

## A Parent's Guide to Fitness & Fun

Dear Parent:

When you choose licensed day care, you and your family join your child in new experiences and relationships. You, the day-care director, child-care staff, and other people in the day-care center have a responsibility to protect the health, safety, and well being of your child. The Texas Department of Family and Protective Services, Licensing Division, is part of this partnership, too.

Minimum standards require your day-care provider to give you a copy of these operational policies. You need to sign the receipt form to verify that you have received it and discussed the material with facility staff.

Johnny G. Peavey  
Administrator/Owner, Fitness & Fun

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When you visit a day-care facility, ask to see the license. The license means that the day-care facility met the minimum licensing standards the last time it was inspected for such things as fire, sanitation, and safety; the number of child-care staff required; staff qualification; and requirements for special services.

Minimum standards prohibit persons who have been convicted of certain crimes from having contact with children in care.

Compliance with minimum standards does not guarantee high quality childcare. They are called "minimum standards" because no one is allowed to operate below these standards.

A copy of the minimum standards and licensing report are available for you to review at Fitness & Fun. Please ask if you would like to review it. You can also call for information at your local day-care licensing office (713-940-3009) or view it on-line along with our licensing report ([www.dfps.state.tx.us](http://www.dfps.state.tx.us)). Any report or complaints may be made to 936-525-2188 or 713-940-3009.

Spend time at Fitness & Fun before you enroll your child. Ask questions about the program and observe the activities. When you enroll your child, make sure Fitness & Fun has all the information needed about your child and family to provide good care.

Read all the material Fitness & Fun gives you. In addition to material required by licensing standards, Fitness & Fun has its own policies and requirements. It is important that you understand these requirements before you enroll your child. It's equally

important, once your child is in care, to read the notices, special requests, notes, and other materials Fitness & Fun sends home.

Fitness & Fun invites you to drop in occasionally while your child is in care to observe how he/she interacts with the staff and other children, and to get a good picture of the day-to-day activities. No prior notice is needed for this visit. Parents are welcome to participate in any activity and/or field trip with their child, just inform the office ahead of time in case reservations need to be made.

Fitness & Fun feels it is extremely important for you to discuss any concerns you may have with the Administrator, Johnny G. Peavey (281-387-8000). Please call at any time or conference times will be arranged at your convenience. It is also important to let Fitness & Fun know about things at home that may affect how your child is doing in day care.

Fitness & Fun must have certain information and records from parents to ensure the child's health and safety, handle emergencies, and meet minimum standards. Your child's enrollment process will be complete when the following have been received by Fitness & Fun:

- Student Registration Information
- Immunization Records
- Health Form
- Vision/Hearing Screening
- Field Trip Permission
- Transportation Permission
- Water Activity Permission (Lifeguard on duty)
- Emergency Treatment of a Minor
- Signed Contract Agreement
- Registration Fee



## **Policies and Procedures at Fitness & Fun**

### **Hours/Days/Months of Operation**

Fitness & Fun is open 12 months of the year, Monday through Friday. The three and four year old program operates from 6:30 am to 6:30 pm. Arrangements can be made for 7 pm pick up if necessary. When school is in session, Fitness & Fun is open for school-aged children from 6:30 am to drop off at school and from 2 pm to 6:30 pm. During the summer, holidays, and in service days, Fitness & Fun is open 6:30 am to 6:30 pm.

Fitness & Fun will be closed Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Good Friday, and Memorial Day and Fourth of July

## **Procedures for Release of Children**

Your Registration Information form asks for the name of family members authorized for emergency and alternate pick-ups for your child. It is important that you complete this section so that if your child becomes ill and we cannot reach you, someone can pick up your child. Fitness & Fun will try every means possible to reach a parent, but sometimes this is not possible. In the case of your child becoming ill, Fitness & Fun will continue to try to reach you. Identification will be checked and messages will be left for parents, along with additional phone calls during the day. In the case of someone other than the parent picking up the child, identification will be checked and, if we have not heard from the parents concerning the pick up, we will call you before releasing the child. Remember, we cannot release the child to anyone under 18 years of age. **THE CHILD MUST BE SIGNED IN AND OUT DAILY UNLESS FITNESS & FUN PICKS THEM UP FROM SCHOOL, IN WHICH CASE THEY MUST BE SIGNED OUT.**

## **Illness and Exclusion Criteria**

As stated in the Contract Agreement, parents are required to not bring their child to the facility if they are exhibiting an oral temperature of over 100 degrees, intestinal disturbance accompanied by diarrhea or vomiting, any undiagnosed rash, or sore or discharging eyes or ears or profuse nasal discharge. If your child develops any of these symptoms while at the facility, Fitness & Fun will contact the parents to arrange for the child's pick up within two hours of notification.

