

Training Depot



Proverbs 22:6

Childcare + Learning Center

PARENT HANDBOOK

The Training Depot is a Ministry of Generations Church

2001 E. Main Street, Crowley, TX 76036

817-736-3117

www.trainingdepot.org

Welcome to Training Depot



Our Mission

As a ministry of Generations Church, it is our desire to provide you and your child with the following:

- Quality care for your child by qualified and trained staff. Our staff is required to receive training in Child Development throughout the year.
- Spiritual development and awareness through Weekly Chapel, Bible Stories, Memory Verses, Songs and Prayer.
- Educational class times structured to meet the needs of each child according to their abilities.
- Learning will include cognitive skills, social interactions, sensory awareness, science and health, art, music, and creative movement.
- Physical development through indoor and outdoor recreation.
- Emotional development through positive reinforcement, encouragement, and love.



A Word From the Director

It is an honor and privilege to be able to partner with you as parents to help train up your child. The Training Depot is more than just childcare—we design our program and curriculum to help your child succeed. Our teachers will help your child develop skills that will help them succeed in school and life while teaching them about God's love and grace. It is our desire to partner with you to help your child grow physically, academically, and spiritually. We understand that your children are your most precious gift from the Lord and we thank you for allowing us to be a part of your child's life.

Train up a child in the way he should go; and when he is old, he will not depart from it -Proverbs 22:6

Requirements for Admission

The application for enrollment must be completed, a current copy of your child's shot records, physician statement, policies & procedures signature pages, and a signed parent-provider agreement must be completed and turned in before a child may start. The enrollment fee as well as the first week's tuition and a deposit for the last week's tuition (which can be used as long as we receive a 2 week's withdrawal notice) must be paid in advance before a child may start.

Tuition & Fees

- An enrollment fee in the amount of \$100 is due at the time of enrollment. The enrollment fee is nonrefundable.
- Weekly tuition fees are due and payable in advance on Friday for the following week. Tuition checks may not be postdated. If tuition is not received by 6pm on Monday, a \$35 late fee will be added to your account. The Training Depot accepts payment via the following methods: cash, check, or thru your Procure account. Tuition rates are subject to change as needed.
- For each insufficient check returned there will be a \$40 service charge. If two checks are returned as having insufficient funds, payment will have to be made by cash, money order, or thru your Procure account.
- A deposit of one week's tuition is due before a child may attend. The deposit will be reimbursed once a child is withdrawn from the center or applied to the child's last week of tuition if your account is current and a two-week withdrawal notice is turned into our office staff.
- The ABEKA Curriculum fee of \$110 is due annually for all Two years old– Pre K children. For children ages 18 months-24 months, the ABEKA Curriculum of \$70 is due annually. This covers the curriculum workbooks and educational material that are used throughout the school year. The curriculum fee is nonrefundable.

Vacation, Sick Days, Absences, & Withdrawals

It is our desire to provide your child with the best possible care each day, in an effect to maintain our high standards we budget for 52 weeks worth of expenses related to our teachers and educational resources. To help us cover these costs, we charge a full week's tuition if your child is currently enrolled in the center. If your child is absent, you are still required to make your tuition payment unless you apply vacation days. After your child has been enrolled for six consecutive months, each child will accrue another five days of vacations; and every year thereafter if your child continues in enrollment they will continue to accrue ten days of vacation annually. Vacation days do not carry over year to year. Requests must be submitted within 30 days of the absence in order to receive credit. In the case that you need to withdraw your child from Training Depot, a two week notice must be given and a withdrawal form must be completed. These are located in the TD office. As long as a two week notice is given, your deposit may be used for the last week of your child's tuition.

Hours of Operation, Attendance, School Closing, and Holidays



The Training Depot is open year round Monday through Friday, 6:00am to 6:00pm. In order to attend for the day, all children must be present by 11:00 am. Please schedule any appointments so that your child may be in attendance by 11:00am or after your child is picked up. Once your child has been picked up for the day, they may not return after an appointment. Parents are expected to be on time when picking their child up at the end of the day. There will be an additional charge of \$5.00 from 6:01 to 6:05, then \$2 per minute thereafter. Late charges will double the day before holidays.

The Training Depot will observe the following holidays:

New Year's Day	Labor Day	Christmas Eve at 12pm
Martin Luther King Day	Columbus Day	Christmas Day
Memorial Day	Thanksgiving Day	Friday after Christmas
July 4th	Friday after Thanksgiving	

The Training Depot will close early at 4pm on the Wednesday before Thanksgiving, at 12pm on Christmas Eve, and at 4pm on New Year's Eve, Good Friday, and July 2!

There will not be any reduction in tuition for these days except the weeks of Thanksgiving & Christmas. These weeks your tuition will be reduced by one day and no sibling discount will be given these weeks. During the week of Christmas, the closing schedule may differ based on what day Christmas is actually on. A closing & tuition schedule for that week will be available in the office prior to that week.

