

**Kids R Kids  
Space Center  
Preschool**



**Parent Handbook**

# Welcome To Our School

Beginning preschool is an important step in your child's life and we are excited to partner with you in your child's education. We hope that your time at our school will be a happy and exciting experience for both you and your child. This handbook has been prepared as an informative guide for Kids R Kids Preschool so parents can know and understand our school's philosophy and policies. Please read it carefully and keep it for future reference. We hope this information will help you and your child to adjust readily and happily at this important time. Kids R Kids Quality Learning Centers are open to children ages 6 weeks to 12 years old without discrimination on the basis of political affiliation, religion, race, color, sex, mental or physical disabilities.

## **Our Mission Statement** **At Kids R Kids Quality Learning Centers**

We believe that children should be  
**"Hugged First – Then Taught"**

Kids R Kids Schools of Quality Learning provide a secure, nurturing, and educational environment for children; a place for children to bloom into responsible, considerate, and contributing members of society. Kids R Kids wants all children to have the opportunity to grow physically, emotionally, socially, and intellectually by playing, exploring, and learning with others in a fun, safe, and healthy environment. As a family owned and operated organization, Kids R Kids welcomes positive family involvement and encourages a parent-teacher approach where the need of every child comes first to obtain successful early childhood education and school-age care.

## **Our Vision Statement**

Kids R Kids Space Center Preschool strives to provide a safe, nurturing, educational environment that promotes all areas of child development.

## **What Makes Us Different**

- \* Glass walls- allow all children and staff to be visible to others at all times
- \* Internet viewing- parents are able to view their children online at any time during the day through "Watch Me Grow"
- \*Electronic Daily Sheets, pictures, and messages
- \* Kids R Kids Curriculum that meets and/or exceeds state and national requirements
- \* Separate Library/Computer Lab
- \* 27,000 square feet of playground space divided into age-appropriate sections.
- \*Shade structures over the playgrounds to provide comfort for outdoor play
- \* All staff certified in CPR and First Aid
- \* Highly qualified teachers with Child Development Associate Certification paid for by the school
- \*Minimum requirement of 30 continuing education hours annually for each staff member
- \*On-site owners

# **Programs Available**

## **Class Assignments**

Classes are formed primarily by age. The child's age by September 1<sup>st</sup> of the current school year will ordinarily determine class placement, but developmental level will also be considered. On the Pre-School side (older twos through fives), we promote in accordance with the traditional school calendar. Children move up to the next level in mid to late August. The following is a brief description of each of our programs. We also have more specific detailed program goals for each level that can be obtained by asking at the front desk.

### **Infants (6 Weeks to 16 Month Olds)**

Taking care of infants is both demanding and rewarding. Each infant has individual needs. In a warm, loving atmosphere, our staff provides for these needs as well as giving special attention to developmental milestones. Music and story time are everyday activities in the infant room. Health and safety are our top priorities. To help maintain the cleanliness of the room, our infant rooms are "shoeless" and street shoes are not worn in the room. Each baby has their own crib and toys are sanitized as needed throughout the day as well as every evening. Parents receive daily reports on feedings, diapering and napping. We have two separate infant rooms- one for smaller babies and one for babies who are walking or beginning to walk. This gives all infants more opportunities for developmental activities. Physical separation for baby and parent is always difficult. Kids R Kids strives to help parents and children experience a calm transition of physical and emotional separation through our safe and loving environment. You can return to work with the peace of mind that your child is in good hands with us.

### **Toddlers (16 Months to 2 ½ Year Olds)**

Toddlers are learning many exciting and new things, experimenting and meeting new challenges as fast as they come. They are learning new social skills, and with that come new levels of emotions. The Kids R Kids toddler program is developed to provide hands-on activities which allow children to explore, inquire, and discover solutions first-hand. Daily activity plans focus on building language, creativity, fine and gross motor skills and social interaction. Children receive daily sheets that are filled out by their teachers to inform parents of activities such as diapering, eating, and, learning activities.

### **Pre-School (2 ½ to 3 Year Olds)**

Pre-school children love to learn new information and master new tasks. Our program is designed to facilitate this learning through many self-directed experiences. Throughout the day children have opportunities to explore the learning centers within their classrooms. Children benefit greatly from having clearly defined interest areas that are arranged to promote independence, foster decision-making and encourage hands-on learning. Each learning center enhances the child's core components of development: socio-emotional, language, cognitive, physical, and aesthetic. The curriculum enhances the learning centers through a thematic approach. Children have many opportunities to see how reading and writing are useful before they are instructed in letter names, sounds and word identification. An abundance of these experiences provide children opportunities to develop language and literacy skills. Physical developmental needs are met daily with opportunities to use large muscles, including running, jumping, and balancing. Small muscle skills will be strengthened through play activities such as puzzles, painting, and cutting. We have designed our pre-school program to be part of a nurturing and loving environment where your child is our number one priority. When children receive warm, responsive care,

they feel safe and secure.

