questionable days. You must also complete a F.A.R.E. form, available at the front desk, if your child has food allergies. The Wiggle Room encourages moms to breast feed when possible and they may do so while their child is in care.  We will provide a comfortable place, with a seat, for mothers to do so.  Breast milk may be brought in for use daily.  A compilation of breastfeeding education and support resources in the community is available upon parent request.

D. Field Trips

* Field trips will be incorporated into our school aged program schedule during the summer months. Separate permission forms will be requested for each excursion.

E. Water Activities

* Water activities will be limited to splash pad play if authorized by the parent on the admission form. Water days will be every Friday during the summertime. All walking children will be able to play in the splash pad for 30 minutes. Please make sure to bring your child in their swim clothes and water shoes (must have closed toes and backs). Make sure they have a towel and full change of clothes with them as well. Please do not have your child in a water diaper at drop off. They tend to leak very quickly. Please provide a water diaper by placing it in your child’s bag.

F. Transportation

* The Wiggle Room transports school aged children to and from school and on field trips during the summer months.

G. Animals

* Animals are not permitted at The Wiggle Room except for special events. Animals such as chickens, ducks, snakes, turtles, lizards, iguanas and frogs will never be allowed. Other animals such as pigs, rabbits, horses and donkeys, for example, may be present for “Go Texan” day.

H. Screen Time Policy

* Students will be limited to no more than 30 minutes of screen time in the morning and 30 minutes of screen time in the afternoon. This would include any electronic devices, i.e., computers, televisions, tablets, projection screens, etc. All screen time material will be directly related to the curriculum and will be educational in nature.

**IV. Health Policy and Care of Ill Children**

A. Medicine Administration Policy

* The Wiggle Room will administer medication to children for whom a plan has been made and approved by the child’s physician.  Parents should check with the child’s physician to see if a dosage schedule can be arranged that does not involve the hours when the child is at school.  Whenever possible the first dose of medication should be given at home so that parents can monitor the child for any type of adverse reaction.  The Wiggle Room will not administer prescription medicine that is to be given two or fewer times daily.
1. Procedures—Prescription Medicine

The Wiggle Room will administer prescription medicine only if the parent has provided written consent and the medicine is in the original container with a current prescription label.  A parent provides written consent by filling out the Permission to Administer Medication form available at school. The form requires the following information, date, time, name of medication being authorized and a parent’s signature. Medication will not be given if form is not filled out completely and specifically. The Wiggle Room will never administer medicine in which dosage may change throughout the day or that we are required to calculate the dosage. We currently only administer epi pens, rectal seizure medications and oral medications.

Medication will not be used beyond the date of expiration on the container, or beyond the instructions by the physician.  On the last date of the prescription, the container will be returned to the parent.

1. Procedures—Over-the-Counter Topical Medicine

The following over-the-counter topicals can be administered by The Wiggle Room :

* Diaper cream
* Sunscreen
* Insect repellent

Consent for administration of the above items is given by parent when item is labeled with first name and last initial by parent.

If the instructions state that the item is not age-appropriate for the child, we must have a physician’s note to administer it.  Topical medicine must remain in the original container and be clearly labeled with the child’s first name and last initial.

1. Procedures—Over-the-Counter Internal Medicine

Over-the-counter internal medication will be administered by The Wiggle Room using the following guidelines:

* Over-the-counter medicine will only be administered if it is to prevent a more extreme condition, for example, Benadryl given to prevent anaphylaxis.

B. Texas Licensing laws require that each child have a medical form filled out and signed by a licensed health official.  Each child must be up to date with all required immunizations.  That record must be updated with each new immunization. If you are not following the vaccine schedule given by the State of Texas, you must have an official waiver on file.

C. Allergies and Dietary Restrictions

* All allergies and dietary restrictions should be listed on the admission form and communicated verbally with teachers and directors at enrollment.

D. Care of Sick Children

* If your child is ill please keep them at home.  Children who become sick while at school will need to be picked up as soon as possible.  The following is a list of illnesses that would require exclusion from school:

          Fever (101.0 or higher will be sent home) If you believe your child’s fever is due to a non-contagious issue (i.e. teething), please bring a doctor’s note stating the cause of the fever and your child will be readmitted.