If any of these holidays should fall on a Saturday, we will be closed on Friday prior to the holiday. If the holiday falls on a Sunday, the center will be closed on Monday following the holiday. A notice will be posted prior to the holiday in case there are any changes.

When weather conditions are questionable, Training Depot will post on our website & change our voicemail to let you know if we are closed at all. There will be no reduction in tuition when we need to close due to snow, ice, etc..

Meals and Snacks

Breakfast may be brought to school from 6:00am to 7:30am. Children arriving after 7:30am will be asked to save their breakfast for morning snack at 9:00am. The Training Depot will furnish a morning snack and afternoon snack. We serve lunch at 11:00am. All children must be present by 11:00am; once children are picked up, they may not return for the day. A menu is posted in the classroom and on the parent information board. If your child is NOT going to attend for the day, please call before 8:00am or you will be asked to provide your child's lunch for that day. Before eating, children will pray and during eating times the teachers will encourage table manners. *****If food or drink is brought into the center by the parent, Training Depot will not be held responsible for meeting the nutritional needs of the child. This includes snacks, and drinks brought by the parent and served to the child.***



TD Image Policy

Attendance at The Training Depot grants the Training Depot and/or its agents permission to take photographs and/or videos of participants and utilize even media in all forms and in all manners for the marketing, promotion, and future event development.

For the safety of all children parents may not take pictures or videos of their child while at the center. There is danger of other children being included in these pictures or videos; therefore. Training Depot is a camera free zone unless it is scheduled part of our classroom activities.



Discipline Policy

We want your child to feel that their school is a fun place to be. It is the goal of each staff member to create a loving atmosphere where each child can succeed and feel good about themselves. Discipline is based on positive reinforcements with an emphasis of self-discipline. We want to encourage all children to make good choices throughout the day. Most situations can be resolved by redirecting a child to another activity or talking with them about the choices they are making. The use of physical punishment is not permitted.

Training Depot has a detailed policy on biting which every parent is required to sign for your child attend. Our biting policy is included with all of the required enrollment paperwork. Please read this thoroughly and see our office staff if you have any questions.

It is our desire to partner with the parent to correct these behavior/discipline problems; however, certain circumstances may result in a child being dismissed from the center. The Training Depot reserves the right to withdraw any child form enrollment that will not cooperate. Training Depot has a detailed policy on difficult and challenging behavior which every parent is required to sign for your child attend. Please read this thoroughly and see our office staff if you have any questions.

If your child displays continual disruptive behavior, you will be notified. Since we provide childcare in a group setting, we have to consider the welfare and safety of all our children and staff. If your child's behavior threatens the safety of other children, becomes abusive towards other children, or continually disrupts the learning process in the classroom, then we reserve the right to indefinitely remove the child from the center.

If it is decided that Training Depot is no longer able to provide care for your child, you will be notified immediately and a plan will be set in place as you establish support with a different early learning provider.

Class Schedules

The classroom schedules are designed to meet the needs of children depending on their age. A schedule of activities is posted inside your child's classroom. Children should not arrive during naptime or after 11:00 am. We encourage parents to bring children in early so they will receive the full benefit of the curriculum being taught. If your child is going to arrive after 8:00 am, please notify the office so we may count them for lunch. We ask that all children enrolled in our Pre-Kindergarten classrooms arrive by 8:30 am. In order for your child to be ready for Kindergarten, it is very important that they receive the full benefit of the curriculum that is taught during the morning time.



Class Parties

Parents are welcome to celebrate their child's birthday at the center unless otherwise mandated through Childcare Licensing. We ask that you notify your child's teacher one week in advance and you may bring in cupcakes, cookies, cake, or a snack to share with the class at their afternoon snack time.

Parents will be notified of class parties, such as Thanksgiving Feast, Christmas, Valentine, Easter, etc. Parents are encouraged to participate in class parties or center events unless otherwise mandated through Childcare Licensing.



Rest Periods

A rest period is provided each day for the children. This is a great down time for the children especially after a morning of stimulating activities and learning. The rest period is for 2 hours. The Training Depot provides a mat for each child. To make nap more comfortable for your child you may want to provide a crib sheet, small blanket, and small pillow. Please make sure these items will fit inside your child's cubby. All items should be clearly labeled with your child's name and they will be sent home on Friday to be washed.

Personal Belongings

Children should not bring personal items to the Training Depot unless it is Show and Tell day. On this day, they may bring in an item as long as it is safe, appropriate, and labeled with the child's name. Pokemon, Yugio, and those types of trading cards as well as electronic devices are not allowed at school (game boys, cell phones, i-pods, i-pads, etc). The Training Depot is not responsible for lost or broken items.

Clothing

Parents please make sure that your child wears comfortable, washable clothes, and shoes at the center. Only children in Pre-Kindergarten or above may wear flip flops to school. Your child's day will include a variety of activities like: painting, eating, dancing, indoor & outdoor play, and exercise. Please make sure that your child's jacket or coat is labeled with their name along with any extra clothes that are kept at the center.



