



Parent Handbook

EXPLORE



MOVE



PLAY



CREATE



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Welcome to My Time Kids Academy!

Thank you for sharing your children with us! This handbook will provide you with important information about My Time. Please take the time to familiarize yourself with the policies and procedures in the handbook. Feel free to contact us with any questions.

****Please print, complete and return STARRED pages located at the back of this handbook. ****

My Time Mission and Philosophy

Our mission is to empower students to pursue learning through purposeful, playful, social experiences- to get children moving- to create healthy bodies and minds.

My Time is a place where children can simply be children— a place where self-esteem, imagination, self-awareness, and social bonds are formed. My Time curriculum was specially designed through years of experience to stimulate a child's innate desire to move, create, explore, play, pretend, and have FUN!

Our Beginning

My Time Kids was born out of a dream, in 2007, literally a dream. A dream to create a place where children would have their own time to shine! In our fast-paced, busy culture, Miss Lorie wanted to create a space where children could explore the world on their terms through movement and hands-on, engaging learning activities. Today, My Time has become a licensed preschool and outreach program. It is heavily influenced by the origin of the school, offering children ample opportunities to explore, play and pretend, all while setting the foundation for a lifelong love of learning!

Enrichment Classes

My Time offers one of the following enrichment opportunities for children included in tuition: Spanish, Theatre & Creative Play, Music Lessons via The Musician's Woodshed, Cooperation Games/PE, Gymnastics, STEM Discovery Lab.

Afterschool Classes (additional fees apply)

Teams of Tomorrow- ToT, Gymnastics, Private & Semi-Private Spanish, Sewing (ages 5+), & Music (instrumental or voice for ages 4+)

Other Classes/Childcare Opportunities during the year (additional fees apply)

Parent Night Out, School Year Holiday Camps, Summer Day Camp (weekly and full summer)

Family Events

Meet the Teacher Night, Preschool Playdates, Thanksgiving Feast, Holidays Around the World Celebration, Mother's Day Tea, Father's Day Art Show, Family Night Out, Graduation Ceremony with Cap & Gown Celebration, End of Year Family Celebration

Hours and Calendar

My Time offers year-round programs including preschool, summer day camps, and school year holiday camps for children beginning at 2.5 years of age. My Time hours of operation are Monday-Friday from 9:10am to 2:00pm with an extended care option available from 8:00am - 5:30pm.

- 2 day option- Tues./Thurs.
- 3 day option- Mon./Wed./Fri.
- 5 day option- Mon.-Fri.

My Time Kids Academy follows the Lake Travis ISD calendar for all observed holidays. Information regarding all My Time programs is available on the website. The full calendar is accessible at www.MyTimeKids.com for your convenience.

Note: My Time Kids fall semester begins AFTER the Lake Travis school district start date and the spring semester ends BEFORE the Lake Travis school district final date.

Enrollment

All families are asked to thoroughly read the My Time Parent Handbook prior to enrolling their child and contact us with any questions.

1. Schedule a tour of our campus
2. Registration online
3. Submit Required Fees & Forms

*These forms and fees act as a deposit to secure the child's place on the My Time roster.

Enrollment is dependent on a number of factors including the school's ability to accommodate and adhere to capacity restrictions as well as preschool readiness of the child.

Tuition and Fees

Tuition is calculated by multiplying a daily tuition rate by number of days scheduled per academic year. This rate is divided into 9 monthly payments. Tuition is based on open school dates only. Tuition is billed the first of every month and is considered late by the 6th. Full payment is due each month regardless of the number of days your child is expected to be in attendance. See the My Time office for a copy of current tuition fees. Sibling discount equals 10% off monthly tuition of the older child (applied to the lesser amount if different tuition rates apply). Payment for tuition/ fees will only be accepted via ACH draft. It will present as a draft from your bank by Wells Fargo.

Secure your child's place on the roster by paying the following **non-refundable fees**:

First Month's Tuition, plus Enrollment and Activity/ Supply Fees- see our office for current fee plans

My Time welcomes payment for multiple months or the full year in advance. Tuition may be paid in advance or an entire academic year (August- May) for a discount of 3% from the total 9-month tuition rate.

In the event that tuition becomes past due, My Time holds the right to withdraw a child from the program. A late fee of \$25.00 per month will be assessed on the 6th. The child may be withdrawn at the end of the second month in which tuition is not paid, and the spot will be filled immediately with families from the waitlist. If circumstances or hardships arise that make it difficult to pay tuition, please contact Lorie to set up pay schedule and sign a payment agreement.

No refund or prorates are made for absences, bad weather days, vacations or teacher in-service days, holidays or any day the school is closed due to unforeseen circumstances. Absences may not be made up by attending on an alternate day.

