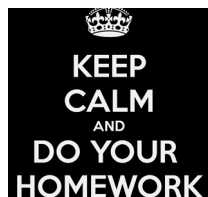


photographed, simply notate it on the policy form in the registration packet.

- MI3 Center is a video monitored facility. In enrolling your child, parents are aware that their child will appear on video while at the Center.



Curriculum

We assist children with their homework in our Homework Club. Utilizing a center approach theme, children are immersed in literacy focused activities, in addition to free play activities, arts and crafts, Garden Club, music and movement, Drama and outdoor play. Our indoor gymnasium allows for sports exploration through volleyball, basketball, badminton, dodgeball and more!

Television watching will be kept to a minimum and we will follow State Licensing regulations regarding to the content shown. In addition only age appropriate videos will be viewed.

Center Decorum

As we are a school servicing young children and their families, we ask for parents and friends dropping off and picking up their children to observe the following:

- No cursing, inappropriate language or loud talking
- Proper dress: no pajamas or revealing clothing
- Cell Phone: Please do not enter classrooms on the phone



MI3 Center Academy



PARENT HANDBOOK



Academy

Revised 6/1/2017

Check us out at www.mi3center.org



1135 ELLA CROSSING DRIVE
HOUSTON, TX 77090
281-888-5024



DR. MARK IRABOR, Ed.D., M.B.A./ADMINISTRATOR
DR. DEBORAH JOY IRABOR, Ed.D., MS/EXECUTIVE DIRECTOR
MARK IRABOR, JR./ASSOCIATE DIRECTOR OF OPERATIONS

PHILOSOPHY

Fun, Friends and Fitness Activities- that is what our Learning Center Program is all about. MI3 Center loves its School Age children and all of the energy, laughter and great times they bring. We believe that School Age children are a very special group! They are like no others. They are still children, yet they are on the verge of young adulthood, preparing themselves every day for new challenges and adventures. It is our goal to help them meet those challenges, enjoy the adventures and smile the whole way! Our program strives to create an atmosphere that children age 5 (in Kindergarten) through age 13 (8th Grade) WANT to experience. Therefore, we have created our Before and After Program with the other “Three R’s” **R**elaxation, **R**ecreation and **E**n**R**ichment (this also includes time to do homework)!

.What sets MI3 Center Learning Center’s School Age Program apart from all of the others? WE DO! Our staff is interactive, energetic, personable and professional. We work together with our School Agers, to implement a fair and consistent discipline policy, positive reward systems and a respectful environment. We involve them in decisions about their program and activities. We encourage them with empowerment, celebrate their individuality and support them with our guidance. Above all, we focus on the relationships that are built here. Our goal is to provide fun, but our mission is to make opportunities for friendship and lifelong memories.

Our fantastic program is loaded, and we mean loaded with great things to do, see and experience. Our program is based on several enrichment components: ART, SPORTS, COOKING, DRAMA, MUSIC AND TEAMBUILDING. We are excited to offer all of these components for each of our groups throughout the school year. Each child will have the opportunity to experience each of the school age rooms as well as our fabulous backyard station or our cool indoor basketball/volleyball/badminton courts!



During the Summer months we have some additional requirements/policies:

1. **Camp Arrival:** Please arrive at the Center no later than 10:00 a.m. If you are running late, please call the center to notify staff.
2. **Camp Shirts** We will sell camp shirts for \$12. Camp shirts must be worn on all fieldtrips. You may purchase a shirt from the office.
3. **Fieldtrips:** We will distribute a monthly calendar listing the fieldtrips and costs. We will be unable to leave children behind at the Center on Fieldtrip days due to the increased coverage needed on fieldtrips.
4. **Phones:** We discourage children bringing their cellphones to camp. However, in the event they do bring their phones, we have several stipulations for usage:
 - A. They may not record other campers/teachers
 - B. They may not “talk” on the phone unless they have permission.
 - C. They may not “surf” the web for inappropriate/offensive material.
 - D. The cellphone cannot be a distraction.
 Campers who violate these policies will have the phone picked up and it will be returned to the parent at pick up. Continuous violations of the cellphone rules will result in the inability to bring the phone to camp.
5. We are not responsible for tablets, toys, etc. that children bring to camp. If in doubt, have your camper leave their personal items at home.
6. **Outside Food:** We ask that campers refrain from bringing food and candy from home, ESPECIALLY GUM.