Outdoor Activities

The Training Depot has covered playground areas that are divided and designed for active play. Our outside time is a time for fresh air, exercise, and learning activities. Each class will have time outside when the weather permits. Please make sure you send a jacket/coat with your child because we will go outside each day that the weather is above 35 degrees. During the hotter months, we may change our schedule to go outside earlier in the morning. Water jugs will also be on the playground when it is hot outside.

Field Trips

During the summer and on school holidays, the school age children may participate in field trips. The field trips are designed to provide your child with real-world learning experiences, exercise, and fun. Field trips may include parks, museums, bowling, etc. A permission slip must be completed before any child may participate in a field trip activity. Parents will be notified in advance of all field trips.

Water Activities

During the summer we have splash days that consist of water sprinklers and wade pools. These activities are designed for 12 month olds and older. Children who participate in splash days must have a permission slip signed for water activities. A calendar will be posted and sent home to inform you when we will have splash days. All splash day activities will be conducted under the rules and regulations of the Texas Minimum Standards.

Health and Medical Policies

Vaccinations & Physician Statement

The Training Depot is required by state law to keep a physician statement and current immunization records on all children who are enrolled in our center ages infants through preschool children. The Center for Disease Control (CDC) has released recommended guidelines for vaccinating your child. These records must be updated in accordance with state law. Training Depot teachers are not required to have immunizations.

In order for your child to attend Training Depot, these records must be current. Within the first week of your child attending Training Depot, we must receive a physician statement from your child's doctor stating that your child is in good health and may attend childcare as well as current immunization records for your child. If we have not received this within the first week, your child will not be able to attend until you are able to provide this documentation.

ILLNESS

In efforts to stop the spread of illness, we ask that sick children (with fever, diarrhea, vomiting) not be brought to the center. Children must be fever free for 48 hours without the use of fever reducing medication before returning to the center or a release from the physician that has been signed and dated. The exceptions to this policy are if a child is diagnosed with the flu, with Hand, Foot & Mouth Disease, or with the Coronavirus. In the case of these diagnosis, children are required to be out at least 5 days from the date of the diagnosis and must be at least 24 hours fever free without medication before returning. In the case of a diagnosis of Coronavirus, the child's return date will be determined after we contact the Health Department.

If a child becomes ill while being at the Training Depot and we feel that it is better for the child not to be in a group setting, we will contact the parent and ask for the child to be picked up. Children will be sent home if they develop a fever of 100.0 or higher and are showing other signs of illness. If a child has one or more episodes of diarrhea or vomiting, the parent will be contacted to make arrangements for their child to be picked up from the center. If your child has been sent home for diarrhea or vomiting, your child will not be allowed to return to the center the next day; however, they may return the day after as long as they are symptom free. If you keep your child home with an illness, please contact the office and let us know.

Communicable/Contagious Disease

We will inform you of any contagious disease if your child has been directly exposed to it at the center and we will immediately notify the local health department if required. If a child is absent because of a contagious disease, they may not return to the Training Depot without a physician note.

Children with lice will be sent home immediately for treatment. A child who has had lice and has been treated must check in with the office before returning to their classroom. A child must be lice and/or nit free in order to attend Training Depot.

Hand Washing & Bathroom Safety

We want to teach your child the importance of hand washing. In doing so, we require children to wash their hands before eating, after going to the restroom, and any other appropriate times. Children ages 3 yrs. by Sept. 1 thru Pre-K in our Kangaroo, Giraffe, Owl, & Raccoon classes are all fully potty trained before they are promoted to these classes. Fully potty trained means that each child is able to independently use the restroom, wipe themselves afterwards, and pull their pant/shorts up and down without teacher assistance. We have a detailed policy on potty training and bathroom safety which every parent is required to sign for your child attend. Please read this thoroughly and let our office staff if you have any questions.



Medications

The Training Depot will administer medication if it is in the original container indicating the child's name, name of the medication, the date of expiration, dosage amount, and time to administer. Samples of medication will not be administered. Over-the-counter medications must indicate proper dosage for your child's age/weight or your physician must give written instructions on the dosage amount and times to be given. The instructions must have the physician's signature and date on them. Parents must complete a Medication Authorization form for each day/week your child needs medication. This form and the medication must be signed into our office staff. Medication may not be left in your child's backpack, cubby, or classroom.

Medical Emergencies

An emergency medical form must be filled out, dated, and signed by the parent. This form is part of your child's file and will be used in case of an emergency. In an emergency, the center will make every attempt to contact the child's parent or a designated contact person. The center will administer CPR and first aid if necessary. If additional medical care is needed, 911 will be called.

Allergies

Please inform the office of any allergies your child may have. If the allergies, restrict them from certain foods then a note from their physician will be required.

Hearing & Vision Screening

All children enrolled in a Pre-Kindergarten class will have their vision and hearing screened during the school year. A notice will be sent to you by the certified screener if your child does not pass.



