

Parent Handbook

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Odyssey Early Learning- Corpus Christi

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Visit us on the web at <http://www.odysseyearlylearning.org> or
on Facebook

Philosophy and Goal

We believe that learning is a lifelong journey. We take advantage of children's natural curiosities and guide them towards new learning every day. Our goal is to promote and encourage exploration and experiences that enable children to develop their social, emotional, academic, and motor skills to their maximum potential and give them the skills needed to be successful in school.

At Odyssey Early Learning, your child will participate in daily developmentally appropriate reading readiness and math activities, music and art lessons, science experiments, and activities designed to develop fine and gross motor skills.

NON-DISCRIMINATION POLICY: Odyssey Early Learning-CC 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. Required Policies Odyssey Early Learning-CC is licensed and regulated by the Texas Department of Family and Protective Services. **The following policies are required by Child Care Licensing per The Minimum Standards for Child Care Centers 746.501.**

1. HOURS OF OPERATION

Odyssey Early Learning-CC is open from 7:00am-6:00pm, Monday-Friday, year round. We close to observe the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve and Christmas Day. Full tuition is due for holiday weeks. **NOTE:** In some cases, if the holiday falls on a Saturday or Sunday, Odyssey Early Learning-CC may close the day before or the day after the holiday. Parents will be updated on each year's holiday schedule in January.

2. DROP OFF AND RELEASE OF CHILDREN

Per Texas state laws, parents have a right to access their child at any time. However, we strongly encourage parents to drop off their children by 9:30 am each day so that the child can take part in our full educational program. A key code will be provided to parents in order to access entry. Please do not share your code. Any visitors will be checked in and verified by office staff. All students must be logged in and out using an electronic keypad. In the event that a parent is unable to pick up their child, they may authorize another legal adult to pick up. Children will not be released to a minor. Authorized adults must be listed on the enrollment form to pick up and the authorized adult must bring a picture ID. Children will not be released to adults without a picture ID.

3. ILLNESS AND EXCLUSION POLICY

Children who are ill should not attend preschool. Odyssey Early Learning-CC observes the standards set by the Texas Department of Family and Protective Services for ill children. The most common standards for exclusion are:

1. Illness that prevents the child from participating in child care activities, including outdoor play.
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children.
3. Oral temperature of 101 or armpit temperature of 100.
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, 2 or more vomiting episodes in 24-hours.

If a child becomes ill while in our care, we will contact the parent immediately. We will care for the child apart from the other children with proper supervision and give extra attention to hand washing and sanitation practices. Parents need to pick up children within 1 hour of notification. In the event of severe illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, Odyssey Early Learning-CC may call for an ambulance at the parent's expense. If a child is sent home sick from our program, they may not return until the child is symptom free for 24-hours, unless accompanied by a clearance letter from a medical professional.

4. PROCEDURES FOR DISPENSING MEDICATION

Please inform your physician that your child is in full-day or part-day preschool and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember, Odyssey Early Learning-CC is designed for children. If medications need to be administered at school, we will gladly support you in caring for your child. The following conditions must be met:

Prescription medication will be accepted only if it is in the original container and hasn't reached its expiration date. Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container and accompanied with a copy of the information given to you by the pharmacy.

Before any prescription or nonprescription medication can be administered, including sunscreen, we must have permission in writing by the child's parent or guardian. Please fill out the medication forms and enter instructions into the Daily Medication Log Book. Please bring a copy of the information given to you by the pharmacy. Medication needs to go home after the last date that the medication is administered.

Medication must be required more than twice a day. Morning and evening doses must be administered at home. Odyssey Early Learning-CC will administer 3rd and 4th doses if needed at 11:30am and 3:30pm.

Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current. Medication may be given to children with a signed medical information sheet. These are located in the front lobby.

5. PROCEDURES FOR HANDLING INJURIES AND MEDICAL EMERGENCIES

ProCare is the preferred method of communication and provides a variety of tools to communicate. In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported via ProCare as quickly as possible.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents and child care licensing will be notified as soon as safely possible. If parents are unavailable, those individuals designated as emergency phone contacts will be notified.