NOTES:



Tuition and Fees

At the time of registration, a non-refundable \$75 registration fee will be collected. The current fee schedule is enclosed in the registration packet.

At registration, families are required to bring supplies which are included in the registration packet.

If a child is asked to be removed from the Center, the unused portion of the tuition will be refunded. If a parent removes a child from the Center during the week at will, tuition will not be refunded.

LATE FEES

There is a late fee after 8:00 p.m. of \$1.00 per minute. These fees are to be paid when you pick up your child. *NO EXEMPTIONS, NO EXCUSES, PLEASE.*

TUITION FEES

Tuition may be paid by *Visa, MasterCard, debit, or money order only*. Payment by cash will not be accepted. Tuition is due **on Monday**. A 10% late fee will be charged if tuition is paid late. Late tuition must be received by Tuesday morning in order for your child to continue attendance in the Center.

If your child is absent for an entire week, tuition must be paid for that period of absence. With prior written notification, the tuition will be prorated ($\frac{1}{2}$ amount). If no notification is given, full tuition must be paid. If your child attends any time during the week, full tuition is assessed.

ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURES

1. Each child and parent should visit the facility before final placement to ensure the center is the “right fit” for the family.
2. If we agree that your child will be placed, parents must provide the following:
 - A. A completed registration form
 - B. A \$75 registration fee
 - C. A complete record of age-required immunization
 - D. Names of your child’s physician and dentist
 - E. Authorization to receive emergency medical care
 - F. Supplies
 - G. Policy Acknowledgment Forms
 - H. Tuition Information Form
 - I. Care Agreement contract
 - J. Admission Health Requirement



CONFIDENTIALITY AND MANAGEMENT OF RECORDS

Please be aware that your child’s records are kept confidential and are the property of MI3 Center. Maintenance and supervision of these records are the responsibility of our Management Staff. The children’s records are stored in a locked filing cabinet; access to this information is limited to the management staff. In releasing information regarding your child’s records, the Center maintains the confidentiality of all children’s records and will not disclose any information concerning his/her family directly or indirectly to any unauthorized person. There are several authorized state and federal agencies that periodically review files of children in licensed centers (Bureau of Licensing, State Health Department, Child Protection, etc.). Parents have the right to review their child’s records upon request.



MISCELLANEOUS INFORMATION

- Children are discouraged to bring personal toys/iPads/computers to the center. MI3 Center is not responsible for the items.
- No Smoking is allowed in the Center or on the yard at any time. The Center prohibits the use of alcohol and the use or possession of illegal substances or firearms on the Center premises.
- Fire drills are conducted monthly. An evacuation plan is posted in each room.
- Your child will only be released to people listed on the registration form. In case of an emergency, a phone call from the parents will suffice as long as the person picking up the child shows proper identification.
- If at any time a parent wishes to add or delete a person from the pickup list, it must be done in writing.
- If a parent/guardian appears intoxicated while picking up a child at the center, the child will not be released.
- Siblings under the age of 16 will not be allowed to pick up children from the center.
- A change of clothes must accompany the child to the Center each day.
- MI3 Center endorses an “OPEN DOOR” policy.
- MI3 Center encourages parental involvement. Parents wishing to volunteer on a regular basis in the center must see office staff to complete a volunteer application.
- The Centers shall obtain written, informed consent from the parent prior to releasing any information or photographs from which the child might be identified, except for authorized state and federal agencies. We will allow paid company pictures. Parents can take pictures at birthday parties, fieldtrips and Center sponsored events as long as they are not used for commercial purposes. If a parent does not wish for their child to be

G. EXCLUSION FROM CENTER BASED ON ILLNESS

Children with the following illnesses or symptoms shall be excluded from the Center based on potential contagiousness (communicability) of the disease.

