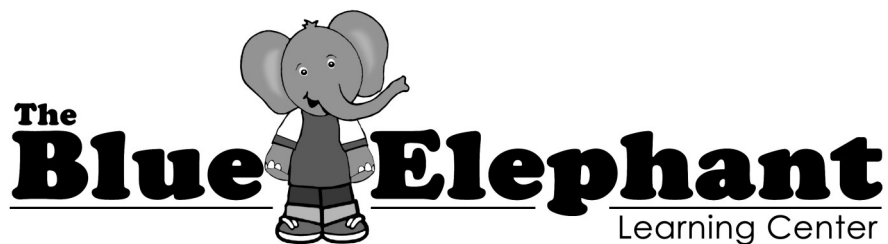


Parent Handbook

2017/2018



“Where every child is nurtured, supported,
and celebrated.”

11270 Legacy Drive
Frisco, TX 75033

469-287-0332
469-287-0337 (fax)

Director : Berkley Matsuda
Assistant Director: Kelly Goss

Owners:
Clay & Meredith Carpenter

Contact Us:

469-287-0332
469-287-0337 (fax)

11270 Legacy Drive
Frisco, TX 75033

info@theblueelephant.com

Administrative Email:

Ms. Berkley - berkley@theblueelephant.com

Ms. Kelly - kelly@theblueelephant.com

CLASSROOM Email:

3's - 3sroom@theblueelephant.com

Pre-K- prek@theblueelephant.com

MISSION STATEMENT :

At The Blue Elephant children are respected as unique individuals with varying rates of development and learning styles. Our mission is to make each day your child's BEST day by catering to their individual needs, skills, and talents.

We will only employ staff members who are **NURTURING**, well-trained professionals in the area of Early Childhood Education. Each teacher and staff member knows you are entrusting us with your most precious treasure, your child, and will act in accordance.

We will **SUPPORT** every child's growth using Frog Street Curriculum and Handwriting Without Tears Curriculum, child engaging classrooms, and three spacious, age-appropriate playgrounds.

We will **CELEBRATE** each child's uniqueness & accomplishments through daily praise and encouragement.

GOALS :

At The Blue Elephant, your child is important to us. Enabling your child to have a safe, fun, and educational day is not only our priority, it's our business.

To create an age-appropriate, safe environment where every child feels welcomed and comfortable.

To guide a child's development through fun, age-appropriate learning centers, individualized and group instruction, learning activities, and creative play.

To build each child's self-esteem by supporting their current developmental level, encouraging them as they practice new skills and objectives, and by celebrating all progressions.

To ensure quality communication with parents through monthly Blue Blasts, Tadpoles, parent conferences, "News & Notes" bulletin board, The Blue Elephant Learning Center website, and The Blue Elephant Facebook page.

To make each family feel a part of The Blue Elephant family by offering family fun events throughout the year.

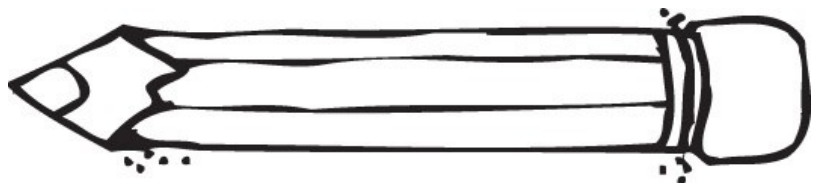
STUDENT ADMISSION :

All necessary admission forms may be printed from our website or picked-up at our front desk. Please complete and return your child's forms before their first day.

