



Family Handbook



of **Castle Hills**

4515 Maume Drive Carrollton, TX 75010

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E-mail: info@kidsrkidscastlehills.com

Welcome!

Welcome to our family at Kids'R'Kids. Thank you for choosing our Learning Academy.

We look forward to sharing the upcoming years with you and your family as we partner in helping your child build a strong foundation for a bright future!

Our School is open to you any time your child is present in the school. However, for the safety of all children, we do request that you make your presence known to your child's teacher or the front office.

Each Kids'R'Kids school is individually owned and operated with the franchise providing guidance and support.

Our goal is for Kids'R'Kids families to achieve maximum value for their early educational investment and for each child to enjoy attending school while experiencing our nurturing teaching staff and developmentally appropriate curriculum during their fundamental years.

Sincerely,

Hemant and Sejal Patel
Owners

Our Philosophy

To provide an enjoyable, safe, educational and positive environment for our children, families, staff and community we serve. Our philosophy is “Hug First, Then Teach.”

Our Mission

Kids‘R‘Kids Learning Academy provides a secure, nurturing, and educational environment for young 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 family-teacher approach where the needs of every child comes first to obtain a successful early childhood education.

Kids‘R‘Kids History

After twenty-four years of operating Kiddie City, a very successful childcare and kindergarten located near Atlanta, Georgia, Pat and Janice Vinson decided to build a preschool from the ground up. They sold their business and moved closer to the city where they designed, built and opened the very first Kids‘R‘Kids in May of 1985. With a growing need for quality care and the overwhelming success of their first school, another Kids‘R‘Kids opened fourteen months later, and yet another two years after that.

Business was booming but it was also becoming complicated to stay on site in three different locations; therefore, the concept of franchising came into practice. Kids‘R‘Kids International, Incorporated was then formed and Pat and Janice Vinson sold their first franchise in the fall of 1988, Kids‘R‘Kids #4 Georgia. Kids‘R‘Kids International, Incorporated has since blossomed into a nationwide corporation serving owners and their businesses throughout the United States.

Purpose of this Handbook

This handbook was developed to answer many of the commonly asked questions that children and families may have during the school year. The handbook contains information about child privileges and responsibilities. Therefore, families and children are responsible for knowing its contents. Please take the time to become familiar with the handbook and keep it accessible for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

The School reserves the right to interpret the content of the handbook, including the rules and regulations governing the conduct of students and parents. This handbook is not a contract, nor

is it intended to be construed as such. Our School reserves the right to modify and/or amend the content of this handbook at any time during the year as we deem appropriate. Any changes to a policy will be communicated in our monthly newsletter.

If you have any questions about the handbook or any of its policies, please contact the Director.

Equal Opportunity

This School does not discriminate on the basis of race, color, religion, national origin, sex, citizenship, handicap or disability or any other legally protected status in regards to admissions or in the administration of its educational policies and administered programs.

This School makes its programs and services accessible to individuals with disabilities. The School welcomes requests for accommodation. The School will attempt to provide reasonable accommodations to qualified students with mental or physical disabilities, to the extent that such a request does not cause a fundamental alteration to the School's programs/curriculum and to the extent that it does not create an undue hardship for the School.

The first step in requesting an accommodation is to provide the Director with documentation of the condition from a qualified professional, such as a physician, psychiatrist, or psychologist. Upon receipt of such documentation and recommendations, we will communicate with the family in an interactive process to obtain additional information or discuss the circumstances related to the request.

Child daycare operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800)-514-0383 (TTY).

Communications

Family-School Involvement

We welcome family input and encourage you to visit your child's classroom and speak with your child's teacher. We have an open door policy at our School and families are encouraged to get involved in their child's classroom.

If you would like to request a conference, please call during School hours to set up a convenient time. Conferences can be requested at any time and may include the teachers, administration or both.

We have a 5-member parent committee that meets once a quarter. We discuss school needs, marketing/advertising, and provide input on operational discussion points.

