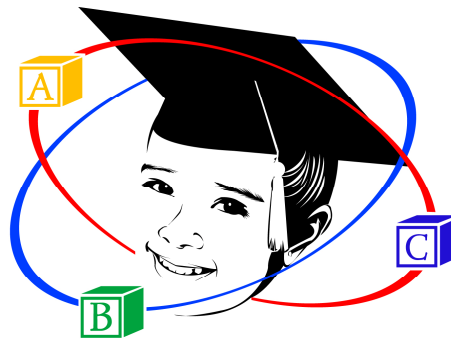


Little.  
**Genius**  
C L U B



# Student Handbook

*[www.littlegeniusclub.com](http://www.littlegeniusclub.com)*

4205-A W. Broadway  
Pearland, Texas 77584  
Phone: 281.606.3700 Fax:281.606-3701

# Little Genius Club

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# Little Genius Club

## Mission Statement

Our mission is to provide our students with quality day care and early childhood education. Instill in children the desire to learn. Students are expected to be kids and develop to the best of their abilities.

## School Government

Director: Doris H. Vela  
Board of Directors: Martin & Wendy Elfrey

Director handles daily operations of the school. The Board assists the administration in establishing and enforcing policies and procedures and determining future goals and visions of the Little Genius Club.

## Schedule of Operations

<b>Child Development Center</b>	<b>Monday – Friday</b>	<b>6:30 a.m. – 6:30 p.m.</b>
<i>Infants / Toddlers / Pre School / Before &amp; After School</i>		
<b>Pre-School - Part-Time Program</b>		<b>6:30 a.m. – 6:30 p.m.</b>
Pre School Class	Monday , Wednesday & Friday Tuesday & Thursday	

\*Pre-School has the option of 2 or 3 days a week.

\*\* Before and After School is an option for children up to 10 years old.

## Admission Disclosure

**Little Genius Club** admits students of any race, color, national or ethnic origin, and /or religion. Each student is granted the same rights and privileges, allowing the same opportunities to enlist in any program or activity, including educational policies, admission, or other school administered programs.

Little Genius Club attempts to serve a large cross-section of children accepting students with average and above average performance/abilities. Students are accepted based on character as well as personal goals and values – not current academic status. Little Genius Club *is not designed* to work with *children with past or uncontrolled behavioral issues, such as physical or verbal aggression, disrespect of teachers and other employees.*

### ♥ Teachers and Classroom Management

Little Genius Club believes teachers need to teach and train the children placed in their care. In order to have such a standard—Little Genius Club promises to comply with minimum standards at all times.

Ensure the wellbeing and safety of our students is our number one priority. Although no school can promise 100% safety—We believe we have taken every precaution possible through our screening and interviewing process to protect our environment. Little Genius Club does not accept staff or students with a background of violent behavior, issues with drugs, or other issues that would be detrimental to the development of children. All employees in our facility have a background check and FBI fingerprint on file.

### ♥ Forms of Parent Communication

The administration and staff of Little Genius Club strive to maintain communication between the home and the school. We have many resources in which we communicate school news:

1. Parent Communication Folder: All students will bring home a folder/envelope
2. Parent Bulletin Board,

3. Teacher/Parent Conferences
4. Phone/ E-mail Conferences

The primary and most consistent form of communication is the Parent Communication Folder/Envelope. Infants and Toddlers will bring home a daily report indicating their activities during the day. When the folder/envelope is sent home, the parents need to read the enclosed information and return the folder/envelope to the school the following day. Failure to do so is our primary reason for faulty communication. If the envelope is not returned, the next memo, newsletter, etc that is sent home will not be sent to your home, but the Little Genius Club will make all attempts to communicate with you if an important matter concerning your child.

Teachers strive to keep the lines of communication open between school and home. Little Genius Club uses Parent Conferences, Telephone calls, Parent Communication Envelopes, and memos etc.... Please pay close attention to any and all correspondence that your child brings home.

### **Attendance Information**

Little Genius Club is a private institution. Education and the development of children is our primary concern. Each class is designed to meet the cognitive and developmental needs of the student. Consistency in attendance is very important for your child's adjustment as well as academic growth.

If a child of any age is going to be absent or late, please inform the office by **9:00 a.m.** Call the office and give the child's name, teacher's name, and the nature of the illness. Little Genius Club is required by law to inform other parents of any contagious sickness that passes through the center. Attendance count is used for preparation of lunch and supply of adequate staff.

#### **♥ Drop Off and Pick Up**

Little Genius Club is extremely careful about allowing one of our little ones to leave with someone other than a parent. Each person listed on Enrollment Forms must have a picture ID on file.