Weekly Tuition Schedule 2017-2018

CLASSROOM	WEEKLY FEE 5 DAY (M/F)	WEEKLY FEE 3 DAY (M/W/F) 10% DISCOUNT	WEEKLY FEE 2 DAY (T/TH) 20% DISCOUNT
6 weeks-6 months	\$310		
7-11 months	\$310		
12-17 months	\$280		
18-23 months	\$280		
2 years	\$280		
3 years	\$280	\$252	\$224
4-5 years (Pre-K) Student must turn 4 years old by September 1st of the current academic year to qualify for our Pre-K program.	\$290	\$261	\$232
Kids' Club ...			
K-5th grade (after-schoolers)	\$115		
Summer Camp (K-5th grade)	\$260		
Thanksgiving Break	\$260		
Winter Break	\$260		
Spring Break	\$260		
Staff Development Days/ Single-Day Holidays	\$25 per day, plus weekly rate for weekly Kids' Club students \$100 per drop-in day for non-weekly Kids' Club students		

*Today is a great day to
learn something new!*



FEES AND PAYMENTS :

Tuition will be paid at least one week in advance on Monday. Payments may be made by check, cash, credit card, or Tuition Express (automatic withdrawal from your credit card or checking account). Payments may be made by phone for illness, family emergencies, or other circumstances that may prevent you from paying in person at our front desk.

Late Payment Fees:

We value the services we provide at TBE, therefore no exceptions will be made to this policy. A \$50 fee will be applied to any payment that is not received by 6:30pm on Monday. An additional \$25.00 fee will be applied to any payment that is not received by 6:30pm on Tuesday. Full payment not received by 9am on Wednesday will result in withdrawal of the student.

Late Pick-up Fee:

Like you, family time is of utmost importance. For the teachers and staff at TBE, family time begins at 6:30pm. In respect of this precious time, a \$75 fee will be added to the weekly payment of any child checked-out between 6:31pm and 6:40pm. An additional \$10 will be applied every 5 minutes beginning at 6:41pm until the child is checked-out. At the Director's discretion, failure to respect this policy may result in your child being withdrawn from TBE.

Returned Check Fee:

A \$50 fee will be added to your weekly fee for all returned checks. After two returned checks, you may only pay by cash or money order.

Annual Registration Fee:

A non-refundable, annual registration fee is due at the time of enrollment or FISD's first day of school. First Child Registration Fee - \$100.00 Additional Sibling Registration Fee - \$50

Supply Fee:

Students 12 months and older are required to pay a \$75.00 non-refundable supply fee. Supply fees will be due the first Monday of September, January, and June.

Optional Enrichment Class Fees:

Enrolling your child in one or more of our enrichment classes is optional and requires an additional fee. All payments are made directly to the enrichment class business. Please see the enrichment class forms for further payment information and policies. The Blue Elephant reserves the right to withdraw any student, at any time, when there are continuous late payments or a child's conduct is not in accordance with The Blue Elephant code of conduct.

Center Paid Enrichment Classes:

Some of our enrichment classes are center paid and included in the price of your tuition, including weekly music, Spanish, computer, & fitness classes.

Sibling Discounts:

- * If you have two children attending TBE, then you may receive a 5% discount off the oldest child's tuition.
- * If you have three or more children attending TBE, then you may receive a 10% discount off the total tuition cost.

Special Discounts:

FISD Teachers, Frisco Fire Fighters, and Frisco Police Officers, please see the front office for more information.

HOURS OF OPERATION :

Monday-Friday 6:30am-6:30pm

TBE will be closed on the following holidays:

- Labor Day (Monday, September 4th)
- EARLY CLOSE at 5pm on Halloween (Tuesday, October 31st)
- Thanksgiving Day and the Friday after Thanksgiving (November 23rd & 24th)
- Christmas Eve, Christmas Day, and the day after Christmas (Observing December 22nd, 25th, & 26th)
- New Year's Day (Observing on Monday, January 1st)
- Good Friday (Friday, March 30th)
- Memorial Day (Monday, May 28th)
- Independence Day (Wednesday, July 4th)

When a holiday listed below falls on a Saturday, then TBE will be closed on Friday or on Monday if the holiday falls on a Sunday.

WEATHER :

For the safety of our students and staff, The Blue Elephant will observe FISD bad weather days. If Frisco schools are closed due to severe weather, or the start of FISD is delayed, The Blue Elephant will be closed. Please check WFAA, channel 8, for TBE closings.