All children must have an emergency medical release form on file in case of such an emergency. If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center 1.800.222.1222.

6. PARENT NOTIFICATIONS

Open Communication with parents is very important to children's success. Odyssey Early Learning-CC has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Listed below are ways that Odyssey Early Learning-CC may communicate with parents: Face to face, Phone Calls, Daily Reports or Notes, E-Mail, ProCare, or facebook messenger. Monthly newsletters are also provided to communicate special dates, student birthdays, learning focus, and other important news.

7. DISCIPLINE & GUIDANCE POLICY

Odyssey Early Learning-CC staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are: 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 and redirecting behaviors. Odyssey Early Learning-CC does not use "time out" as a form of managing behavior. Odyssey Early Learning-CC staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency from all parties involved is the best way to handle these issues. Odyssey Early Learning-CC reserves the right to terminate care for the child for discipline problems at any time.

8. SUSPENSION AND EXPULSION FROM CARE

The safety and success of our students is a priority. We will handle age appropriate behavior issues in a positive way by redirecting and praising positive behavior. However, there are times when behavior becomes elevated and/or aggressive. If a child's behavior is keeping other students from learning or is physically harmful to other students or our staff, we will contact the child's parent or guardian immediately to discuss the situation. On the third documented 'severe' incident, the parent will be contacted to pick the child up from care and expulsion from the program will go into effect immediately.

Intentional injury to a child or staff member, violation of parent code of conduct by parent, guardian, or designee, or notification from agency that disallows parent or child on site will result in immediate expulsion from program. Any remaining cleared payments will be refunded by check.

9. SAFE SLEEP FOR INFANTS

In order to provide the safest possible environment for infants, all cribs will remain bare with the exception of a thin, tight fitting sheet. **As per minimum standards, subchapter H, Bare means the crib should be free of any additional items**, including those soft bedding items previously listed in the rule—soft, loose bedding, blankets, sleep positioning devices, stuffed toys, quilts, pillows, bumper pads and comforters.

All infants that do not have the ability to turn, will be placed in a face-up sleeping position. Swaddles and other restrictive devices or clothing are prohibited from being worn by infants while in crib. Infants will not be allowed to sleep in a restrictive device. If an infant falls asleep in a restrictive device, he/she will be moved to a crib as soon as possible.

10. MEALS AND FOOD PRACTICE

Odyssey Early Learning-CC is a participant of the USDA's Special Nutrition Program. We do not charge an extra fee for meals or snacks. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (800) 795-3272. Our kitchen staff are required to have Food Managers training and all of our staff are required to have Food Handlers training as mandated by the County Health Department. Our kitchen is inspected by local health officials quarterly. Liquids and food hotter than 110 degrees F are kept out of the reach of children.

On occasion food is brought in by families for birthdays and other celebrations. **All food brought in by families must be commercially produced and brought to school in original, sealed containers.** Odyssey Early Learning-CC provides breakfast for all children present at 8:30am. Lunch is served at 11:30am. Afternoon snack is served after the rest period around 2:30pm and is available through 3:30 for after school aged children in care. Menus are available at the front desk and posted on the parent board.

We STRONGLY encourage you to allow your child to eat what we are serving that day, unless, of course, food allergies are a concern. In that case, we ask that you bring a note from your physician. Any food brought from home will only be served at the same time that the other children are eating and MUST be taken home at the end of the day. Milk, fresh fruit, and vegetables are available to students that bring a meal from home.

Please advise the center of any allergies. Odyssey Early Learning-CC is a Peanut-Free School. If a child requires an alternative meal or substitution, a note from a doctor may be required. All staff are educated on food allergies and take precaution to ensure children are protected

11. IMMUNIZATIONS REQUIREMENT FOR CHILDREN

Immunization records must be current for all children enrolled in the Infant-Toddler, Preschool and Pre-K programs. A copy must be in the child's file. It is the parent's responsibility to ensure that your child's immunizations are current. Failure to keep children current on immunizations may lead to unenrollment. From time to time Odyssey Early Learning-CC may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit from the Health Department must be on file for these children. Based on local health department guidelines, proof of TB testing is not required in order to be enrolled in our program.

