

IMAN ACADEMY CHILDCARE SE

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PARENT HANDBOOK

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Dear Parents,

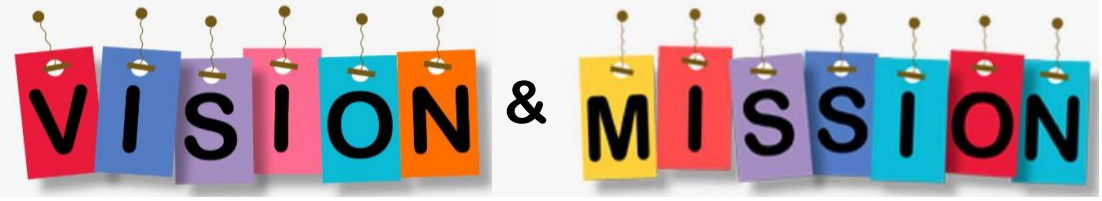
Assalamu alaikum!
I would like to welcome you to the IMAN ACADEMY SE Childcare. We strive to make IMAN ACADEMY Childcare a place where children and their families feel at home. Here your child is greeted everyday with a loving and nurturing atmosphere. I hold special pride in the ability of our staff to interact with each child on a one-on-one basis. Each child feels he/she is important and his/her learning experience is heightened by our staff's ability to bring out the best in him/her. I invite you to take the time visit and tour the facility. Each staff member has his/her unique style and they all bring something new to the classroom.

Our services extend beyond pre-school to support the whole family. Parents receive communication from the teachers on their child's day. Prompt attention is given to any concerns parents may have. IMAN ACADEMY Childcare Center hopes to work alongside the parents and dedicated volunteers in order to give our students the best Islamic and cross-curricular educational experiences.

Parents are encouraged to visit the IMAN ACADEMY Childcare Center anytime and observe how their child interacts with the staff and other children. You are always welcome to visit or observe your child's classroom and to participate in activities sponsored by the IMAN ACADEMY Childcare Center.

Jazak Allahu Khairan,
Ameena Latheef.
Iman Academy Childcare SE, Director

Iman Academy Childcare Center



Our Vision

"With Islam as our source of inspiration, we strive to be an exemplary educational system committed to developing a community of life-long learners and contributing citizens with strong moral character."

Our Mission

IMAN ACADEMY Childcare Center strives to be an exemplary school that combines an Islamic environment with innovative educational methods which empowers learners to achieve their fullest potentials by emphasizing moral character, academic excellence, leadership skills, and citizenship."
Translating this into daily action, we prepare our students to be:

1. Committed & Balanced Muslims
2. Knowledgeable Scholars
3. Contributing Citizens and Community Builders

Hours of Operation

IMAN ACADEMY Childcare is open from 7:00 am to 6:00 pm,
Monday through Friday, twelve months a year. We are closed the following days a year in observance of the following holidays:

* Three days for Eid-ul-Fitr
* Three days for Eid-ul-Adha
* New Year's Eve and New Year's Day
* Memorial Day
* Independence Day
* Labor Day
* Fall Break: Wednesday, Thanksgiving Day and the following Friday
* Winter Break: Christmas Eve and Christmas Day

(If the holiday falls on a weekend, the school will be closed on a weekday either before or after the scheduled holiday. Check with the front desk, or Childcare calendar for those specific holidays.)

POLICIES OF THE FACILITY



Registration

All registration and enrollment forms must be completely filled out.

All registration forms including any medical documents required must be turned in at the time of enrollment. No child will be admitted for a trial period without the proper documents and payment of all fees and tuition.

Admission Policy

Our registration policy gives priority to currently enrolled students during the priority registration period. All other admissions are handled on a first come, first serve basis.

IMAN ACADEMY Childcare welcomes all students regardless of race, color, nationality, sex, religion, or political affiliations.

Enrollment/Paperwork Procedures

Before enrollment, you will need to complete all forms provided by IMAN ACADEMY Childcare. Since we are a State Licensed Childcare, the following are especially important:

- **Current immunization records** must be furnished before a child can attend. Anytime your child is given new immunizations, please bring the updated records to school to keep in our files. This is a Texas Department of Protective and Regulatory Services requirement.

