



*revised February 18, 2021

1. Children will only be released to parents/guardians unless parent/guardian authorizes someone to pick up the child in writing or in person prior to pick to pick up. Photo ID will be checked at time of pick up.
2. Hours must be purchased prior to the time that the child will be at the center. Otherwise the current regular hourly rate will be applied to your account. There is a \$15.00 late payment fee applied to all accounts in the negative at the end of the day. Negative accounts are subject to closure and sent to collections if not made current in a timely manner.
3. We do not release children to intoxicated/impaired drivers. Please make sure to have a safe ride home for your child.
4. WOW EMPLOYEES WILL NOT DISPENSE MEDICATION OF ANY KIND TO CHILDREN IN OUR CARE.
5. No sick children
A verbal and visual health screening will be conducted at drop off. Any sick children will not be permitted to enter the center. Any children that become ill at the center will be isolated from the other children and the parent/guardian will be contacted. Ill children must be picked up within one hour of message being delivered. Children may return after they have been cleared by a physician or appropriate time has passed.
6. Please do not bring gum or candy to the school. Children will not be able to consume it.
7. Meals are served between 11am-1pm and 5pm-7pm.
Parents are encouraged to bring meals for their children. WOW will provide "emergency" meals for children without a meal from home. Emergency meals are \$3 per meal and will be charged to the child's account. WOW is NOT responsible for the nutritional value of meals provided.
8. Snacks will be provided throughout the day free of charge. Parents are encouraged to bring a cup with a screw top lid for your child. WOW staff will encourage children to drink water throughout the day.
9. All children must have a fully completed enrollment form. This includes a current copy of their immunization (at time of enrollment) and a health statement signed by their physician (90 days).
World of Wisdom will NOT enroll any child that does not have current immunizations. We DO NOT accept immunization exemptions.
10. Any important notices will be posted on the parent bulletin board in the front lobby. Please check it regularly. We will send the same important notices via email and post to the center's Facebook page. There will be periodical updates to the WOW Handbook that may require a parent to read and sign.
11. Parents must alert WOW staff of any allergies each time you drop off your child/children. Parents must provide an allergy action plan from your child's physician.
12. WOW does provide the opportunity for extracurricular activities by outside vendors. Fees may apply when interested in participating in the activities at our center, please look for information at the front desk.
13. Discipline- NO CRUEL, HARSH, OR UNUSUAL TREATMENT IS EVER USED ... Acceptable steps are as follows:
 - *Redirection of attention
 - *Call parent to speak to child
 - *Call parent to pick up child
 - *If behavior is not able to be corrected or becomes violent towards other children or WOW staff, the child will not be permitted to attend the center for up to 4 months at which point we will start over.
14. In case of a medical emergency 911 will be called 1st then the parents immediately following. Please make sure that you keep contact information current and that we can always contact you or an emergency contact.

15. Under the Penal Code any area within 1000 ft of WOW is a gang-free zone. Criminal offenses related to organized criminal activity are subject to harsher penalty.
16. Please label all of your child's belongings with their first and last name.
17. Lost and found is located in the lobby. It is always available for you to look through. We take unclaimed items to a local children's charity every 60 days.
18. Parents have the right to breast feed or provide breast milk for their child while in our care.
19. There is a late pick up fee of \$15 the 1st minute and \$2.00 each additional starting immediately at closing time. Any fees accrued must be paid prior to the next drop off.
20. Vision and hearing screenings are required for all 4 year olds attending childcare in the state of Texas. Please provide a copy of the screening results for your child's file.
21. The local childcare licensing office is located at 1330 E 40th St. Houston, TX 77022 (713) 287-3238

22. Texas law requires anyone with knowledge of suspected child abuse or neglect to report it to the appropriate authorities. This mandatory reporting applies to all individuals and is not limited to teachers or healthcare professionals. Texas Abuse and Neglect Hot-line 1-800-252-5400.
23. In case of necessary evacuation from the center, we will meet at the Presbyterian Church located directly behind the child care center. Parents will be called immediately following the relocation.
24. WOW requests that you do not bring toys and electronics from home. These items can be easily lost or broken. WOW is not responsible for any item brought from home.
25. Moonlighting is not condoned or tolerated and will result in the immediate closure of your account and the immediate termination of the moonlighting employee. WOW can not and will not be held responsible for employee actions outside of the center.
26. We follow a strict safe sleep protocol for non mobile children. Please read the attached sleep policy.
27. Hours purchased are available for use until the child's 13th birthday. Once purchased, hours will not be refunded for any reason.
28. Parents must immediately alert WOW staff if they, their child or any immediate family member has had or has been exposed to COVID-19. We ask that anyone who has been exposed to not enter the center.
29. Parents are welcome to discuss any World of Wisdom's policies and procedures with either the center Director or the Owners during the centers operating hours.
30. All parents of children attending World of Wisdom are welcome to visit the center at anytime and are welcome to participate in the center's activities. All parents must follow all screening protocols and local emergency rules.
31. The latest Texas Childcare Licensing inspection is posted on the school information bulletin board located in the front lobby. Parents are encouraged to review it.
32. The state of Texas has a Minimum Standards Handbook that is accessible online at [www.texaschildcare.com](#). These are the guidelines that World of Wisdom follows in operating our childcare facility. Parents are encouraged to review this document at their leisure.
33. If you have ANY questions about the care that your child is receiving at World of Wisdom Hourly Childcare, please feel free to ask. Thank you and welcome to our family.

I understand and agree with/will follow guidelines set in this parent handbook,

Parent Signature

Date: _____

World or Wisdom Staff Signature

Date: _____

CHILDHOOD HISTORY

Name: _____ Date of birth: _____ Please help us to get to know your child better so that we may best support his/her learning by telling us a little about what you have observed regarding his/her interests, socialization patterns, dislike and anything else that you feel may help us to create the best environment we can for your child

1. Describe your child at play.

2. What type of activities does your child enjoy while at home?

3. Describe your child's eating habits/routines.

4. Describe your child's bed/nap time routine.

5. Describe your child's washroom routine pattern.

6. What is your child's experience with books?

7. Does your child enjoy creating things?

8. Does your child like to sing, dance, and dramatize?

9. Does your child have any siblings? If yes, how does he get along with them, and what are their names?

10. Please note any other things that you think we should know about your child. For example, does your child speak another language other than English? Are there any cultural traditions, customs and celebrations that your child engages in that you feel we should know of?