12. HEARING AND VISION SCREENING

The Vision and Hearing Screening Program at the Texas Department of State Health Services (DSHS) works to identify children with vision and hearing disorders who attend any public, private, parochial, denominational school or a Department of Family and Protective Services (DFPS) licensed child care center IN Texas. Students aged four and over are required to have a hearing and vision screen on record.

13. ENROLLMENT PROCEDURES

Upon selecting Odyssey Early Learning-CC to meet your child's educational needs, all enrollment paperwork is required before the child can start our program. Incomplete paperwork will not be accepted. Paperwork required for enrollment includes:

- Enrollment Form
- Authorization for Emergency Medical Attention
- Immunization Record and Physician's Statement
- Registration with ProCare
- Food Program Enrollment Form
- CACFP Meal Benefit Income Eligibility Form
- Infant Feeding Preference (if applicable)

Parents will be notified within 30 days of any policy change in writing. Signatures from parents may be required.

Policy updates will be made available on this website and by request at the center. Odyssey Early Learning centers are individually and privately owned and operated facilities. Odyssey Early Learning-CC can not be held responsible for any situation resulting from the operation of the child care center your family attends. Please report any situation you feel uncomfortable with immediately to your center's director or owner. We have the right to refuse service at any time to anyone. By enrolling your child with Odyssey Early Learning, you acknowledge and agree to these policies in entirety.

14. TRANSPORTATION/FIELD TRIPS

Odyssey Early Learning-CC does not transport using motorized transportation. Infants are taken outside for daily walks, weather permitting, as per minimum standards using strollers equipped with straps that are used at all times. Staff will utilize sidewalks and will carry a functioning communication device while outdoors. Parents will be notified and express permission requested anytime strollers will exceed a 300 yard distance from the facility or if daily route will be deviated from in any way. Specific, daily stroller route is posted in the infant room at each site.

15. WATER ACTIVITIES

Odyssey Early Learning-CC provides opportunities for sensory play with water tables in classrooms. During the summer months, the children are occasionally invited to participate in splash day which includes sprinklers and splash pools. Parents will be notified in advance of any sprinkler or splash day activities.

16. FIELD TRIPS

Off-Site Field Trips are not included in our program.

17. ANIMALS

As per minimum standards, unfamiliar animals are not allowed near children or on our playground. We may have controlled learning programs that include access to a variety of critters, but will always notify parents prior to events taking place.

18. INDOOR AND OUTDOOR PHYSICAL ACTIVITY

Physical activity helps children build confidence, develop and maintain strong bones, good sleep habits, develop motor skills, and build strength, flexibility and endurance. Studies show that children that engage in physical activity have less behavioral and disciplinary problems, have longer attention spans and perform better in school. Physical activity is also linked to the improvement of social, emotional skills, and brain development. At Odyssey Early Learning LLC we provide a minimum of two daily opportunities for outdoor play, weather permitting, in which children use both small and large muscles. We provide a balance of active and quiet play that incorporate group and individual activities, both indoors and outdoors. It is important to participate in a variety of physical activities comfortably and safely, your child be dressed in loose fitting clothing that moves well and closed toe shoes that provide adequate support.

The health and safety of children in our care is of paramount importance. To ensure their well-being, outdoor play will be limited or prohibited under extreme weather conditions. This policy outlines the criteria under which outdoor play will be restricted to protect children from potential harm due to adverse weather conditions.

Temperature Guidelines:

- **Heat:** Outdoor play will be prohibited when the heat index (temperature + humidity) reaches or exceeds 90°F (32°C), outdoor playtime will be limited to short periods, and children will be kept hydrated and monitored for signs of heat-related illnesses.
- **Cold:** Outdoor play will be prohibited when the temperature, including wind chill, falls below 50 degrees, outdoor playtime will be limited, and children will be dressed appropriately with hats, gloves, and warm clothing.

Weather conditions will be monitored continuously throughout the day using reliable sources, such as the National Weather Service (NWS) or local weather apps. Our auditorium space will be utilized to ensure our children remain active during extreme weather conditions.