### **Pre-Kindergarten (4 Year Olds)**

The concept that children learn best through play is reflected in the setup of each classroom with learning centers designed to foster choice and independence. This environment encourages experimentation and provides comfort in freedom of choice. The atmosphere encourages independence and the building of self-esteem. We have developed our Pre-Kindergarten program using the criteria from the TEKS (Texas Essential Knowledge & Skills) to make sure our students are well prepared for Kindergarten and First Grade. Literacy focuses on a balanced approach between phonics and whole language. Math skills are developed through hands-on experience and experimentation with manipulatives.

### **Before and After School (5-12 Year Olds)**

We provide before and after school care for children who attend public schools in our area. They have an afternoon snack, organized sports, games, art and other fun activities in the afternoons. Our gym was designed to meet the interest of school age children. It is equipped with a variety of large Game Tables, table top games, art activities and sports equipment. Homework assistance is given to those who request it. All day care is available for summer and other school holidays including teacher in-service days.

### **Extracurricular**

Based on the interest of families enrolled in our center, we offer a variety of extracurricular opportunities from outside providers. These activities might include such things as sports, gymnastics, and dance. The fees for these programs are separate and are paid to the outside provider.

### **Hours of Operation**

The school is open from 6:30 am to 6:30 pm, Monday through Friday, twelve months a year. We are closed eight days a year in observance of the following holidays:

- \* New Year's Eve Close at 3:30pm
- \* New Year's Day
- \* Memorial Day
- \* Independence Day
- \* Labor Day
- \* Thanksgiving Day and the following Friday
- \* Christmas Eve
- \* Christmas Day

*(If the holiday falls on a weekend, the school will be closed on a weekday either before or after the scheduled holiday. Check with the front desk for those specific holidays.)*

### **Family Orientation**

Each family receives a tour of the facility with a member of management. During the tour we discuss the family expectations or needs of the child(ren). The family is, then, introduced to the student's perspective teachers and classroom. Should the family choose to enroll; a member of management will inform the family of how to access the Parent Handbook online and do an overview of school guidelines. During this time there is also a discussion of the various resources and opportunities for involvement that Kids R Kids Space Center provides for the families. We also will take this opportunity to remind the family of our "Open Door Policy" but to please be wary to not spend an extended period of time in the classroom so not to disturb the other children and the classroom schedule.

## **Late Pick Up Policy**

Because we are licensed only for our specific hours of operation, we cannot care for children any earlier than 6:30 am or later than 6:30 pm. If someone is not here to pick your child up by 6:30 pm, there will be a late pickup fee of \$1.00 per minute. Please understand, our staff has their own schedules, families and appointments to keep after closing time. Your being late prevents them from keeping their schedules. You may rationalize that this is the only time I have been late, but if everyone thinks that way, that means our staff are probably staying late every day waiting on a late pick up. Fees incurred for late pick up are due upon arrival. If a child has not been picked up by 7:00 pm and all attempts to contact parents and emergency contacts have failed, we are obligated by state regulations to call Family and Children's Services and the police.

## **Bad Weather Closing**

We will make all efforts to stay open during inclement weather. If we are NOT open, you can find out by:

- Going to [www.krkspacecenter.com](http://www.krkspacecenter.com) and looking at the homepage
- Watching local news channels for announcements
- Calling the school

If there are no indications in any of these places that we are closed, then we will be open. Please note that we may have a late opening.

## **Enrollment/Paperwork Procedures**

Before enrollment, you will need to complete all forms provided by Kids R Kids. The following are especially important:

- Current immunization records must be furnished before a child can attend (Please see the "Immunization Requirements" page in this handbook.) Anytime your child is given a new immunization, please bring the updated record to the school and we will make a new copy for our files.
- At the time of enrollment, we must have an updated doctor's health care statement for each child.
- Anytime there is a change of address or phone number, remember to inform the front desk so records can be updated. Also inform us if there is a change in who is authorized to pick your child up from the school.

## **Discontinued Enrollment**

Parents may withdraw their child(ren) from Kids R Kids by giving a 2-week written notice of intent to withdraw. Charges are incurred until the end of the 2-week notice. Vacation credit may not be used two weeks prior to your dis-enrollment date. If you choose to re-enroll at a later time, we cannot guarantee there will be space available in the same program. If space is available, another registration fee will be required for enrollment. If no notice is given, charges are incurred equal to two weeks of your regular tuition. If your child is absent for two weeks and we have not heard from you, we will dis-enroll your child. Tuition for those two weeks is charged to your account. Forms are available at the front desk for withdrawing your children and must be given to a member of management. Notifying your child's teacher does not satisfy the requirement of this policy. Please keep us informed of their enrollment. Kids R Kids reserves the right to discontinue enrollment of a child. Reasons include, but are not limited to:

- Parents failing to cooperate reasonably with Kids R Kids in the provision of educational services to

their child, in the payment of tuition and fees, or in picking up their child promptly.