- At the time of enrollment, we must have an updated **Doctor's health care statement** for each child. This statement should be:
  - Signed and dated by your child's physician stating that your child is in good health.
  - Have the Doctor's name, telephone number, and address.

- Birth Certificate
- Update any change of address or phone number with the school.
- Update any change in who is **authorized to pick up your child** from school.
- Individual hearing and vision screening records (for children 4 years or older by September 1), will need to be submitted.
- If your child has any **allergies**, list the allergy and provide written instructions from your child's Physician on how to care for your child.

Tuition

A non-refundable registration fee of **$100** is due at the time of enrollment (Registration fee is subject to change due to late registration).

All tuition is due at the 26th of the preceding month regardless of holidays or school closings. For the month of August, tuition is due in FULL although school starts the second week of August. Tuition paid after the 9th of the month will accrue an additional **$25** service charge as will all returned checks. There will be no refunds given for prolonged absences due to vacations or sickness.

When your child is enrolled it is on a permanent basis until a formal withdrawal is made from the Childcare's office.

If a child becomes ill or goes on vacation for any number of days, the parents must pay the full tuition for that month.

If the parents decide to withdraw their child for a consecutive number of month(s), they must pay the holding spot fee by the first of each month to reserve their child's spot in the Childcare upon their return. If no holding spot fee is paid, then the parents will have to **re-register** their child provided a spot is available.

Withdrawal

Three weeks' notice is required prior to withdrawal of your child from our center. If we do not receive the proper notification in writing/email, the family leaving is responsible for three weeks tuition to account for the neglect of notification. This practice allows the Center time to contact those on the waiting list.

Termination

IMAN ACADEMY Childcare Center reserves the right to discontinue childcare if the decision made concludes that the center, child, or family is not benefiting from the arrangement. Childcare may be terminated for the following reasons:

1. Failure to complete the required forms.
2. Lack of parental cooperation.
3. Failure of child adjustment to the Childcare after a reasonable amount of time.
4. Failure to meet IMAN ACADEMY Childcare policies.

Record Keeping



Prior to attending the IMAN ACADEMY Childcare Program, your child's current medical and immunization records must be submitted. This is a Texas Department of Protective and Regulatory Services requirement. All health records must be available to our staff for viewing.

On the enrollment form is a place for your physician's phone number, hospital preference, and hospital's phone number and address. ***The medical information must be filled out completely and kept on file.*** Daily attendance is maintained as required by the State of Texas. Sickness, accidents, eating, and sleeping reports are kept on file. Please keep us informed if any of the above information changes.

ARRIVAL & DEPARTURE POLICY

Before/After-School Care



IMAN ACADEMY Childcare is open from 7:00 am to 6:00 pm.

The **Before School Program** is from 7:00 am to 7:45 am.
Any child arriving before 7:45 am will be in the 'Before school Program'.
The **After School Program** is from 4:00 pm to 6:00 pm. Parents of any child picked up after 6:00 p.m. will be charged a late fee. The Late fee will be incurred as follows:

* $1.00 - each additional minute after 6:00 pm.

Drop -in:

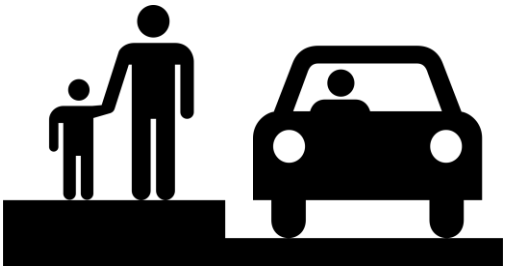
The parent must contact the Childcare Director 24 - 48 hours in advance to determine if a spot is available for a child on a given day for a drop-in.

$50- Infants/Toddlers.
$40- Pre-K 3/Pre-K 4

This policy will be strictly enforced.