19. INSECT REPELLENT and SUNSCREEN

Classroom caregivers will have access to community insect repellent and sunscreen provided by the site and families. Authorization for insect repellent and sunscreen will be filled out during enrollment. If a parent does not authorize an application, the parent must provide or apply daily when necessary. Not having access to insect repellent or sunscreen when needed can result in a requirement to pick up a child, as we must comply with daily outdoor activity requirements set forth by DFPS.

Health forms must be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current.

20. PARENT RIGHTS

A parent of a child in care has the right to:

1. Enter and examine the center during the designated hours of operation without advanced notice.
2. File a complaint against the center.
3. Review the center's publicly available records.
4. Review the center's written records concerning the parent's child.
5. Receive from the center:
 - A HHSC's inspection report for the center
 - Information on how to access the center's compliance history online
6. Have the center comply with a valid court order signed by a judge that prevents another parent from visiting or removing the child from the center.
7. Be provided with contact information for the childcare regulation, including the department's name, address, and telephone number.
8. View any video recordings of an alleged incident of abuse involving the parent's child maintained by the center as long as video recordings of the alleged incident are available. The parent is not allowed to retain any portion of the video depicting a child who is not the parent's child, and the center notifies in writing the parent of any other child captured in the video recording before allowing the parent to inspect the video recording.
9. Obtain a copy of the center's policies and procedures.
10. Review upon parent's request the staff training records, and in house training curriculum.
11. Be free from any retaliatory action by your center for exercising any of the parent's rights.

21. QUESTIONS OR CONCERNS

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the Center Director. Through open communication, we can ensure that all parties are well informed and working as partners in the child's education. Appointments can be made with teachers or center directors by messaging in the ProCare app, by phone or e-mail, or face-to-face. From time to time, the center

director may complete a Parent Concern Form. Parents will provide feedback in writing and allow the center director to explore resolution. Parents will receive a copy of this form with the appropriate outcome.

22. PARENT INVOLVEMENT

We welcome parents at any time, in any area of our school. Parent involvement is always welcome at the center. Involvement might include: ■ Assist in program activities ■ Make donations of materials to the center. We can provide you with a list of suggested donations ■ Sharing your cultural heritage ■ Sharing your career choice.

We also welcome volunteers. If you would like to volunteer in your child's class on a regular basis, please stop by the office and fill out the required background check form. Based on DFPS minimum standards, all volunteers must have a cleared background check on file to participate in the program on a regular basis. Required fingerprinting must be obtained at the volunteer's own expense.

Conferences and Open House

In December and March, we will invite you to participate in a parent conference to discuss your student's progress on assessments. You are also invited to join us for our annual Literature Alive, Christmas Open House and Preschool Graduation. Along with these opportunities, please feel free to schedule an appointment with your child's teacher or site director anytime.

23. STATE RESOURCES

Odyssey Early Learning-CC is licensed and regulated by the Texas Department of Family and Protective Services and we follow the **Texas Minimum Standards for Child Care Centers**. Parents may review a copy of these standards in our front office or view the standards online at www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp

Texas Abuse and Neglect Hotline: By phone: 1-800-252-5400;
Online: <https://www.txabusehotline.org/Login/Default.aspx>

HHSC Website: <https://www.hhs.texas.gov/>

COMPLIANCE HISTORY

Odyssey Early Learning-CC encourages parents to view our compliance history with Child Care Licensing. Our most recent inspection is posted on our parent communication board or you may view this at www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp

Parents may also contact our local child care licensing office at 361-878-3451.

24. EMERGENCY PREPAREDNESS PLAN

Below is the Emergency Preparedness Plan designed for Odyssey Early Learning-CC. Parents are encouraged to read this information carefully. In the event a parent is present in the building during an emergency, Odyssey Early Learning-CC will ask parents to participate accordingly.

- Childcare providers, once notified, will gather all children within their care and move to the specified evacuation point, depending on the type of emergency.