- The child representing a danger to himself or others
- The child being destructive of school property or disruptive in ways that impairs the education of other students.
- The child requiring another educational setting more appropriate to his/her needs such as one on one care.

## **Standards of Care**

We are licensed by the Texas Department of Family and Protective Services and meet or exceed all licensing requirements. Our license, as well as the Director's License, is always displayed in the front lobby. A copy of the minimum standards is available at our school for parents to review. A copy of our latest inspection report from licensing is always posted and also available for parents to review. For information about local day care licensing offices look on the DFPS website at: <http://www.dfps.state.tx.us> or call the Child Care Information Line at 1-800-862-5252. Texas Law requires caregivers to report suspected child abuse or neglect to the Texas Department of Protective and Regulatory Services or law enforcement. Failure to report suspected abuse or neglect is a crime. Anyone suspecting abuse or neglect should call 1-800-252-5400.

Children will be observed at drop off and throughout the day for signs of illness or injury. During drop off, please inform your child's teacher of injuries from home or illnesses in the household. Health checks will be conducted on children appearing/complaining of discomfort. Appropriate steps taken will include checking the child's temperature and visually observing the child for injuries, rashes or any area of concern.

## **Baby-Sitting**

Kids R Kids expects parents and employees to avoid activities that create a conflict of interest to the company. If you decide to arrange off-premises care with a staff member, the staff member undertakes such service on his/her own behalf- not as a staff member of Kids R Kids. Kids R Kids offers no assurance of the fitness of its staff members for performing these services, and none should be implied or inferred under any circumstances. Kids R Kids employees are prohibited from transporting children to and from the center who do not belong to them.

## **Procurement Fee for Hiring Our Teachers**

Hiring our teachers is highly discouraged, because it presents a conflict of interest for the teacher. If a parent does hire a teacher for a position (i.e. nanny or caregiver) that competes with Kids R Kids during enrollment or for a period of 12 months after withdrawal from the school, then parents shall have 30 days to notify the center and pay the center a \$3500 placement fee, since you were introduced to the teacher through our school. Understand that this fee is common and in line with what many nanny agencies charge for placement.

## **Tuition and Other Fees Enrollment Fee**

A registration/supply fee is required upon enrollment. This fee is non-refundable and will hold a space for your child for up to two weeks. This is an annual registration/supply fee and will be charged at each

anniversary of your enrollment.

## **Tuition Payments**

Kids R Kids requires that tuition be paid in advance on each Friday for the upcoming week. Payments may be made by Cashier's Check, Personal Check or Money Order. For security purposes, cash will not be accepted. Monthly payment in advance, based on the number of Mondays in the month, are accepted and encouraged. Once you enroll in a program, **your tuition is due continually each week regardless of whether or not your child attends. Tuition is charged for all weeks from the time a child starts until a proper two-week withdrawal notice is given.** Since staffing and other operational costs are incurred on the basis of fixed levels of enrollment and because few of these costs are eliminated when the child is temporarily absent, we cannot give tuition refunds or discounts for days your child is absent. Fees are based on enrollment, not attendance. **No tuition adjustments will be made due to illness, holidays, school closings, or transfers.** Days cannot be exchanged or made up for other days.

## **Late Tuition Fees**

Since tuition is due on the Friday before the upcoming Monday, a late fee of \$30.00 will be charged on accounts not paid by Tuesday at closing. An additional \$30.00 will be charged on Thursday if the tuition is still unpaid. If the tuition has not been paid for two weeks, your child may not attend school until the account is brought up to date. If you dis-enroll, the account must be paid in full with a two week notice. In order to re-enroll, a new enrollment fee must be paid.

## **Multiple Child Discount**

A discount of 5% off the oldest child's tuition is provided for families with more than one child enrolled.

## **Military Discount**

A discount of 10% is provided for families who are currently enlisted in the military.

## **Returned Check Fee**

For any check returned unpaid from the bank for any reason, there will be a returned check fee of \$30.00 charged to that account. If there are two or more returned checks, only money orders will be accepted for payment on that account.

## **School Age Fees**

We welcome our school age children to attend additional days and times when needed, such as in-service days and school holidays. There are additional fees for attendance outside the program time the child is enrolled in. Kids R Kids will assume your child will need to be picked up every day from school including those days they are released early from school. It is very important that you inform us if your child does not need to be picked up from school for any reason including those early release days. We will also assume enrollment will continue during the summer unless you inform us of withdrawal. Tuition rates are adjusted for summer (all day) care.