The Blue Elephant will not schedule any make-up days due to inclement weather.

Please dress your child appropriately for both indoor and outdoor play, as well as label all coats, jackets, and sweaters with your child's name for easy identification. All students must go outside for recess. Weather permitting, outside temperature 40-95 degrees during the scheduled time of recess, all children will have outdoor play. Students will remain indoors if the heat index is above 100 degrees, or the wind chill is below 32 degrees.

LABELS :

Please label items that are brought from home with your child's name. Water bottles must have "waterproof" labels. For your convenience, please see the front office for a waterproof label.

FIRE/TORNADO/DISASTER :

Fire/Tornado/Disaster procedures are posted in each classroom if an emergency situation should occur during school hours. Fire drills will be conducted monthly and severe weather drills will be conducted every three months.

SIGN-IN AND SIGN-OUT PROCEDURES :

Please sign-in/sign-out your child every day on our electronic tablets in the front office.

We encourage all students 12 months and older to be in their classrooms by 8:30am for the start of our curriculum program.

Reporting Student Absences:

As a courtesy, please report all absences to the front office.

E-Mail Address: kelly@theblueelephant.com

Office Phone: 469-287-0332

Drop-Off & Pick-Up Procedures:

Please feel free to use our driveway for drop-off and pick-up. If your drop-off/pick-up will take longer than a few minutes, please use our parking area located to the side of the building. TBE's pick-up & drop-off driveway will be closed daily between 3:00pm-3:30pm to allow for safe drop-off of our after-school students from our TBE buses. For the safety of our students, please turn-off your vehicle before coming inside.

Field Trips:

One field trip will be scheduled for our 4-5 year classes (pre-k) during the FISD school year. Please complete the field trip section on the admissions form, along with the classroom field trip permission slip that will be sent home at least one week prior to the event. Field trip location, time, date, and purpose will be listed on the classroom field trip permission slip. Field trips will also be scheduled weekly for our Kids' Club program during FISD's summer break.

If you do not complete and return the field trip permission slip, or you fail to complete the field trip section of your child's admission agreement, your child will not be allowed to participate in the field trip. You may choose not to send your child to class on scheduled field trip days, however there will be no tuition reimbursement or credit. Field trip fees will not exceed \$10 per student and may be returned along with your signed permission slip. Kids' Club field trip fees are included in the summer tuition rate.

Transportation:

The Blue Elephant will provide transportation from FISD schools if the following guidelines are met.

1. The FISD school must be an approved location for pick-up.
2. After school is dismissed, all students must be ready to go when The Blue Elephant bus arrives for pick-up.
3. Transportation from school will not begin until the transportation section on the admissions agreement is complete, along with the form titled "Transportation to The Blue Elephant".

Please note that The Blue Elephant bus drivers have completed transportation safety training as required by the state of Texas.

* Please inform the front office by 2pm if your child does not need to be picked up by TBE.

ANIMALS :

For the safety of our students, pets are not allowed at The Blue Elephant without permission from the Director.

BIRTHDAYS :

Birthdays are celebrated at TBE! You may bring a sweet treat such as store-bought cookies, donuts, or cupcakes. If you bring treats, please remember we are a peanut-free facility.

HEALTH :

- All medications must be given to the front desk at the time of drop-off.
- You must sign our medication form for the medicine to be given.
- Emergency medication will be given as needed.

◆ **Over-the-Counter Medications**

- ◆ The medication must be clearly labeled with the child's full name and directions for the proper amount (dosage) and time to be administered.
- ◆ Age-appropriate medications can be given with a written note from the child's parent(s) or legal guardian(s). The note must state the exact medicine requested, time and date to be given, and a parent or legal guardian signature.
- ◆ Any over-the-counter medicine that is to be given for more than two days must have a note from the child's pediatrician. The note **MUST** contain the name of the medicine, the time and date to be given, the proper dosage, and the pediatrician's signature.
- ◆ If your child is under the age limit for the over-the-counter medication, then you must have a written note from your child's pediatrician containing the information listed above. For your child's safety, medications will be given only if the above guidelines are followed.