WE URGE ALL PARENTS TO PLEASE BE ON TIME WHEN PICKING UP YOUR CHILDREN.





Dismissal Policy

To ensure the safety of your child, we ask that you please observe these policies:

1. A list of persons authorized to pick up a child must be turned into the school. This list must be current and accurate at all times.

2. A change in persons authorized to pick up a child must be made in writing and submitted to the director.

3. Changes in custody agreements will be accepted only with a copy of the court order that specifies the change and the person named as having legal custody of the child. We are obligated to release a child to either natural parent without a court order.

4. A show of identification (usually a Drivers License) may be required of any person picking up a child. This is only to ensure the safety of your child. Please do not take offense.

5. All persons picking up a child must come into the childcare facility in order for the child to be released.

6. No child in our care will be released to persons not authorized by the enrolling parent.

7. If a person displays signs of being inebriated or otherwise unable to provide safe transport for the child, the director reserves the right to suggest alternate means of transportation for the child. The director will also notify the Children's Protective Services in accordance with the state licensing standards.

8. Iman Academy Childcare Program does not require staff members to provide care for students outside of the approved activities that are in locations approved by the program.

9. The staff and center responsibility for the child begins only when your child is checked into the facility and delivered to a childcare staff member.



CATCH THEM BEING GOOD

Discipline Policy

We like to encourage good behavior by catching kids being good and rewarding them promptly. Many of our teachers keep a sticker reward system for good behavior. ***Discipline, e.g., guidance, will always be positive, productive, and immediate when behavior is inappropriate***. Children at our facility will not receive physical punishment. Children who have conflicts or problems with others will be encouraged to verbalize their anger and concerns. The role of the adult in charge is to facilitate positive problem solving. A child whose behavior endangers others will be supervised away from other children. The child will then discuss the problem with a staff member and any other concerned parties.

The staff occasionally uses "time out" for instance, if a child is emotionally out of control, and needs a private break to regain composure. ***No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse by the staff of any parent while under our care.***

Biting

When a child is bitten, it is a traumatic situation for both children and both sets of parents. Yet, biting is not unusual behavior for pre-verbal children. They may become frustrated then they cannot say "Move," "I was playing with that," or "You are too close." Because they cannot speak, some children will bite. When a child is bitten, the area is cleaned and ice may be applied. They are held and consoled until they are ready to rejoin the group. The biter is told that biting is not allowed and that it hurts. Perhaps the best way to stop biting is to encourage language development and using words.

Three Methods of Discipline



The three methods of discipline we use are **Think Time, Redirection,** and **Consequences.**

1. **Think time**: gives the child time to sit out from the group activity for a little while to think about the problem at hand. With this method we hope to help the child gain self-control through learning appropriate behavior.

2. **Redirection**: If a child is creating a problem in a group, they will be asked to play with another group. Redirection takes the child away from the source of the problem.

3. **Consequences**: The child is asked to consider the consequences of their action. If a child continues to argue over a toy, it will be put away. IMAN ACADEMY Childcare never adheres to corporal punishment.

Suspension & Expulsion

A suspension means students are removed from Childcare temporarily for a specific period of time.

Expulsion refers to a permanent removal of a student from his or her regular educational setting due to:

· Being deliberately disobedient or disorderly
· Being violent
· Hurting other students or staff (including biting repeatedly)
· Threatening with a weapon

The Childcare administration will review each scenario and decide on the best outcome with the children's well-being as priority.

CARING FOR YOUR CHILD

Toilet Training

When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home. We will follow through and encourage your child while in our care.
Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but at the childcare, too) and can control his/her bladder and bowels for a few minutes beyond that announcement. When the child has reached this point, training pants (5-ply, not plain terry cloth) with plastic pants may be used.

During toilet learning parents will need to supply:

- Three complete changes of clothing (socks and shoes included)
- Training pants
- Diapers or pull-ups for naptime



When accidents are only happening once every other week, 5-ply training pants will be used without plastic pants. Do not bring your child in panties or underwear until he/she has naptime and bedtime control established. We also ask that during toilet learning, the child be dressed in "user-friendly" clothing as much as possible. The best items are shorts and pants with elastic waists, or dresses for girls. Try to avoid really tight clothing, pants with snaps and zippers, and overalls as often as you can.