BrightWheel: Billing, Communication, Attendance software

Upon receipt of registration forms, an invitation to join BrightWheel will be emailed to the emails listed on the registration form. MTKA administration will create an account for your family in the BrightWheel system, billing information is to be set up by the parent in the child's account. The system generates an invoice the week before tuition is due. Payment for tuition/ fees will only be accepted via ACH draft. It will present as a draft from your bank by Wells Fargo. Please reach out to the My Time office staff with questions or concerns.

Withdrawal from MTK Program

Intent to withdraw a child from any My Time Kids program requires a 30-day written notice. Notices may be handwritten or emailed to info@mytimekids.com. The date of the email or receipt of written notice will be considered the time stamp for the 30 day notice. Refunds will not be given when withdrawal notices are given with less than 30 days. Please note the following:

- Enrollment fee is non-refundable, noted at time of enrollment.
- Fall/Spring Supply fee is non-refundable once semester has begun.
- Tuition refunds will not be granted without proper 30 day written notice.

The parents/guardians whose names appear on the registration for the child enrolled with My Time Kids Academy agree that they shall be liable for any and all costs incurred by My Time Kids Academy arising from or relating to the collection of Tuition, Late Fees and/or Service Charges which are not paid as specified in the handbook, including any and all attorneys fees and court costs. My Time Kids Academy also has the right to collect interest, charged at the legal rate, for all outstanding balances.

Student/ Teacher Ratios

My Time ratios help us guarantee that each child receives individual attention and quality care and are as follows:

Age 2-3 class: 2-3 teachers per 13 students

Age 3-4 class: 1-2 teachers per 7 students

Age 4-5 class: 1-2 teachers per 12 students

Communication

Teachers will not have phone or email access during the school day. Please refrain from contacting teachers via their personal numbers or email. Immediate questions, concerns or messages should be directed to the front desk at info@mytimekids.com or 512-291-7730 (office).

Teachers will briefly communicate important details about the child's day at pick up time. If more time is needed by either the teacher or parent to discuss a particular situation or concerns, a time to meet will be scheduled. For supervision and safety reasons, dismissal time is not the best time for lengthy conversations.

Families are informed of important class and school updates via email, Brightwheel app messages, notices posted outside of each classroom and/or communicated through BrightWheel text. Should any school policies be updated, parents will be notified immediately. Please ensure that you check BrightWheel daily or turn on the notifications from this app. Questions or concerns regarding a new or existing policy, may be discussed, at any time, with directors directly via phone, email, or in person.

Custodial Status of Children

All parents/guardians agree that should their child(ren) be the subject of an executed, court approved custody, separation or other form of legally enforceable agreement determining the custodial status of such child(ren), they shall provide copies of all such agreements to My Time Kids Academy and shall provide to My Time Kids Academy any and all changes, amendments and updates to such agreements in a timely manner.

Parent/ Teacher Conferences

Formal conferences are offered bi-annually during the My Time academic calendar to allow teachers and parents to discuss the child's developmental progress in the classroom. Formal conference dates are posted on the annual calendar. Parents will be notified to sign up for a specific meeting time with their child's teacher. Parents and teachers may request conferences throughout the school year should concerns arise.

Treats/ Snacks/ Foods Used for Education Purposes

***My Time is a **nut-free school**. Please read labels carefully. Any products containing any kind of nuts are not permitted. ***

Teachers tie in foods, on occasion, with the themes for the week. Please let your teacher know if you prefer to send alternative food for these times if you prefer your child not have those provided by the teacher.

Holiday parties are scheduled through the year that require parent volunteers. Volunteers are asked to plan and carry out these parties, which may include providing a snack or lunch for the class. If you would like to bring a special treat for your child's birthday, please let the teacher know in advance. Check with your child's teacher to ensure that there are no allergies in the classroom that prevent serving certain foods. Birthday invitations may only be sent out in the classroom if all students are invited.

Room Parent/ Volunteers

Our teachers love room parents/ volunteers and appreciate parent involvement! A sign-up sheet will be available during the Meet the Teacher event at the beginning of the school year.

Snacks, Water Bottles & Lunches... Please put your child's name on all 3

Families are to provide a snack and lunch for their child each day. Please ensure the snack is clearly marked with the child's name and place in the labeled snack basket. Please pack nutritious, low sugar snacks/meals to provide energy for the mind and body. Ice packs and thermos containers are recommended. Water bottles will be refilled throughout the day as needed. Please refrain from sending shakes, fruit/ vegetable juices, or milk.

In cases of severe allergies, we will ban or restrict certain foods other than nuts on a class by class basis to ensure the safety of all children attending our program.

*** Due to the severe nature of nut allergies, we are a nut-free campus.**

*** Please do not send snacks or lunches that contain nuts of any kind. Read labels carefully.**

Clothing/ Dress Code

Please label all items from home, outerwear especially, with your child's name.