◆ **Prescription Medications**

- ◆ All prescription bottles must have prescription labels written by your physician or health care provider. Parent generated labels for prescription medication will not be accepted.

In accordance with state law, you will be required upon admission of your child to submit a statement certifying their immunization record, a listing of any special health needs, and the name of your child's physician. Your child must have, or be in the process of obtaining, all immunizations at the medically appropriate times.

ILLNESS :

Any child showing symptoms of illness will be separated from the group and a parent will be contacted.

If your child has any of the following symptoms, they must be picked up within one hour of the first phone call to the parents. If parents cannot be reached after one hour, TBE will then begin to contact the individuals listed on your child's emergency contact list. Any child with these symptoms must stay at home and be free of sickness or fever for at least 24 hours. If antibiotics are prescribed, then they must be given at home for at least 24 hours before returning to school.

- ◇ Fever (100 degrees or above)
- ◇ Vomiting
- ◇ Diarrhea (3 or more)
- ◇ Continuous, hard, croup-like cough
- ◇ Symptoms of pink eye
- ◇ Any other serious, contagious illness

It is important for you to inform our front office when your child has a contagious illness such as chicken pox, pink eye, strep throat, or 5th disease. Informing the office helps us keep other parents aware of the situation and lets them monitor their own children for early signs which can lead to a quicker diagnosis and recovery. If an outbreak of a serious, contagious illness occurs, we will post the outbreak, along with the symptoms and treatment recommendations.

INJURIES

Normal bumps and bruises will occur as a child is learning to develop new skills and his/her curiosity and courage increases. Incidents in which first aid (cuts, scrapes, etc.) was administered will be documented in writing ("Incident/Illness Report"), given to the parents to sign, and placed in the child's personal file in the front office.

If a child is seriously injured or becomes seriously ill, we will follow the steps listed below.

1. The lead teacher will stay with the child and begin First Aid or CPR if necessary while the assistant teacher pages the front office to call "911". The assistant teacher will then direct the rest of the class to another area keeping them comfortable until they can return to their regular classroom.
2. If Clay, our Owner/Operator, is at the center, then he will immediately assess the situation and take over care until on-duty medical personnel arrive. (Clay is a Battalion Chief with the Frisco Fire Department.)
3. If Clay is not at the center, then either the Director or Assistant Director will take over care (CPR and/or First Aid) until medical personnel arrive.
4. The child's safety is our first priority; therefore the Director or Assistant Director will contact the parent(s) or legal guardian(s) and the child's physician as soon as possible with information given from the paramedics. If necessary, they will accompany your child in the ambulance and meet you at the hospital emergency room.
5. A "Student Emergency Card" must be completed and returned to the center before your child's first day.
6. If emergency contact names, numbers, or addresses change, please notify The Blue Elephant office immediately so that we are prepared in any situation.

ASTHMA INHALERS, BREATHING TREATMENTS, AND EPI-PENS:

Our office staff will only administer medications such as asthma inhalers and epi-pens to those children who require immediate life-threatening medical attention.

If your child requires an inhaler or epi-pen, then you MUST provide us with an inhaler and/or epi-pen to keep at our Nurse's Station. Providing us with an inhaler and/or epi-pen is for your child's safety and allows us to give quick and efficient care in an emergency situation.

Any child requiring an inhaler, breathing treatment, or an epi-pen must have the proper documentation on file before the treatment may be given. All medication to be given must meet the guidelines under the Health section of this handbook.

If your child has been newly diagnosed with a serious medical condition during the school year, a conference will be held before the child attends the next class to determine if the staff and Director are able to accommodate the child's immediate medical needs. For issues of safety or health, The Blue Elephant reserves the right to ask parents to be present during class hours or to withdraw a child from the program.