- Children under the age of 24 months will be moved as follows:
 - Infant Room (6 weeks-12 months) – Children will be placed 4 to a marked evacuation crib and each provider will be responsible for 1 crib (4 infants). Should extra help be needed, cook staff will be assigned to this room.
 - Wobbler Room (12 months-18 months) – Four children will be placed in the stroller by one provider while the other provider will gather the remaining children with assistance from the center's floater.

- Toddler (18 months-24 months) – Each provider will be responsible for half of the class, to line up and evacuate. Assistant Director/Director will be assigned to this classroom for assistance.
- Childcare providers will review their relocation plans for their class weekly and any class that they fill in for during hours of operation.
- If emergency circumstances arise that require relocation, all children and providers will meet in an onsite designated area and proceed, once all accounted for, to designated evacuation and relocation site .
- All staff will evacuate or relocate with their classroom roster to maintain accountability for all children within their care.

Communication

- Telephone numbers for all children can be found on their respective classroom's roster as well as listed within this binder.
- Parents will also be contacted through ProCare as executed by the Director/Assistant Director.
- All emergency numbers are listed within this binder.

Essential Documentation

In the event of an emergency relocation, students will be taken next door to Freedom Fitness located next door at 1305 Airline Rd., #4. Their phone number is 361-814-7867.

After all children and staff have been relocated to the evacuation site and are safe and have had all needs taken care of, the Director and Assistant Director will designate staff to contact parents and notify them of the situation. Staff members will continue to supervise and take care of the children including entertaining them with songs, stories, games, etc. at the evacuation site. Watch the kids, not the situation. The Assistant Director will continue to supervise and take care of the needs of the staff. The Director will be the contact person for emergency personnel and parents.

The center's usual verification process for allowing adults to pick up children from the center will be used at the evacuation site. (i.e. only persons listed on the child's enrollment form as authorized to pick up will be allowed to do so after showing photo ID.)

25. BREASTFEEDING

Odyssey Early Learning-CC will provide a comfortable place with a seat for mothers to breastfeed their child if they choose to do so. Parents may also provide breast milk for their child to be served while in our care.

26. CHILD ABUSE REPORTING LAW REQUIREMENTS

Odyssey Early Learning staff are REQUIRED by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receive annual training on recognizing and preventing abuse and neglect, including sexual abuse. Odyssey Early Learning-CC has made a commitment to help increase awareness and prevention techniques to employees and parents through training, memos and monthly newsletters. Odyssey Early Learning-CC will also coordinate with community organizations on strategies to prevent abuse and neglect. The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called. Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body, and child hygiene issues. If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help.html The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

27. HEALTH CHECKS

Odyssey Early Learning-CC staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects.

28. EMPLOYEE VACCINATIONS

This policy ensures the health and safety of children in our care by establishing guidelines for employee vaccinations, in compliance with federal, state, and local regulations. This policy does not impose punitive consequences for vaccines not mandated by law but aims to protect children from vaccine-preventable diseases through responsible and ethical practices. In the event of a mandate, employees will be required to comply within mandated guidelines. All employees must receive the specified vaccines unless they qualify for an exemption. Proof of vaccination must be submitted to the administration. The center will verify compliance by requiring employees to provide documentation of vaccination from a licensed healthcare provider. This documentation will be reviewed and recorded by the administration.

Employees may be exempt from required vaccines for the following reasons:

- Medical Exemption: Employees with medical conditions identified as contraindications or precautions by the CDC must provide a written statement from a licensed healthcare provider.
- Conscientious Exemption: Employees with objections due to reasons of conscience, including religious beliefs, must submit a written statement outlining their reasons for exemption.

Procedures for Exempt Employees:

Use of Protective Equipment: Employees may be required to wear gloves, masks, or other protective medical equipment while in the facility.

Alternative Assignments: Where possible, exempt employees may be reassigned to roles with reduced direct contact with children.

Non-Discrimination and Non-Retaliation:

The center prohibits discrimination or retaliatory actions against employees who are exempt from vaccines. The required use of protective medical equipment to safeguard children's health will not be considered retaliatory action.

Record-Keeping:

The center will maintain a confidential written or electronic record of each employee's vaccination status, exemptions, and compliance with this policy. Records will be securely stored and accessible only to authorized personnel.