Little Genius Club requires a parent or a guardian to clock child in and out. This includes the Before and After School programs and Extended Sessions. If you do not sign in your child you will be charged a fine of \$10. It is very important that you sign in your child since this is our record of attendance.

Please inform the office when you want to add or remove a name.

#### **♥ Child Anxieties**

Often our school will be the first separation for you and your child. Sometimes it is harder on the parent than the child. Please remember -- anxiety and fears are normal and may be represented in different ways. Some children cry, some may even take a step backward in areas of development. This is normal and can last up to four weeks. Parents are asked to drop their child off at the door and leave. Parents that linger cause teachers to not be able work with children and the other children become upset at seeing a parent and begin questioning, "Where their parent is."

Some children have additional problems such as language barriers, siblings at home, or possibly a recent divorce between parents. We are prepared (with your help) to handle these "separation anxieties". Before long, your child will enjoy the happy balance of Love and Learning at *the Little Genius Club*.

#### **♥ School Visitation**

Parents and grandparents play an active part in our school and are welcome to visit. We have an "open door" policy—as long as the children in the class respond well to the visit. If the children become uncooperative, the visit will be suspended. All parents and visitors are required to register through the office before entering the classroom.

### **Holidays**

#### **♥ Child Development Center is closed for the following holidays:**

New Years Day	Memorial Day	Good Friday	July 4 <sup>th</sup>
Labor Day	Thanksgiving & Day After Thanksgiving	Christmas Eve & Christmas Day	

## **Illness Policy**

Please do not send your child to school if he/she indicates they might be ill. If a child becomes ill while at school, the welfare of the child and the consideration of others is our first concern. They will be sent to the office and kept comfortable until a contact person can be reached. The child must be picked up within 45 minutes of notification. Please keep your contact numbers current with the teacher and office in case of an emergency. According to the Department of Minimum Standards.....Children are not permitted to remain at school if they indicate:

- a) A fever of 100.4 degrees - oral; 99.4 degree - under the arm
- b) Vomiting
- c) Diarrhea
- d) Consistent cough
- e) An unexplainable rash
- f) Ringworm unable to be covered
- g) Lice or lice eggs
- h) Pink Eye
- i) Any virus that could affect another person

Children must be fever and symptom free for 24 hours before returning to school.  
If a student is sent home with any of the above, he/she must remain home for 24 hours.

Because many types of infectious diseases are contact-borne, we constantly work to follow sanitation procedures like hand washing, toy washing, and disinfecting diaper changing areas. Other diseases are air borne and they are much more difficult to control. Please use the following guidelines to determine whether or not your child can return to school:

- \* Diarrhea- A child may return to school when he/she is free of symptoms for a 24 hour period plus free of fever, irritability, lethargy, etc.
- \*Vomiting- The child may return to school when he/she is free of other symptoms (and has been for 24 hours) and his/her appetite has returned and they are eating normally.
- \*Fever- In cases of fever, a child may return 24 hours after the child's temperature has returned to normal or the child has seen a physician and been cleared to return to school. Your child is especially vulnerable when battling an illness. Another infection could set in if he/she returns too soon.

\*If your child has a medical condition, Little Genius Club needs a physician's authorization to attend our center.

### **♥Communicable Disease Chart**

*Children that have missed 5 or more days due to sickness are required to have a doctor's release to return to school. If your child has a contagious disease, please acquire a doctor's release before returning to school. Please inform the school if your child has a serious contagious disease.*

### **♥Medication:**

If a child must receive medication at school, a parent must complete our medication form at the front office. Make sure all medication is clearly labeled with the child's name, dosage, and date. Please do not pack medication in children's backpacks or bags where they have access to them.

Little Genius Club can not give an over the counter medication more than 2 days—without a note from a physician.

## **General Financial Information**

In order to maintain a school and provide quality day care, strict financial guidelines must be implemented. Tuition payment is due regardless of the days of school and/or days of attendance. Tuition is due Monday at 6:30 p.m. Fees are non-refundable and/or transferable.

*Late payments will jeopardize continuance of assistance.*

### ♥ Sibling Discount

Little Genius Club gives a 10% discount for families with more than one child, in fulltime childcare. The discount is applied to the 2<sup>nd</sup> child's tuition. Little Genius Club regrets we are unable to give multiple child discount for children that attend part-time or the Before & After School Program.

### ♥ Methods of Payment & Late Charge Policy

\* Debit Card w/ VISA or Master Card Logo \*Money Order \*Personal Checks \*Cash

Tuition payments are due on Monday at 6:30 p.m. Late Charge is \$5.00 per day. Debit Cards users will not have a surcharge. Parents will be required to keep child(ren) home if tuition is not paid in full by Wednesday at drop off.