Safety Policies

Transportation

Transportation to and from the center is available for certain public schools as determined by the need each year. We will consider transportation to public schools based upon driver availability and parent request. We will also transport children to and from sponsored field trips. The Training Depot has licensed and insured vehicles and the staff has received additional training in transportation safety. All children will be required to wear a seat belt at all times while being transported. Children under the age of 8 will be required to ride in a booster seat. The Training Depot Staff is not allowed to transport children in their own vehicles during regular center hours.



Severe Weather, Lockdown, and Fire Drills

The Training Depot will conduct monthly fire drills and quarterly severe weather and lockdown drills throughout the year to help the children practice what they should do in case of a real situation. If an actual emergency requires evacuation of our center, we will notify you as soon as the children are safe. If it is necessary to relocate the children to another site, the children will be relocated to the Community Center at Bicentennial Park. A copy of our Emergency Preparedness Plan is available in the office.

Accidents and Injuries

Although we take every measure and precaution to make sure your child is safe, children will be children and accidents may happen. When an accident does occur and we feel that medical attention is needed, we will call you to come to the center.



Arrival and Departures

To insure the safety of all children, parents are required to personally take your child to/from their classroom, make sure you've made visual & verbal contact with a teacher for the teacher to sign them in/out, and release them to a staff member. Your child must **walk with a parent** to and from their classroom. According to State Standards we may not have children unattended in our hallways and/or our parking lot so please make sure your child is with you at all times until you have ensured that they are signed into their classroom or you have left the property. This is our policy unless otherwise mandated through Childcare Licensing due to some unforeseen circumstances such as COVID-19. **Children will only be released to the people designated on their pick up list enrollment forms and Procare account. Anyone picking up a child from the center must have a valid picture ID.**

All visitors are required to check in at the office and show a picture ID to your child's teacher and/or our office staff. We would like your child to arrive before 9:00am each day. If they are going to be late because of an appointment, please contact the center by 8:00am so they will be included in the lunch count. If you do not notify the TD office staff by 8:00am, you will need to bring a lunch for your child. Any appointments need to be scheduled so that your child will be able to attend for the day by 11am. After 11:00am, children will not be accepted into attendance for the day.

All vehicles must be turned completely off when parked under the Training Depot awning and no children may be left inside a vehicle while a parent drops off or picks up.

Parent-Faculty Communication

A parent information board is located in each classroom. This board will contain a copy of the classroom schedule, lesson plans, special activities, activity calendar, lunch menus, and any other information the teachers need to communicate with the parents. Parent communication & resource boards are located outside the Training Depot office where menus, permits, inspection reports, and other required documents are posted. Our bulletin board postings promote and provide information on cultural inclusiveness. Additionally, families are provided with resources that may include a list of the benefits of breastfeeding as well as contact information for local agencies that can support a breastfeeding parent. Our Parent Resources will be made available in other languages when needed. Routine checks are made for recall toys in our facility. You may obtain a current recall list by visiting www.cpsc.gov.

At Training Depot, we encourage parents to contact the Director via email or the phone with any questions or concerns about policies and procedures. However, conferencing with your child's teacher at the classroom door during arrival or departure of the children can be a safety issue if children are unattended while the teacher is speaking with you. If you wish to have a conference with your child's teacher, please call the office or contact us thru Procure. Parents are informed of activities thru our monthly newsletter & calendar, Procure reminders, and the posting of weekly lesson plans. Daily schedules are posted outside every classroom for your viewing. You can always reach our Director, Ms. Renae, at rfowler@trainingdepot.org, our Assistant Director, Ms. Angela, at agarcia@trainingdepot.org; our Office Assistant, Ms. Jordan, at jdavis@trainingdepot.org, or our bookkeepers, Ms. Lisa & Ms. Deanna, at tdbookkeeper@trainingdepot.org. We are happy to help you in any way needed. We have an open door policy. Please make sure to check in at the office if you are visiting the center. In order to make your child's stay at the center an enjoyable time, we feel that parent involvement is crucial to maintain our program. Our goal at Training Depot is to support parents as they provide physical resources, discipline, and a supportive, nurturing environment that facilitates your child's physical and emotional development.

This facility is regulated and licensed by the Texas Department of Family and Protective Services. A copy of the Texas Minimum standards is available to view in the Training Depot office. You may also visit www.dfps.state.tx.us or call 817-321-8604. We are required to report suspected abuse and neglect. The abuse hotline phone number is 1-800-252-5400.

The Training Depot is a gang free zone. Gang-related criminal activity or engaging in organized activity within 1000 feet of this center is a violation of the law and is therefore subject to increased penalty under state law. We do not allow loitering or the consumption of alcohol or tobacco on our facility.

Please make sure that your contact information is up to date in your child's file and on your Procure account. If you have a change in home address, cell phone number, email address, or work information, please let us know immediately by updating your information thru your Procure app or by emailing us at rflower@trainingdepot.org. This is the information we use to contact you in case of an emergency or if your child becomes ill. Please make sure that your emergency contact (the person we call if parents cannot be reached) information is kept current.

