

## **OPERATION TIMES**

TEGA office hours are 10:00 am- 6:00 pm Monday-Friday.

~KDO Summer Camp operates June, July, and August. Hours are from 8:30am to 6:00pm. Early drop begins at 7:30am.

After School Care: August – May of the academic school year Monday - Friday, TEGA provides pick up from designated schools. Once at our facility students will be given a nutritious snack and then divided into age groups. Students will then rotate in their groups to outdoor play, multipurpose room, game room, gym, and sports courts. Care concludes at 6:00pm. Each day. TEGA will provide early pick up for school designated early dismissals, as well as camp days for school holidays. \*See camp dates

## **STATEMENT OF PURPOSE**

Our program is designed to provide high quality care in a safe and nurturing environment that promotes physical, emotional, creative, social, and cognitive development for children.

## **ENROLLMENT PROCEDURES**

Prior to participation in our program, all registration information is completed online through TEGA's registration page. If your child has special needs, a medical condition, or a behavior plan a meeting with the director must be scheduled prior to the student's attendance.

## **TUITION**

Tuition is billed monthly for After School Care and drafted automatically on the 25<sup>th</sup> of the preceding month. Parents may opt out of auto-draft by paying the full amount due at least one business day prior to the 25<sup>th</sup>. Tuition is

calculated on a 36 week school year, which allows for a holiday break in December and a Spring break in March, and divided into equal monthly payments.

KDO tuition is drafted weekly and payment schedules will be available at registration.

## **DROPPING OFF YOUR CHILD**

The facility opens at 7:30am for early drop off during the summer. From 7:30 - 8:00 they will be allowed to eat breakfast if you choose to bring something. At 8:00 we will start separating into our groups. We want all campers to be here by 8:30 as we will start our day promptly at 8:45.

---

**Pick Up Procedures:**

After School Care: Parents should come to the front desk or take advantage of our drive up and sign their child out of the attendance book. At that time a staff member will call for your child. Persons other than the designated parent/ guardian must be listed as a contact person, as well as provide a driver's license or show us your TEGA pick up card.

IF TEGA IS NOT NEEDED FOR PICK UP: If your child is not needing to be picked up from school by TEGA's transportation team a parent / guardian must phone / notify the TEGA's front desk personnel no later than 1:00 pm to be marked as a no pick up. TEGA staff will not be able to leave a school until every student has been marked present unless they are on the no pick up list. If students do not come to the day care pick up area in a timely manner, TEGA staff will phone parents to confirm pick up plans prior to leaving the campus. If parents are unable to be reached within 15 minutes TEGA will then contact the school's office to determine if the student was marked present that day.

**KDO Pick Up Procedures**

Pick up is from 4:00-6:00 PM If you need to pick up before this time please come to the main building front desk. From 4:00-6:00 pick up will be at our sports courts in suite #500. If you are in a rush call the front desk 806-866-9765 and we will have your child ready when you arrive.

**HOURS**

TEGA will open at 10:00 AM during the academic school year (August – May) and close at 6:00PM. Please note that the late fee will be added to your account that day. If a child has not been picked up within 30 minutes of the designated pick up time TEGA is required to contact Child Protective Services.

---

## **TEGA CURRICULUM**

TEGA provides an integrated, hands-on environment that fosters exploration, experimenting and discovery. Our staff chooses resources and texts that help us provide a developmentally appropriate program of education and physical activity. Below are a list of our goals and objectives.

### **Social**

- Learn to play, work & communicate with peers & adults
- Adjust to group situations
- Accept others that may be different from self
- Develop a sense of community
- Accept change in environment and routines

### **Emotional**

- Develop a positive self-concept
- Be free to risk failure and make mistakes
- Show independence and responsibility
- Channel emotions in appropriate and acceptable outlets

### **Physical**

- Develop gross and fine motor skills
- Develop hand-eye and eye-foot coordination
- Become aware of his/her body
- Learn basic gymnastics skills

### **Creative**

- Provide opportunities for creative expression
- Become familiar with the use of scissors, glue, crayons, and other art supplies
- Expose children to rhythm, beat, and music

### **Intellectual**

- Continue to develop language use and understanding (ex. alphabet recognition and writing skills)
- Develop pre-reading and reading skills (ex. distinguish left from right, top from bottom, and phonics)
- Gain awareness of shapes and colors
- Develop number skills (ex. counting, use of calendars, time, and measurement)
- Enrich lives with appropriate children's literature
- Expand science concepts (ex. body parts, 5 senses, and observe, understand, collect and investigate nature)
- Develop listening skills
- Develop an ever-increasing attention span

## **MUSIC and MOVEMENT**

We feel that no curriculum is complete without a strong emphasis in music. Music and movement is vital to developing creative expression, imagination, and self-esteem in our

## **REST TIME**

Children enrolled in KDO will participate in a rest time following swim time. ASC students do not have a designated rest time unless child requests to rest.