### ♥ Late pick up

#### *Child Development and Extended Care*

Late pick up is major problem for our staff. Regretfully, we are forced to begin charging a late pick up fee after 6:30p.m. -- rate is \$1.00 per minute. Because Little Genius Club does not pay overtime—late fees are paid directly to teacher as their pay.

### ♥ Fund Raisers

Little Genius Club operates as an independent, private day care so Fund Raisers are essential for supplying the needs of the facility.

### ♥ Vacation Time

Little Genius Club understands a family's need for a vacation. Therefore, Little Genius Club allows a family to request a Vacation Tuition Discount of 50%, a maximum of two a year. The benefit does not come into effect until the student has been enrolled for 6 months. The discounted tuition is a reservation fee to hold your child's space.

### ♥ End of the Year Records

Parents are asked to retain their money orders and or bank/credit card statements for amount and proof of payment. The IRS number is given in January for tax deduction purposes. Families with outstanding tuition will not be issued the IRS number, until the account is current.

### Withdrawal Procedures

A 2-week written notice is required for Infant, Toddler, Pre-School and After School Programs. Your tuition obligation continues until you fulfill your responsibility.

## Child Development Program

*Infants / Toddlers / Extended Care/ Pre-School*

### Registration Process

- ✚ Obtain and read the Little Genius Club Handbook Completely
- ✚ Complete the Application Packet
- ✚ Submit Copies of: Child's Birth Certificate or Social Security Card, Immunization Card and Parents' Driver's Licenses
- ✚ Have child's Doctor sign and return Health Information Form
- ✚ Pay Registration and First Week

Department of Minimum Standards requires all of the above to be completed BEFORE child can begin.

## Food service

Little Genius Club supplies breakfast, a morning snack, hot lunch, and an afternoon snack for all children in the Infant / Toddler / Pre-School programs. Food cost is included in the tuition. Little Genius Club will supply breakfast and an afternoon snack for students enrolled in the Before & After-School Program.

Menus are posted on the main bulletin board. A variety of nutritious foods are served daily in our cafeteria, giving your child a balanced meal in amounts which are adequate to ensure proper growth and development.

Teachers Choice \* The Pre School department may set up a schedule where each child is scheduled to bring a fruit, vegetable, or specific ingredient for a cooking project. If a parent does not wish to participate, please inform the teacher.

- ✚ Parents are asked not to send food in hand or with their child. Small children are egocentric and they do not understand why one child may have “Mc Donalds” and they cannot.

**Lunches from Home are acceptable if they maintain the nutritional needs for the day. Therefore the following guidelines will be enforced for children wanting to bring a lunch from home....**

1. Lunches must be prepared from home—not from an area restaurant such as McDonalds
2. Lunches can not require preparation at school or refrigeration or heating
3. Only one small sweet per lunch
4. No soda
5. Lunch must meet the Dept of Minimum Standards’ requirements

The lunch count is taken at 9:00 am. Please call if an emergency arises and you will be arriving a few moments late.

## Curriculum Overview

Young children learn through play. We teach both the younger and the older children to interact with others by sharing, listening, and working in small and large groups. Through art, they learn to express their feeling and ideas. Through block play, they learn to plan and solve problems. Dramatic play allows the children to express themselves as well as develop their language skills. All center time and work time in the class is aimed at developing the child’s social and learning skills.

Each of the curriculum outline includes: math, phonics/letters, reading, science, social living, art, music, and reasoning skills along with coordination and vision perception development activities. Our curriculum is specifically designed to be age appropriate and foster exploration, creativity, and academic success.

Little Genius Club uses multiple curriculum to meet the individual needs of the class. Our academic foundation is Pre-Kindergarten TEKS, Scholastic, Growing with Math and Project Class. For more information review our lesson plans.

## General Information

### ♥Issues and Disagreements

If a disagreement arises between the staff, another parent or administration of Little Genius Club, be sure to communicate with your child’s teacher and the director.

### ♥Naptime

Naptime is 12-2 pm for Infants through pre-school and is required by the Dept of Minimum Standards. Children are not forced to sleep but are required to stay on their mat and rest. Most of our children sleep each day. Soft music is played throughout nap time. A teacher supervises each classroom during this time. Your child needs to bring a mat and a small size blanket or beach towel to use at nap. **Pick up, school tours, and visitors are not permitted during nap hours. Unless pick up is an emergency.**

### ♥Recess

It is developmentally appropriate for your child to go outside and play. All our students go out for recess, if weather permits. If there is any medical condition, allergy or concern, sign the appropriate form in the office.