For current updates, please check the Family Communication Board in our lobby. You can find a copy of our most recent state licensing inspection posted or you can access it at <https://www.dfps.state.tx.us>. or by phone, 940-381-3400. Child Abuse Hotline, 1-800-252-5400. If you wish to review previous inspections, please notify the director. You can also review a list of current recalls and notices from the Consumer Product Safety Commission (CPSC) for any

child products that are considered to be unsafe and have been recalled or you can access it at www.cpsc.gov.

Check your child's cubby box and classroom folder daily for messages and artwork. Also, be sure to read any correspondence that is sent home with your child. Notices and messages sent by you should be written and submitted to the teacher or front desk staff.

Daily reports are sent through Tadpoles via email when your child is picked up and signed out. Please notify the front desk if you are not receiving the reports.

There are daily opportunities to get involved in your child's day, so feel free to come and have lunch with your child in our Kids Café. Many additional activities will be provided to encourage interaction between families, teachers and children such as carnivals, family picnics, holiday parties and field trips.

Another way to participate in the education of your child is through donations. Please check with your child's teacher for the items of need for special activities. Some general items used in the classroom are magazines, newspapers, greeting cards, dress up clothes, hats, paper, books, wrapping paper, ribbons and many other household items.

We welcome any questions and suggestions. If there are family situations that affect your child, please discuss them with your child's teacher or the Director. Remember that any information regarding a personal issue is kept confidential and we are glad to help whenever possible.

Role of Families or Other Caregivers: Our General Expectations For You

The relationship between families and School staff is vital to the success of a child's experience. A partnership must be formed the first day, with open communication and understanding that the development and the growth of the child is our top priority.

Families can assist and help ensure a smooth transition by doing the following:

- Sign children in and out at the front desk and escort them to their designated class.
- **You should never leave your child alone in the café or anywhere in the school.**
- Supervise your children at all times while escorting them inside the School and in the parking area.
- Drive safely through the parking area. Never park more than 3 minutes in the "Kiss & Go" lane. Also, only park in the designated parking spots. Please no backing up in the "Kiss & Go" lane.
- Have all forms completed promptly.
- Update forms, as needed, when changes occur (i.e., new phone number, address, etc.).
- Keep staff informed of special needs or changes that might affect your child's behavior.
- Keep adequate changes of clothes in your child's cubby. (weather appropriate)
- Make sure your child's classroom has diapers and wipes (if needed), we cannot borrow diapers or wipes from another child.
- Be sure your immunizations are updated.
- Notify the School if your child is ill immediately so we can notify the classroom families.
- Notify the School if your child will be absent.
- Notify the School if you will be later than usual picking up your child.

- Provide two changes of clothes marked with your child's name.
This request is for all ages. Our School is not responsible for the lost clothing or items. Please change clothing seasonally to accommodate the changes in weather and the growth of your child.
- Children should be dressed properly for the weather and must participate in all class activities.
- Do not allow children to bring in toys. (This rule does not include special transition toys such as a blanket or other security items to which your child is significantly attached.)
- Participate in the School's special activities.
- Attend scheduled family meetings and conferences.
- Ask questions, make suggestions or address concerns as they arise.

Family-Teacher Conferences

Families are encouraged to schedule parent-teacher conferences that are twice a year. However, parent/teacher conferences may be scheduled any time during the School year at the request of the family or teacher. Arrangements should be made directly with the teacher or the Director. The Director is available at any time to discuss concerns or to answer questions.

Problem Solving or Grievances

Differences between individuals in our community should be addressed directly whenever possible. The Director has an open door policy. You are welcome at any time to come in and discuss your grievances.

Checking On Your Child's Day

Please feel free to call 972-939-KIDS and inquire about your child. The front desk can call the classroom teacher for information. Also, log on to the internet viewing system to view your child.

Concerns with Your Child's Classroom or Teacher

Talk directly with the teacher. Our preference is for teachers and families to keep an open line of communication and work together to solve issues. You can also speak with the Director if you prefer.

Concerns with the Center

Talk directly to the Executive Director or email at samantha@kidsrkidscastlehills.com or call the center at 972-939-5437

Harassment, Bullying or Hazing

Please contact the Director immediately if you believe you or your child is a victim of harassment, bullying or hazing or any other serious misconduct.