Meningitis	Hib Disease	Ringworm
Indian Fire	Hepatitis A	Chicken Pox
Pink Eye	Hand/Foot/Mouth disease	

Diarrhea: 2 or more loose stools or over and above what is normal for that child.

Undiagnosed Generalized Rash

Any child with a sudden onset of vomiting, irritability, or excessive sleepiness

H. Employee Immunization Requirement

Happy Kids Preschool does not have an immunization requirement for its employees.



WATER POLICY

Water activities shall include sprinkler activity and or sprinkling with a water hose. There will not be wading/swimming pool activities.

TRANSPORTATION POLICY

MI3 Center does not provide transportation from home to the Center. In the event of a fieldtrip, parents will be notified to the mode of transportation that will be used. We offer van service from the Center to area elementary /middle schools. Please see the Center Office for a current list. If you are using a van service for your child’s transporting to and from the Center, you must give the name of the company and driver(s) to the office in writing. The driver must come into the Center and sign your child in and out.



HOURS OF OPERATION/DAILY SCHEDULE

The Center will operate Monday through Friday from 6:00 a.m. to 8:00 p.m. Please note that employees are unable to allow children to enter the facility prior to 6:00 a.m. Parents must sign their child in upon arrival and sign out upon departure each day. Parents must leave their child in the care of a Center employee.

A daily schedule is posted in your child’s class which outlines a typical schedule of activities

During the summer, we ask that campers arrive by 10:00 a.m. Please note on fieldtrip days, earlier arrival times may occur.



HOLIDAYS

The Center will be closed for the following holidays:

Labor Day	Thanksgiving	Christmas
New Years	Martin Luther King, Jr. Day	
Good Friday	Memorial Day	Fourth of July

Specific dates for each school term are included in the registration packet. These dates are subject to change and management will alert parents in advance of any changes.



Meals Times and Information

Breakfast 6:45 a.m.-8:30 a.m. **Lunch** 11:30 a.m.-12:30 p.m.

Snack 2:30 p.m. - 3:30 p.m. **Supper** 6:00 p.m.—7:00 p.m.

We do offer drinking water to the between meals.

Please note that meal times are firmly set. If your child arrives after the designated times, please feed your child prior to arriving at the center.

Children **are not** allowed to bring their meal into the Center. All meals, snacks, and drinks will be provided. Please do not allow your child to enter the Center with food.

All beverages will be 100% fruit juice or whole milk. Bread products will be whole wheat.

Meals and snacks will be nutritional and the daily menu will follow the guidelines recommended by the USDA.

A weekly menu will be posted.

If your child has a particular food allergy, the Director must be notified in writing. We have a form which must be completed by your child's physician. Holiday treats will be provided by our facility. If you wish to provide a birthday party for your child's class, simply notify the Center of your plans. With the exception of special events (Harvest Fun, Christmas, Luaus, etc), children are not permitted to bring gum, candy, or other treats. Baked goodies must be store purchased and not homemade.

D. COMMUNICABLE DISEASES PREVENTION AND REPORTING

1. Your child will be kept isolated from the other children as much as possible if your child has a communicable disease (ringworm, Chicken pox, etc.).
2. Each child will be observed daily for illness.
3. Individual bedding towels, washcloths, glasses, etc. will be used to minimize infections.

E. MEDICATION MANAGEMENT

1. No medication of any type, prescription or over the counter, shall be given by the Center staff unless authorized in writing by the Parent.
2. Medication and/or special medical procedures shall be given to a child by designated staff only when there is written, signed request from the parent including the child's name, date, dosage, time, name of the medication, instructions and possible side effects.
3. Regarding over the counter medication: the written authorization must include the medication in its original packaging, the child's name must be written on the medication, and proper dosage. If the medication is not designated for the child's age group, it can not be administered unless accompanied by a physician's note.
4. **MEDICATION WILL NOT BE ADMINISTERED UNTIL AFTER 10:00 A.M.** The morning dose must be administered By the parent prior to the child's arrival.