If clothes are soiled with body fluids, they will be placed in a plastic bag to be sent home.

Diapering

Parents should provide disposable diapers and wipes for their children.

We will follow the diaper changing procedure posted in the diaper changing area each time we change a child's diaper. The diapers are changed every two hours or when needed. If clothes are soiled with body fluids, they will be placed in a plastic bag to be sent home.

Upon being fully toilet trained, children will be ready to move into the Pre-K 3 class.

Feeding

We will not feed solid foods to a child until he/she is at least four months of age and not later than ten months of age (unless otherwise specified by a physician). Baby food will be served in plastic bowls. After opening a can of formula powder, the can will be dated and stored in a cool and dark place and disposed of after one month.

All bottles and nipples have to be provided by the parents and are not provided by "IMAN ACADEMY Childcare Center". All bottles and utensils are sterilized each day.
All children taking bottles will be held, unless they are able to sit and hold it themselves. Children will be offered a cup and spoon with their meals as soon as they are able to hold it on their own. This could end up messy, so labeled extra clothing has to be provided. Teachers help feed Infants and Toddlers until they are able to eat by themselves.

"IMAN ACADEMY Childcare Center" mothers who are breast-feeding, are most welcome to pump or feed their babies in our nursing section in the Infant care room. All bottles of breast milk will be labeled with the child's name, and date of collection and will be refrigerated.

Any breast milk not finished during the feeding procedure will be returned to the parents to use back home. Partially eaten baby food or opened baby food jars are kept in the refrigerator.

Naptime



Naptime is scheduled for at least one hour every day. Each child is required to have a nap mat, blanket, and pillow.
For infants 12 months old or younger, we follow safe sleep requirements, consistent with rules that relate to sleep requirements and restrictions, including sleep positioning, crib requirements, mattress, bedding, blankets and toys.

Transition Time

During transition there will not be long waiting periods between activities where students stand or sit idly. Students will be engaged in activities like counting, singing, or other games.

No child will be in any restrictive device for more than 15 minutes, unless the infant is eating or being transported

Screen Time

Age-appropriate screen time may be used as a supplement, but not to replace an activity for a child who is two years old or older. Research shows children receive significantly more developmental benefits when a variety of activities address emotional, social, and intellectual needs. Screen Time will not be used for children under two years of age.

Snack and Lunch Time



All children are scheduled to have snack and lunch in their classrooms. The school does not provide lunch or snack to students. Parents are asked to pack a healthy, plentiful lunch and snack for their children. Please make sure your child eats a healthy breakfast before school.

IMAN ACADEMY Childcare and Learning Centers is mandated by the state of Texas to make sure that all children eat healthy and well-balanced meals while in our care. The parent is required to pack healthy and well-balanced snacks and lunch for their child(ren). All lunches will be monitored for nutritional value.
Healthy foods like fruits, vegetables, rice, meat, sandwiches, 100% fruit juice..... can be packed for students, along with a spoon or fork to eat with. Please avoid packing candies, chips and soda.

Please write your child's First name and initial of his/her Last name on their sippy cups, water bottles and lunch boxes. Example: Ali M

Recess



All children are allowed time outside twice a day. Weather permitting, there are at least 10 minutes set aside for the children to play outside as required by the State of Texas licensing laws. Please keep track of the weather daily and dress them appropriately.

Physical Activity

Physical activity improves the mental and physical health of children. Spending time outdoors in the natural light can improve children's mood and reduce stress and depression. Engaging in physical activity produces benefits and oftentimes relaxes and cheers up children. Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space.

All children in care will participate in outdoor play and indoor physical activities every day. A minimum of two daily opportunities for outdoor play, weather permitting, in which a child makes use of both small and large muscles.