Disciplinary Actions:

Employees who fail to comply with this policy, including refusing to provide documentation of vaccination or exemption, may face disciplinary actions. These actions will be handled on a case-by-case basis and may include reassignment or other non-punitive measures that ensure the safety of children in our care.

This policy will be reviewed and updated regularly to ensure continued compliance with health regulations and the best practices for protecting the children in our care.

29. EPINEPHRINE AUTO-INJECTORS

To ensure the safety and well-being of all children in our care, we want to inform you about our policy regarding the use of EpiPens.

- Our childcare center will **not administer unassigned EpiPens** (EpiPens that are not specifically prescribed for a child in our care).
- If your child requires an EpiPen due to a known allergy, it is essential that you provide us with an EpiPen prescribed specifically for your child.
- We will administer your child's prescribed EpiPen in the event of an allergic reaction, as outlined in your child's medical plan.

30. INCLUSION SERVICES

Our inclusion policy ensures that children with special care needs receive the support they deserve. We:

1. Follow recommendations from healthcare or qualified professionals to meet each child's specific needs.
2. Utilize any adaptive equipment provided for a child's use as recommended.
3. Allow qualified service providers to deliver early intervention or special education services at our center, with parental approval.
4. Ensure that all activities include children with and without special needs.
5. Adjust equipment, procedures, and methods to create a natural, inclusive environment for all children.

31. GANG-FREE ZONE

Under the Texas Penal Code, 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 a harsher penalty. Odyssey Early Learning, LLC is a GANG-FREE ZONE.

32. TUITION AND FEES

Current Rates are determined by age and program of student and are determined by individual center owners. Please contact your child's center for current tuition information. Tuition for services is pre-paid by ACH draft operated by Stripe Services. A bank draft fee of \$1 or and additional \$1 and 2.95% fee will be charged per transaction. Drafts returned NSF will be charged \$35. All accounts are required to be paid in full for the upcoming service week, by Monday morning before drop off. A late fee of \$10 a day will be assessed on any unpaid balance beginning Monday @ 10a.m. Odyssey Early Learning reserves the right to terminate services without notice due to non-payment.

EXTRA FEES

A non-refundable annual registration fee of \$150 is due at the time of enrollment and every March.. During summer months and holiday times, an activity fee may be charged. Activity fees are for additional activities outside our normal planned curriculum. Parents will be notified 30 days in advance of activity fee options.

Our program is open Monday through Friday from 7:00am to 6:00pm. Odyssey Early Learning-CC is only licensed by the Texas Department of Family and Protective Services to care for children during these specified times. If you are late picking up your child, a \$15 plus \$1 PER MINUTE late penalty will be charged to your account. Late penalties must be paid to Odyssey Early Learning-CC before the child can return to care.

33. ABSENCE/VACATION

When your child is absent from school for any reason, you are still responsible for tuition. Tuition payment maintains your child's enrollment. If your child will be absent from school, we ask that you notify the front office by 8:30am each day. If your child will be out for a long period of time, you do have the option to un-enroll him/her and re-enroll upon return (space permitting).

34. PARENT REFERRALS

We greatly appreciate your business and know that you will be so pleased with our service that you will tell all your friends and acquaintances about us! If one of those families decides to enroll their child(ren), we will credit your account with the amount of 1 week's tuition after that family has been with us for 90 days. The referred family must mention the referral at the time of the initial visit to our program. Our greatest advertising asset is you!!

35. CONFIDENTIALITY

While your child is enrolled in our program, parents may come across confidential information about our program, our staff, and sometimes other children. All information received from Odyssey Early Learning-CC must remain confidential at all times. Breaching confidentiality may lead to unenrollment.