## **Vacation Policy**

Each child enrolled at Kids R Kids #62TX is allowed two weeks per year when tuition is not paid for vacation purposes. The following rules apply:

- You have notified the front desk prior to the absence by filling out a "Vacation Notice" form and given it to a manager.
- Your child is absent all 5 days in a single week (Monday-Friday). The child must be absent the entire week before the vacation credit is allowed. Vacations are not given on a per day basis.
- Vacation credit cannot be carried over to the next year.
- You must be enrolled 90 days to be eligible to use your vacation credit for the year.
- Accounts must be current and paid in full to be eligible for the vacation credit.

## **Part Time**

We offer both full time and part time programs for families. For children younger than two we offer only full time. For children ages two and older we offer a 3 day program scheduled on Monday/Wednesday/Friday or a 2 day program scheduled on Tuesday/Thursday. If your child is enrolled in a part time program, they may not attend on unscheduled days except on a space available basis only. There will be an extra charge for those days. If you would like to change your enrollment status at any time (from part time to full time...etc.) you must notify the center in writing two weeks in advance. That enrollment change can only happen on a space available basis. Students cannot be switched to part time care during holiday weeks.

## **Drop – In**

We do not accept drop-ins in the infant or toddler rooms. For children over two, we offer a drop-in program on a space available basis. A family who would like to utilize the center on a drop-in basis must call each time they need care to see if we have space available in that age group. A child enrolled on a drop-in basis is not guaranteed a space on a regular basis. Paperwork must be completed, and drop in fees should be paid before the child is left in our care.

## **Tuition Rate Changes**

There will be periodic tuition and fee increases. Parents will have a minimum of 30 days written notice of any changes.

## **Attendance**

If you are going on vacation, or your child is ill, please contact the school and let us know. An unexplained absence of two weeks with no payment may mean that your child will be dis-enrolled and that place given to another child on our waiting list. To re-enroll, we would require the prior balance be paid and the full registration fee be paid again. Unpaid Accounts will be sent to collections with all the fees & court costs applicable.

## **Checking In and Out**

At Kids R Kids, parents must sign their children in and out each day using the computer at the front desk. This is very important, because state regulations require that we know who is in the building at all times.



If you forget to check your child in or out, please let a manager know immediately. At Pick-up and Drop-off times please do not allow your child to wander around the school without you. Please be sure to escort your child into the center and into their classroom, making sure that you leave them in the direct care of a faculty member. Do not leave a child in any room, including the café alone. Make sure your child is under the supervision of either yourself or a Kids R Kids staff member at all times. If you have more than one child at our center with a baby in the infant room, we ask that you take your older child to his/her classroom first. It can be unsafe for our infants and toddlers to have older children in their rooms. Parents are welcome to visit at any time and may participate in all center activities and field trips. The paperwork you fill out upon enrollment regarding your child lists family members or friends who you authorize to pick up your child. When friends or family come to pick up, we will ask them to present a picture ID and compare the name to the name in the child's file and/or Emergency Information Card. We will then release your child to them. Please make sure that only those people whom you are comfortable with having this privilege are on that list. We ask that you do not give any door code to visitors who pick up occasionally. The front desk is always monitored and a faculty member should admit visitors. This helps to maintain the security of our facility.

## **Discipline**

We believe that most discipline problems can be avoided through a combination of:

- Knowledge of developmental growth patterns and needs of children at different ages and stages
- Environments that facilitate emerging skills without causing frustration and competition
- Activities that encourage and gently stimulate children's natural curiosity
- Routines that are consistent and give children security and stability.

### **All discipline used must be:**

- Individualized and consistent for each child
- Appropriate to the level of the child understands
- Directed toward teaching the child acceptable behavior and self-control

### **To manage behavior in a positive way we use:**

- Positive reinforcement
- Redirection
- The offering appropriate choices
- Praise and encouragement of good behavior instead of focusing only on unacceptable behavior
- Reminders of behavior expectations using clear, positive statements

### **Discipline techniques that are NEVER used include:**

- Corporal/physical punishment
- Yelling, abusive, or demeaning language
- Shaming or humiliation
- Deprivation of food, nap or bathroom privileges

If a child's behavior is dangerous to himself/herself or if the child is unable to calm down, the child will be briefly separated from the group until he/she is ready to continue the class activity. While the child is briefly separated, an adult will do calming activities with the child. These may include a walk around the school, reading a book, or cuddling with a stuffed animal or blanket. Time Out is a method used occasionally for discipline at Kids R Kids when other methods have failed. Continual discipline problems will be referred to the Director, who will schedule a conference with the parents. If we feel that our program is not suitable for a child or that a child requires more attention than we are able to provide, then we reserve the right to dis-enroll a child at any time.

## **Custody Issues**

Please let the school know if there are custody orders concerning your children. We do not have the right to withhold a child from any parent having custody or joint custody. In order to deny a parent from picking up their child, there must be a current, signed court order stating that they should not have access to the child and we must have a copy of the order in the child's file. The center cannot become involved in custody disputes; we cannot mediate or keep track of which parent can pick up on which days. We would be forced to dis-enroll a child if the school has to become involved in such disputes.