The children play actively every day, and it is important that they are comfortable, and safe as they play. Since independence is a goal for every child at My Time, parents are to choose clothing that their children can manage by themselves. We discourage complicated belts, straps, snaps or ties which children cannot manipulate for themselves. Play clothes that are comfortable and do not bind, and are also suitable for messy activities in class and outdoor play should be chosen. We recommend shorts/bicycle shorts be worn underneath dresses and skirts. Children should wear shoes that will be both comfortable and functional for the playground area. Preferably a closed toe shoe to help prevent injury from tripping or getting rocks, twigs, or dirt in shoes. Long hair should be pulled back for safety.

We love to get messy while learning by utilizing sensory bins, paint, pastels, sand, food, etc. Staff cannot promise clothing will not be stained or soiled due to the nature of our hands-on, exploratory curriculum. For this reason, we require that you send a seasonal set of clothing including (including socks and underwear) in a labeled sealable plastic bag for your child in case of accidents or spills~ not all accidents are potty related.

Outside Play

Outside play facilities are available for your child to develop his/her gross motor skills. All age groups play outdoors daily, weather permitting- alternative activities are scheduled indoors when we cannot go outside. Please send your child with a coat, hat and gloves for cold weather. Children should wear closed-toe shoes for safety. Sunscreen or insect repellent should be applied by the parent before arrival at My Time.

On occasion, we utilize the fenced in play area behind the building next door. Children use a guidance rope with a teacher in the front and at the end of the line. Parents will be notified on days we will utilize this play area that is great for large motor skills, sports, and parachute activities.

Potty Training

Diapers are not permitted unless needed during nap times. We understand accidents will happen, but it is our goal that all children recognize and communicate with their teacher when they need to use the restroom. Children must also be able to manipulate their clothing, unfasten and remove clothing to use the restroom and clean themselves with little to no assistance. It is for this reason that we discourage wearing belts or clothing with complicated snaps, buttons or ties. We ask that children be comfortable in underwear and have success using the toilet before they enroll. We find the most success with toilet training when parents are practicing these same skills at home.

Rest/ Nap Times

In compliance with State Licensing requirements, all students in our care for 5 or more hours must rest/nap for 1 hour after lunch. Students (excluding Caterpillar class) in attendance from 9:10am-2:00pm will participate in a quiet activity time after lunch. Students in extended care will nap/rest for an hour and return to their class. Licensing does not permit children to sleep more than three hours. My Time Kids policy states that all students in the Caterpillar class will rest/ nap after lunch in their classroom- please send in a crib sheet and blanket for Caterpillar students.

Toys and Personal Belongings

Personal belongings and toys tend to get lost and are distractions to active learning, thus we ask that students refrain from bringing them unless needed for security or as requested by teacher for show and tell or special events. Please leave electronic devices at home. My Time is not responsible for lost or misplaced items.

Arrival and Dismissal Times

Children are to be escorted by an adult to their classroom upon arrival. Sign in/ out logs or devices are available by each classroom. Please sign in when you drop your child off each day, this is a State Licensing requirement. Please sign your child out on this same log/device when you pick up at the end of the day. All children should be picked up by their scheduled pick up time. Children must be supervised at all times on the My Time campus. As soon as you enter the classroom, your child becomes your responsibility.

Students that arrive “on time” gain the most benefit from our program. Centers provide essential learning opportunities for students and are open upon arrival and close around 9:30/9:40am. Students often feel sad when they miss these fun, hands-on opportunities.

If a situation arises that causes you to be late, please contact us immediately. Children will only be released to the persons listed on the forms provided in enrollment packet unless we have permission in writing from you. If you plan for someone other than yourself to pick up your child, please provide written authorization in advance and notify your child’s teacher. Upon entering the building, individuals picking up a child will be asked to present and allow photocopy of valid identification, which matches the name given by the parent’s written note.

Late Pick-Up

The following policy has been set in place in the event that your child is not picked up by you or another designated individual at the designated, agreed upon time.

- My Time will attempt to reach all emergency contact numbers, including parents or guardians at home, work, and cell phone followed by emergency contact numbers as provided by parents.
- Any child not picked up by 2:05pm will immediately be placed into our aftercare program and will begin accruing fees up to the full drop in fee until 5:30pm. This fee is due immediately upon pick up of the same day. Late fee schedule is available in the office.

Drop-In Attendance: Add-On Day or Hours

Drop-In care is an option only when/ if space is available in your child’s class. Attending on a day other than the days your child is scheduled must be approved 24 hours prior by MTK Administration, teachers cannot grant consent, and is considered “Drop- In Care” and is charged a daily rate. Absences are unable to be made up by attending on an alternate day.