### ♥Toys From Home

Please do not allow your child to bring toys, games, etc, except on Show and Tell Days. Toys from home create classroom problems as many children are not willing to share personal toys and items are easily broken.

### ♥Field trips


Our school-age summer school students will be participating in instructional field trips. Notices are sent home a week in advance to provide details. A permission slip is required for each trip. If for some reason a student is absent, the money is non-refundable.

### ♥ Birthday Parties

Parents may host a party at school with their child's class. Afternoon parties should be at the afternoon break. We ask that gifts not be included, but a special cookie, cup cakes, or treats and favors are permitted. Please request permission in writing at the office 1 week in advance, with your child's teacher.

### Clothing and Accessories

*Children are not permitted to wear earrings, necklaces or jewelry of any type.*

 *This is because of past injuries and loss. \**

### ♥ Infants and Toddlers

Infants and Toddlers should wear sleep and play sets or other comfortable clothing. We are trying to make your child environment as comfortable as possible.

### ♥ Pre School Dress Code (ages PK3 –4 )

Students are required to wear a complete uniform. You may purchase school shirts.

Males	Blue Little Genius Club t-shirt jeans, slacks, shorts; white socks and athletic shoes
Females	Blue Little Genius Club t-shirt jeans, slacks, shorts; white socks and athletic shoes

\* Please -- put name and last initial on all removable attire.

\*\**School shirts are mandatory in the Summer School Program Field Trips*

♥ Please-- do not send heirloom or special blankets. Children are not mature enough to take care of these things and the school can not take responsibility for items of special value or sentiment.

♥ All children are to have a backpack with an extra change of clothes—along with a plastic sack for accidents.

♥ Boys hair is to be cut in a traditional male haircut and may not come past the collar if pulled straight. Boys are not permitted to wear braids of any type.

### Guidance and Discipline Policy

Our teachers strive to maintain control in a classroom by preventing problems through effective planning, reinforcement of appropriate behavior, and redirecting misbehavior. Group exclusion is used only when repeated requests for cooperative behavior is ignored. Each classroom is set up with a “Stop and Think Chair”. If the child needs time to gather control — they will be asked to sit in “The Chair” for a maximum of 1 minute per year of age. This gives the child the opportunity to think of a better choice of behavior. Following his/her time of quiet, the teacher goes over to the child and discusses different options he or she could use next time and strives to work with the child for repentance and restoration of fellowship with his/her peers.

Little Genius Club believes children are learning the difference between appropriate and inappropriate behavior. This is acceptable and age appropriate. Parents will only be notified when specific behavior is repeated, such as temper-tantrums, hitting, biting or foul language.

There is no punishment associated with food or rest. Your child will be treated with respect at all times. Our teachers are trained to distinguish between behavior and misbehavior and to act accordingly. Your child's positive self-image is always in consideration and no punishment will be carried out that would have a negative effect in this area.

Sometimes, there are behaviors that our school is not equipped to handle. In these rare cases, the child's time at the school may be limited or termination of enrollment may occur.

### Project Class

Project Class is a Social Skill based classroom management program in which children will be rewarded when using their social skills.

#### ♥**Accident / Incident Policy**

Regardless of our attempts at caution, accidents and incidents happen from time to time. Children may hurt themselves or one child may injure another child. Please be aware-- when any group of children get together, there will be small accidents as well as friction of some sort. This is how children learn to solve problems and develop social skills. We try to help children learn from each experience. The responsibility of the adults is to oversee the children's activities and interfere only when necessary.

Little Genius Club policy is to send home an Accident / Incident Report for the following :

1. when a child indicates he/she has been hurt and there is a visible mark.
2. for any child that intentionally hurts another child where there is a visible mark.
3. for a child that bites and for the child that is bitten.
4. when a child demonstrates unusual behavior or complains for an unusual period of time.

### **General Guidelines and Policies**

#### ♥**Visitors**

For the safety of our students-- visitors are not permitted to enter the classrooms, lunchroom, or school grounds without checking in through the office. Visitors must be dressed in a manner that is conducive to a school environment.

#### ♥**Student Parties**

Little Genius Club has class parties for Thanksgiving, Christmas, Valentines, Easter, 4<sup>th</sup> of July, and Birthday Parties. If your child is not allowed to participate sign the appropriate form in the office.

Birthday and other parties must be approved in advance through the Principal. Approved Birthday Parties will be in the afternoon after nap time. Parents may bring birthday cake, drinks and party favors if they wish.

#### ♥**Weather or Emergency School Closing**

Unexpected school closing due to inclement weather conditions will follow the decision of the local school system. If it is announced that the local school system is closed, Little Genius Club will do the same. Listen to radio station 740 am, or local television stations for such announcements.