Infants- will play outdoors for as long as they are comfortably able to.
Toddlers - 60 minutes outdoor play every day, some of it is teacher led and some of it is free play. Physical activities also take place within the classroom for a minimum of thirty minutes and are teacher led.
A minimum of 90 minutes of moderate to vigorous active play for pre-kindergarten age children. Forty five of those minutes will be outdoors, and forty five minutes indoors.

Physical activities include structured and unstructured free play with levels of activity for a child that are at intensities faster than a slow walk, but still allow the child to talk easily. Moderate physical activity increases the child's heart rate and breathing rate.
Physical activity (vigorous) -Rhythmic, repetitive physical movement for a child that uses large muscle groups, causing the child to breathe rapidly and only enabling the child to speak in short phrases. Typically, the child's heart rate is substantially increased, and the child is likely to be sweating while engaging in vigorous physical activity.
Types of physical activities include walking, jogging, running, playground activities, climbing, jumping, running, catching, skipping, dancing.

The outdoor activities are in the playground area as well as in the covered patio area.
On days with extreme weather conditions, physical activity takes place indoors in the multi purpose room or classroom with structured teacher led activities (exercising).

Children should wear comfortable weather appropriate clothing that allows them to play freely and closed toe shoes for child's safety.

Inclement Weather Activities

On days where the weather does not permit children to play outside, they will engage in other gross motor activities like ball play, or teacher led games in the open assembly hall, patio or classroom.



Extra-Curricular Activities



Occasionally IMAN ACADEMY Childcare Center will offer extra-curricular activities to its students. These activities are separate from the standard curriculum in the daily schedule.
A separate fee may be required for your child to participate in such an event.

Field Trips



Field trip notices are posted in the classroom at least 1 week before the trip. A Fieldtrip Permission Form will be available for parents/guardians to sign prior to each trip. Parents will be asked to pay Admission fees for themselves when applicable for field trips. Depending upon space on the bus, parents may be asked to provide their own transportation to and from fieldtrips. Volunteers will go in the bus without paying any fees.

Birthday Policy



Iman Academy does not allow birthday celebrations at school. This policy includes cupcakes, cookies and other objects related to birthdays. If your child would like to bring in something for the class, unrelated to birthdays, please consult the school administration.

Personal Items



We ask that your child is dressed appropriately for school. Please keep in mind that the children will be going outside, eating, sleeping, and doing art projects. All children are required to have a change of clothing at the school. Clothes which become dirty or wet will be sent home in a plastic bag. IMAN ACADEMY is not liable for any personal items lost or damaged at the school.

Medical Emergency



When there is a medical emergency, Childcare staff:

- Calls 911 from any office phone or cell phone.
- Provides first aid if the staff is properly trained.
- Notifies parents of injured or sick child.
- Documents the incident.

Illness Policy

Children who are mildly ill (e.g. minor cold symptoms) may remain at the school only with an administrator's approval. Children with symptoms of any communicable disease will remain with a staff member until the parent or guardian arrives to pick up the child. Although the school makes every effort to reach the parents if a child is sick, after 30 minutes of failing to contact the parents we will contact the emergency contacts listed on the admission form.

For the safety of all students and staff members, children exhibiting the following conditions will have to be sent home:

- A fever of 100.4° F or above.
- A fever of 100.4° F – 100.9° F if combined with other sign of illness.
- A skin rash that has not been identified by a phone call or in writing from a physician who has seen the rash.
- Diarrhea and/or vomiting two or more times in a day.
- Evidence of head lice or other parasites. The child should kept for 2 days at home with the proper treatment.
- Severe coughing. Cold like symptoms.
- Rapid or difficult breathing.
- Yellowish skin or eyes.
- Conjunctivitis
- Unusually dark urine and/or gray or white stool.
- Stiff neck.
- Infected skin patches.
- Pain of which the child complains and interferes with normal activities.
- Evidence of infection.
- Excessive fatigue.
- A moist or open cold sore.
- Pink eye.



Children can return back to school if they are fever free for 24 hours without any fever reducing medications, symptoms have improved and no new symptoms develop.

Health checks are conducted for keeping children and staff members healthy. When illnesses are identified early, it allows for quick treatment and prevention of the illnesses spreading.