HEAD LICE:

According to Texas Law, "a child must be sent home from school if live lice are found in their hair. They will be allowed to return to school after one medicated treatment has been given or they bring a note from a physician saying they have been cleared to return to school." At The Blue Elephant, a child will be admitted back into their regular classroom after a medicated hair treatment. However, The Blue Elephant has a "no-nit" policy for the best interest of the other children attending the same classroom. A child who has repeatedly returned to school with nits and/or live lice will be asked, after the third episode, to remain home for a period of two weeks. This period of time allows the parents to continue to treat their child's scalp and eliminate all evidence of eggs. The child will be admitted back into their classroom after two weeks with evidence of no nits/live lice found at arrival time.

VACCINES

According to state law, all children enrolled in TBE must meet applicable immunization requirements specified by the Texas Department of State Health Services. Parents, or legal guardians, must complete and submit the following forms, as well as provide a copy of the child's immunization record before the child's first day. TBE requires updated records in the months of August and January.

- * Student Health and Immunization Form
- * 4/5 Year Old Hearing & Vision Screening (if applicable)
- * Updated copy of the child's immunization record

Failure to supply TBE with updated records will result in suspension of childcare until current records can be submitted.

VACCINE EXEMPTION :

"The state of Texas in law grants and acknowledges the right of parents to exempt their children from vaccination requirements for day care, school, or college for reasons of conscience including a religious belief or for medical reasons." Our school will only accept official affidavit forms developed and issued by the Texas Dept. of State Health Services (DSHS), Immunization Branch. These forms are valid for two years. Copies of these forms will not be accepted.

According to the Texas Dept. of State Health Services, online requests must be made through the web submission form posted at <http://webds.dshs.state.tx.us/immco/affidavit.shtm>.

HEARING AND VISION SCREENING :

"The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children of certain ages and grades." When your child turns 4 years of age, they must have a hearing and vision screening completed. This is usually done at your child's pediatrician's office during the 4 year check-up. Our office must have verification that the hearing and vision screening was completed. Any child that is over 4 years of age must have on file a hearing and vision screening verification form. This is a requirement to be able to enter our Pre-K classroom.

Acceptable forms of verification for hearing and screening:

1. Your child's visual acuity and sweep check results, or
2. A signed statement from you (the parent or legal guardian) that the child's screening records are current and on file at the school the child attends away from the center. The statement must be dated and include the name, address, and telephone number of the school.
3. An affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination of which your child is an adherent or member.

THE BLUE ELEPHANT CODE OF CONDUCT :

BE RESPECTFUL. Being respectful at The Blue Elephant means being kind to other students, teachers, parents, and classroom visitors. It also means taking care of our school by using all toys, books, classroom furniture, and supplies appropriately.

DISCIPLINE AND GUIDANCE PRACTICES :

Discipline is always handled on this belief: The child is a good person - it is his/her behavior that is unacceptable and needs to be changed or guided to a more acceptable means of expression.

When a child shows unacceptable behavior, he/she will first be redirected to another activity. If the behavior continues, then he/she will have "quiet time" away from the other students in order to take a deep breath and calm his/her emotions. Quiet time away from the group may include visiting the classroom's Safe Place or visiting the office/another classroom. When ready, the child will be allowed to resume normal play and return to the group. In a loving manner, the child's teacher will also discuss with the child the choices that were made and how to improve those choices for next time.

Safe Place:

We use a "Safe Place" area in our School Readiness classrooms (3's and Pre-K). When our School Readiness students are upset or are just having a difficult time, they can go to the Safe Place. The child can go there to regain composure using deep breathing techniques (S.T.A.R., drain, balloon or pretzel). As soon as they regain composure, they go back to the task at hand.

This environment...

Provides a supportive, caring place where the child can learn self-regulation skills.

Recognizes that children want to feel in control of themselves.

Honors their differences: what's calming to one child, may not be calming to another.