When using screen time at Training Depot, we ensure the following: 1) that the activity is related to the weekly lesson plans & meets the educational goals; 2) is age appropriate; 3) it does not exceed one hour per day; 4) is not used during mealtime, snack time, nap or rest time; 5) it does not include advertising or violence; and 6) is turned off when not in use, (A school age child may use screen time without restriction for homework).

Training Depot is a member of the Texas Rising Star program. Texas Rising Star is a quality rating and improvement system for childcare programs participating in the Texas Workforce Commission's Child Care Services program. Child care and early learning programs that achieve Texas Rising Star certification, offer quality care that exceeds the Texas Health and Human Services Commission (HHSC) Child Care Regulation (CCR) minimum standards and are in a better position to positively affect the physical, social-emotional, and cognitive development of children. These programs are increasingly able to positively affect the development of the children they serve daily.

Training Depot Policies & Procedures are reviewed annually and updated if deemed necessary. We will do our best to provide accommodations for children with differing abilities as we are able; and when possible, we will create lesson plans to meet those needs. We have a designated space available for intervention sessions or therapies when needed. Parents will be notified in writing two weeks in advance of any changes in our operational policies, price increases, or any other pertinent information that parents may need. All forms of communication will also be sent home and/or thru Procure. All policies are subject to change based on mandates through Texas Childcare Licensing.





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Training Depot Policy on Communicable/Contagious Diseases

A. We recognize the following as symptoms of communicable or contagious diseases and the student must be symptom free for 24 hours (non-medicated) and stay out of school for one full day before returning to school:

1. Fever of 100 degrees or over (child must be out 48 hours due to COVID-19 precautions)
2. Skin rash
3. Diarrhea or vomiting one time in a day
4. Evidence of lice, worms (must be lice/nit free to return to school)
5. Care should also be exercised in cases of sore or swollen joints, nausea, coughs, chills, inflamed eyes, flushed face, earache, sore throat, or enlarged glands.

B. If a parent recognizes any of the above mentioned symptoms at home, we ask that a physician check the student and other arrangements be made for their care. (Student is NOT to be brought to school!)

C. In the event that any of these symptoms are evident when the child is brought in, he/she will not be admitted to the classroom.

D. In the event that any of the above symptoms develop during the day, the parent or designated person shall be called and informed to make arrangements for pick-up of the child as quickly as possible.

E. If a child is dismissed due to a communicable/contagious disease, he/she will be readmitted according to Training Depot policies & the guidelines indicated on the communicable disease chart which reads as follows:

1. Flu – exclusion from school 5 days from the day of the child’s diagnosis
2. RSV – exclusion from school based on the doctor’s recommendation
2. Hand, Foot, & Mouth – exclusion from school 5 days from the day of the child’s diagnosis
3. Chicken pox (at least one week, no fresh sores) dried scabs. For more information, call the school office.
4. Strep Throat (exclusion from school until 24 hours after treatment begins).
5. Impetigo (exclusion from school until adequately treated and sores are no longer draining).
6. Covid-19 (these cases will be determined by the Texas Health Department).

F. Lice – If a child is sent home due to lice, the child must be lice and/or nit free in order to return to school.



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Training Depot Policy on Biting

We recognize that biting is a terrible incident for the victim, the parents of the victim, the teachers and the parents of the biter. We also recognize that biting is not an unexpected developmental behavior for toddlers. Please do not infer that statement to imply that it is acceptable. The problem is that it is natural for most children two years of age and under to bite. Biting can be harmful to other children and to staff.

All Training Depot teachers undergo annual training on Biting to help them learn how to work with biters. Our trainings have taught us that children who have not acquired verbal skills do not have the ability to tell us when they are anxious, hurting, upset, or stressed. As a result, they have a tendency to bite. Children who are in pain due to teething also have a tendency to bite.

Our goal is to help identify what is causing the biting and resolve these issues. If the issues cannot be resolved, this policy serves to protect the children that are bitten.

Each time a child bites, a bite notice is signed by the victim's parents as well as the biter's parents. We follow privacy acts and will not release the children's names to the other parents involved.

If a child is biting consistently for more than two weeks, the parents will be asked for support at home and school to help end the biting.

When Biting Continues:

The child will be shadowed to help prevent biting incidents.

The child will be observed by the classroom teachers to determine what is causing the child to bite (teething, frustration, communication, etc.).
The administrative staff may also observe as needed.

The child will be given positive attention & approval for positive behavior.

A parent conference will take place to discuss a plan of action. With all parties working together, the goal is to work towards resolving this problem. As long as the situation is improving and we are receiving consistent help from the child's parents, the child may continue to attend class.

