

WELCOME TO THE WOODLANDS YOUNG LEARNERS ACADEMY

Dear Young Learner Parents,

Welcome to The Woodlands Young Learners Academy!

I would like to take a moment and welcome your family to our school, and familiarize you with The Woodlands Young Learners Academy (TWYLA).

Our mission at TWYLA is to provide each child and their family the foundation for a successful long-term academic experience by creating a safe, nurturing, and thought provoking learning environment, while instilling principled values, peer interaction, and socialization aptitude in an atmosphere where curiosity and exploration are both encouraged and embraced. The Woodlands Young Learners Academy offers an excellent learning adventure in preschool education and kindergarten that begins with a core curriculum that emphasizes Gifted and Talented enrichment programs, while pursuing an academic infrastructure that will allow for a seamless transition for each child's progression into their academic careers.

Our experienced teachers invite you and your children to enjoy our facility and share in the excitement of a new beginning at The Woodlands Young Learners Academy.

Sincerely,

A handwritten signature in black ink, appearing to read "Deborah K. Kaschik". The signature is fluid and cursive, with the first name being the most prominent.

Deborah K. Kaschik
Executive Director

Operational Policies
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"Expanding Today's Young Minds – One Child at a Time"

I. SCHOOL CALENDAR & HOURS OF OPERATION

HOURS OF OPERATION

Unless otherwise notified, The Woodlands Young Learners Academy hours of operation are Monday through Friday 6:30am to 6:30pm.

SCHOOL CALENDAR

The Woodlands Young Learners Academy makes its best efforts to follow the **Conroe Independent School District's** schedule. The hours of operation are Monday through Friday throughout the year except for specific holidays below, and certain other days specified by TWYLA.

The Woodlands Young Learners Academy base Holiday Schedule	
Thanksgiving W/Th/F (week of)	Good Friday
Christmas Eve and Day	Memorial Day
New Year's Day	Independence Day
MLK Day	Labor Day

II. ADMISSIONS & TUITION

ENROLLMENT POLICY

Enrollment in The Woodlands Young Learners Academy (TWYLA) shall be without regard to creed, race, ethnicity, national origin, sex, or religion.

The ongoing enrollment at TWYLA shall be at the sole discretion of TWYLA, its Executive Director or designee, based on, and in the best interest of the student, the expectation that the student will and continue to benefit from TWYLA's experience, and the general well-being of the other students enrolled.

REGISTRATION

To secure an available space for your child's enrollment at TWYLA, please complete The Woodlands Young Learners Academy Parent Agreement and Handbook, and the Enrollment Application in their entirety, and return both documents to TWYLA with your child's non-refundable Registration Fee and first week's tuition.

The Registration Fee is paid annually at the beginning of each school year. Applicable Summer Activity Fees are due at the beginning of summer.

DRESS CODE

Parents or guardians agree to provide The Woodlands Young Learners Academy required uniforms for their child(ren). All students must wear their uniform Monday through Friday and for any field trips, unless otherwise notified by the Executive Director. The uniform is available through Lands End. Navy, Hunter Green, or White polo style shirts with navy or khaki pants/shorts/skirts, or approved school pattern jumpers and skirts.

CHANGE OF CLOTHES / DIAPERS AND WIPES

Provide a complete change of clothes, season appropriate, including socks and two changes of underwear, to be kept at school in your child's cubby. REMEMBER TO LABEL EVERYTHING, see our website for labeling solutions. If your child uses diapers, you shall supply disposable diapers and baby wipes. In the event diapers and wipes are not supplied, TWYLA may charge for the use of school supplies.

TUITION

Tuition and other associated fees are billed on a concurrent basis. The Tuition and Fee Guide outlines current pricing for each program and designates your choice of billing and payment cycle. The Tuition and Fee Guide lists other discounts and fees, if applicable. Any portion of tuition and associated fees paid five or more days after assessment may be subject to a late fee.

All students enrolling at TWYLA shall pay all tuition and associated fees on or before the first day of attendance. Tuition payments are prorated from your child's first day of attendance.

In order to maintain TWYLA's high level of services and standards, no portion of any paid or unpaid tuition or fees for that month will be credited or reimbursed in the event of an absence, holiday, withdrawal, or dismissal from the school.