## **Clothing**

Please dress your child in comfortable, washable play clothes that are okay to get dirty. The children do lots of messy, fun activities such as gardening, painting, playing in the sand and water table, and outdoor play. Clothing also needs to be easily managed by the child. Please avoid belts, snaps or buttons if your child cannot manage them. Shorts or pants with an elastic waist are best. Young children are still working on large and small motor skills, therefore, they need sturdy footwear like closed-toe, rubber soled shoes that Velcro or zip. Water shoes are required for days when the classrooms will use the splash pad. Sandals or flip flops expose children's toes to injury, so we strongly advise against them. Each child should have a change of clothing, labeled with his/her name left at school in a zip lock bag.

## **What Not to Bring to School**

We have mats for nap time. If your child has a special blanket that makes them feel more comfortable they may bring it as long as it is a small one (crib size). We discourage pillows of any type but if you feel your child must have one, then the small travel-size pillows are allowed (the type used on airplanes). Everything (blanket, pillow & change of clothes) must be able to fit inside the child's cubby and must be labeled with the child's first and last name. Please do not allow your child to bring toys from home to school unless it is a specific "show and tell" day. Expensive, easily broken items or family keepsakes should never be brought to school. Kids R Kids will not be responsible for any items brought into the school. **NO WEAPON TYPE TOYS OF ANY KIND ARE ALLOWED AT KIDS R KIDS.** That includes guns, knives, swords, sabers, etc. We discourage aggressive behavior. If we feel a toy is dangerous or in some way inappropriate, it will be kept in the office for parents to collect.

## **Technology/ Screen Time**

Children of two years and older are provided with computer and smart board classes. The computer teacher takes a small group to the library once a week for 30 minutes at a time.

## **TV/Videos**

Per State licensing, "screen time" will never exceed 2 hours per day for children ages two years and older.

## **Nutrition**

A breakfast is provided each morning until 8:30 am. A hot lunch and an afternoon snack are also provided with the tuition. All lunches and snacks fulfill the Federal Nutrition Guidelines and are as diverse as possible. The menu is a rotating menu which is posted in the lunchroom, as well as in each classroom. Any necessary changes will be posted in the cafe. You may send a packed lunch for your child. Please do

not send candy, gum or sodas. We cannot refrigerate lunches, so if something needs to be kept cold, you should use an ice pack designed for lunch boxes to keep it cold. We are unable to cook individual lunches brought from home so if something needs to be kept warm, please send it in a thermos. Snacks may also be sent. Please do not send donuts, candy, soda or other unhealthy items. We cannot provide food other than the posted menus; if a child requires a special diet, parents may furnish that child's food and we will serve it at snack or lunchtime. In this case, the parent must understand that the lunch they provide may not meet the nutritional value for the child's daily food needs but that the food served at the school is always available for their child to eat. We do not serve pork or peanut items in consideration of the large number of children who cannot have these foods. Kids R Kids reserves the right to have a written approval from the child's physician or a registered/licensed dietician for any special diet.

For bottle-fed children, parents must provide prepared formula, placed in bottles, labeled with the child's first and last name. We do not mix formula at the school. Parents also provide baby food for children not yet on table food. It is the parent's responsibility to label all food and formula with the first and last name at home before bringing them to Kids R kids. Teachers cannot label items for you. Food and formula will not be fed to a child that doesn't have a name label on it. Weekly menus for infants on table food are available for review. All infant items should be marked with the child's name. To help us better meet infants feeding requirements, all infants should have an "Infant Feeding Plan" form filled out. These must be updated every 30 days.

Parents are welcome to provide breast milk for their child while in care. We can store it in the refrigerator or freezer. Please label with your child's full name and the date. Parents are also welcome to breastfeed in their child's classroom. A comfortable rocking chair will be provided for that purpose, and they can turn away from the cameras in the room.

**If your child has any food allergies, please be sure to include that information in the enrollment packet.**

## **Peanut Free School**

We may have children enrolled in the school with peanut allergies ranging from mild to life threatening. Children with life threatening peanut allergies can be affected simply by smelling a peanut laden product. It is for this reason we have decided to make our school a **Peanut Free School**. Do Not send any food to school that may contain peanuts. Read label ingredients -checking for peanuts, peanut oil, traces of peanuts or prepared in a facility where other peanut products are used. This applies to food sent for your child's lunch or snack and, more importantly, to food intended to be shared with the entire class. Your conscientious help can make Kids R Kids a safe environment for these children and is appreciated by the staff and parents alike.