Parents will be asked to come to Training Depot to observe their child for a period of at least 45 minutes to 2 hours and implement the 'swoop in' method. The Swoop-In method is when a parent observes the child thru the 2 way window. When the parent sees their child start to bite, the parent will swoop in, remove their child from the classroom, discipline as they determine then return the child to the classroom. When this method has been implemented a couple of times, often the child will correct this behavior.

Training Depot Policy on Biting continued...

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When Biting Becomes Excessive:

If the child continues biting and inflicts 3 bites in a one week period (during the 5 weekdays) in which the skin of another child or staff member is broken, bruised, or the bite leaves a significant mark, a 2nd conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.

If the child inflicts 3 bites in a one week period (during the 5 weekdays) in which the skin of another child or staff member is broken, bruised, or the bite leaves a significant mark, the child will be suspended for 2 full business days. For example, if a child is sent home on a Tuesday due to biting incidents, they may return on Friday.

If a child once again inflicts 3 bites in a one week period (during the 5 weekdays) the next step is that a probation plan will be written for the child. Under probation, if the child bites more than twice during a two week period of specified dates, they will be asked to withdraw from the center. After a six month period of time, if parents want to re-enroll their child to see if the child has grown out of biting tendencies, your child will be accepted with open arms. At the time of re-enrollment, the child will begin the biting policy process from step one.

If a child who has been thru steps 1 and/or 2 goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

By signing this contract, all parties are in agreement to the policies, procedures, terms, and conditions.

Copy
Signed Original in Office

Training Depot Policy on Challenging Behavior

We recognize that challenging behavior incidents can be difficult for the victim, the parents of the victim, the teachers, and the parents of the child that is struggling with their behavior. We also recognize that learning to handle their emotions and problem solve through their emotions is “developmentally appropriate”. Please do not infer that statement to imply that it is acceptable. The problem is that it is natural for many young children of preschool ages to experience some difficulty as they learn how to navigate all of their emotions and work with others when they feel angry or upset.

This document outlines our program’s policy and process in supporting families and children who may need additional accommodations-to include home language, differing abilities and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the general public and in the parent’s primary language. Please notify the Director if you or your child require accommodations and we will ensure that we do our part in making sure your needs are met.

Below are ways that our program will partner with families:

1. If specific therapy sessions are needed during the day while the child is in our care, we will provide space to accommodate them.
2. Participate in all comprehensive care meetings if needed.
3. Complete supporting documentation from authorized medical professional for any accommodations related to child’s physical or developmental needs.
4. Provide materials and resources in Parent/Child’s primary language.

All Training Depot teachers undergo annual training on Positive Guidance and Discipline to help them learn how to work with children that are struggling with behavior problems. Our trainings have taught us that children who have not acquired verbal skills do not have the ability to tell us when they are anxious, hurting, upset, or stressed. As a result, they have a tendency to express their feelings in other ways that are sometimes more aggressive. Also, young children are still learning appropriate ways in which to express their emotions and problem solve.

Our goal is to help identify what is causing the aggression and do all we can to help the child resolve these issues. If the issues cannot be resolved, this policy serves to protect the children that are hurt or could be hurt due to aggressive behavior.

Each time a child hurts another child in an aggressive manner, an incident report is given to the victim’s parents and the parents of the child that was the aggressor. We follow privacy acts and will not release the children’s names to the other parents involved. Both parents will be notified thru the Procure app at the time of the first incident.

When Aggressive Behavior Does Occur:

Our staff is trained to give all of their attention to the child who was hurt. The staff’s job is to keep the children safe and help a child that is displaying aggressive behavior to learn different, more appropriate behavior.

For the child that was hurt:

“Tender Love and Care” (TLC), a cold compress, and/or first aid will be given to the injured child.

Parents are notified.

The “Incident or Booboo Report” for a child who was hurt is completed documenting the incident.

For the child that hurt another child:

The teacher will have a serious conversation with the child who hurt another child.

The child will be given a brief time out of no more than one minute per year of age.

Once that child is released from time out, they will resume normal classroom activity under close supervision.

When a child has hurt another child more than one time in a day, the parent will be notified. If a child hurts another child again or attempts to hurt another child again, the parent will be called to come pick their child up.

The “Incident Report” for a child that hurts someone else will be completed documenting the incident.

If a child is displaying aggressive behavior consistently for more than two weeks, the parents will be asked for support at home and school to help end the aggressive behavior.

Training Depot Policy on Challenging Behavior Continued

When Aggressive Behavior Continues:

The child will be shadowed to help prevent incidents of aggression IF we are able to accommodate this in staff.

The child will be observed by the classroom teachers to help determine causes of the child's aggressive behavior (frustration, communication, unable to problem solve, inability to control outbursts of emotions, etc.). The administrative staff may also observe as needed.

The child will be given positive attention & approval for positive behavior.

A parent conference will take place to discuss a plan of action. With all parties working together, the goal is to work towards resolving this problem. As long as the situation is improving and we are receiving consistent help from the child's parents, the child may continue to attend class.