Inability to maintain consistent tuition and fee payments may result in the loss of continued attendance privileges at The Woodlands Young Learners Academy, which will constitute a default, entitling TWYLA to all remedies as prescribed by law including but not limited to reasonable attorney's fees.

PAYMENT METHODS

We understand that paying monthly fees & tuition can be monotonous and easily forgotten in today's increasingly faster pace of life. To assist our families, we encourage TWYLA Parents to sign up for **Tuition Express**, The Woodlands Young Learners Academy convenient tuition payment service. Signing up is easy and free. To sign up, complete the form or visit our website at www.twyounglearners.com.

VACATION CREDITS

Students who are enrolled at The Woodlands Young Learners Academy shall be eligible to receive vacation credits. Each vacation credit is valued at \$100.00, and is awarded on the criteria shown below:

- After six (6) months of continuous enrollment, one (1) vacation credit is awarded.
- After one (1) year of continuous enrollment, two (2) vacation credits are awarded.
- After two (2) years, and every year thereafter, of continuous enrollment, three (3) vacation credits are awarded.
- A maximum of three (3) credits, per child are awarded each calendar year.
- Vacation credits not used in the calendar year in which they are awarded will not carry forward to any future years.
- Vacation credits shall only apply to tuition fees, and only to the extent of the Tuition Fees during the time not in attendance. All other normal fees shall apply.
- Vacation credits are not transferable.
- Two (2) weeks notification is required before using the credit(s).
- Vacation credits may only be used when the child is not in attendance.
- Part time students shall only receive 50% of the value of the credits.

TUITION DISCOUNTS

The Woodlands Young Learners Academy offers the following on-going tuition discounts:

DISCOUNT TYPE	AMOUNT	DESCRIPTION
• Multi-Child Enrollment	10%	For families having more than one child enrolled. Discount is for tuition only.

<ul style="list-style-type: none"> • TWYLA Employer Advantage Program™ 	This will vary based on each individual company enrolled.
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All tuition discounts and programs offered by The Woodlands Young Learners Academy are applied to monthly tuition only, and only one discount type per child per family. The Woodlands Young Learners Academy will apply the greater of any discount in which you are eligible. For eligibility and additional information, please contact the Executive Director.

RETURNED PAYMENTS

Any returned checks or credit/debit card submissions to TWYLA shall be subject to a processing fee, and any two checks or credit/debit card submissions consecutively returned to TWYLA will result in your account status being placed on a cash basis. In the event, you request TWYLA to re-submit any check or credit/debit card payments, and it is returned, then additional processing fees will apply.

III. ATTENDANCE & WITHDRAWAL

DAILY ATTENDANCE & LATE FEES

Parents/Guardians or authorized pick-up and drop off individuals shall complete the signing in and signing out process each day their student attends The Woodlands Young Learners Academy.

TWYLA understands that external circumstances outside the control of our parents are inevitable and may result in a delay in picking up your child, are inevitable. In acknowledging these events, TWYLA anticipates that our parents will, make all reasonable efforts to arrive on time for student pick-up. In addition, it is not TWYLA’s intent to implement or enforce a rigid “Late Fee” schedule. However, continual or repeated occurrences of late pick-ups will be subject to having a late fee applied.

Any student left at The Woodlands Young Learners Academy for an unreasonable amount of time without The Woodlands Young Learners Academy successfully contacting or locating an authorized pick-up person, The Woodlands Young Learners Academy shall be obligated to contact the proper authorities including Texas Department of Family and Protective Services and Child Protective Services.

If The Woodlands Young Learners Academy believes a parent, guardian or any other person authorized to pick-up your child is picking up your child under the influence of drugs or alcohol, The Woodlands Young Learners Academy will immediately contact the appropriate authorities including local law enforcement and Texas Department of Family and Protective Services and Child Protective Services.

FAMILY CHANGES

Please notify The Woodlands Young Learners Academy of any changes to family status, address and contact information as soon as the information changes. We would not want an emergency situation to happen and discover the information we have on file about your family has not been updated.

WITHDRAWAL

Students withdrawing from school should submit a two week written notice before the student’s withdrawal date. Verbal notification of a students intended withdrawal is not an official notification, and will not be considered as a withdrawal notification. All normal fees and tuitions will apply during that final month.

