

Hourly Childcare Service

5202 Cedar Street

Bellaire, TX 77401

713-667-5437

[www.letusplaychildcare.com](http://www.letusplaychildcare.com)

Operational Policy/Parent Handbook

**Our Philosophy:**

Let Us Play is an “hourly drop-off childcare facility” that provides a safe and caring

Environment for children ages 18 months to 12 years. We allow parents to leave their

children in a playful, safe and secure setting, on an hourly basis, for a maximum of 4 hours per visit. Let Us Play is a wonderful alternative to in-home babysitters, daycare services and Mother’s-Day-Out programs because contracts and commitment obligations are not required allowing flexibility and freedom. Let Us Play is staffed with certified caregivers, has the latest security technology and is friendly and fun! Let Us Play has flexible drop-off times allowing parents the convenience to pay-as-needed and hours to fit all scheduling demands.

**Admission Forms:**

All parents must complete one admission form per child. Parents must inform Let Us Play of any changes made to the family’s contact information so that files may be updated. All parents must provide Let Us Play with a current copy of the admitting child’s immunization record. The immunization record must be kept up to date.

 **Membership Fees:**

Let Us Play will charge an annual membership fee of $40.00 per family (regardless of number of children enrolled). The annual membership fee is renewable on the yearly anniversary of the first date of enrollment for the family. Family membership allows for a lesser rate per hour. A non-membership fee is $40.00. This serves as a deposit of which the hourly rate is subtracted from. Nonmembers will be charged a higher rate per hour.

**Hours of Operation**:

Let Us Play is open from 9am – 8pm Monday through Thursday, 9am – 10pm on Fridays and 10am -10pm on Saturdays (closed on Sunday). Let Us Play will attempt to accommodate any request to open early or close late (a service fee will apply). Children must be checked in 1 hour prior to closing for the facility to remain open.

Let Us Play reserves the right to change operational hours due to seasonal demands, holidays, school breaks, weather advisories, etc.

**Staff Ratio and Experience:**

Our caregiver ratio is in accordance with the requirement stated in Minimum Standards

for the State of Texas. The Let Us Play Staff is comprised of certified caregivers with

experience in child development, child daycare and various childcare programs. All

caregivers have been trained in the following areas: Developmental Stages of Children,

Age-appropriate Activities, Positive Guidance & Discipline, Fostering Children’s Self-

esteem, Supervision & Safety Practices, and Positive Interaction with a Child. Each

caregiver is certified in CPR & First Aid and receives 20 clock-hours of annual training.

**Misc:**

To view a copy of our Minimum Standards or our most recent Licensing Inspection Report please ask the caregiver on duty. To report misconduct or abuse you may reach the Texas Department of Family and Protective Services at 713-940-3009 or 800-252-5400 or www.Tdprs.state.tx.us

**LET US PLAY POLICIES**

1. Program: Let Us Play is licensed by the State of Texas as an alternative care

program. The maximum time a child may be left in our facility is 4 hours.

2. Minimum Fees: A minimum fee of one hour will be charged for any child/children

left in the facility for less than 1 hour. Hourly-rate fees applied will be based on

the number of children.

3. Method of Payment: Let Us Play accepts the following methods of payment: Cash,

Check, Visa and MasterCard. A $35.00 charge will be applied for any/all

insufficient/returned checks.

4. Medications: Let Us Play will not administer any medication to any child including

diaper rash ointment/cream.

5. Illnesses: Let Us Play will not accept any child with 100.4 fever, diarrhea, vomiting

and/or illnesses that are contagious to other children or that require the

caregiver’s individual attention.

6. Meals and Snacks: Parents may bring a snack, lunch or dinner for their child into

the facility. Let Us Play is not responsible for the nutritional content of the food

provided by parents. Let Us Play will not heat or refrigerate any food. Let Us Play

provides each parent with a form on which to indicate any food allergies,

complimentary snacks and food authorization. Let Us Play also provides kosher

snacks. We do not serve or accept any peanut butter in our facility. Children will their hands before and after lunch and snacks.

7. Drop off and Pick up: Parents must bring each child into the facility and sign the

child in/out when dropping off and picking up. If the parent arrives past closing time, a penalty fee of 1 additional hour will be added to the total charges. Let Us Play will only release children to parents or adults stated on the Authorized Pick-Up segment of the admission form. If someone other than a guardian will be picking up the child, the parent must inform the caregiver on duty PRIOR to dropping off the child. Phone calls will not suffice. Let Us Play must have written authorization and it must have the parent or guardian’s signature. The person picking up the child/children must present a valid ID.