## **Birthday Parties**

We would be happy to acknowledge your child's birthday in their classroom. Please let your child's teacher know, in advance, if you wish to send a birthday snack for classmates. Cupcakes are best, but, per Licensing and Department of Health regulations, all food or drink must be **commercially prepared**, packaged and have a label that describes the nutritional content. This rule must be strictly adhered to so that we may insure that safe foods are always being served to children and those with food allergies will be protected. Snacks for birthdays will be served for afternoon snack. Presents should not be exchanged at school. Elaborate birthday celebrations should be held outside of school on private time. Please do not bring presents, balloons, or costumed characters. Any gift bags/party favors given out at the school **MUST** be approved by management in advance.

## Illness

Because the health and welfare of all our children is our primary concern, we are unable to care for children who are ill. We follow the criteria from the Texas Department of Family and Protective Services regarding when children should be excluded from childcare. That policy is that children with the following signs or symptoms should be picked up promptly.

### **Fever:**

- Oral temperature of 100.4 degrees or higher.
- Armpit temperature of 99.4 degrees or higher
- If a child is sent home with a fever, he/she cannot return until he/she has been fever free for 24 hours (without fever reducing medication).

- **Uncontrolled diarrhea:** Three or more loose stools in one day.
- **Vomiting:** Two or more episodes in one day.
- **Pinkeye:** Conjunctivitis must be excluded from care until 24 hours after antibiotic treatment has begun.
- **Head Lice:** Excluded from care until after treatment has begun.
- **Strep Throat:** Excluded from care until 24 hours after treatment has begun.
- *Other signs of possible illness include rashes, wheezing, or unusual lethargy.*

## Returning to School

Children must be symptom-free for 24 hours without the use of acetaminophen or other fever-reducing medicines before returning to the center. This will allow the child to fully recover and return rested and able to participate in all activities. A physician's medical clearance to return to the center, stating your child is not contagious and able to participate in daily activities, is required if your child will be returning within 24 hours. A medical clearance also is required for all illnesses that are either communicable or contagious, regardless of the time the child is away from the center.

Children returning to school should be prepared to go outside to play. We are not staffed to accommodate requests for certain children to stay inside. If a child is not well and you do not want them to go outside, they are not well enough to be at school and need to be kept at home that day.

## Immunization Requirements

Each child enrolled at Kids R Kids #62TX must meet applicable immunization requirements specified by the Texas Department of Health. This applies to children in early care from birth through school age. The documentation must be validated by a physician or other health care professional and include:

- A signature or rubber stamp
- Child's first and last name
- Child's birth date
- The vaccine type and number of doses
- The month, day, and year the child received each vaccination

This documentation may be the original record or a photocopy.

Any exemptions from the immunization requirements must meet criteria specified by the Texas Department of Health. For more information, check out [www.tdh.state.tx.us/immunize](http://www.tdh.state.tx.us/immunize). For school age children, the immunization record may be on file at the child's school. However, parents must fill out and sign the "School Age Immunization Verification" form.

## **Vision and Hearing Screening**

In compliance with the special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, Kids R Kids #62 TX requires children to have a screening or professional examination for possible vision and hearing problems. Children who are enrolled for the first time (4 years of age or older), must be screened within the first 120 days of enrollment. All children already enrolled at our school (who are 4 years of age by September 1), will need to provide documentation of screening.

## **Medication**

Please understand that Kids R Kids is NOT required by law to administer medicine. However, as a convenience to parents, we will give medications to children while at the center under certain conditions. Please understand that these medication policies are in place for the protection and well-being of your child while he/she is in our care.

- Medicine is administered once daily- at 11:00am.
- A physician's prescription accompanies prescription medications and clearly states the child's name and dosage.
- All medications are left at the front desk with the person in charge (no medications can be left in the classroom or in diaper bags)
- Parents sign-in any needed medications by filling out the Medication Authorization Form at the front desk. (This must be filled out completely before medications can be administered).
- All medications are taken home after they are no longer being administered (if not picked up after a certain amount of time, medication will be thrown away)
- Medications are in the original container. We cannot give a medication that is not in an original container or is prescribed for someone other than the child.
- Medications will only be given according to the directions.
- Medicine is not expired.

*We will only administer over-the-counter medications with a note from a physician detailing the child's name, amount to be given and number of days to be given.*

## **Nebulizer Treatments**

If your child needs a nebulizer treatment, we need a signed note from your physician stating:

- The type of medication to be given
- The amount to be given
- The time it should be given
- Any other specific instructions

We will administer nebulizer treatments more than once a day.

## **EpiPens**

If your child has severe allergic reactions, you may leave a prescribed EpiPen at the school. Written instructions from a physician on administering it must be provided, as well as written permission from the parent for us to administer it in an emergency situation.

## **Accidents and Boo-Boo Reports**

Even in the highest quality preschools, accidents can and do happen as children explore the world around

them. Many precautions are taken to ensure a safe environment including routine staffing that exceeds the minimum state standards. If an incident or injury occurs, first aid is administered and a Boo-Boo report is filled out. You will sign this report at pick-up. This report will describe the nature of the incident and the follow-up care that was provided. Please understand that in a group-care setting, we do witness most incidents, but occasionally, there may be an incident we do not see. Our teachers simply cannot see everything. If your expectation is that your child will never have any accidents while under our care and that we will see everything, then your expectations of what can be accomplished in a group care setting may be unrealistic. One-on-one care (i.e. a nanny) may be the best for your family. Please see our Director if you have any concerns about this matter.