In the event notice is not given, The Woodlands Young Learners Academy will charge your account an amount not to exceed one half month’s normal fees and tuitions.

IV. MEALS & SNACKS

BREAKFAST, LUNCH, AND SNACKS

TWYLA will provide a nutritious breakfast, one AM and one PM snack for all students attending class. In addition, TWYLA will make available one balanced, nutritious lunch daily. Water is always available to each child at every snack, mealtime, and after active play in a safe and sanitary manner.

The lunch will include a main course, dessert/fruit, and a non-carbonated drink. Any food exceptions to the posted menu due to a medical condition will require a health care provider's documentation, and religious food exceptions must be noted at the time of enrollment. Please note that TWYLA makes no guarantees that menu substitutions are available for religion; however, TWYLA will make every effort to accommodate students requiring such substitutions.

Weekly menus are available online at www.twyounglearners.com and available at the front desk at the beginning of each week.

Since menus and lunch count requirements are prepared on a monthly basis, refunds or credits are not available for missed classes, lunches or meals from home.

"BYE-BYE" SNACKS

TWYLA understands that after a stimulating day of learning, sometimes our students need a "Bye-Bye Snack." With that in mind, TWYLA welcomes you to take a complimentary "Bye-Bye Snack" to tide your Young Learner over until dinner.

V. SCHOOL POLICIES

BIRTHDAYS

The Woodlands Young Learners Academy is honored to assist you and your family in celebrating your child's birthday. Any goodies brought in for the celebration are purchased from a provider in advance, and that there are enough treats for every child in your child's classroom. Ingredients must be on the label and contain no nuts; TWYLA is a nut free facility. Only one birthday celebration per day in each classroom is allowed, combined birthdays are permitted. Celebrations must be scheduled with the teacher a week in advance. See your child's teacher or the Executive Director for an accurate student count and to discuss the celebration.

DISCIPLINE & CARE OF SCHOOL PROPERTY

A. Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

B. A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

C. There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;

- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline, and Guidance

TWYLA teaches students to adhere to school rules and respect the rights and property of others. TWYLA will contact you, if your child does not respond to the positive methods of discipline or abides by this policy. Refer to Appendix for a detailed description of our discipline policies.

TWYLA's "School Rules" revolve around three principles:

- *"If it's not yours – don't take it"*
- *"If it's not true – don't say it"*
- *"If it's not considerate of others – don't do it"*

Damage of school property or fellow student's property by any child is the responsibility of the parents. In the event of any property damage, the Executive Director will contact you to discuss replacement solutions.

LOST AND FOUND

To ensure that your child returns home with their personal belongings, take care to label all articles of clothing, including any backpacks, coats, shoes, or lunch boxes that your child may bring to school.

For your convenience, Young Learner Parents may purchase customized labels for your child's clothing and accessories. Please ask any member of our Leadership Team or visit our website at www.twyounglearners.com for product and ordering information.

PROHIBITED ITEMS

Toys, stuffed animals with hard parts for nap time, electronics.
Chewing gum on school grounds is prohibited.

REST TIME

Children younger than 5 are scheduled for a rest time during the day. This time is scheduled after lunch and the children go down for their naps for approximately 2 hours.

Infants will be placed in cribs on their back for napping and will not be allowed to be swaddled or have loose items in the crib with them.

SHOW & TELL

From time to time children will be asked to bring special items on certain days for Show & Tell. Please review information and discuss with your child's teacher regarding appropriate items.

TRANSPORTATION

The children will be transported off campus to and from public schools and all field trips on The Woodlands Young Learners Academy vehicles and driven by experienced, qualified drivers.

FIELD TRIPS

Children 4 years old and up will occasionally be taken on field trips in the local community.

EMERGENCY CARE

The Woodlands Young Learners Academy places safety of staff, children, and others as high priority. Accordingly, The Woodlands Young Learners Academy shall apply reasonable and necessary safety measures in emergency, or related, situations, up to and including all safety measures required under state and federal law and

applicable facility licensing and/or accreditation requirements in emergency type events. For questions regarding the company's protocols in emergency situations please contact your manager or see the Emergency Action Plan posted in the facility.

OUTDOOR ACTIVITIES

The Woodlands Young Learners Academy provides scheduled supervised daily outdoor activities for each child on age appropriate equipment. Each play area is specifically designated and defined for the appropriate age group and is continuously monitored for appropriate behavior and safe play. Sunscreen and/or bug spray may be requested and provided by the parent.