Immunizations

My Time Kids Academy requires students be fully immunized according to the Texas State Health Department Schedule. The State requires that all records be on file with My Time within one week of the admission date, and must be signed by a healthcare professional who has examined the child within the past year. If your child’s physician prefers to delay these, you must submit an original notarized state affidavit accompanied by signed documentation from the pediatrician stating the plan to obtain vaccination(s) that will be kept in your child’s file at My Time. You may request the form by going online to the following website: <https://corequest.dshs.texas.gov>

Please visit www.tdh.state.tx.us/immunize for current immunization requirements for Texas child care centers. Texas Administrative Code, Title 25 Health Services, §§97.61-97.72

Hearing/Vision Screening Report

All children 4 years and older, are required by the state, to complete a vision and hearing screening with numeric results. Please obtain a copy of these screenings from your physician. Parents must submit the report from this screening to My Time within one week of the child's start date, or the child will not be admitted to school. For children that will turn 4 after their initial start date, it is the parent's responsibility to make sure this screening is completed and that My Time has a report on file within one week of the child's 4th birthday.

Health, Illness and Incidents

My Time follows guidelines from DFPS and Texas Health Department Requirements with regard to health, illness, and incidents. Sick children and adults should not enter the building. If you are ill or have a sick child with you, please notify us upon arrival at My Time and we will help escort your well child to and from class.

If your child becomes ill while at My Time, you will be notified immediately and expected to arrange pick up of your child within 30 minutes of being called. In the event that a parent cannot be reached, a person listed on the child's emergency contact list will be notified and asked to come for your child. In most cases, the child will be in the front office with the Director or other staff member. Any child sent home due to illness cannot return to My Time the following day as the child must be symptom free **without the aid of medication** for at least 24 hours.

My Time will call 911 if a child appears to need immediate medical attention or otherwise appears to be in immediate danger.

Health, Illness and Incidents con't.

Your cooperation is needed in maintaining high health standards for My Time. Adhering to these policies offers protection for the child who has been ill, as well as the children enrolled and the teachers on staff at My Time. We ask that you keep your child at home or will be notified to pick up your child if any of the following occur:

- The symptoms prevent the child from participating comfortably in activities.
- The symptoms result in greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
- The child has one or more of the following accompanied by behavior changes or other signs of illness in the past 24 hours:
 - Fever (oral temp higher than 101°F, ear of 100°F or armpit 100°F)
 - Diarrhea (2 or more episodes in 24 hours)
 - Vomiting (2 or more episodes in 24 hours)
 - Combination of runny nose, cough and/or sore throat
 - Rashes with fever
 - Mouth sores with drooling
 - Sore or discharging eyes
 - Discharge that is yellow/green from the nose or ears
 - Urinary problems
 - Head lice and/or nits. A written note from a physician stating that they have been checked and are completely lice/nit free is required before returning to My Time for school, camps, or events.
 - Symptoms and signs of possible severe illness such as leathery, abnormal breathing, behavior changes, or other signs that the child may be ill as deemed by the parent, the Director or child's teacher; or
 - A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

Children experiencing any of the above may return to school:

- 24 hours after temperature has remained normal **without** the use of medication.
- 24 hours after initial dose of antibiotics (including topical ointments).
- No episodes of diarrhea for a full 24 hours, **without** the use of medications.
- No episodes of vomiting for a full 24 hours, **without** the use of medications.
- With written documentation from a medical professional confirming that the child is no longer contagious and may resume regular activities.

Children who are seen by a physician for symptoms of a common cold, allergies or other viruses are not required to provide a doctor's note but must follow the 24-hour policy. Please notify the director if your child becomes ill with a contagious disease so that parents of other children may be notified. The diagnosed child will remain anonymous; however, we are required to alert parents that their child may have been exposed.

Parents will be notified by phone if your child is injured, or has any symptom requiring exclusion from regularly scheduled activities. Parents are responsible for making sure the emergency contact information, including the child's physician name and phone number, remains current throughout the year. It is My Time's policy to call parents any time that a child in our care bumps their head. If the injury results in an emergency room visit or doctor's office, you must notify the director within 24 hours.

Absences

We ask that you mark your child "absent" in our communication software on days that they will not be at school. This alerts the staff immediately of your child's absence. Absences are unable to be made up by attending on an alternate day. Refunds and/ or prorates are not made for absences, vacations, teacher in-service days, holidays or unforeseen circumstances such as bad weather/ school closings.

Parents are required to inform the school if a child will not be at school on a scheduled day. This will enable the school to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

Medication & Severe Allergy Policy

My Time does not administer medication (OTC, holistic or prescription) except in emergency situations. If a child has a serious medical issue such as asthma attacks, or severe allergic reactions, the parent or the child's health care professional may sign a Medication Authorization Form allowing the preschool to administer the emergency medication (i.e. Benadryl, or Epi-pen, rescue inhaler) when symptoms occur. If your child's allergy requires emergency medication, such as an Epi-Pen, you must submit a Severe Allergy Action Plan and provide all the medications. Your child will not be admitted to school without an Epi-Pen on site at all times. Severe Allergy Action plans must be on file and updated every 6 months.