---

### **KDO CURRICULUM**

The Kid's Day Out curriculum includes indoor sport games, outdoor sport games, arts & crafts, swimming, gymnastics, and field trips. Please refer to the posted daily schedule for specific activities.

### **SNACK**

TEGA offers an after noon snack during the school year and summer. A snack calendar will be posted on the bulletin board for parents to view. We ask that if your child has allergies that they have a personal snack from home sent daily that is clearly labeled with students first and last name, as well as AM or PM Snack. All AM snacks need to be provided by the parents.

### **LUNCHES**

Students enrolled should bring a labeled lunch box with everything they will need, including a spill-proof drink, utensils, and napkins. There is a microwave in the classroom if you would like to send something that needs to be heated. Please be aware that because you are providing meals for your child, TEGA is not responsible for its nutritional value, or for the daily food needs of your child. However, we encourage the children to eat their nutritional food first, before we offer any desserts provided.

### **SUNSCREEN AND INSECT REPELLENT**

TEGA will administer sunscreen and bug spray as weather and time of year requires. If you do not want your child to use sunscreen or bug spray please notify your child's teacher and provide a personal supply that will be used specifically for your child.

---

## **DRESS CODE**

Please dress your child in clothes that are suitable for gymnastics, playtime, and arts and crafts. If your child dresses in a skirt or dress we ask that shorts be worn underneath so that he or she may participate in all gymnastic activities. Each child must also bring a complete change of clothes, which includes socks and underwear in a labeled Ziploc bag daily. Child care licensing requires that students are offered outdoor play time twice a day. While we typically do not go outside if the temperature is above 100 degrees or below 40 degrees we ask that you dress your child appropriately for the weather. In fall and winter months, please send a labeled coat daily.

## **DISCIPLINE**

Our main goal is to develop children into individuals who are aware of their actions, how their actions affect others, and how the choices they make can help them resolve difficulties and conflicts. When we encounter situations that require us to intervene we will use the following procedures:

### Discipline will be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

### Caregivers will only use positive methods of discipline and guidance that encourage self esteem, self control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or "cool down time" 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.

### There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

We make every effort to communicate with parents and encourage you to do the same. Cooperatively, parents and teachers will decide on the appropriate action to take when necessary.

---

TEGA takes harmful actions to other students and teachers very seriously. We therefore work on a three strike policy. Parents will be notified immediately and asked to pick up their student from school for the remainder of the day. After the third harmful behavior the student will be on a three day suspension from the program to ensure the safety of other students. If harmful behavior continues after returning from suspension the student will be dismissed from the program. TEGA Kids reserves the right to terminate care for the child for discipline problems at any time.

#### **FIELD TRIPS**

Written permission is required for all field trips as well as permission to transport. You will be given advance notice and an outline of activities. We must have a written permission slip and any required money before your child will be allowed to participate. Transportation to and from field trips will be provided by TEGA. Parents are not allowed to drop off or pick up at field trips for the safety purposes.

#### **PARTY INVITATIONS**

In order to keep children from being excluded, we ask that if you are going to distribute party invitations at school, you send one for everyone in your child's class. We are not allowed to share phone numbers with customers.

#### **PARENT LETTERS**

We will send home monthly ASC and weekly KDO calendars containing our curriculum and activities. Emails will also be sent out to update parents of events, changes, and activities. Please make sure you have a current email address in the TEGA parent contact system.

#### **WATER ACTIVITIES**

KDO ages Kinder- 5th grade will participate in daily swimming in our TEGA pool on site. There will always be a certified lifeguard and their teachers to monitor the pool.

---

## PARENT CODE OF CONDUCT

Keep in mind that young children are present in our building. Adult language is not appropriate for young children. TEGA Kids Superplex prohibits swearing or cursing on our property.

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

TEGA Kids must follow certain rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents/guardians, must follow these rules while on our property.

## PROCEDURES FOR PARENTS OBSERVATION AND PARTICIPATION

Parents are always welcome to come observe their children's classes from our lobby anytime. Our lobby is designed for observation. Parents who wish to attend our field trips must be background checked prior to the field trip. Children must ride the van to and from TEGA to attend the field trips.