WATER ACTIVITIES

When children are involved in water activities, extra precautions will be exercised in accordance with the DFPS Minimum Standards for Child Care Centers.

INTERNET USE

Integrating technology is an important aspect of The Woodlands Young Learners Academy curriculum and philosophy. To maximize today's technology, I hereby authorize my child to have access to the Internet via The Woodlands Young Learners Academy approved access provider only, and with teacher consent and continuous supervision at all times, I understand that notwithstanding all security and firewall measures put in place by The Woodlands Young Learners Academy, exposure to inappropriate subject matter may inadvertently occur.

By signing the Parent Acknowledgement, you agree to indemnify, defend and hold harmless The Woodlands Young Learners Academy, its employees, affiliates, and authorized agents, from any and all claims, demands, actions, liabilities, and expenses, resulting from or related to your child's use of the Internet, and further hereby waive any and all claims that may arise or I may have against The Woodlands Young Learners Academy its employees, affiliates, and authorized agents from my child's use of the Internet, and the use thereof by The Woodlands Young Learners Academy's teachers, administrators, officers, principals, employees, and other students.

OUTSIDE SERVICES

The policy of The Woodlands Young Learners Academy is not to offer any childcare or educational services off its premises, except school sponsored events, which are authorized in advance by each attending student's parent/guardian.

In the event, that any parent/guardian makes arrangements with any staff or faculty member of The Woodlands Young Learners Academy, to provide any childcare, educational service, or any other service either directly or indirectly associated to services offered by The Woodlands Young Learners Academy, such services are provided by that employee or staff member on an independent basis.

In addition, any employee, providing such service, is not acting as an employee, agent, representative or affiliate of The Woodlands Young Learners Academy, and further, under no circumstances does The Woodlands Young Learners Academy offer assurances or guarantees that the employee is able to perform such services outside a professionally supervised environment, and no assurances or guarantees should be implied or inferred under any circumstances.

In addition, I agree to indemnify, defend, and hold harmless The Woodlands Young Learners Academy, from any and all claims, demands, actions, liabilities, and expenses, resulting from any of its employees, affiliates, and authorized agents, whom voluntarily provide such services.

STUDENT INFORMATION

Texas State Law requires that each student's parent/guardian update the information provided herein with any necessary changes, and such changes shall be dated and initialed by the parent or guardian and Executive Director or designee.

PHOTOGRAPHY & VIDEO

From time to time our facility may take photographs for educational use. I give permission to the facility to take photographs of my child and waive any consideration due, and I acknowledge that The Woodlands Young Learners Academy may use photographs, video, and/or sound recordings of my child for any school purpose, including but not limited to marketing, promotional, publicity, or community awareness without compensation, and all film, negatives, recordings, and video are the exclusive and sole property of The Woodlands Young Learners Academy.

SOLICITATION

The Woodlands Young Learners Academy discourages the distribution of any sales material, advertisements, or any other type of literature, in or on our school campus. All materials must be approved by the Director and the decision will be made as to what and how it will be distributed.

ENROLLMENT AGREEMENT

Your child's original copy of The Woodlands Young Learners Academy Enrollment Agreement and the Parents Agreement/Handbook signature page is kept on file at all times during your child's enrollment at The Woodlands Young Learners Academy. Should you wish to review The Woodlands Young Learners Academy Parent Agreement and Handbook, please visit our website, www.twyounglearners.com, or ask for a current copy at the front desk.

AMENDMENTS & CHANGES

The Woodlands Young Learners Academy reserves the right to change or amend at its sole discretion this Parent Handbook and Agreement at any time and without notice to comply with governmental requirements or for any other reason necessary. Parents will be notified electronically of any policy changes.

ANIMALS

When animals are present in the school on a permanent basis, parents will be notified electronically. If you do not wish for your child to come in contact with animals at TWYLA, please notify the front office.

VI. STUDENT HEALTH & WELLNESS

ALLERGIES

Please notify the Executive Director of any allergies your child may have so that we may take the appropriate actions necessary to maintain the comfort and health of your child. Allergies must be submitted with a Doctor's note or they will be treated as preference.