In accordance with DFPS/ HHSC guidelines, all medication must be in its original container labeled with the child's full name and the date it was brought to school. Emergency medication must be labeled with the child's name and prescription. All medications must be kept locked in the office and not within reach of children.

My Time Kids keeps antibiotic ointment and hydrocortisone cream in the office should the need arise. Permission to apply either of these must be granted by the parent at time of enrollment and will be logged in the office.

Discipline & Guidance

My Time is intended as fun and safe place for children. Guidelines and expectations are in place to ensure safety and provide a nurturing learning environment. My Time staff will only use positive methods of discipline and guidance that encourage self-esteem, self-control, self-direction, and empathy. We encourage the use of similar discipline methods at home in order to provide consistency for children in all realms of their life.

Discipline & Guidance (con't)

My Time Kids has adopted the State of Texas Discipline and Guidance policy TAC, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

Discipline will be:

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

My Time Staff will:

- Use praise and encouragement of appropriate behavior while redirecting unacceptable behavior using positive statements.
- Remind a child of behavior expectations daily by using clear, positive statements;
- Use brief supervised separation from the group (appropriate for the child's age and development) in order to allow the child to cool down and reset.
- Encourage children to "own their actions" after another classmate is hurt, intentionally or accidentally, by offering to help "make it right".

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

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

Aggressive Behavior

If a child bites, hits, scratches, pinches, kicks or exhibits any other aggressive behavior twice within a 4 hour period, the child will be required to be picked up from My Time for the remainder of the day. For recurring or extreme behavioral issues, the child's teachers and the director will call a meeting with both parents, if possible, to establish a behavior plan to address the undesirable behavior. . If the behavior becomes a threat to other children, staff or to self, his or her enrollment may be suspended or you may be asked to make other preschool arrangements for the child.

Biting Policy

We recognize that a biting incident is traumatic for both the children and the parents and the staff. While we recognize that biting is "developmentally appropriate," for children under three, it is not acceptable behavior. Children who have not acquired verbal skills do not have the ability to tell us when they are anxious, hurting, upset or stressed. As a result, they have a tendency to bite. Children who are in pain due to teething also have a tendency to bite. Each time a child bites, an incident report is given to the victim's parents and the biter's parents are also informed. We follow privacy acts and will not release the children's names to either party. If a child is biting consistently for more than two weeks, the parents will be asked for support at home to help end the biting. If the situation doesn't improve, a parent conference will be scheduled.

Dismissal and Suspension Policy

My Time Kids Academy believes that a child's success starts with a solid partnership with our families within our school. While our philosophy and mission seeks to accommodate a wide range of individual differences, there may be instances that arise when a child's/family's behavior may warrant the need to find a more suitable setting for either a short term or permanent basis. Prior to the policy being enforced, meetings will be held with the family to work towards a positive solution and find the best learning environment for the child.

Ultimately, My Time Kids Academy will attempt a number of approaches before making the final decision to suspend or dismiss a child from the school.

Emergency Protocol and School Closure

The safety of the children is our first concern. Emergency Preparedness Plans, Evacuation routes and relocation plans are posted in every classroom. The designated relocation area if we need to relocate inside the building is the innermost room, as this space has no windows, is an interior room and is easily accessible. If we need to evacuate the building, we will follow our emergency evacuation plans and relocate to the safe zone area next door at The Musician's Woodshed, Suite 107. Routine drills will be conducted according to licensing requirements. Detailed emergency preparedness plans that are available for review upon request.

Inclement weather: My Time observes the same bad weather days and holidays as the Lake Travis Independent School District or at the discretion of the My Time administration. If bad weather or other occurrences close or delay the start of LTISD schools, announcements will be made by the news media by 6:30 a.m. on the morning of the cancellation/delay. These days will not be made up nor will refunds be given for missed days. Whenever possible, we will provide closing information through our software text notification system. **My Time will be CLOSED for the day if LTISD cancels school or delays start time due to severe or inclement weather.**

Hold Harmless Policy

Families employing MTK staff outside of the preschool hours are to understand that this private caregiving is not within the member's scope of employment activity and that the staff member is not acting on behalf of My Time Kids. Accordingly, My Time Kids assumes no responsibility for the actions or well-being of either the staff member or of the child.

My Time Staff Training

Each staff member receives training each year following the DFPS State Licensing Guidelines and Requirements. All staff are certified in CPR and first aid and have completed a background check. Teachers meet to discuss such topics, but not limited to, discipline and guidance, curriculum, emotional and social development, health and safety.