F. HEALTH RECORDS

1. Immunization records and the date of your child's last physical examination must be kept up to date.
2. Please notify management of any special health problems or concerns regarding your child.

HEALTH POLICIES AND PROCEDURES



A. MEDICAL EMERGENCIES

1. Immediate first aid will be given.
2. An ambulance will be called and the recommendations of the paramedics followed.
3. Parents will be notified as soon as possible. If you are not available, other family members or emergency contacts listed on your Registration form will be notified.

B. FIRST AID PROCEDURES

1. First Aid will be in accordance with the Red Cross Community First Aid/American Heart Association courses and the Poison Center.
2. A complete first aid kit is kept in the facility and a mobile kit is brought on school fieldtrips.
3. Parents will be notified of all accidents and a record of injuries will be kept on each child.

C. ILLNESS

1. If your child is ill, **DO NOT** drop your child at the Center. We are not an ill-care facility.
2. If your child will be missing care due to illness, please notify the Center as soon as possible.
3. If your child becomes ill during the day, you will be notified and are expected to pick up your child as soon as possible.

DISCIPLINE POLICY

1. Discipline must 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.
2. A caregiver may 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 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.
3. 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.

MI3 Center employs active redirection to decrease negative behaviors.

- If negative behavior persists, a parent will be contacted for a conference to discuss options available to deal with negative behaviors.
- If this option is explored to no avail and the child continues to be harmful to himself/herself or defy authority, the child may be removed permanently from the facility.

NOTICE OF AVAILABILITY FOR REVIEW



Parents wishing to review:

1. Our most recent fire inspection report
2. The most recent sanitation inspection report
3. The most recent gas inspection report
4. The Licensing minimum standards applicable for child care centers.

TERMINATION POLICY

There may be cases in which management may have to terminate a child's ability to attend the Center. This includes:

1. A child consistently hurts the other children.
2. A child defies authority continuously.
3. A parent routinely abuses drop-off and pick-up times.
4. A parent doesn't pay tuition on time repeatedly or stops paying tuition.
5. A parent is unable or refuses to comply with ordinary requests for a child's well being.

Management reserves the right to terminate a child's enrollment if it is felt that it is in the best interest of the Center.

COMPLAINT PROCEDURE

If parents have a complaint regarding their child's care, he/she must first speak with the teacher. If the parents feel the problem is not resolved on this level, the parent may speak with the assistant in charge. If the problem continues to persist, an appointment can be scheduled with the Director.

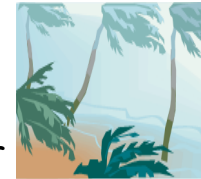
Parents requiring any additional information concerning minimum standards may call, email or write:

Texas Department of Family and Protective Services
www.tdprs.state.tx.us/childcare
 Houston Licensing Office
 P.O. Box 16017 (182-6)
 Houston, Texas 77222-6017
 713-940-5200

As mandated, any suspected abuse and/or neglect of a child must be reported in accordance with Texas Law to the local Child Protection Agency. The PRS Child Abuse hotline number is 800-252-5400.

SETTLEMENT BY ARBITRATION

Parents are aware that any claim or controversy that arises out of or relates to their care agreement, or the breach thereof, will be settled by arbitration in the office nearest the Company's Corporate Office in accordance with the prevailing rules of the American Arbitration Association. Judgment upon the award rendered may be entered in any court possessing jurisdiction of arbitration awards.



Increment Weather

Evacuation Policy

In cases of bad weather, hurricane, flooding, etc., management will close the Center to ensure the safety of all those concerned. If necessary, the Center will evacuate to the nearest evacuation center available. The children will be transported by all available vehicles on site and/or authorized emergency personnel. Management will contact each parent by phone to disclose the location of the evacuation center.

Watch the local news for school closures. In addition, MI3 Center will post closure information on the front door.