          Vomiting

          Diarrhea

          Cold

          Bronchitis

          Impetigo

          Pinkeye/Conjunctivitis

          Ringworm/Tinea

          Roseola

          Strep Throat

          Thrush

          Chicken Pox

          Esanthum

          Lice

          Certain Rashes

          Certain Ear Infections

E. Readmission after an Illness

* A child must be well enough to participate fully in all school activities, both indoor and out, in order to return to the center.  The Wiggle Room reserves the right to require a doctor’s authorization for a child’s return if there is any question concerning a child’s condition.

F. Emergency Illness or Accident Policy

* In the event of serious, sudden illness or a serious accidental injury, 911 will be called and the child will be taken to the Emergency Room.  Parents will be contacted immediately.  An emergency medical plan is posted in the school.  Staff has been trained in First Aid, CPR and with Epi Pens.  In the event of an accident, a form will be completed by the teacher who witnessed it and signed by the parent.

G. Minor Injuries

* Minor injuries such as bumps and scrapes will be treated by the staff.  When parents pick up the child at the end of the day, they will be informed verbally.

H. Vision and Hearing Screening

* Any child who has turned 4 years old as of September 1st of the current year must submit results from an individual visual acuity and sweep check within 120 days of enrollment. This is typically provided as a note from your pediatrician verifying the testing was done and with the results from the testing.

I. Tuberculin Testing

* Harris County Department of Health Services does not currently require tuberculin testing for children or adults in a child-care center. The Wiggle Room, therefore, does not require TB testing of its students or teachers.

J. Abuse and Neglect

* Employees of The Wiggle Room are required to attend at least one hour per calendar year of child abuse and neglect training. Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Call 1-800-252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. The Queensland College of Teachers provides videos on you tube that provide information on warning signs, prevention techniques and ways the community can help. You can access these videos at http://www.youtube.com/user/qldcollegeofteachers. Information on obtaining assistance, intervention, and reporting child abuse and neglect can also be found at https://www.dfps.state.tx.us/contact\_us/report\_abuse.asp.

K. Health Checks

* As a preventative measure, The Wiggle Room will randomly conduct health checks which may include but are not limited to checking for lice, bruises, cuts, scrapes, runny noses and fever.

L. Employee Vaccines

* At this time, employees of The Wiggle Room are not required to receive any additional vaccines as a condition of employment.

**V. Tuition and Fees**

A. Fee Schedule

* Tuition is due each week by Tuesday at 6:00pm. If tuition has not been received by Tuesday at close, there will be late fees added to tuition. The late fee schedule is as follows: Payments made any time Wednesday: add $5 late fee

Payments made any time Thursday: add $ 10 late fee
Payments made any time Friday or later: add $15 late fee

* Your account must be up to date by Friday of each week or admission will be revoked.
* Please make sure that you receive a written tuition handout upon enrollment so that there is no confusion on pricing.

B. Procedures for Payment

* All tuition must be paid by money order or through the Bright Wheel app. Payments on Bright Wheel can be made through and ACH draft from your checking account or with a debit or credit card. Please inform the front office staff if you will be paying with a debit or credit card as there is a $3.50 fee that will be added for these payments.
* Automatic withdrawal is available on a monthly, bi-weekly or weekly basis through Bright Wheel. Please be aware that if you pay monthly through Bright wheel, there will be a 5th week in some months that will need to be paid separately either through a Bright Wheel invoice or money order.

C. Registration Fee

* A $200 registration fee must be paid before a student is officially enrolled at The Wiggle Room. The registration fee is only paid one time unless there is a gap in enrollment. For example, if your child does not attend during the summer, but plans to return at the start of the new school year, the registration fee must be paid again for your spot to be held. Registration fees may be paid by cash, check, money order, Bright Wheel invoice or by credit or debit card in person or over the phone. PISD employee’s children receive 50% off of their initial registration fee. The discount does not apply to any reenrollment fees.

D. Refund Policy

* Registration fees are non-refundable. Paying a registration fee allows us to hold a spot for your child which means not accepting another student. Tuition is due year round regardless of attendance to remain enrolled. If tuition is paid in advance and a student unenrolls before using all tuition, that tuition will be refunded. If the student wants to remain enrolled, tuition is due every week, regardless of attendance.