HAND WASHING

As part of The Woodlands Young Learners Academy total learning experience, it is our goal to instill our students with the best personal skills, including hygiene. All of our staff members both adhere to and teach our students to wash their hands after any visit to the restroom, before mealtime, after diaper changing, and on any other occasion where hands may be dirty.

ILLNESS

Any student becoming ill or having exhibited signs in the previous 24-hour period of an oral temperature of 100° or greater, intestinal irritation accompanied by diarrhea or vomiting, an undiagnosed rash, or abnormal or excessive discharging from the ears, eyes, and nose, shall not remain at school, nor will be admitted to school for classes until they are symptom free for 24-hours. .

The Woodlands Young Learners Academy will notify parents/guardians immediately after observing any signs of such ailments, and after notification, it is the parent/guardian's responsibility to arrange to pick up their child within one (1) hour.

Any student exposed to or have contracted any communicable or infectious diseases shall not return until the disease is treated by the student's physician as listed in the Enrollment Application or other health care professional, and is no longer contagious. The Woodlands Young Learners Academy will require written notice from the physician or health care provider treating any such diseases or infections' validating the student is able to return to classes and is no longer contagious with that disease.

COMMUNICABLE/CONTAGIOUS DISEASES

The Woodlands Young Learners Academy will immediately report, in writing, any occurrence of contagious disease your child may have, either directly or indirectly, encountered any type of contact. Any student who is absent because of a communicable disease, must have written authorization from a professional health care provider confirming that the child is no longer contagious, before returning to classes.

IMMUNIZATION & MEDICAL RECORDS

Students: To maintain a healthy campus, you must submit your child's most recent immunization and medical records before attending the first day of classes. In addition, each student's medical records must be updated each year in accordance with Texas State Law. *Tuberculin Testing Requirements: the policy of the Department of State Health Services is to ensure that only children with risk factors for exposure to a person with infectious tuberculosis disease shall be screened for latent TB infection (LTBI) and/or TB disease. Documentation is not required to be on file.*

Staff: TWYLA recommends that all staff be vaccinated per the CDC guidelines.

<http://www.cdc.gov/vaccines/schedules/downloads/adult/adult-schedule.pdf>

MEDICATIONS

Only authorized personnel of The Woodlands Young Learners Academy will administer "Approved" over-the-counter and/or physician prescribed medication upon your completion of the Medication Authorization form for each type of medication to be administered. All prescription medicines must have the prescribing physician's name and prescription number clearly visible and affixed to the medication on the original label provided by the pharmacists. The prescribed medication is administered only to the person's name on the label. Medications may not be shared. "Approved" over-the-counter medication means the medication is age appropriate for the child. If the medication is not age appropriate for the child, a doctor's note is required to administer the medication. TWYLA will not administer medication that is not in its original box and/or container, or past the expiration date.

By signing the Parent Acknowledgement in section twelve (XII) of this Parent Agreement and Handbook I hereby acknowledge that the personnel designated by The Woodlands Young Learners Academy to administer approved over-the-counter and/or physician prescribed medications will only dispense said medications in strict accordance with the instructions provided on the original labeling of each individual medicine. Under no circumstances will The Woodlands Young Learners Academy or its employees, agents, representatives, affiliates, or volunteers deviate from the original labeling administering/dosage instructions.

I acknowledge and understand that my authorization for The Woodlands Young Learners Academy to dispense any approved over-the-counter and/or physician prescribed medications is purely for convenience. Further, I understand and agree that no member of The Woodlands Young Learners Academy leadership team or its employees, agents, representatives, affiliates, or volunteers are specifically trained to administer any such medications.

By consent and signature of the Parent Acknowledgement I agree to indemnify, defend, and hold harmless The Woodlands Young Learners Academy, from any and all claims, demands, actions, liabilities, and expenses, resulting from any of its employees, agents, representatives, affiliates, or volunteers, who may administer approved over-the-counter and/or physician prescribed medications to my child.

HEARING AND VISION SCREENING

The State of Texas requires a screening or a professional examination for possible vision and hearing problems for children upon turning four years of age. TWYLA must have this documentation on file.

PREVENTING CHILD ABUSE

TWYLA teachers are trained annually regarding preventing and responding to abuse and neglect of children.