36. PARENT CODE OF CONDUCT

Please understand, young children are present in our building. Some adult language is not appropriate for young children. Odyssey Early Learning-CC prohibits swearing or cursing on our property. Threatening staff, children, or

other parents will not be tolerated per Texas Department of Family and Protective Services. Odyssey Early Learning-CC has the right to terminate care in the event of disruptive behavior from a parent or guardian. Odyssey Early Learning-CC must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

37. PARENT RESPONSIBILITIES

Please understand that due to liability issues, staff of Odyssey Early Learning-CC is not permitted to take children home from our center. In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. Odyssey Early Learning-CC staff cannot be responsible for lost or broken personal toys. Two exceptions to this are a stuffed animal for use during naptime by full-day preschool children and for Show & Tell purposes. You will be notified by your child's teacher if and when the class will have Show & Tell.

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- 0 Communicate any concerns regarding our program or your child immediately to staff.
- 0 Pick up and read the notices and information left for you in your child's folder and/or posted outside your child's classroom, at the reception desk, or in e-mail.
- 0 Pick up your child's papers/projects daily.
- 0 Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- 0 Please be aware of the scheduled meal times of breakfast and lunch, 8:30 am and 11:30am, and make sure your child arrives in time to be included in those meals, if necessary. It is very difficult to try and feed a child later than the scheduled meal time, and causes a disruption in the classroom schedule, which affects all of the children in the classroom.
- 0 Please do not allow your child to bring gum or candy to the classroom.
- 0 We **STRONGLY** encourage you to allow your child to eat what we are serving that day, unless, of course, food allergies are a concern. In that case, we ask that you bring a note from your physician. Any food brought from home will only be served at the same time that the other children are eating and **MUST** be taken home at the end of the day.
- 0 Periodically check on your child's supply of extra clothing.
- 0 Please take home soiled clothing promptly.
- 0 The Texas Department of Family and Protective Services do not allow smoking on the premises, either indoors or outdoors.

38. WITHDRAWAL FROM PRESCHOOL PROGRAM

A 14-day written notice must be given for withdrawing a child from Odyssey Early Learning-CC. If a family fails to give proper notice, Odyssey Early Learning-CC has the right to charge the remaining weeks to the families account. Odyssey Early Learning-CC has a right to refuse service to any family for any reason.

39. CUSTODY SITUATIONS

Odyssey Early Learning-CC prefers NOT to get involved with custody disputes. Odyssey Early Learning-CC will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. **PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.** With this being said, it is imperative that all enrollment forms are completed with both parents' information. A copy of a child's birth certificate may be requested at the Director's discretion. In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, Odyssey Early Learning-CC has the right to terminate care.

40. INCLEMENT WEATHER POLICIES

Odyssey Early Learning-CC will open most days during inclement weather. Please check local TV stations and school district websites for announcements of closing or delays. We will follow the direction of local school districts. If there are delays within those districts, please check our facebook page for updates. Full tuition is due during inclement weather times. In case of serious emergencies such as earthquakes, fire, storms, or loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive.

41. CURRICULUM/TECHNOLOGY

Odyssey Early Learning-CC uses Texas Early Childhood Guidelines as well as High Reach for our infants, wobblers, and toddlers, and Appelbaum for twos, threes, and state adopted curriculum for Pre-K for pre-kindergarten classrooms. These curriculums believe that children learn best through actively engaging with people and things in their environment. Children are involved in hands-on experiences, real-life adventures, and assisted discovery as they explore concepts through play. Odyssey Early Learning-CC is a place where essential readiness skills are nurtured through play, investigation, and of course, fun! These programs provide developmentally and age-appropriate activities and materials. Screen Time includes tablets, smartboard, Television Screens, and computers and will be integrated as appropriate to support curriculum being taught in preschool classrooms and will never exceed a period of 2 hours in a day. Children below the age of 2 as per minimum standards, will not be exposed to any screen time while in care.

42. CHILD TO STAFF RATIOS

Odyssey Early Learning-CC exceeds state ratios in most classrooms. From time to time, we may follow state ratios, but will never be non-compliant unless under emergency situations.

43. NAP TIME

Supervised rest periods are provided for all children under five years of age who remain at Odyssey Early Learning-CC for six or more hours a day, and for all other children who show a need for a rest time. Your child will be provided a cot or nap mat to rest on.. Please provide a clean blanket and sheet for naptime and take them home Fridays for washing. You may also bring in a special blanket, pillow, or stuffed animal if desired, but they must be able to fit in your child's cubby.