Offers choice: Children elect to go to the Safe Place. The teacher may also ask a child to go to the Safe Place if the child's behavior is a safety concern.



HIGH RISK BEHAVIOR POLICY :

Green -

When a child displays high risk behavior, as specified below, his/or her parents will be notified in writing and by a phone call from the office. The child will also be removed from the classroom until he/she is calm and may return to class.

Yellow -

If the child continues to display high risk behavior, the parents will be notified by phone from the front office and will be required to meet with the director and any other staff that the director deems necessary. The child will also be removed from the classroom and a two day suspension from TBE will be required.

Red -

If the child continues the behavior and the intervention from the parents and the staff was not successful, then the student will be withdrawn.

High Risk Behavior is defined as behaviors that are most likely to place a person/persons at increased risk of being injured or injuring others.

Examples include (but not limited to): slapping, hitting, kicking, biting, spitting, scratching, pushing, punching, & pinching.

Also included is destruction of property.

Examples include (but not limited to): throwing toys/objects, tearing books/personal property, & defacing school property.

TERMINATION POLICY

The following are causes for termination of enrollment from The Blue Elephant Learning Center. TBE reserves the right to withdraw a student on an "at will" basis.

1. This preschool is not staffed to provide individual attention for children who may have special needs or require one-on-one attention. Upon evaluation of the student, the Directors will determine whether TBE can continue to provide services for such children.
2. Violent, abusive, and/or hyperactive behavior will also be evaluated and will be determined whether TBE can continue to provide services for such children.
3. Frequently disruptive behavior by a child which interferes with the staff's performance, or the daily class activities, will be sufficient cause for termination.
4. Rude or inappropriate conduct, behavior, or attitude directed at the preschool, staff, or other clients/children by a child or parent/guardian.
5. When parent/guardian does not follow up on the corrective action agreed upon at any conference.
6. Failure to pay tuition within the required tuition due date and/or late tuition charges as per the TBE policy.

MENUS AND SERVICE OF FOOD/DRINKS :

Hot and cold meals, plus snacks will be served daily. Your child must arrive **by 8:00am** if he/she will be eating breakfast at school.

All children will be offered a morning snack, lunch, and an afternoon snack. For nutrition, your child will be encouraged to eat, but given the independence to determine when they are full and no longer want to eat. Nutritious and kid-approved lunches and snacks will be served.

If you have a child with severe allergies or specifically limited food patterns, you may choose to bring your child a sack lunch tailored to their needs/wants. However, there will be no discount applied to your weekly fee. If you choose to send a sack lunch or snack, please clearly label them with your child's first and last name for easy access and identification.

IMPORTANT: The Blue Elephant is a tree nut & peanut free environment. Please do not bring any products containing nuts or peanuts to school.

Milk and juice are served at designated meal times, but drinking water throughout the day is a healthy habit we should all practice. Please send a water bottle or sippy cup with your child each day. **ONLY WATER** is allowed; no juice or other beverages please.

We kindly request that items brought from home be healthy items that can be consumed without much mess. No cakes, pop tarts, cookies, candy, brownies, or any other item that can be seen as a "treat" or dessert. Please note that these are examples. Questionable items that are not listed above will be handle by the director's discretion.

Here are a few examples of both yummy & healthy snacks or lunch items.

apples	crackers	raisins
carrot sticks	100 calorie packs	pretzels
popcorn	graham crackers	baked chips
dried fruits	goldfish	dry cereal

DRESS CODE :

- ◆ Any TBE t-shirt - Please see the front office to purchase a TBE t-shirt.
(For colder weather, your child may wear a long-sleeve shirt under their t-shirt.)
- ◆ Socks
- ◆ Velcro tennis shoes for outdoor play are appreciated, but not required.
- ◆ Pants, shorts, and skirts are all permitted and in any color. Please send your daughter to school with shorts under her skirt.
- ◆ For safety, please pull long hair away from your child's face and allow for adequate vision to see and play freely.
- ◆ Kids' Club is not required to follow our uniform policy. However, ALL Kids' Club students must wear a TBE t-shirt during field trips.
- ◆ FREEDOM FRIDAY occurs every Friday and your child does not have to wear their uniform to school.
- ◆ Please place spare clothes in a labeled zip-loc bag in your child's cubby.