**VI. Enrollment Procedures**

A. Required Information

1. The items listed below must be completed before enrollment:
* Registration Fee
* Registration Form signed by a health official
* Operational Policies form, signed by parents
* Emergency Phone List
* CURRENT shot records
* Infant Feeding Statement (for children under 12 months)
* Operational Policy on Infant Safe Sleep (for children under 12 months)
* Infant Feeding Instructions (for children under 12 months)
* Vision and Hearing Screening results (for children 4 years old on Sept. 1 of the current year)
* Food Program Enrollment Form
* Media Release Form

B. Withdrawal

* A minimum of two weeks written notice given to the director is required. This can be done in person or through email to wiggleroompasadena@hotmail.com. Tuition for these two weeks is required, regardless of attendance.

C. Special Needs Children

* At this time, The Wiggle Room is not able to accept children with special needs due to the need for additional and specially trained staff that may not always be available.

D. Behavior

* At The Wiggle Room, we have a full academic day. This requires that all students be able to exhibit behaviors that are conducive to a fast paced classroom. If the behavior of one student hampers the progress of the class, a concerted effort will be made to accommodate that student. If these attempts do not prove successful, the student may be asked to find an environment that is better suited.

E. Vacation

* As a courtesy to our parents, we allow for four weeks of free vacation time per enrollment year. Two are allowed during the school year and two more during the summer when enrolled full time. Beyond those two weeks, tuition is required to maintain enrollment status regardless of attendance. Vacation can be used when the student is out for the entire week. Nine consecutive months of paid tuition are required before vacation time is earned. Consecutive is defined as without breaks in tuition. Any breaks in tuition would constitute starting the nine months over.

F. Policy Changes

* Parents will be notified by email of any policy changes and will be asked to resubmit any forms on which changes have been made.

**VII. Discipline Policy**

* Praise and positive reinforcement are effective methods for managing the behavior of children.  When children have positive, non-violent, and understanding interactions with adults and other children, they develop good self-concepts, self-esteem, problem-solving abilities and self-discipline.  Based on this belief of how children learn and develop values, The Wiggle Room practices the following discipline and behavior policy:

Discipline is:

* Individualized and consistent for each child;
* Appropriate to the child’s level of understanding;
* Directed toward teaching the child acceptable behavior and self-control;
* A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
	+ Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
	+ Reminding a child of behavior expectations daily by using clear, positive statements;
	+ Redirecting behavior using positive statements; and
	+ Using brief supervised separation or time out from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of the child’s age.
* Chronic behavior issues will be addressed on a case by case basis. In the event of chronic misbehavior resulting in injury to other children or causing a major impediment to the academic progress of the class, a child may be suspended or asked to leave The Wiggle Room. This will be at the discretion of the director.

**VIII. Parental Involvement**

* Parents are encouraged to participate in all aspects of their child’s development.  If there are ever questions or concerns about any policies or procedures of The Wiggle Room, the director or assistant director will be available to discuss your child’s needs.  On select days, there may be need for parent volunteers.  Parents will be notified in writing of these opportunities.  Texas Department of Family and Protective Services minimum standards are available for parental review at <http://www.dfps.state.tx.us/>.  This site can also provide information about The Wiggle Room’s most recent Licensing Inspection Report. Parents may contact the local Licensing office at 713-940-3009.  The DFPS child abuse hotline is 1-800-252-5400 and the DFPS website is <http://www.txabusehotline.org/>

**IX. Gang-free Zone**

* Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone.  Criminal offenses related to organized criminal activity are subject to harsher penalty.

**X. Emergency Preparedness Plan**

* In the event of a sudden weather-related emergency, children will be secured in hallways with doors and windows locked.  If the event includes unsafe air quality, the a/c will be turned off.  In the event of a fire, the posted fire routes will be used to evacuate all children and adults.  In the event of a volatile person in the vicinity, all windows and doors will be locked and children taken away from all windows. If the event of an emergency which renders the building unsafe, we will move all children to 3602 Federal Rd Pasadena, TX 77504. All students when then need to be immediately picked up from this location.

I have read, understand and agree to all operational policies of The Wiggle Room:

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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