Parents shall file an emergency medical release form for the child with Fitness & Fun. All medical care required by the child is the responsibility of the parent.

## **Procedures for Dispensing Medications**

Fitness & Fun shall only administer oral medication when accompanied by a medication form (available at the office) that has been completed and signed by the parents. Prescription medication shall be administered only if the medication is in the original packaging and only if a physician has dispensed it with the child's name on it. If an ongoing medication is needed, a physician must sign the medication form. All medication shall be stored in locked, childproof containers. All medications are to be handed directly to the appropriate staff either by the parent or by a member of the school's staff. Medication is not to be placed in a backpack for school age children.

## **Procedures for Handling Medical Emergencies**

Parents are required to complete Emergency Medical Treatment of a Minor. This is to ensure Fitness & Fun can obtain whatever medical treatment is needed for your child should it be necessary.

All parents will be notified in writing and within 48 hours of becoming aware that a child or employee has contracted a communicable disease that the law requires being reported to the Texas Department of Health or outbreak of lice or other infestation.

If your child becomes ill during the day, Fitness & Fun will call the parents to arrange for pick up within two hours. Should it be necessary, Fitness & Fun will take your child to the physician and/or hospital you designated. Parents will be notified immediately.

If your child is injured, you will be notified at the end of the day and given a copy of the Accident Report Form if the injury is minor (cuts, scratches, etc requiring first-aid by employees). Should your child receive an injury that requires medical attention or involved in any situation that placed the child at risk, parents will be notified immediately and given a copy of the Accident Report Form.

If your child needs immediate medical attention, Fitness & Fun will call your child's physician, take the child to the nearest emergency room or minor emergency clinic, or call for an ambulance. This is why Fitness & Fun must have your authorization for emergency medical care.

### **Procedures for Parental Notification**

Parents will be notified immediately should their child become ill or receive a serious injury. Alternate/emergency contacts will be called if parents cannot be reached to pick up the child. Fitness & Fun will continue to try to reach parents by leaving messages at all numbers and by numerous calls during the day. It is extremely important to notify Fitness & Fun should you change work numbers or cell phone numbers. Fitness & Fun will ask parents to update this information on a yearly basis, but should it change beforehand, please notify the office.

Should the facility sustain damage that requires it to be closed for the remainder of the day, the same notification procedures will be followed.

Should there be an emergency that would force the closing of schools during the school year; Fitness & Fun will care for your children until you arrive. Fitness & Fun will pick them up from school in an orderly manner and take them to the facility. Food will be provided if necessary and available. The schools contact Fitness & Fun if the schools are forced to close. Your children will be cared for until you arrive, regardless of the time. Emergency phone numbers for Fitness & Fun are 281-387-8000 for Mr. Peavey and 936-689-0139 for Cortney.

## **Discipline and Guidance Practices**

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. Fitness & Fun uses positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. Fitness & Fun uses praise and encouragement of good behavior instead of focusing on unacceptable behavior; reminding a child of behavior expectation daily; redirecting behavior using positive statements; and using time out when appropriate. A child may be physically restrained if that child poses danger to him/herself, another child, staff member, or property. Parent will be notified immediately of the incident. There is no corporal punishment or humiliation.

## **Fitness & Fun Safety Rules and Procedures**

- Students are not allowed to touch each other at any time in our program unless it is an activity or game in which touching is required. This will be strictly enforced in the pool area.
- There is no running in the facility unless the activity or game requires it.
- The martial arts equipment is strictly off limits unless we are reviewing martial art techniques as part of our program.
- Foul language of any type is strictly not allowed.
- Topics of conversations may not include conversations, which are mature in nature.
- No child is allowed to be excluded from a group in which they wish to participate in unless the caregivers allow specific permission. No one likes to be excluded.
- Shoes with backs must be worn in all outside activities. Sandals with backs can be worn. Tennis shoes or sandals without backs are unsafe and during activities outside do not stay on students feet causing an unsafe situation. Children may wear sandals at the pool area only.
- Seat belts in the vans must be worn at all times and will remain on until the van has stopped and has been turned off. There will not be any "locking" of seatbelts by anyone.
- There is no eating in the vans.
- There is no climbing over the seats in the vans. When you enter a van, you will move all the way over to sit. You must be 12 years old to sit in the front.
- No one is allowed to open van doors after they have been closed without a caregiver opening the doors for them. Windows are not to be opened at any time.
- Loud noise or yelling is not allowed at any time in the vans. This could distract the driver and cause an unsafe situation.
- There will be a facility fire drill no less than every 30 days.
- There is no kicking of any ball, in or out of the facility, unless we are playing kick ball, which is an outside activity.
- Violence will not be tolerated in any way, at any time. Example, hitting or kicking another student.