44. CLOTHING

Preschool children must have a complete change of clothing, clearly marked with the child's name, left at Odyssey Early Learning-CC. Preschool children need to be dressed for the weather. Caps, mittens, and warm clothing must be worn during the cooler seasons for the daily outdoor playtime.

Accidents can happen, even for the older preschoolers, when they wait too long before going to the bathroom, or if they get wet on the playground.

45. PERSONAL BELONGINGS

Parents must supply all bottles for their child, sippy cups, wipes, diapers, change of clothes, naptime blanket and small pillow. Please label everything with your child's first and last name. We use washable crayons, markers and paint during art time, but the children's clothing may get stained from just being kids! Please dress your children in play clothes since PLAY is what we do!! Please leave all valuable items at home since Odyssey Early Learning-CC cannot be responsible for broken or lost items.

46. CAMERAS

Odyssey Early Learning-CC has monitoring cameras installed in centers. A monitor is located in our front lobbies for parents to view. Cameras are in fixed locations and video may be available for up to 30 days depending on hardware ability. Upon request, video may be reviewed with a written request submitted to the center director that includes reason for request, location, date, and approximate time of incident of interest.

For the protection and privacy of all families, students, and staff members, video will not be duplicated, transferred, or shared in any format for any purpose. The monitoring system has been installed primarily as a safety and training tool and is a courtesy. All systems are maintained to the best of our abilities, however technology can fail for a variety of reasons. Odyssey Early Learning-CC can not be held responsible for failure of cameras and/or recording devices.

47. PHOTOGRAPHS

Odyssey Early Learning-CC believes in the benefit of using real life pictures in our educational program. Photos taken of the children will be done with a school owned camera and will only be used in our program. Photos are used for periodic Facebook updates as well as school projects. A signed release is required of all new families to

Odyssey Early Learning-CC acknowledging the use of such photography. If parents choose to take pictures of events held at our program, they may only photograph their child, unless written permission is given by the other parent. Please note: during certain parent events, such as Pre-K graduation, Christmas programs, and Carnivals, photographs may be taken.

If you wish for your child to not be photographed, you may want to remove them from these events.

48. CYBER IDENTITY/SOCIAL NETWORKING WEB SITES

Cyber identity and social networking is very exciting these days. However, please understand that employees of Odyssey Early Learning-CC are prohibited from participating in social networking with parents and children. This includes, but is not limited to, Facebook, Twitter, Instagram, and SnapChat.

49. BITING

Biting is a common issue in early child development. The best way to deal with biting is consistency between providers and parents. Biting could occur for multiple reasons. Proper communication will help determine why a child is biting. Odyssey Early Learning-CC will work with parents when biting becomes a problem. We will make every effort to solve the issue as soon as possible, however, with a responsibility to protect other students, reserve the right to terminate services if biting attempts increase or injury occurs more than 3 times.

50. CELL PHONES

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010, the Texas Department of Family and Protective Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please help us stay in compliance with this new standard.

51. Refunds

Upon enrollment you are responsible for the registration fee and first week's tuition which are both nonrefundable. Refunds of tuition will only apply to pre-paid but unused tuition for families who adhere to the two week notice policy when unenrolling from our center. All refunds are at the discretion of Odyssey Early Learning.

52. Holidays

Our center will be closed in observance of the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Friday after Thanksgiving
- Christmas Eve
- Christmas Day

Policy updates will be made available on this website and by request at center. Odyssey Early Learning, LLC centers are individually and privately owned and operated facilities. Odyssey Early Learning, LLC can not be held responsible for any situation resulting from the operation of the child care center your family attends. Please report any situation you feel uncomfortable with immediately to your center's director or owner. We have the right to refuse service at any time to anyone. By enrolling your child with Odyssey Early Learning, you acknowledge and agree to these policies in entirety.

We, at Odyssey Early Learning-CC know that you trust us with your most valuable treasure, your child, and we strive to serve our families the absolute best in preschool education and childcare. We believe that excellent early childhood development is the foundation for a bright future for our children at Odyssey Early Learning-CC.