Procedures for daily health checks

Here are the steps to take for a daily health screening:

- Have the child remove any outerwear, such as hats, coats, and gloves.
- Wash hands thoroughly with soap and water.
- Have the child sit or stand in front of you.
- Using a no-touch thermometer, check the child's temperature.
- Ask the child how they feel and if they have any symptoms, such as a cough, sore throat, or runny nose. Also, ask the parent or guardian if the child has symptoms that have not yet been mentioned.
- Look for any signs of illness, injury, or changes in mood or behaviors.
- If the child has any symptoms or signs of illness, do not allow them to enter the childcare center. Communicate your concerns with the child's parent or guardian as they may need to be taken to the doctor for further evaluation.
- If the child is cleared for entry into the center, have them wash their hands with soap and water and proceed to their classroom.
- Wash your hands thoroughly with soap and water after the child has been screened.
- Repeat the process for each child entering the center.

Incident / Illness / Injury

In the event of an incident/illness/injury a report is prepared by the Teacher or Director, and signed by the Parent. In some cases the Childcare may need to consult with a medical professional for advice related to the incident/illness/injury. The purpose of this consultation may include understanding the cause, severity, treatment or any other reason the Childcare deems necessary in caring for the students.

Medications

No over the counter or prescription medications will be distributed at the IMAN ACADEMY Childcare facility. Parents must administer medication before school, after school, or at lunchtime. The school does not take responsibility to administer nebulizers, ointments, lotions, insect repellents and the like.



Epinephrine

Epinephrine auto injectors: Our operation does not maintain and administer unassigned epinephrine auto injectors.

Vaccine-Preventable Disease Policy

• Influenza (Flu) – this immunization helps protect against the flu. When determining if a flu shot is required some factors to consider are people at a higher of risk of severe flu and persons with close contact with others who are at a higher risk of flu including persons who care for children younger than 12 months of age.

• HepA (Hepatitis) – this immunization helps protect against the hepatitis A disease. Factors to be considered when determining the need for the HepA immunization can include anyone who will be in close contact with a person or child from a country that has high rates of Hepatitis A.

• Pertussis (Whooping Cough) – two immunizations known as DTap and Tdap help protect against this disease. Whooping cough is very contagious and most severe for babies. Factors to consider when determining the need for this immunization include determining the level of risk associated with certain persons and caregivers who are in close contact with infants. It is important to understand that whooping cough is usually spread by coughing or sneezing and many babies who get whooping cough are infected by persons including caregivers who might not even know they have the disease

Vision & Hearing Policy

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 and licensed child care home in Texas.

Children four years of age or older, who are enrolled in our childcare center, must be screened for possible vision and hearing problems within 120 calendar days of enrollment.

Parent Facility Communication



All holidays will be on your yearly schedule and will be posted 7 days in advance of any closing.

Special notices will be sent home in your child's backpack, emailed to parents and posted on the Parents Information Board in school. Teachers will send weekly communication letters home.

All unscheduled conversations with teachers should be kept minimal to insure that the learning environment and supervision of the children will not be disrupted.

We invite you to share at any time your program expectations, suggestions, ideas, and comments on ways to improve our service to you and your family in a polite, constructive manner.

It is very difficult for staff to have lengthy conversations while responsible for a group of children. We would appreciate a scheduled conference. This may be done by contacting the Director.

Please contact the Director with concerns about your child's behavior or participation in the program. In turn, the Director will contact any parent whose child is having difficulty adjusting to the program or is displaying inappropriate behavior. Arrangements for a conference will be made when necessary.

You may direct your suggestions, concerns, compliments, and complaints to the immediate caregiver or the

Childcare Director at 281-204-8710.
Email: childcare_se@imanacademy.org

Conferences are for the sole purpose of making sure we can fully serve your child's needs.

If we feel that we cannot accommodate your child, we will recommend alternatives that will better serve you and your child.

