



**“We Care, Daycare”**

**“Come Aboard and Join Our Kargo of Learning, Love, and Fun”**

1803 Harlandale Avenue  
 Dallas, Texas 75216  
 (214) 272-9137

**HOURS OF OPERATION**

**7 DAYS A WEEK.....24 HOURS**

**PARENT HANDBOOK**

**EMERGENCY PHONE NUMBERS**

- Ambulance Service or EMS.....(214) 670-4311**
- SW Dallas Police.....(214) 670-7464**
- Dallas Sheriff.....(214) 653-2819**
- Dallas Police.....911**
- Fire Department.....911**
- Local Poison Control Center.....(214) 589-0911**
- Local Licensing Office.....(214) 583-4253**
- Tx Child Abuse Hotline.....(800) 252-5400**
- Tara Franklin, Director.....(469) 245-1799**
- Grace Eldridge, Caregiver.....(214) 780-6589**

## **PRECIOUS KARGO ACADEMY**

We at Precious Kargo Academy believe in allowing children to explore their world, develop at their own pace, have active involvement in learning, and providing fun varied learning experiences.

### **PHILOSOPHY**

Precious Kargo Academy philosophy is to serve the needs of the family who desires an educational program based on the highest standards of academic excellence. Precious Kargo Academy gives the student the opportunity to succeed in the future. Toward that end, Precious Kargo Academy recognizes the need to develop a program that addresses intellectual, ethical, social, physical, and personal needs. It commits itself to supportive atmosphere marked by a spirit of inquiry. We want each of our children to develop at their own pace, because we understand that each child is unique in his/her own way. We at Precious Kargo Academy hope to be apart of you and your child's extended family.

### **PURPOSE**

Precious Kargo Academy does not discriminate against race, ethnicity, religion, sex or financial status. Our purpose is to nurture and develop the whole student. The goal of the center is to provide structural learning environment of all ages. Curriculums are divided into Infant, Toddler, and Preschool.

### **MISSION STATEMENT**

The mission at Precious Kargo Academy is to foster intellectual, academic, social, emotional, and physical growth through developmentally appropriate curriculums. We will meet and over exceed student's needs, provide a safe, nurturing, positive setting that unites parents and community as partners' in education. Together, we will expand opportunities for our children to become responsible adults and life-long learners in our diverse changing world.

## RANGE OF SERVICES AVAILABLE

- Fully articulated age appropriate curriculum
- Structured programs in art, music, writing, and blocks, etc.
- Mid-morning snack daily
- Hot daily lunches
- Mid-evening snack daily

## RATES FOR SERVICES

**ENROLLMENT FEE.....\$40.00**  
A one-time, non-refundable charge per child

**RE-ENROLLMENT FEE.....\$20.00**  
Non-refundable, per child

**RETURNED CHECK FEE.....\$35.00**  
Returned checks are to paid within (2) days of notice,  
If we receive (2) returned checks all fees will be on cash  
only basis

## TUITION

**Tuition is due on Monday or on Friday in advance. If tuition is not paid on Monday or on Friday in advance a fee of \$5.00 will be assessed each morning after tuition is due. You will be purchasing a day care space each day, regardless if your child is here or not. We sympathize with you if your child is absent for an extended period of time, but you are responsible for paying for that space each week.**

**Each space provides part of the funds necessary to pay for; employees salaries, utilities, food cost, and etc. Unfortunately, when your child is not using his/her space that day, these expenses do not decrease.**



## **LATE CHARGE**

If your child is in the center past 6:00pm, you will be charged a fee of \$1.00 for the first minute you are late and \$3.00 per minute thereafter. Late fees are assessed without notice and are due when the child is picked up.

## **REQUIREMENTS FOR ENROLLMENT**

- ENROLLMENT FEE IN ADVANCE
- WEEKLY TUITION IN ADVANCE
- COMPLETE ENROLLMENT FORMS (MEDICAL FORMS, ETC.)
- POLICIES REVIEWED AND STATEMENT SIGNED
- READ AND SIGN HANDBOOK
- FOOD PROGRAM FORM SIGNED

## **DAILY REGISTRATION**

In order to maintain a high standard of safety for all children at the center, a very strict sign-in and sign-out policy will be adhered to. Parents or guardian must take the child to his/her class then sign the child using proper names (not Mom or Dad). No one under the age of eighteen (18) is allowed to sign in or out a child. When the child is not in the direct supervision of his/her class, the parent is totally responsible for the actions and safety of the child.

## **WITHDRAWAL**

We require a two-week notice if you will be withdrawing your child; otherwise you will be charged if notice is not given in advance.

## **TERMINATION**

Terminate: To put an end to; stop....If all measures of discipline have been exhausted, Precious Kargo Academy reserves the right to terminate child from care. If weekly tuition is not paid by Friday evening, child care will be terminated immediately and a re-enrollment fee will be charged if space is available. A late fee of \$20.00 per day will be included on top of the re-enrollment.