VII. SCHOOL SAFETY

INCLEMENT WEATHER

In the event of severe weather such as hurricanes, flooding, icy streets, etc. please visit our website www.twyounglearners.com and listen to the local radio or television station for instructions. TWYLA will follow Conroe Independent School District course of action concerning school closings.

SIGNING IN/OUT

To ensure the security of each student, The Woodlands Young Learners Academy requires that each day your child attends school; you must sign your child in and out.

A touch-screen sign in monitor is conveniently located in the lobby.

If someone other than you will be picking up your child from school, that person must be on file or listed on the **Alternate Release Authorization Information** in section two of our enrollment form. In any case, anyone picking up your child other than you must check-in at the front desk and show picture ID.

PARENT NOTIFICATION AND COMMUNICATON

Parents can be notified of necessary information via e-mail or phone. In the event a parent cannot be reached, TWYLA will notify the next person on the student's contact list. If you have any questions or concerns, you may contact the front office. You are welcome at TWYLA at any time to visit your child's classroom. We welcome parent involvement in all center activities. Please see the Director for more information.

The Center's most recent Licensing Report, copy of the Minimum Standards and how to contact the local licensing office at 936-756-1551 (operation #878599), DFPS Child abuse hotline 800-252-5400 and DFPS website www.dfps.state.tx.us.

VISITORS

Parents are welcome at TWYLA at any time. All visitors must check in at the front office before they can visit any area of the school.

EMERGENCY PRACTICES

Emergency Evacuation:

In the event of an emergency evacuation, TWYLA will evacuate the children by walking east from the building to The Woodlands Sports Medicine Center. For evacuation purposes, the Fire Evacuation Map will be followed that is posted in each classroom. The children will walk by classroom and face to name counts will be conducted upon leaving, while walking and upon arrive at the surgery center. Upon arrival at the Sports Medicine Center, parents will be called using the TWYLA Emergency Evacuation Binder. Emergency services will be contacted by telephone if necessary.

The Woodlands Sports Medicine Center – 1441 Woodstead Court, The Woodlands, Texas 77380

Fire Safety

Fire drills to practice emergency evacuation in the event of fire are practiced monthly. Fire evacuation maps are posted in each classroom beside the door.

Severe Weather Safety

Severe weather drills to practice safety procedures in the event of a severe weather are practiced every three months. Severe Weather safety maps are posted in each classroom beside the door.

Safety Regulations

TWYLA follows Conroe ISD closure schedule in the event of a natural disaster to ensure student and employee safety.

TWYLA's Emergency Practices are available for discussion upon request. Please address any concerns with the front office and/or Director.

NEW REQUIREMENTS REGARDING GANG-FREE ZONE INFORMATION

For Child Care Centers

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code will be amended to include Section §42.064 requiring that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where certain gang related activity is prohibited and is subject to increased penalty under Texas law. Specific locations where certain gang related criminal activity is now prohibited include, but are not limited to, public schools, playgrounds, video arcade facilities, and day care centers.

The area that falls within a gang-free zone can vary depending on the type of location. For example, certain gang-related criminal activity that occurs within 300 feet of a video arcade facility is a violation of the new law, whereas certain gang-related criminal activity that occurs within 1000 feet of a school or day care center is a violation of the law.

How do parents know where the gang-free zone ends?

The gang-free zone is within 1000 feet of your child care program. Maps may be produced for the purposes of prosecution and may be updated by the local municipal or county engineer. Parents may contact their local municipality to attempt to obtain a copy of the map if they choose to do so.

Why are gang-free zones needed?

Similar to the motivation behind establishing drug-free zones, the goal of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does this mean for my day care center?

Child care providers are required to inform parents or guardians of children attending their center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your program is a violation of this law and is therefore subject to increased penalty.

When do I have to comply with the new requirements?

The law is already in effect and providers should begin sharing information regarding gang-free zones immediately. Licensing staff will be offering technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers may want to update their operational policies and procedures to include information mandated by this law.

For further information please contact your licensing representative or your local licensing office.

VII. YOUNG LEARNER PARENTS

We recognize that being a parent is a tireless and fulfilling job but can sometimes be hectic as well, so we have designed a few "***Young Learner Parent Perks***" that we believe will make your daily routine just a little bit easier.