In-House Field Trips

My Time may have special guests or animals during the school year that allows the children to have hands-on and enrichment experiences to enhance their learning. Notices will be given in advance and parents may have the opportunity to participate as well. If a permission slip is required for one such event, a child who does not have a permission slip on file will not be eligible to participate.

Visitors and Volunteers

We love volunteers! Please speak to Lorie about the necessary steps including, but not limited to a mandatory background checks. Please look for the volunteer sign-up sheet at the Meet the Teacher gathering at the beginning of the year.

Visitors & Volunteers (con't)

Parents are welcome to visit and observe their child at any time during the school day. Please keep in mind that children are able to thrive and learn most successfully in an environment where they remain independent. We ask that any visits are preapproved by the administration and your child's teacher. Should visits become too frequent or disruptive for your child or others, we may ask that they be discontinued or conducted in a more discreet manner.

Photo Policy

My Time takes photos of the children during their daily activities. These photos are used for student portfolios, parent education, for classroom and hall displays and to provide the parents with memorabilia highlighting the child's year. If you prefer that your child's picture NOT be used, you must indicate that you do not give permission on the Policies/ Procedures form which you receive as part of your enrollment forms. Children will never be identified by name in photos used on the My Time web site or in marketing materials. Contact Lorie if you are unsure what photo permissions you have provided for your child.

Policy Questions or Concerns

If for any reason you have a question or concern about My Time Kids policies, please call the My Time Office: 512-291-7730 or Director's Cell: 512-925-5915

You can also email the Director of the program at: info@mytimekids.com

Pesticides

As part of our commitment to provide your child with a safe, pest-free learning environment, the preschool applies quarterly pesticides to help manage insects, weeds or pathogens. Pesticide applications on the property are made only by trained and licensed Texas Department of Agriculture technicians. Should you have any questions about our pest management program or wish to be notified in advance of pesticide applications, you may contact the preschool office at 512-291-7730.

Infant Feeding Room Available

Any mother on our campus during program hours has a right to nurse or bottle feed her infant child. For your convenience, we offer a comfortable place for you to nurse during program hours.

Department of Family and Protective Services- Child Care Licensing

14000 Summit Drive, Suite 100 Austin, Texas 78728

512-834-3426 www.dfps.tx.gov

Child Abuse

My Time staff are required, under the Texas Family Code, Section 34.01 to report any suspected cases of Child Abuse to the Department of Human Services Protective Services Office and a local or state law enforcement agency. As a parent, you may contact the agency by calling 1-800-252-5400, or <https://www.txabusehotline.org>

Non- Discriminatory Policy

My Time Kids Academy does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

Firearms and Weapons

At no time is any person permitted to carry any type of firearm, ammunitions and/or weapons on My Time Kids campus for any reason. If required, anyone entering our facility will be asked to secure any weapons before entering the facility, regardless of a valid permit to carry such weapon.

Gang Free Zone

As a result of section 42.064 of House Bill 2086 we are required to distribute information about gang-free zones to our families. My Time is a Gang-Free Zone. Any area within 1000 feet of a child-care center is a Gang-Free Zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Information about minimum standards and our most recent childcare licensing inspection report can be obtained in the My Time office.

PLEASE PRINT, COMPLETE AND RETURN TO THE FRONT OFFICE.
THIS IS A MANDATORY REQUIREMENT FOR STUDENT FILES

Child's Full Name

_____/_____/_____
DOB (month/day/year)

Please provide at least ONE Local Emergency Contact and ONE Local Authorized Pick-up Individual, other than parents. Please check if the person listed is an Emergency Contact, Authorized Pick-Up or Both. Children will only be released after verification of ID.

Emergency Contact: a person to contact in case of an emergency if parents / guardian cannot be reached. Authorized Pick-up: an authorized person to pick up, besides the parent / guardian.

<u>Emergency Contact</u> <input type="checkbox"/>	<u>Authorized to Pick-Up</u> <input type="checkbox"/>
Name: _____	
Relationship: _____	
Address: _____	
City, State, Zip Code: _____	
Phone #: _____	

<u>Emergency Contact</u> <input type="checkbox"/>	<u>Authorized to Pick-Up</u> <input type="checkbox"/>
Name: _____	
Relationship: _____	
Address: _____	
City, State, Zip Code: _____	
Phone #: _____	

I authorize My Time Kids Academy to release my child to leave the child care operation ONLY with the individuals listed above as Authorized to Pick-Up. Under no circumstances will my child be released to any other individual. It is my responsibility to maintain current contact information for myself and my designated emergency contacts/ authorized pick up persons with the MTK office.

Parent/ Legal Guardian Signature

Date



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Medical Emergency/ Permission to Transport

My Time Kids Academy staff is authorized to obtain/administer emergency care such as first aid, CPR, etc. I understand that the teachers are trained in the basics of first aid and I authorize them to provide my child with first aid. I hereby indemnify and hold harmless My Time Kids Academy and its owners, agents and employees against any and all liability for any and all injuries to my child arising from or related to their school activities.