## PARENT RESPONSIBILITIES

- Students must be signed in and out by the custodial parent or adult person approved by the parent(s). Parents who fail to sign children in or out may be charged a \$5 penalty for each occurrence. Please understand that due to liability issues, the staff of TEGA Kids is not permitted to take children home from our center. If there are restrictions for pick up arrangements, a court copy of said arrangements must be on file at TEGA.
- Students should not bring toys to TEGA, unless the teacher makes a request. We ask that accessories be kept to a minimum due to daily gymnastics lessons. TEGA will not be responsible for any personal belongings that are lost damaged or broken.
- Help us provide the best environment possible for educating your child:
  - Communicate any concerns regarding our program or your child immediately to the supervisor or director.
  - Pick up and read the notices and information in your child's folder, posted in the facility, or via email
- Please be aware of your child's snack and lunch times will be posted at our front desk daily and make sure your child arrives on time to be included in those meals. It is very difficult to try and feed a child later than the scheduled meal time, and causes a disruption to the schedule.
- Please do not allow your child to bring gum or candy into the facility.
- Periodically check your child's supply of extra clothing, and take soiled clothing home promptly.
- Label everything! Towels are the number one items left in lost and found.

---

The Texas Department of Family and Protective Services does not allow smoking on the premises, either indoors or outdoors.

**WEATHER**

We will follow the decision of Frenship ISD during inclement weather. If FISD closes, TEGA will close. If FISD announces a delayed start, please phone the facility. *Licensing requires that childcare facilities have outdoor play (ODP) offered twice a day. We generally do not go outside if the temperature is below 40 degrees or above 100 degrees. Please make sure that your child is appropriately dressed for the day's weather.*

**HOLIDAY CLOSINGS**

After School Care & Kids' Day Out:

September –	TEGA Closed for Labor Day 4th TEGA
November –	Closed Thanksgiving break TEGA Closed
December –	Christmas break TEGA
March –	Closed Spring break TEGA
April--	Closed Good Friday TEGA
May--	Closed Memorial Day TEGA
July--	Closed July 4th Week

Early pickups and camp days are posted on our website. Parents will receive email reminders as well.



---

## EMERGENCY PREPAREDNESS PLAN

TEGA maintains an emergency preparedness plan designed to ensure the safety of children during an emergency while in our care. TEGA does monthly emergency fire and weather drills at our facility.

**Fire:** In the event of a fire students will exit the facility in a calm orderly manor and walk single file to the south field next to Altitude. We will have our emergency binder with all our students information sheets with us. We will call parents from our cell phones and reunite you with your children.

**Bad Weather:** When bad weather is in the area. TEGA will keep your children inside and away from windows in designated areas until weather has passed or you have had time to pick them up. TEGA phones are Internet based so it could be a possibility phones may not work if we lose power.

**Off site relocation:** If for any reason we have to take children off site for safety purposes. We will go to the Church on the Rock north campus just north of TEGA. We will call parents from our cell phones and reunite them with their parents.

The full emergency preparedness plan is available for review by parents upon request.

## EMERGENCY PROCEDURES

In the event that a child needs medical attention, we will first contact a parent or guardian. If we cannot reach you, we will phone your emergency contact. If those 2 attempts fail, 911 will be called and ambulatory services requested.

## GANG-FREE ZONE

TEGA is designated as a "Gang-Free Zone". Gang-related or organized criminal activity within 1,000 feet of our program is prohibited and subject to increased penalty under Texas law.

## ILLNESS

When a child becomes ill at TEGA, the child will be separated from the group to avoid spreading the illness. There must always be a current phone number where you can be reached. Parents should sign a release allowing emergency medical care in the event of a serious illness or injury.

For the safety of your child, if exposure to a communicable disease has occurred or is suspected, we reserve the right to require proof of diagnostic testing and a negative test result, or proof of treatment prior to re-admittance to TEGA.