Parents will be asked to come to Training Depot to observe their child for a period of at least 45 minutes to 2 hours and implement the 'swoop in' method. The Swoop-In method is when a parent observes the child thru the 2-way window. When the parent sees their child start to display aggressive behavior, the parent will swoop in, remove their child from the classroom, discipline as they determine then return the child to the classroom. When this method has been implemented a couple of times, often the child will correct this behavior.

When Aggressive Behavior is Excessive:

If the child continues behaving in an aggressive manner and hurts someone 3 times in a one-week period as a result of aggressive behavior or (during the 5 weekdays) in which the skin of another child or staff member is broken, bruised, or a significant mark is left on another person, a 2nd conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.

If the child hurts someone 3 times in a one-week period in an aggressive manner or (during the 5 weekdays) in which the skin of another child or staff member is broken, bruised, or a significant mark is left on another person, the child will be suspended for 2 full business days. For example, if a child is sent home on a Tuesday due to behavior incident, they may return on Friday.

If a child once again hurts another person 3 times in a one-week period (during the 5 weekdays) the next step is that a probation plan will be written for the child. Under probation, if the child hurts someone more than twice during a two-week period of specified dates, they will be withdrawn from the center. After a 12-month period of time, if parents want to re-enroll their child to see if the child has grown out of the aggressive behavior, your child will be accepted with open arms. At the time of re-enrollment, the child will begin the behavior policy process from step one.

If the child who returns to the center after undergoing this process, continues to display aggressive behavior, they will be withdrawn from the center.

If a child who has been thru steps 1 and/or 2 goes 3 weeks (15 business days) without displaying aggressive behavior, we will go back to step one if the child is aggressive again.

Accommodations for Families

This document outlines our program's policy and process in supporting families and children who may need additional accommodations-to include home language, differing abilities and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the general public and in the parent's primary language. Please notify the Director if you or your child require accommodations and we will ensure that we do our part in making sure your needs are met.

Below are ways that our program will partner with families:

1. If specific therapy sessions are needed during the day while the child is in our care, we will provide space to accommodate them.
2. Participate in all comprehensive care meetings if needed.
3. Complete supporting documentation from authorized medical professional for any accommodations related to child's physical or developmental needs.
4. Provide materials and resources in Parent/Child's primary language.

By signing this contract, all parties are in agreement to the policies, procedures, terms, and conditions.

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Signed Original in Office



Training Depot Potty Training, Bathroom, and Safety Policy

Potty Training Policy

2-Year-Old Classes (Alligator & Dolphin Classes)

- All children who turn **2 years old by September 1st** are placed in these classes.
 - Teachers work diligently to help all children become **fully potty-trained by May 1st** of the school year.
 - Parents are asked to dress children in **easy-to-remove clothing** (e.g., elastic waistbands) to promote independence.
-

3- and 4-Year-Old Classes

Children who turn **3 or 4 years old by September 1st** must be **fully potty-trained by the first Friday of August** before the school year begins.

Definition of Fully Potty-Trained

- No diapers or pull-ups for a **full two-week period**.
- No more than **2 accidents** during that time.
- Child must:
 - **Independently pull pants/shorts up and down.**
 - **Wipe themselves thoroughly with little to no assistance.**

Note: In 3-year-old classrooms, teachers assist only in **emergency situations**, not on a regular basis.

If Your Child is Not Fully Potty-Trained by the Deadline You have two options:

Option 1: Temporary Withdrawal to Potty Train

- You may **keep your child at home** to complete potty training.
- **No tuition will be charged** while your child is out.
- **No re-enrollment fee required**; deposit remains on file.
- **Your child's spot will be held until December 31st** of that year.
- Once potty-trained, your child may return and join their age-appropriate class.

Teachers will **monitor potty use for the first two weeks** after return.

If by **January 2nd of the New Year**, your child is still not fully potty-trained or you choose to officially withdraw, please **contact the office for a refund of your deposit**.

Option 2: Full Withdrawal

- You may choose to **fully withdraw** your child from Training Depot.
 - If you wish to return after potty training is complete:
 - **Re-enrollment fees will apply.**
 - We would love to welcome your child back.
-

Bathroom Safety at Training Depot

All staff are trained in **Ministry Safe Procedures**, a comprehensive sexual abuse prevention and awareness training program. This training helps ensure the safety and well-being of all children and staff.

Ministry Safe Training Includes:

- **Sexual Abuse Awareness Training** for staff, volunteers, and caregivers.
- **Skillful Screening Process for lead administration**, including:
 - Applications, references, and interview forms.
 - Screening training for hiring personnel.
 - **Safety Policies and Procedures** aligned with abuse awareness training.
 - **Criminal Background Checks** tailored to specific positions.

Training Depot Potty Training, Bathroom, and Safety Policy continued

Our Commitment to Bathroom Safety

- Staff are **extremely cautious** when assisting children **3 years and older** in the bathroom. If deemed necessary, two teachers will assist in the restroom to ensure safety.