TBE dress code is mandatory for all TBE students ages 2 and up.

WHAT TO BRING FROM HOME DAILY :

- * Parents of children 6 weeks to 23 months of age must provide diapers, wipes, diaper cream, bottles of breast milk or formula (if needed), baby food (if needed), and any other baby items you wish to be used specifically for your child. Please note that glass bottles & glass jars are not permitted at TBE.
- * Prescription diaper cream must be given to the front desk. The prescription label must state the child's name, proper dosage, and time to be administered. All labels must be written by your physician or health care provider.
- * Students 12 months - 2 years must bring a Sippy Cup.
- * Students 3 years and up must bring a reusable water bottle.
- * Students 12 months and up must bring a blanket for rest time. Cot sheets are provided.
- * Your child may bring one resting item such as a "lovie". Please see your child's classroom teacher for specifics.
- * Students in our 2's classroom must bring pull-ups as needed and a package of flushable wipes on the first Monday of the month. (All children entering our 3 years classroom must be potty trained.)
- * Please refrain from sending candy, gum, and toys with your child as these items are not permitted in the classroom.

LOST AND FOUND ITEMS :

Please see our front office for our "Lost and Found" box. Our "Lost & Found" is for items whose owner cannot be found and are not labeled with a child's name. Each Friday our "Lost & Found" box will be emptied and the items will be given to those in need. Parents will be reminded to check the "Lost and Found" box before it is emptied.

PARENT COMMUNICATION AND INVOLVEMENT :

For our Pre-K classrooms, progress reports will be sent home twice a year following the end of the first and second school semester (January and May). The progress report will summarize your child's emotional, physical, academic, and social developments as observed at The Blue Elephant. Student progress reports are a positive tool that assists both parents and teachers by showing the current needs of the child. Please remember that all children are unique individuals that grow and develop at various rates. Please see the front office if you would like to schedule a private conference with your child's teacher.

The Blue Elephant BLUE BLAST will be given to our TBE parents each month. This monthly newsletter will list upcoming events and dates, new students, school and staff updates, and parent reminders. Parent participation in our school is allowed and encouraged. Parents will also receive updates, reminders, and photos via Tadpoles and are encouraged to follow The Blue Elephant's Facebook page.

Please remember to be respectful of the classroom environment and follow our school code of conduct when visiting. The Blue Elephant reserves the right to ask any individual who does not follow our code of conduct to leave the facility immediately.

PARENTAL CONCERNS :

You are your child's best advocate. If you have a concern, please follow the Problem-Solving Steps listed below.

1. Notify your child's teacher of the concern by scheduling a parent/teacher conference. (Please see the front office for parent/teacher conference scheduling.) When conferencing with your child's teacher, please be clear on your concern and the desired outcome you would like to see.
2. If you feel the concern was not resolved after the parent/teacher conference, then please schedule a meeting with our school Director.
3. Please note, you may go directly to the office at any time. Our door is always open to you and your family!

STUDENT WITHDRAWAL :

A withdrawal form must be completed and returned to our front office. Weekly payments for child care must continue until the withdrawal date listed on the written notice occurs.

Note to Parents...

You may contact the local Child Care Licensing office at
535 S. Loop 288 Suite 200I, Denton, TX 76205
(940) 381 - 3447
www.dfps.state.tx.us

You may ask for our most recent Licensing inspection report and/or questions about the *Minimum Standards Rules for Licensed Child Care Centers*. If you suspect a child is being abused or neglected, call 1-800-252-5400 to make a report.

**The Blue Elephant reserves the right to terminate care
if the standards of this agreement are not met.**