Signature Providing Consent for Emergency Medical Treatment and Transportation:

I give consent for the facility to secure any and all necessary emergency medical care for my child. I understand that I will be responsible for all of his/her expenses in relation to emergency medical services.

Parent/ Legal Guardian Signature

Date

Child's Name

DOB

_____ **I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, in the event such an emergency occurs and I cannot be reached, I hereby authorize My Time Kids Academy to provide for transportation of my child to the facility below and to secure for my child all necessary medical treatment.**

Lakeway Baylor Scott & White
100 Medical Parkway
Austin, Texas 78738
512-571-5000

Child's Pediatrician Information:



Bee Caves Pediatrics
2501 RR 620 S, Suite 220
Lakeway, Texas 78734
512-328-2899

Physician: _____



Bee Well Pediatrics
12005 Bee Caves Road
Austin, Texas 78738
512-225-0766

Physician: _____



Beansprout Pediatrics
13917 W Tx 71, Suite A
Austin, Texas 78738
512-610-7030

Physician: _____



Bee Caves Pediatrics
2501 RR 620 S, Suite 220
Lakeway, Texas 78734
512-328-2899

Physician: _____



Doctor's Name: _____
Address: _____
City, State, Zip Code: _____
Phone #: _____



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Statement of Health/ Location of Records

Child's Full Name

_____/_____/_____
DOB (month/day/year)

(initials)

I have provided My Time with a copy of my child's most current immunization record.

(initials)

I have provided My Time with a copy of my child's hearing and vision screening. (Ages 4 and older only)

ONE of the following must be presented within one week of admission to My Time Kids Academy. Please complete **only one** option:



Healthcare Professional's Statement:

I have examined the above named child within the past year and find that he/she is able and fit to take part in the My Time Kids Academy program.

Healthcare Professional's Signature

Date



My child has been examined by a healthcare professional within the past year and was found to be healthy and able to participate fully in the My Time program. I will obtain and submit a signed statement from said physician within 12 months of admission to My Time Kids Academy.

Name of Medical Facility/ Office: _____

Medical Facility Address: _____

Medical Facility Phone: _____

Parent/ Legal Guardian Signature

Date

If your child attends public school or another licensed childcare facility and currently has records on file, please provide the requested information below. You do NOT need to submit the immunization records, vision and hearing or health statement. Please provide the school or licensed childcare facility information below:

School Name: _____ Phone: _____

School Address: _____

I hereby certify that my child's the immunization records, vision/ hearing and health statements are on file at the school listed above and all required immunizations are current.

Parent/ Legal Guardian Signature

Date

*Location of Record, School Age Children Only

****Requirements for delay of immunizations and/or hearing and vision screening.**

- ☐ I have attached a signed and dated affidavit stating that I or my medical provider are choosing to **DELAY** immunizations on the form described by Section 161.0041 Health and Safety Code submitted no later than the 90th day after the affidavit is notarized.
- ☐ I have attached a signed and dated affidavit stating that I or my medical provider are choosing to **DELAY** the vision or hearing screening.



- Discipline must be:
 - Individualized and consistent for each child;
 - Appropriate to the child's level of understanding; and
 - Directed toward teaching the child acceptable behavior and self-control.
- 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:
 - 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.
- There must no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 - Corporal punishment or threats of corporal punishment;
 - Punishment associated with food, naps, or toilet training;
 - Pinching, shaking, or biting a child;
 - Hitting a child with a hand or instrument;
 - Putting anything in or on a child's mouth;
 - Humiliating, ridiculing, rejecting, or yelling at a child;
 - Subjecting a child to harsh, abusive, or profane language;
 - Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 - Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

My signature verifies I have read and received a copy of this discipline and guidance policy.

Signature

Date

Signature

Date

Check one please: ☐ Parent ☐ employee/caregiver

* Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance



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It is crucial that we have a **current and reliable** phone number for you during the day.

Sick children and adults should not enter the building. If you are ill or have a sick child with you, please notify us and make arrangements for drop off and pick up of your well child. Please call us upon arrival at My Time and we will help you escort your well child to and from class.

Children experiencing any of the symptoms outlined in the Health, Illness & Incidents section of the My Time parent handbook may return to My Time:

- 24 hours after temperature has remained normal **without** the use of medication.
- 24 hours after initial dose of antibiotics (including topical ointments).
- No episodes of diarrhea for a full 24 hours, **without** the aid of medications.
- No episodes of vomiting for a full 24 hours, **without** the aid of medications.
- With written documentation from a medical professional confirming that the child is no longer contagious and may resume regular activities.