- Lying or stealing will not be allowed. We expect students to be truthful with the caregivers at all times. Please respect other people's personal belongings.
- Students are to walk on the path provided whenever possible and be supervised by a caregiver.
- Parents will be told if their child breaks serious safety rules, steals, or swears. Day to day corrections of minor occurrences simply will require time out.
- Parents will be called immediately if their child creates a violent situation and/or is trying to, or has, hurt someone.
- Hygiene is important. Please discuss with your children about flushing toilets, putting toilet seats up for the boys, and washing hands.
- Do not take games out of the game room, turn on the TV/Play Stations, or change the games yourself. A caregiver must do this.
- Do not pick up sticks or sand at the playground. They could be harmful to someone's eyes.
- Upon entering the facility, put your belongings in your cubby.
- Lifeguard will be present at all times during pool use.
- All students will be given a swim test to determine their ability to swim, those who are unable to pass the swim test will be required to wear a flotation device.
- There will be no horseplay allowed in the pool area, which includes dunking of another child.
- Children are not allowed to get in and out of the pool, or run on the pool deck.
- No jumping or diving into the pool.
- Students not complying with all pool rules can and will be banned from pool use.

### **Meals and Food Service Practices**

Fitness & Fun does not offer meals to the students. We do, however, offer snacks to the children – one in the morning and one in the afternoon when they are here full day. When school is in session, only an afternoon snack is offered to those children attending school. These snacks offered by Fitness & Fun, will be nutritious and include at least one of the four major food groups. If parents choose to provide the child's meals and/or snacks from home parents understand that Fitness & Fun is not responsible for its nutritional value or for meeting the child's daily food needs.

### **Immunization Requirements**

Each child enrolled or admitted to child-care centers must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education. This requirement applies to all children in care from birth through 17 years of age.

All immunizations required for the child's age must be completed by the date of admission. Any exemptions must meet criteria specified by the Texas Department of Health rules in 25 TAC ~ 97.62 (relating to Exclusions from Compliance). You can find more information in the Texas Department of Health's rules at 25 TAC Chapter 97, Subchapter B (relating to Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education). You can access it on the Texas Department of Health Internet website at: [www.tdh.state.tx.us/immunize](http://www.tdh.state.tx.us/immunize), or you may obtain a copy from Licensing or your local or state health department.

Documentation acceptable for immunization records must be validated by a physician or other health-care professional with a signature or rubber stamp and include:

- The child's name and birthdate
- The number of doses and vaccine type
- The month, day and year the child received each vaccination

Documentation on file at Fitness & Fun may be the original record, a photocopy, or a handwritten copy that has been signed by the Director.

Each child attending a pre-kindergarten program or school away from Fitness & Fun must have either a copy of the current immunization record that is on file at the pre-kindergarten program or school the child attends or a signed statement from the child's parent that the child's immunization record is current and on file at the pre-kindergarten program or school that the child attends. The statement must be dated and include the name, address, and telephone number of the pre-kindergarten program or school listed in the statement.

**Please Note: Tuberculosis screening and or testing is not required at this time, this requirement may change in the future and all parents and or guardians will be required to provide such needed information.**

## **Hearing and Vision Screening Requirements**

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for the following children who are enrolled at Fitness & Fun:

- First-time enrollees who are four years of age or older and all children enrolled in programs who are four years of age by September 1 of each year will be screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest, or present evidence of screening conducted one year prior to enrollment.
- A licensed or certified screener or a health-care professional must conduct the screening. Specifics on vision and hearing screening may be viewed at [www.tdh.state.tx.us/vhs/](http://www.tdh.state.tx.us/vhs/).

Fitness and Fun must keep either the individual vision and hearing screening or a signed statement from the child's parent that the child's screening records are current and on file at the pre-kindergarten program or school the child attends away from the center. The statement must be dated and include the name, address, and telephone number of the pre-kindergarten program or school.

## **Enrollment Procedures**

The following information is required by the State of Texas before a child can be admitted to a child-care facility:

- The child's name and birth date;
- The child's home address and telephone number;
- Date of the child's admission to the child-care center;
- Name and address of parents;
- Telephone numbers at which parent(s) can be reached while the child is in care
- Name, address, and telephone number of another responsible individual (friend or relative) who should be contacted in an emergency when the parent cannot be reached;
- Names and telephone numbers of persons other than a parent to whom the child may be released;
- Permission for transportation;
- Permission for field trips;
- Permission for participation in water activities;
- Name, address, and telephone number of the child's physician or an emergency-care facility;
- Authorization to obtain emergency medical care and to transport the child for emergency medical treatment;
- A statement of the child's special problems or special care needs. This includes, but is not limited to allergies, existing illness, previous serious illness and injuries, hospitalizations during the past 12 months, and any medications prescribed for continuous, long term use;
- The name and telephone number of the school that the school-age child attends. unless the after-school care is also provided at the school; and
- Permission for a school-age child to ride a bus or walk to or from school or home, or to be released to the care of a sibling under 18 years old.

