

# Parent Handbook

Updated 3/27/2024



## Odyssey Early Learning, LLC

*5 Locations to serve your family!*

Staples@Weber  
3875 S. Staples  
Corpus Christi, TX 78411  
(361)334-2525

Staples@Lipes  
7201 S. Staples  
Corpus Christi, TX 78413  
(361)334-1409

Calallen (out HWY 624)  
15114 Northwest Blvd.  
Corpus Christi, TX 78410  
(361)933-5174

Portland  
1701 Crosby St.  
Portland, TX 78374  
(361)703-704-6174

Flour Bluff  
10534 SPID  
Corpus Christi, TX 78418  
(361) 353-4135

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

## **Philosophy and Goal**

We believe that learning is a life long 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, LLC 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, LLC is licensed and regulated by the Texas Department of Family and Protective Services. **The follow policies are required by Child Care Licensing per The Minimum Standards for Child Care Centers 746.501.**

### **1. HOURS OF OPERATION**

Odyssey Early Learning, LLC 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, LLC 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 9:30am 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 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, LLC 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, LLC 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. MEDICATION, INSECT REPELLENT, and SUNSCREEN**

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, LLC is designed for well 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, LLC will administer 3rd and 4th doses if needed at 11:30am and 3:30pm.

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

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 EMERGENCIES**

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 to parents when the child is picked up at the end of the day.

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 childcare 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, LLC 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, LLC may communicate with parents: Face to face, Phone Calls, Daily Reports or Notes, E-Mail, REMIND 101, 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, LLC 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, LLC does not use "time out" as a form of managing behavior. Odyssey Early Learning, LLC 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, LLC reserves the right to terminate care for the child for discipline problems at any time.

## 8. FOOD SERVICE & PREPARATION

Odyssey Early Learning, LLC 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 container.** Odyssey Early Learning, LLC 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 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, LLC 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.

## 9. IMMUNIZATION AND PHYSICAL REQUIREMENTS

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. Students aged four and over are required to have a hearing and vision screen on record. 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, LLC 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.

## 10. TUBERCULIN TESTING AND PERSONNEL VACCINE REQUIREMENTS

Based on local health department guidelines, proof of TB testing is not required in order to be enrolled in our program.

Odyssey Early Learning does not require employees to receive vaccinations. We do however encourage all families and staff to receive vaccinations recommended by CDC and personal and family physicians. For further precautionary

measures, all staff receive training in proper handwashing, sanitizing, diaper changing, and blood and airborne pathogens. Recommended vaccinations can be found at <https://www.cdc.gov/vaccines/schedules/downloads/adult/adult-schedule.pdf>

### **11. ENROLLMENT PROCEDURES**

Upon selecting Odyssey Early Learning, LLC 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 Childcarepay Services (username will be e-mailed)
- 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.

### **12. TRANSPORTATION**

Odyssey Early Learning, LLC 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 facility or if daily route will be deviated from in any way. Specific, daily stroller route is posted in infant room at each site.

### **13. WATER ACTIVITIES**

Odyssey Early Learning, LLC 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.

### **14. 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. From time to time, the center director may complete a Parent Concern Form. Parents will receive a copy of this form with the appropriate outcome.

### **15. OPEN DOOR POLICY**

We welcome parents at any time, in any area of our school.

### **16. PARENT INVOLVEMENT**

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.

## **17. MINIMUM STANDARDS FOR CHILD CARE CENTERS**

Odyssey Early Learning, LLC 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](http://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp)

## **18. COMPLIANCE HISTORY**

Odyssey Early Learning, LLC 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](http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp)

Parents may also contact our local child care licensing office at 214-583-4253.

## **19. 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.

## **20. EMERGENCY PREPAREDNESS PLAN**

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

- Childcare providers, once notified, will gather all children within their care and move to the specified evacuation point, dependent 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 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 Remind 101 as executed by the Director/Assistant Director.
- All emergency numbers are listed within this binder.

## Essential Documentation

- Telephone numbers for each parent and emergency contact number for each child can be found within this binder.

### Evacuation and Relocation Sites

Evacuation and relocation sites are as follows unless directed elsewhere by emergency personnel:

OEL at Lipes: St. Paul United Church of Christ(White church next door), 5525 Lipes.

OEL in Flour Bluff: Safe Guard Storage, 10514 SPID.

OEL at Weber : Annapolis Christian Academy, (main building next door).

OEL in Calallen : Wood River Elementary School, 15118 Dry Creek.

OEL of Portland : Bay Church of Christ located at 1501 Denver St.

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.)

## 21. BREASTFEEDING

Odyssey Early Learning, LLC 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.

## 22. CHILD ABUSE REPORTING LAW REQUIREMENTS

Odyssey Early Learning, LLC 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 recognizes and preventing abuse and neglect, including sexual abuse. Odyssey Early Learning, LLC has made a commitment to help increase awareness and prevention techniques to employees and parents through trainings, memos and monthly newsletters. Odyssey Early Learning, LLC 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](http://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. Odyssey Early Learning, LLC Parent Handbook 15 Updated September 2016

## 23. HEALTH CHECKS

Odyssey Early Learning, LLC 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.

## **24. TUITION AND FEES**

Current Rates are determined by age and program of student and are determined by individual center owner. 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.