If your child becomes ill while at My Time, you will be notified immediately and expected to arrange pick up of your child within 30 minutes of being called. In the event that a parent cannot be reached after a period of time, a person listed on the child's emergency contact list will be notified and asked to come for your child. In most cases, the child will be in the front office with the Director or other staff member until the guardian can arrive to pick up the child. **Any child sent home due to illness cannot return to My Time the following day.**

Children who are seen by a physician for symptoms of a common cold, allergies or other viruses are not required to provide a doctor's note but must follow the 24-hour policy. Please notify the director if your child becomes ill with a contagious disease so parents of other children may be notified. The diagnosed child will remain anonymous, however we are required to alert parents that their child may have been exposed.

Parents will be notified by phone if your child is injured, or has any symptom requiring exclusion from regularly scheduled activities. It is My Time's policy to call parents any time that a child in our care bumps their head. If the injury results in an emergency room visit or doctor's office, you must notify the director within 24 hours.

Child's Name (please print)

Parent/ Guardian Name (please print)

Parent/ Guardian Signature

Date



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- _____ I acknowledge that I have read and understand the policies and procedures in the My Time Kids Academy Parent Handbook. Should updates or changes be made at any time, I understand that I will be notified by the email I provided at the time of registration.
- _____ I understand there may be instances that arise when a child's/family's behavior warrants the need to find a more suitable setting for either a short term or permanent basis. An adjustment period is in place to ensure a balanced classroom environment conducive to an exemplary experience for all.

FINANCIAL:

- _____ Intent to withdraw a child from any My Time Kids program requires a 30-day written notice. Notices may be handwritten or emailed to info@mytimekids.com. The date of the email or receipt of written notice will be considered the time stamp for the 30-day notice. Refunds will not be given when withdrawal notices are given with less than 30-days notice.
- Enrollment fee is non-refundable, noted at time of enrollment.
 - Fall/Spring Supply fee is non-refundable once semester has begun.
 - Tuition refunds will not be granted without proper 30 day written notice.
- _____ **ACH Bank Draft Payment Only:** I agree to automatic debit to my bank account each month for tuition and fees at My Time Kids Academy via the BrightWheel app. I understand that I have the option to set BrightWheel to "auto-pay" or leave as self-initiated payment and will pay tuition and fees due by the due date listed on the BrightWheel invoice. I understand that I will be notified if my payment fails to authorize for any reason I must provide a valid bank account within 5 calendar days of the original rejection date or submit payment by money order.
- _____ **Late Policy:** I hereby certify that I have read and shared the policy on Late Pick up with my child's other parent/guardians. I/we agree to adhere to this policy. Any child not picked up by 2:05pm (extended care program picked up after 5:30pm) will immediately be placed into our extended care program and will be charged according to late fee policy. This fee is due immediately upon pick up of that same day.

PERMISSIONS:

- _____ **Photography/ Video:** I understand that my child may be photographed/ videoed during class activities/ performances. I give permission for these to be used for promotion/ marketing materials, MTKA website or official MTKA social media sites.
- _____ **Supervised water activities** to include water table, sprinklers, slip-n-slides (camps), water hose for gardening
- _____ **Use of Technology:** Videos that are educational or relate to themes being taught. *Videos are not to exceed 20 minutes/week in preschool or 20 minutes/day during summer camp rest time.*
- _____ **Consumption of treats/ snacks** limited to once or twice a month maximum. We encourage healthy options for birthdays such as yogurt parfaits, low or no sugar treats. Teachers tie in foods, on occasion, with the themes for each week. Please let your teacher know if you will send in an alternative food for these times.
- _____ **Supervised bounce house participation.** My Time follows manufacturer safety guidelines and rules, insurance requirements, and state licensing rules regarding bounce house use. We currently have an indoor tumble track inflatable, and bouncy castle used on gymnastics mats for safety. In the summer, My Time rents slides appropriate for preschool and elementary aged children.
- _____ **SUNSCREEN:** Licensing requires your permission to re-apply sunscreen if needed throughout the day. Please arrive to school with sunscreen already applied. Initialing here gives MTK staff permission to reapply sunscreen if needed.
- _____ **CIRCLE ONE:** **HEB Spray Sunscreen Kids SPF50.** **I will provide my own to be left at school**
- _____ **INSECT REPELLANT:** Licensing requires your permission to re-apply repellant if needed throughout the day. Please arrive to school with it already applied if you feel that your child needs it. Initialing here gives MTK staff permission to re-apply insect repellant.
- _____ **CIRCLE ONE:** **OFF! Family Brand Spray** **I will provide my own to be left at school**
- _____ I **DO/ DO NOT** give permission for MTK staff to apply antibiotic ointment or hydrocortisone cream should the need arise. Parents will be notified if this occurs. Application record kept in the office for review.

CIRCLE ALL THAT APPLY: Antibiotic Ointment Hydrocortisone Cream

Child's Name (please print)

Parent/ Guardian Signature/ Date