Parents must sign the admission information before your child is admitted to the program.

## **Transportation**

Texas Department of Family and Protective Services regulates any transportation provided by or for the child-care center, including but not limited to transportation

between home and school, between school and the child-care center, the child-care center and home, the child-care center or school and field trip locations or other drop off locations, authorized by the parent. The type of vehicle, however, is not regulated by the State of Texas.

Fitness & Fun provides three 15-passenger vans to transport children to and from school, on field trips, and to seek emergency medical treatment, should the need ever arise. Children are required to:

If the child is...	Then the child must be secured in....
Younger than 4 yrs old and less than 36 inches in height	a child passenger safety seat or booster seat according to the manufacturer's instructions, anywhere a child sits in a passenger vehicle;
Younger than 4 yrs old and at least 36 inches in height	a booster seat according to the manufacturers' instructions or properly fitting seat belt, anywhere the child sits in the vehicle;
At least 4 yrs old, at least 36 inches, but younger than 17 yrs old.	a safety belt, anywhere the child sits in the vehicle.

Fitness & Fun requests that parents provide the safety seat they prefer their child to use.

**Water Activities**

Water activities will be conducted in the Fitness & Fun pool, located on site. The depth of the pool is 3 ft to 5 ft to 3 ft. and meets all regulations. Rules will be strictly adhered to in the pool.

**Field Trips**

Fitness & Fun will go on field trips during the Holidays, summer vacation days, and some in-service days. Field trips will be to places like IMAX, movies, ice skating, Moody Gardens, horseback riding, NASA, Children's Museum, Houston Zoo, Museum of Natural Science, Astros game (if the schedule allows), bowling, nature walks, etc. The trip will be age appropriate. Transportation will be provided by Fitness & Fun. Any time Fitness & Fun goes on a field trip, the staff has with them

- Emergency medical forms and contact information
- Written list of all children on the field trip (list will be checked frequently)
- First – aid kit immediately available on trips
- Each child and member of the staff wears a Fitness & Fun t-shirt with phone number of the facility
- An alternate plan for transportation should an emergency arise
- One caregiver in each group with CPR and first aid training
- All staff members have cell phones.

Notice of any field trip will be posted on the door at least 48 hours before the trip. It will include when and where the children are going, who will be going, the cost and the expected time the group will return to Fitness & Fun.

### **Video Arcade and Movies**

Fitness & Fun may on occasion show movies at the facility. All movies will be rated G or PG.

The Video Arcade Room is a new addition at Fitness & Fun. The games are:

- NBA Jams
- Vindicator Tank
- Pole Position
- Super Mario
- Players Choice
- Gauntlet Legends
- Rock Band
- Shuffle Board

Occasionally written changes may be made to these Operational Policies. If that is the case, you will be notified in writing of any changes. We will ask that you sign that you received the update and a copy of the signature and information will be placed in your child's file. Notification of changes will be posted on the front door or the Fitness & Fun bulletin board at the facility.

### **Emergency preparedness plan**

An emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuation and relocation. In the event of an emergency it is the responsibility of the staff to relocate all children to our designated safe area or shelter located at 2503 Poplar Park Dr. Kingwood, TX 77339 this location is known to all employee's, caregivers, and volunteers. The children will be relocated via Fitness and Fun 15 passenger vans if available if they are not available the children may be escorted on foot

with a staff member. All caregivers and staff members have with them their attendance sheets in order to account for all children in their care as well as a copy of emergency contact information for all children in care. In the event of an emergency evacuation parents or alternate contacts will be contacted in the order listed on their registration paperwork. As well as any emergency services departments that may need to be reached. In the event of severe weather all children will follow the severe weather plan; they will be designated to either the Fitness and Fun room or the video arcade room. Both of these rooms are the most interior rooms of the facility without windows. In the event that the building must be evacuated and we are not in need of relocating to the alternate shelter the children will use one of the two evacuation routes from their current location and follow their caregiver to the main playground. All caregivers have their attendance sheets in order to account for all children in their care at that time as well as a sweep of the building will be done to ensure the evacuation of all children. Emergency contact information will be on hand with all caregivers and staff; we will contact parents or alternate contacts in the order of which they are listed on your child's registration paperwork.

### **Fitness & Fun Licensing Office**

Texas Department of Family and Protective Services  
Child-Care Licensing  
2017 North Frazier, Suite C-1  
Conroe, Tx 77301  
Phone 936-756-1551  
[www.dfps.state.tx.us](http://www.dfps.state.tx.us)  
Abuse Hotline – 1-800-252-5400