## **Biting Policy**

In even the best preschool settings, periodic biting occurs among infants, toddlers, and sometimes even among preschoolers. When this happens, it can be very scary, frustrating, and stressful for children, parents, and teachers. Understand that this is not an unusual phenomenon among children who are going through the oral stage of development. It is also not something to blame on children, parents, or teachers. There are no quick and easy solutions to it. The primary reason that children bite is because they have no way to communicate verbally or get someone's attention. Kids R Kids believes that by teaching children ways to communicate to teachers and other children, some biting incidents will be eliminated. Therefore, we practice the following daily in the classroom:

- Sign language
- Affiliation Skills
- Attention Getting Skills
- Calming Down Activities
- Sharing Skills
- Teacher Shadowing (teacher has close proximity control to children who are likely to bite)

*For more details on how biting is handled once it occurs, please speak with a member of management.*

## **Medical Emergency**

If a child becomes injured or ill while at the center, the parents will be notified immediately. If parents cannot be reached, emergency contacts will be notified. If it is necessary to seek immediate medical attention for a child, emergency medical technicians will be called to transport an ill or injured child to an emergency medical facility. The child's Vehicle and Emergency Medical Permission Forms, as well as the Health Information on file will accompany the child. Kids R Kids #62 TX uses Clear Lake Regional Medical Center as its designated emergency care center. (Clear Lake Regional Medical Center 500 medical Center Blvd. Webster Texas 77598 281-332-2511) In the event of an occurrence of a communicable disease as defined by the Department of Health, written notification will be posted on the affected classroom door within 24 hours or the next working day.

## **Severe Weather, Fire or Emergency Situations**

If an emergency situation develops such as severe weather, fire, physical damage to the building, gas leak or any other situations that poses a threat, the safety of the children is our first concern. The Center is equipped with a weather band radio, a fire alarm, sprinkler system, fire extinguishers, and carbon monoxide detectors. Fire drills are conducted every month and severe weather drills are every 3 months. Every classroom has Evacuation Routes posted at every EXIT. Teachers know where to evacuate in the event of a fire or severe weather emergency.

The Center also has an Emergency Preparedness Plan Binder that is located at the front desk. The binder is available for all parents and staff to view at anytime.

The plan includes: evacuation routes, fire/severe weather safety steps, our alternate shelter location, how attendance is kept and communication.

If there is an emergency situation and it becomes necessary to close the Center, parents will be notified to make arrangements for early pickup. If there is severe weather that prevents the school from opening, parents will be notified through TV or radio stations. If an emergency situation develops and it is determined that the building or premises are unsafe, your child(ren) will be moved to our alternate shelter location. (Staybridge Suites) Parents will be notified of the situation and you will be required to pick up your child as soon as possible.

## **Transportation**

Transportation is provided for a variety of elementary schools. Please check with the front desk to see if we pick up from your child's school. Schools serviced may vary, and may be added or dropped depending on enrollment from those schools. Transportation agreements must be signed every school year. Vehicle Emergency Forms must be filled out completely and information kept up to date. We need parents to help us ensure that every child is accounted for between public school and Kids R Kids. If your child is absent from school or you pick them up early, it is imperative that you inform us that they will not be on the afternoon bus. Please call us by noon that day so we can inform our bus drivers of that information.

## **Water Activities**

During warm weather we have water play on our splash pad. Parents give permission for water play on the enrollment forms.

Children must wear water shoes to participate in water play on the splash pad. On splash days a swim suit, towel, and water shoes should be provided and all labeled with your child's full name.

## **Field Trips**

You will be notified in advance of any field trips that are planned for your child's group. A field trip permission form must be signed and dated for your child to attend the field trip. Children will be required to wear Kids R Kids t-shirts on field trips, which we will provide.

## **Parking**

The drive through in front of the school should only be used to park for a maximum of 3 minutes. If you require more time than 3 minutes to escort your child to class or pick them up please make use of the parking lot. Please avoid backing your car up and/or maneuvering around other cars in the drive through. Small children are hard to see while you are in your vehicle and we should take this precaution for their safety. If you are in a hurry, do not use the drive through to park your car, so you will not feel tempted to back-up or squeeze around cars. When parking in the drive through area, please make sure your car is clear of the crosswalk. This will allow an easy entrance for parents and children who are parked in the parking lot. Never leave a young child alone in a parked car. Do not leave purses or valuable items in your car, and always lock your car. Observance of these rules will facilitate everyone during the busy time of day. Enter and exit only in the direction the arrows indicate. Kids R Kids #62TX is not responsible for damage to vehicles or items left in your car.