- We promote:

- **Confidence**

- **Independence**

- **Safety**

Our goal is for each child to become **strong, capable, and self-sufficient** in the bathroom. We ask that parents partner with us to help your child achieve these goals.

By signing this contract, all parties are in agreement to the policies, procedures, terms, and conditions.

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Signed Original in Office



2001 E. Main St. Crowley TX 76036 817-736-3117 www.trainingdepot.org

Training Depot Medication Policy

Training Depot medication policy requires all medication to be signed into the Training Depot office and handed to a member of the office staff before leaving our center. We have one sign in Medication book for all of the classes with each class having their own section. Once the medication is signed in, it is evaluated by an office staff member to verify all dosage and requirements are correct. If the medicine is left unattended in the office without being signed in, we will not be able to administer the medication. Once the medication is in the care of the office staff, we will then administer the medication to your child as stated when signed in. Requirements for the Training Depot Medication policy are listed below:

Any medication brought to our center whether in your child's backpack or for any reason, has to be signed in to the office staff immediately. We cannot have medication available for children that is not signed in on the day that it is brought to our center.

Prescription medicine must be signed in every day or by the week including the dosage to be given.

Once the medicine is signed in to the office staff, we will then administer the medication to your child as stated when signed in which must be according to the prescription label.

Medication can be stored in the office up to 1 year or until expired.

Medication that is AS NEEDED will only be administered when consent is given via email to Ms. Renae at rfolwer@trainingdepot.org on the day that it is needed. When the parent picks up their child that day, the parent ***must sign*** the medication chart stating that permission was given to administer this medicine.

Each child will be given their own medication chart in their classroom section.

Medication must be signed in with the ORIGINAL box or container. Medication must be age appropriate unless parents provide a doctor's note stating the name and the dosage of the medication to be given.

By signing this contract, all parties are in agreement to the policies, procedures, terms, and conditions.

COPY
Signed Original in Office



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Parent-Provider Agreement

Our new rates go into effect on Monday, September 1, 2025

This agreement contains the financial terms that are agreed upon between _____ and The Training Depot Childcare and Learning Center for the care of the following children:

 _____ DOB _____ Age _____
 _____ DOB _____ Age _____
 _____ DOB _____ Age _____

Weekly Tuition Rates (includes all activities for the school year, meals, and snack)

If you choose to pay tuition using cash or check, you will receive a \$3 discount off of the rates below:

Infants: 6 weeks-12 months	\$289
Toddlers: 12 months-18 months	\$263
Toddlers: 18 months-24 months	\$256
Two Years – Pre K	\$250

Tuition rates for School Age Children:

School Age: Public Schools	\$110
School Age: NCA	\$84
Full Time Christmas & Spring Break	\$250
Full Time Summer-3 or more days a week	\$250
Part Time Summer-2 or less days a week	\$125 (for school agers only)
School-Age Drop-In Rate	\$60 (holidays only)
Early Dismissal (1/2 Day)	\$30 per day in addition to weekly tuition
Full Day (school holiday)	\$50 per day in addition to weekly tuition

Parents or Guardians agree to pay according to the rates listed above and agree to make each payment in advance on Friday. Parents or Guardians understand that a \$35 late fee will be added at 6pm on Monday if the full balance on your account is not received.

- A 10% sibling discount is given to the oldest child's tuition.

Year-end statements will be provided by January 31st.



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Other Charges:

- * One-time non-refundable Enrollment Fee \$100
- * NSF Checks \$40
- * Late Payment \$35
- * ABeka Curriculum Fee (Two Years- Pre K) \$110
- * ABeka Curriculum Fee (18-23 Months) \$70
- * Summer Activity Fee (12 Months – Pre K) \$60
- * Summer Activity Fee (Graduated Pre-K) \$110
- * School-age Summer Field Trip/Activity Fee \$250
- * After school “Search & Recovery” Fee \$20 per occurrence
- * Deposit of one weeks’ tuition is due before a child may start. This deposit will be applied towards your last week of tuition ***if a two-week notice is given and your account is current.***
- * Late Pick Up Fee (6:01 pm – 6:05 pm) \$5.00 / \$2.00 per minute thereafter
- * When weather conditions are questionable, Training Depot will post on our website & change our voicemail to let you know if we are closed at all. ***There will be no reduction in tuition for these days.***

In the event that the tuition is late, I/we understand our account will be charged an additional \$35 for being late. If not paid by the following week prior to care, including late fees, then I understand that my child may no longer be allowed to attend the Training Depot.

I/we have a copy and have read the Parent Handbook which includes the policies, procedures, and fee structure for the Training Depot.

By signing this contract, all parties are in agreement to the policies, procedures, terms, and conditions.

Child/Children’s Name(s)

 Father or Guardian’s Signature _____ Date

 Mother or Guardian’s Signature _____ Date

 Director’s Signature _____ Date

Copy
 Signed Original in Office

**“Train up a child in
the way he should go,
And when he is old
he will not depart
from it.”**

Proverbs 22:6