8. Illness and Injury: When a child is dropped off, the parent must leave an

emergency contact number. In the event of an illness or injury, the parent will be

called immediately. All injuries will be recorded in detail and a copy of this record

will be provided to the parent at the time of pick up. For emergencies that require

outside medical attention, 911 will be called first before calling parents to ensure

the safety of the child. Let Us Play will request the parent to return to the facility

only for injuries that require more than a band-aid, cold compress, or if your child is

very upset. If a child becomes ill while at Let Us Play, the parent will be contacted

to return. Meanwhile, the child will be comforted and cared for apart from the

other children to prevent the spread of any contagious illness or communicable

disease. The caregiver will give extra attention to hand washing of the remaining

children and sanitation of the facility.

9.Reservations: Let Us Play recommends making reservations on Friday and Saturday

nights, miscellaneous school holidays, spring break, summer break and winter break.

After a reservation is confirmed, Let Us Play will hold the reservation for 15

minutes past the confirmed check-in time. If notification (via phone call) is not

received by Let Us Play within the 15 minute grace period, the reservation will be

released.

10. Change of Clothes & Toilet Training: Let Us Play changes diapers every hour.

Parents must provide diapers/pull-ups/wipes as well as an extra set of clothes for

all children in diapers/pull-ups and potty training. Please advise the caregiver on

duty of any child that is potty training so we may accommodate the child with

his/her efforts.

11. Nap Time: If the parent would like a child to nap or if a child is used to napping at

a certain time, please advise the caregiver on duty. After the age of 5, boys and

girls will be required to nap separately.

12. Video Games: Let Us Play provides video games and equipment for the children’s

enjoyment. All video games are Rated-E (for everyone) and are to be used at the

discretion of the caregiver on duty. Each video game session will be monitored by

the caregiver depending on the individual child’s age, ability and maturity level.

Gamecube Age Policy: Each child must be at least 4 years of age with the caregiver

reserving the right to make decisions on an individual basis. Wii Age Policy: Each

child must be at least 6 years of age with the caregiver reserving the right to make

decisions on an individual basis.

13. Discipline: Let Us Play is a facility for children to enjoy themselves! We are here

to provide a stress-free environment for children while being away from their

parents. Courtesy and respect for others is encouraged. Children are spoken to in a non-threatening manner which promotes fun and play. Children are giving redirection when necessary. Caregivers use praise and encouragement for good behavior rather than focus on the negative behavior. Positive discipline and guidance is practiced by the caregivers to encourage self- esteem, self-control, and self-direction.

14. Termination of Service: Let Us Play has the right to terminate service should any

of the following occur: refusal by child or parent to follow policies and rules; ongoing

discipline problems; if a child or parent endangers the health, safety or

welfare of another child, the caregiver on duty or the facility; unpaid or excessive

late-payment of fees; or if Let Us Play can no longer meet the needs of the child or

family.

15. Immunizations: Proof of current immunization records and vision/hearing

screenings are required for a child to participate in the alternative care program.

16. Policy Changes: Parents will be notified in advance of any operational or policy

changes.

17. Personal Items: Let Us Play is not responsible for lost, stolen or damaged items

that are brought into the facility. This includes any electronics, laptops, cell phones, DVDs, games, personal items, etc.

18. Parent Concerns: Parents are encouraged to voice any concerns to the owner at any time. Let Us Play is here to provide the very best care for your child.

19. This center is a gang free zone. Criminal offenses related to organized criminal activity within 1000 feet of Let Us Play (LUP) are subject to harsh penalties.

20. A mother needing to breastfeed her child may have a comfortable seat in our office which is located at the rear of the LUP facility. Parents have the right to provide breast milk for their child.

21. Staff members are trained annually to increase their awareness of issues regarding child abuse and negligence. Information and assistance for victims of abuse is available to parents and caregivers.

22. Health checks are not conducted at LUP. Any sign of illness in children that is observed by the caregivers will be reported to the parents.

23. Vaccines are not required for caregivers. However, it may be suggested to caregivers to receive vaccinations in the event of a local outbreak//epidemic. At LUP, attention is given to the children and facility, to clean the toys and furniture to avoid the spread of illness.

24. Other: Transportation, water activities, field trips, outdoor play and animals are

not applicable. We, the Family, acknowledge that we have read and understand the Let Us Play Operational Policy/Parent Handbook and will adhere to all

policies.

25. Emergency Preparedness Plan:

In the event of an emergency, the caregiver on duty will move the children to the building to the east of Let Us Play. They are - Family and Cosmetic Dentistry at 5200 Cedar Street, phone 713/665-7673. The LUP staff will contact you to pick up your child and to communicate any necessary information.

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Printed Name Date

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Signature

July 2019