## **GANG-FREE ZONE**

By law, all childcare facilities are required to include this information in their Parent Handbook.

### **What is a gang-free zone?**

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

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

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

### **What is the purpose of gang-free zones?**

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

## **Animals**

There may or may not be animals at our school. Any animals present will be healthy and properly vaccinated. If your child has allergies, please see that we are informed of this. When dealing with animals, Kids R Kids #62TX will follow the state licensing guidelines.

## **Pest Control**

The TCPCB Act requires childcare centers to post the use of pesticides prior to treating. Our school is treated monthly. Extenuating circumstances may require unplanned treatments. To confirm treatment dates or methods, please speak to the front desk.

## **Dismissal Policy**

We work hard to fulfill the needs of every child and to provide a positive learning experience for everyone. Special needs will be accommodated whenever possible. We reserve the right to ask parents to make alternative arrangements for care if it is determined that a child's needs cannot be met, or the child has not adjusted to group care. In the event that behavior becomes disruptive to the program or becomes a problem that poses an unsafe situation for the child or other children in the class, alternative arrangements will be required. If you, as a parent, are uncooperative in completing and returning forms, fail to pay your tuition on time, fail to follow any state or county regulation, or fail to follow any Kids R Kids policy or procedures, it may be necessary to dismiss your child from care.

## **Communication**

### **Daily Reports and Lesson Plans**

Each day in classrooms for ages two and under, you will receive a Daily Report that has details about



your child's day, including how they ate, slept, played, and what they learned. For younger children, the report includes information about diaper changes. Since everything about your child's day cannot be put on paper, we encourage you to contact your child's teacher if you have any specific questions. Each classroom also has a Family Information Board that posts specific lesson plans, including their daily schedule, themes, and our menu. These plans detail the classroom activities for the week.

### **Parent Information Board**

This bulletin board in the lobby contains current information about the school and other topics of general interest. Kids R Kids #62TX reserves the right to refuse the advertising of your business in our school.

### **Parent Teacher Conferences**

You can expect regular, formal conferences with your child's teacher. In the infant and toddler rooms, conferences take place when your child moves up to the next room. In preschool rooms, expect conferences each spring and fall.

### **Parent Involvement**

We want parents to be engaged in a consistent, organized and meaningful way in the consultation, planning, implementation and evaluation of programs and activities that assist their child's development. It is essential that parents play an integral role in their child's development and that they are encouraged to be full partners in their child's educational and social progress.

We encourage parent involvement at Kids R Kids Space Center in various ways. Periodically, classes may ask for donations of items from home for curriculum activities or to help enhance the classroom environment. Classes may also ask for parent volunteers for special holidays or celebrations, such as our Fall Festival in October. Parents are encouraged to attend any special performances that their child may participate in and are given proper notice of such events ahead of time through notices posted in both the classroom, as well as at the front of the school. We also encourage our parents to participate in Teacher Appreciation Week, Mad Science Night, and Week of the Young Child. The school has an Open Door Policy where parents are allowed to come visit their child throughout the day. We do ask, however, that parents check in to the front desk and do not continue to stay in the classroom for long periods of time or interfere with the teaching of curriculum in the classroom.

Please exercise caution whenever you are in our school, preschool children can be unpredictable, messy and affectionate! They may unexpectedly spill things such as paint, water, juice or beads, etc...that could present a hazard to unsuspecting adults walking. They could suddenly run into you without watching where they are going and they could want to forcibly hug you. Please know that this is first and foremost an environment for children to be free to explore, learn, experiment and play!

### **Internet Cameras**

Included in your tuition is access via a secure Internet Server to your child's classroom so that you may view the activities and your child's participation in these activities. This is a very popular feature in the center, and it gives parents a peace of mind as well as allowing another way to participate in your child's day. Access to our system is limited by password protection. Parents are prohibited from giving out passwords to anyone else. We also use a program called Kid Reports that allows teachers to send email updates about their children through the use of tablets in the classroom.

### **Parent Grievance Procedure**

We encourage you to discuss any classroom issue with your child's teacher if needed. We strive to provide the highest quality of care and education to the families we serve. We welcome parent input and will make every effort to resolve concerns. However, we ask that concerns always be communicated in a professional and courteous manner and that all our staff be treated with the respect they deserve as partners with you in caring for your children. For concerns that require lengthy conversations, please schedule an appointment/conference with the teacher as well as management. If at any time you feel that issues are not being resolved, please feel free to talk to any member of management. If a member of management is not available to address your concerns immediately, an appointment will be made as soon as possible. The relationship between parents and center staff is vital to the success of a child's experience. The school reserves the right to dis-enroll a child without notice if the parent is rude, threatening or harassing school staff. A partnership must be formed with open communication and understanding that the development and growth of the child is our top priority.