## **HOLIDAYS**

We will be closed for the following holidays:

- NEW YEARS DAY
- LABOR DAY
- GOOD FRIDAY
- THANKSGIVING
- DAY AFTER THANKSGIVING
- MEMORIAL DAY
- INDEPENDENCE DAY
- MARTIN LUTHER KING DAY
- CHRISTMAS EVE
- CHRISTMAS DAY

When a holiday falls on the weekend, we will close on Friday for a Saturday holiday and Monday for a Sunday holiday. We will reduce any tuition for the holidays listed. This will enable us to pay our staff for these days taken.

## **NON-DISCRIMINATION**

Precious Kargo Academy will not discriminate against any one regarding race, religion, ethnicity, culture, or etc.

## **TRANSPORTATION AND FIELD TRIPS**

Precious Kargo Academy does not provide transportation or field trips at this time.

## **OUTDOOR PLAY**

Each day the weather permits including cold weather our children will be taken outside for sunshine. This is required by the Texas Department of Protective and Regulatory Services for all children to be taken outside including infants. Please provide scarves, hats, gloves, coats, sweaters, and etc. for cold weather. At no time will the children be taken outside in the rain.

## **PICTURES**

All parents will be given a permission statement to sign regarding the Precious Kargo Academy taking pictures of their child and placing them in the center or internet. These pictures will only be used for art and future development.

## **VACATION**

Full time children will be eligible for a week of vacation after (12) consecutive months from enrollment date and taken in five consecutive days of the same week with a fee totaling half of your stated tuition. We ask for two weeks advance notice in writing. Each child will receive one week per twelve (12) month period.

## **PARENTAL CONCERNS**

If a problem arises, please talk with the child's teacher about the concern. If not satisfied, then meet with the Director. No physical or verbal abuse by parents toward any Precious Kargo Academy staff will be tolerated. In addition, Precious Kargo Academy reserves the right to terminate child care services based on philosophical and/or personal differences.

## **CONFERENCES**

Parent conferences are always welcome. In order for a conference to be meaningful, the Director may need to have the classroom teacher(s) present to have input from them and also pull the records of the child. For concerns of a more serious matter, the center will follow a corrective action plan, available upon request.

## **PARENT/STAFF COMMUNICATION**

Your child's teacher will be available on a daily basis to let you know how he/she is doing at the center. Please let your child's teacher know of any changes in routine, family situations, and etc. that might help us in caring for your child.

## **CELEBRATION OF BIRTHDAYS & HOLIDAYS**

Each child may have the opportunity to celebrate their birthday at the center; you will be given the option of providing a special snack for the party. A sign-up sheet for goodies and etc. will be posted about one week before the party. Please feel free to sign up.

Staff members may choose to have celebrations at different times throughout the year for holidays or any special events that the children wish to celebrate. Parents are always welcome to attend these events.

## **REST TIME**

At no time will a child be dropped off at the center during naptime. With one exception, only if the child has a doctor's excuse. Children are provided with cots or mats to nap on in their room. We do not force any child to sleep, but require every child to lie on their mats and rest quietly so they will not disturb the sleepers. You may want to keep a



favorite blanket of your child's at the center in order to enhance his/her naptime. Please mark your child's blanket.

### **TOILET TRAINING**

We will do our best to work with parents in regard to the toilet training of their child. If, however, after a concentrated effort, the child is unable to make progress, it is up to our discretion whether or not the child will need to continue to wear diapers while at the center.

### **CLOTHING**

Clothes should be comfortable, and appropriate to the weather. Due to incidents each child should have one set of extra clothing left at the center at all times. It is your responsibility to make sure there is always an extra set of clothes available in your child's cubby. Make sure each article is labeled with the child's name. Children must wear shoes at the center at all times unless during naptime.

## **HEALTH & SAFETY**

### **MEALS & SNACKS**

A balanced breakfast and hot lunch will be served each day. Milk is served at both meals. A mid-afternoon snack is also served. Weekly menus are posted in the office and on the refrigerator. If your child has a food allergy, a note is required. On special occasions, you may elect to bring a special snack (snack time only and small, please) for the entire class if prior arrangements have been made. A schedule of the times your child eats is posted in each child's room. Your child must be at the center at the beginning of his/her meal service.

### **HAND WASHING**

Children's hands will be washed before and after meals, after bathroom use, after nose blowing or wiping and after returning from the playground.

### **DIAPER CHANGING**

Teachers must wash their hands after changing diapers, even if gloves are used. The changing mat is sterilized with recommended bleach solution before and after each use. Soiled diapers will be disposed of in a closed and sanitized container.

## **TOYS & EQUIPMENT**

These will be sterilized daily or as needed with the recommended state required bleach solution.

## **BEDDING & SOILED CLOTHING**

These items will be laundered on a weekly basis.

## **FIRE DRILLS**

Practice drills will be conducted a minimum of once monthly and recorded on record sheets provided by the state. Evacuation procedures will be posted on the doors in each classroom.

## **PARENT NOTIFICATION**

You will receive in writing of any changes made by Precious Kargo Academy. As customary you will be given a two week notice to comply with or make preparations to accommodate the changes.

## **IMMUNIZATION**

All children are required to have their shots up to date as required by TDH and TDF & PS.

## **HEARING AND VISION TEST**

Children 4 years of age and older are required to have vision and hearing test yearly.