*Please keep your child at home if they show signs of any of the following: sore throat, fever, earache, inflamed eyes, rash, ringworm, diarrhea, vomiting, runny nose with discoloration, cough and congestion if accompanied by fever, headache, discharge from eyes, ears, or nose, impetigo, or any communicable disease. **A child should not be brought to school until they have been symptom free for 24 hours without medication.***

The Texas Department of Human Services requires exclusion from care for the following illnesses:

- Fever until they have a normal temperature without any anti-fever medication for 24 hours
- Diarrhea/vomiting until they are symptom free for 24 hours
- Chicken pox until 6 days after last crop of blisters
- Common Cold/Flu until after the acute stage
- Giardia until after release by doctor
- Head lice/scabies until treatment has been underway for 24 hours
- Impetigo until treatment has been underway for 24 hours
- Infectious hepatitis until written release by physician
- Meningitis until written release by physician
- Mumps until 9 days after swelling
- Pink eye (conjunctivitis) until release by physician
- Poliomyelitis until written release by physician
- Rubella (German measles) until 5 days after rash begins
- Streptococcal (infections, scarlet fever) until treatment has been underway for 24 hrs
- Viral hepatitis until written release by physician

---

## **IMMUNIZATIONS**

The Texas Department of State Health Services requires that children enrolled in child-care facilities be immunized against: diphtheria, pertussis, tetanus, poliomyelitis, *Haemophilus influenzae* type b (Hib), measles, mumps, rubella, hepatitis B, hepatitis A, invasive pneumococcal, and varicella diseases. Immunizations needs vary depending on the age of the child, and the minimum number of doses required for each vaccine is indicated on the schedule at the back of this handbook. More information can be found at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com).

Exclusions from this policy are allowed on an individual basis for medical contraindications and reasons of conscience, including a religious belief.

To claim an exclusion for medical reasons, a statement signed by the child's physician may be presented, and will be valid for one year from the date signed. To claim an exclusion for a reason of conscience, including a religious belief, a signed affidavit must be presented by the child's parent or legal guardian. More information on the requirements for exclusion may be obtained from the childcare director.

A copy of the child's complete immunization record must be on file with TEGA by the date of admission.

## **MEDICATION**

We prefer not to administer medication. However, if necessary, medication will only be given if we have a written, dated, and signed request from a parent or physician.

Prescription medications should be in the original container, labeled with the child's name, date, instructions, and the doctor's name.

Non-prescription medications should be labeled and dated. Directions must be on the container. If your child does not meet the requirements on the label (i.e. too young), we must have a note from a doctor. Parents must log medication into the medication log (located in the sign in book). Medication must be given to the student's teacher to be kept in a safe space until administration.

## **POLICY CHANGES**

We will notify parents of any operational or policy changes in writing. Parents will be required to sign, date, and return the policy and return the policy change form to the front desk.

## **VACCINE-PREVENTABLE DISEASES**

TEGA currently does not require its employees to obtain any immunizations for vaccine-preventable diseases.

---

## **VIDEOS**

At times we will watch a video. TEGA will provide the movies. All movies we watch are rated G.

## **VOLUNTEERS**

We always welcome TEGA CDC parents to volunteer in the classroom and on field trips. All volunteers must notify TEGA 1 week prior to event by submitting a background check form.

## **GRIEVANCES**

If you have a complaint, please speak to the Director. If you do not feel that your complaint was handled correctly, speak to the Management. We take parent grievances very seriously and will take immediate corrective action whenever possible.

## **WITHDRAWAL**

Your child's spot for TEGA After School Care is reserved from the date of registration through **May** of that year. Therefore, if you decide to withdraw your child, we require a 30 day written notice. We also urge you to set up an appointment with the Director to discuss your reason for leaving, and to provide us with an objective opinion about the strengths and weaknesses of the program. Kid's Day out with draws must occur by May 12th. After this date you are responsible for what you have registered for.

## **LICENSING INSPECTION**

Parents are welcome to view our most recent licensing inspection or review the Minimum Standards. To contact the TXDPRS please call 806-698-6969. To report abuse please call the PRS Hotline at 1-800-252-5400 and visit their website at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or [www.txchildcaresearch.org](http://www.txchildcaresearch.org).

## **PREVENTION OF CHILD ABUSE**

Child abuse and neglect are against the law in Texas, and so is failure to report it. TEGA provides annual training to employees to increase awareness of issues regarding child abuse and neglect, including warning signs of abuse and neglect, as well as methods for increasing employee awareness of prevention techniques for abuse and neglect. Anyone that suspects abuse should report it within 48 hours, and may use the child abuse and neglect hotline at 1-800-252-5400.

## **United States Consumer Product Safety Commission (CPSC)**

A children's product is considered to be unsafe if it has been recalled by the CPSC. CPSC recalls may be accessed at: [www.cpsc.gov](http://www.cpsc.gov) or [dfps.state.tx.us](http://dfps.state.tx.us)

Texas Child Care Licensing: [www.txchildcaresearch.org](http://www.txchildcaresearch.org)

5121 69th Street Suite A-4  
Lubbock, TX 79424  
Phone: 806-698-5510  
Fax: 432-698-5511  
Midland 432-684-2917