## **25. EXTRA FEES**

A non-refundable annual registration fee of \$150 is due at the time of enrollment and every June. 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, LLC 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, LLC before the child can return to care.

## **26. 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).

## **27. 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 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!!

## **28. 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, LLC must remain confidential at all times. Breaching confidentiality may lead to unenrollment.

## **29. 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, LLC 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, LLC has the right to terminate care in the event of disruptive behavior from a parent or guardian. Odyssey Early Learning, LLC 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.

## **30. PARENT RESPONSIBILITIES**

Please understand that due to liability issues, staff of Odyssey Early Learning, LLC 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, LLC 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:**
- 🕒 Communicate any concerns regarding our program or your child immediately to staff.
- 🕒 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.
- 🕒 Pick up your child's papers/projects daily.
- 🕒 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.
- 🕒 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.
- 🕒 Please do not allow your child to bring gum or candy to the classroom.
- 🕒 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.
- 🕒 Periodically check on your child's supply of extra clothing.
- 🕒 Please take home soiled clothing promptly.
- 🕒 The Texas Department of Family and Protective Services do not allow smoking on the premises, either indoors or outdoors.

### **31. WITHDRAWAL FROM PRESCHOOL PROGRAM**

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

### **32. CUSTODY SITUATIONS**

Odyssey Early Learning, LLC prefers NOT to get involved with custody disputes. Odyssey Early Learning, LLC 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, LLC has the right to terminate care.

### **33. INCLEMENT WEATHER POLICIES**

Odyssey Early Learning, LLC will open most days during inclement weather. Please check local TV stations and school district web sites for announcement 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.

### **33. CURRICULUM/TECHONOLOGY**

Odyssey Early Learning, LLC 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, LLC 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.

### **34. CHILD TO STAFF RATIOS**

Odyssey Early Learning, LLC 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.

### **35. NAP TIME**

Supervised rest periods are provided for all children under five years of age who remain at Odyssey Early Learning, LLC 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 to rest on for naptime. 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.

### **36. CLOTHING**

Preschool children must have a complete change of clothing, clearly marked with the child's name, left at Odyssey Early Learning, LLC. 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.

### **37. 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, LLC cannot be responsible for broken or lost items.

### **38. PHYSICAL ACTIVITY/OUTDOOR PLAY**

Students will participate in structured, and unstructured physical activity, for a minimum of 45 minutes in the morning and 45 minutes in the afternoon, including music and movement, playground play, and a variety of age appropriate movement games. Outdoor play is a regular part of the daily routine. Children should be prepared to play outside some part of every day. Play times will be modified, shortened, or canceled, if heat indexes are above 91 degrees or temperatures drop below 50 degrees. Please do not request that your child stay indoors. Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at school. Children may not wear flip flops due to the danger these shoes may cause on the playground.

### **39. BIRTHDAYS**

Most children enjoy celebrating special events with their preschool friends (birthdays, new babies, and holidays). Parents may send a commercially prepared and sealed treat to share with the class during snack time. Please make arrangements with the teacher several days in advance.

### **40. SCHOOL SAFETY POLICIES**

Parents need to personally escort their child(ren) inside the building to sign in and out when their children enter and leave the facility. Each classroom has a window for viewing activity from the hallway. Parents are welcome to visit the center any time during the day to observe their child without prior approval. However, if you would like to stay and spend time with your child during activities, please see the office so we can do a proper criminal history check, as required by the Texas Department of Family and Protective Services. Our facility is equipped with a fire sprinkler system and fire drills are practiced monthly. You will be notified of any incidents other than minor scrapes or bumps with a phone call. We will also give you a written report at pick up time. First aid will be applied to minor incidents. In the event medical attention is required, we will notify you immediately. Parents are responsible for all medical fees.

#### **41. CLASS CAMS**

Odyssey Early Learning, LLC has cameras in all classrooms. A monitor is located in our front lobby for parents to view. Video is recorded and available for up to 30 days. Upon request, video can be reviewed with Director with a scheduled appointment. 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 training tool and is a courtesy. All systems are maintained to the best of our ability, however technology fails for a variety of reasons. Odyssey Early Learning, LLC can not be held responsible for failure of cameras and/or recording devices in place.

#### **42. PHOTOGRAPHS**

Odyssey Early Learning, LLC 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, LLC 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.

#### **43. 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, LLC are prohibited from participating in social networking with parents and children. This includes, but is not limited to, Facebook, Twitter, Instagram, and SnapChat.

#### **44. 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, LLC 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.

#### **45. 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.

#### **46. INFANT SLEEPING REQUIREMENTS**

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 placed 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.

No exceptions to this policy will be allowed unless medically required by a health care professional and documented on Sleep Exception form 2710.

#### **47. SUSPENSION AND EXPULSION FROM PROGRAM**

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 child up from care and expulsion from 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.

#### **48. 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 un-enrolling from our center. All refunds are at the discretion of Odyssey Early Learning.

#### **49. 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 centers are individually and privately owned and operated facility. 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 anytime to anyone. By enrolling your child with Odyssey Early Learning, you acknowledge and agree to these policies in entirety.

**We, at Odyssey Early Learning, LLC, 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, LLC.**