PARENT PARTNERSHIPS

At The Woodlands Young Learners Academy, we feel honored to have your child as a student at our school. Our first priority is providing an exciting and safe educational experience for your child. We believe that in order to fulfill our responsibility to you and your family requires developing a “Partnership” with our Young Learner Parents.

TWYLA JAVA STOP

Morning times are hectic for all families. Understanding the morning mayhem, The Woodlands Young Learners Academy invites its parents to relax for a few minutes and enjoy a cup of coffee from the **TWYLA Java Stop™**, our complimentary lobby coffee bar, or just stop by for a quick refill to finish that drive into the office, every morning.

TWYLA CORPORATE SERVICES

The Woodlands Young Learners Academy offers its Young Learner Parents complimentary Corporate Services in its lobby that include, faxing, wireless internet, and copying and notary services.

TWYLA DRY CLEANING CLUB™

Whether you are in a hurry or appreciate convenience, the **TWYLA Dry Cleaning Club™** is for you! As a TWYLA Parent, you can enjoy the benefits of “one stop shopping” while dropping off your child for the best early childhood education available, and you may leave your clothes to be professionally laundered by a locally recognized laundry service, and pick them up again in our lobby while picking up your child from an exciting and fulfilling day of academic adventure. See any member of our Leadership Team for enrollment details.

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In today’s environment, where many companies are focusing on developing long lasting relationships with their employees, these employers recognize the overall effects and piece of mind many employees have when they know their child is in the best learning environment possible.

If you would like The Woodlands Young Learners Academy or the Young Learners Foundation to contact your employer to discuss enrolling in the **Employer Advantage Program™**, please the Executive Director today to make your employer our next partner!

COMMUNICATION

One of the key indicators to ensure that your child is receiving the best early childhood education for their future is the communication between parents and their students, and more importantly, between our parents and our teachers.

The Woodlands Young Learners Academy utilizes a variety of communication tools in providing our parents with the most accurate and up-to-date information concerning your child’s daily events and triumphs.

Parents with students in our Early Learner program receive daily activity reports; each enrolled student receives a comprehensive annual parent-teacher conference, our periodic newsletter publication, **TWYLA Times**, each core curriculum teacher will have an individual e-mail address for direct communications, and continuous website updates at www.twyounglearners.com.

TUITION EXPRESS

Our electronic payment service eliminates the requirement to write checks every month, and offers Young Learners Parents the convenience of establishing recurring monthly payments through a credit card, check/debit card, or checking account. You will receive a monthly invoice showing your tuition amount and any other incurred fees before your account is debited.

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At The Woodlands Young Learners Academy, we pride ourselves in developing lasting relationships with our students and their families beyond their experience at our school. Introducing other families to The

Woodlands Young Learners Academy is the greatest way our families can show their appreciation and support for us.

In appreciation of our parents, who want to share their experience with other families, The Woodlands Young Learners Academy developed the ***Refer-A-Learner Program™*** for our dedicated parents who refer other families and friends to our school.

The program is simple, when your family and friends enroll; ask them to include your name, and your child's teacher's name on the enrollment form. After one month of continuous enrollment by your family and friends, we will issue a credit for \$100.00.

TWYLA NEWSLETTERS

Regular newsletters are emailed during the curriculum year for your convenience to inform you of classroom happenings and school information. Newsletters are less frequent in the summer.

Each newsletter is dedicated to keeping our Young Learner Parents updated and informed on what is happening at school, future/upcoming events, guest speakers, special visitors, and curriculum information.

YOUNG LEARNERS PARENT CODE OF CONDUCT

The Woodlands Young Learners Academy expects and maintains a level of courtesy and professionalism; therefore, under no circumstances The Woodlands Young Learners Academy tolerate abusive or profane language, guardian, or any other person thereof

The Woodlands Young Learners Academy policy shall on school grounds students, disrespectfully or any employee or In turn, all employees of The Woodlands Young Learners Academy are and respectful .

The Woodlands Young Learners Academy request school concerns, , or inquiries be Executive Director. The Woodlands Young Learners Academy reserves educational described herein school, its students, or employees The Woodlands Young Learners Academy reserves educational described herein abide by and procedures The Woodlands Young Learners Academy.

BREASTFEEDING POLICY

TWYLA will provide nursing mothers with a comfortable place to breast feed in the front office upon request. Parents have the right to breastfeed or provide breast milk for their child while in care.