



Hourly Child Care
18 months – 12 years old

22052 Westheimer Pkwy
Katy, Texas 77450

281-829-2388 phone
281-829-3068 fax

Hours of Operation:

Mon-Thurs 9:00 AM – 9:00 PM
Fri and Sat 9:00 AM – Midnight

Sunday Closed/Birthday Parties
Closed Major Holidays

Operational Procedures:

All procedures and policies were developed with the safety and developmental needs of your children in mind. If you have any questions about the following procedures, you may schedule a meeting with the director. Parents will be notified in person of any change in these procedures. The minimum standards set forth by the state of Texas are available for your review at any time on the reception desk, along with all inspection reports. You may also contact the Texas Department of Family and Protective Services by phone at (713) 940-5287; in person or by mail at 2221 West Loop South, Houston, TX 77222 ;at their website www.dfps.state.tx.us; or through the child abuse hotline at (800) 252-5400. Parents can also access recall information at www.cpsc.gov.

All families must register on a yearly basis and pay the annual *non-refundable* registration fee. The rates are calculated on a per minute charge with a one hour minimum. There is a \$25 fee for non-payment at time of services. Due to the environment itty bitty city strives to maintain, we **cannot** allow unregistered families to use our facilities. This includes relatives, friends, out of town guests, etc.

MEALS -Meals and snacks are provided and **included** in the hourly rate. Parents are welcome to bring sack lunches/snacks for their children. We are a **peanut free** facility, and request that all items brought in follow this standard.

DISCIPLINE - IBC staff practice **Redirection** and **Indirect Guidance**. If a child's behavior is inappropriate, the instructors will use positive language to redirect behavior. If necessary, the

child will be redirected to another activity. **IBC reserves the right to refuse service.** If child continues aggressive or inappropriate behavior, parent will be called to pick up child.

PICK-UP - Instructors will only release children to their guardians or other individuals **authorized** on the Registration Form. If a child is to be released to one of these individuals, the guardians must notify the center on **each** occasion.

HEALTH STANDARDS - We will not accept sick children. If a child becomes ill while in our care, we will notify the guardians immediately for pick-up. The child will be separated from the other children and monitored until the parent arrives. No medications will be administered to any child in our care.

All immunizations, hearing and vision screenings must be current. All pre-school aged children must have a current immunization record on file at IBC. In the event of an emergency, IBC will notify the proper authorities, and contact the child's guardians.

SAFETY - For the protection of the children, **no adults** (excluding staff and volunteers) are allowed beyond the picket fence. Parents are allowed to take one tour of the facility (escorted by a staff member) before registration of their family. All adults (excluding staff and volunteers), are allowed to visit at any time their child is in the facility, but are required to stay behind the gate in the reception area. Parents are welcome to participate in activities with their children, but must have a current FBI fingerprint/background check on file with the DFPS. Advance notice is appreciated to insure adequate resources.