Donations



Your donations are always welcome. IMAN ACADEMY Childcare Program is a non-profit organization and is funded **solely** by tuition and private donations. Your generosity in this matter would be greatly appreciated.

Childcare Licensing

The IMAN ACADEMY Childcare Center is licensed by the Texas Department of Family and Protective Services (DPFS. A full-text copy of the Minimum Standard Rules for Licensed Child Care Centers is available for review at http://www.dfps.state.tx.us/. And the facility's inspection report is available on the bulletin board in the front lobby area.

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 harsher penalty.



CPR & First Aid Training

We will occasionally schedule CPR, First Aid and early childhood classes to be held at the school. All teachers are required to attend and parents are encouraged to participate. A nominal fee may be charged if needed to cover any program costs.

Child Abuse

IMAN ACADEMY Childcare Program is required by law to report any suspected child abuse or neglect. If a professional has reason to believe that a child has been or may be abused or neglected, then he or she must fill out a report within the first 48 hours after making the observation of possible abuse or neglect.

A "professional" is a person who is licensed or certified by the state, or who is an employee of a state licensed facility. The license allows the person to work with children closely as a part of their normal daily duties. Such persons include teachers, nurses, doctors, and day-care employees.

Physical Child Abuse

Any non-accidental injury to a child under the age of 18 by a parent or caretaker can be reported as physical child abuse.

Child Neglect

Any chronic failure of a parent or caretaker to provide a child under 18 with the basic needs such as food, clothing, shelter, medical care, educational opportunity, protection and supervision can be reported as a case of neglecting that child.

CHILD ABUSE HOTLINE:	**1-800-252-5400**
CHILD ABUSE HOTLINE:	**(713)-626-5701**
POISON CONTROL:	**1-800-764-7661**
NEAREST CHILD-CARE LICENSING OFFICE:	**(713)-940-5200**

Insurance Coverage

IMAN ACADEMY Childcare program carries medical and liability insurance of $ 2 million. The State of Texas requires all childcare facilities to carry liability coverage. A copy of the current policy is posted at all times in the director's office.

Emergency Evacuation

In order to maintain a safe environment for your child, we make every attempt to be prepared for potential emergency situations. We regularly schedule and practice emergency evacuations as required by State Licensing regulations. If there is an emergency and the Childcare has to evacuate, we will take the children to:

Abu Bakr Masjid
8830 Old Galveston Rd.
Houston, TX 77034.

If you have any questions regarding anything in the policies please contact us.
Ameena Latheef
Director
Iman Academy Child Care Center SE
281-204- 8710
Childcare_se@imanacademy.org

Changes in Policies

The fees, procedures, and policies stated in this handbook are subject to be changed at the discretion of the Board of Directors and Center Director.
IMAN ACADEMY Childcare Parent Handbook Revised: ***July 2023***

IMAN ACADEMY CHILDCARE

Child's Name: _____ Class: _____

Please **initial** the information below:

_____ I have received a copy of the minimum state vaccine requirements for Texas Child Care Facilities.

_____ I DO/ I DO NOT (circle one) allow my child to be photographed at school.

NOTIFICATION OF WITHDRAWAL:

_____ Three weeks' notice is required prior to withdrawal of your child from our Childcare. If we do not receive the proper notification, the family leaving is responsible for three weeks tuition to account for the neglect of notification. This practice allows the Center time to contact those on the waiting list.

_____Please give your email address, so that we may notify you of any upcoming events.

Father's Name: _____

Father's E-mail: _____

Mother's Name: _____

Mother's E-mail: _____

Parents Signature: _____

Date: _____



IMAN ACADEMY CHILDCARE

825 JETSTREAM CT, WEBSTER, TX 77598.

281-204-8710 Ext. 209

childcare_se@imanacademy.org

Please complete & return this page to the Childcare Director.

I, _____, have received a copy of IMAN ACADEMY CHILDCARE SE Parent's Handbook on the _____day of _____ 202___.

I have read the information and agree to comply with the policies and procedures.

Parent Signature: _____

Student Name: _____

Date: _____

Jazakum Allahu Khairun for your support and cooperation.