Gang Free Zone

Kids R Kids of Castle Hills is a gang free zone. Under the Texas Penal code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Nursing Room

A quiet, private room will be made available for all mothers choosing to nurse their baby while at the school.

Ideas and Suggestions

We are always open to your input. Our goal is to team up with our families to make Kids'R'Kids the best preschool it can be.

If your concern cannot be resolved by the parties involved, the matter should be taken directly to the Director.

If we do not know of your concern or problem, we cannot help resolve it. So, please contact the Director immediately if you have any concerns or issues.

Web Page

The School's official website is www.kidsrkidscastlehills.com. The Kids'R'Kids International website is www.kidsrkids.com. Families are encouraged to check these websites frequently.

Classroom Experience

Curriculum

Educational priorities are well defined at Kids'R'Kids Learning Academy. Our comprehensive curriculum materials are designed specifically for each stage of development.

The Kids'R'Kids Curriculum establishes a solid foundation for educational growth beginning with a child's first day. Each of our curriculum programs is research-based and includes developmentally appropriate activities.

We continue to educate children through the preschool/private kindergarten years and beyond with theme based, academically stimulating, hands-on units. We provide teachers with the curriculum materials they need to create a positive learning environment that will challenge children and move them toward mastering new skills.

Infant through Toddler

Taking care of infants is demanding but rewarding and we recognize that each infant has individual needs. We believe that once a trusting relationship is built, teachers can better assist children in reaching developmental milestones. In a warm, loving atmosphere based on trust and respect, our staff can provide for these needs.

We recognize that physical separation from baby and family is always difficult. Our School strives to help families and children experience a calm transition of physical and emotional separation through our safe and loving environment. We encourage families to take the time they need to make this separation as smooth as possible and to let us know how we can support in the process.

Two through Three

Two and three year olds are naturally curious. Building off this natural curiosity, children are given the opportunity to explore their world safely. Children are encouraged to develop their self-help skills, such as feeding themselves and toilet training. Each child is treated as an individual during this important time as a way to help them develop their independence and self-management skills.

Four through Five

The concept that children learn best through play is reflected in the environmental design of each classroom. Our environment encourages experimentation and freedom of choice. The atmosphere also encourages independence and the building of self-management skills. In addition, the use of a daily schedule helps children feel secure and independent as they anticipate activities and the opportunity of making choices on an individual basis.

Kindergarten through Fifth Grade

At our School we understand the changing needs of older children and their families. A variety of programs are available: before and after School, holidays, and summer camp. Each program is designed to allow for free choice as well as teacher-facilitated activities. Children are encouraged to increase their knowledge, develop as an individual, and expand their social skills.

Admission and Related Processes

Enrollment Process

Families are encouraged to have their children with them the first time they visit the School. It is important that the child and the parent feel absolutely comfortable with our staff and the facility.

To reserve space in our program you must submit a completed application as well as the non-refundable registration fee. Amounts of all fees are found on the fee schedule.

Age Ranges of Children Accepted

We accept children ages 6 weeks through 12 years of age. All children must be observed by the School prior to admission to assure that our program can effectively meet their needs.

Enrollment/Admission

Prior to your child's first day of attendance the following forms must be completed, signed and reviewed by the administrative staff:

1. Admission Application/Parental Agreement (Signature that you understand this Handbook)
2. Health and Emergency Permission Record (Updated Annually)
3. Health and Admission Requirements
 - Physicians Signature – Health Statement
 - Immunizations
 - Hearing and Vision
4. Allergy and Dietary Restriction Form
5. Photo/Video Release
6. Schoolers Transportation Agreement (If Needed)

7. Tadpoles Enrollment Form
8. Discipline and Guidance Policy
9. Tuition and Payment Policy
10. Infant Care Plan or Child Profile
11. Topical Ointment and Cream Authorization

If the information in these forms changes during the child’s enrollment, families are responsible for notifying the School in writing of the changes. This includes but is not limited to phone numbers, emergency contacts, work locations, or child’s physician.

The School will conduct a new family tour of the facility prior to enrollment. Also, families may schedule a “Getting to Know You Conference” with the classroom teachers if they wish. Families may observe their child in the classroom via the “Watch Me Grow” internet camera system.

Enrollment

Children attending fewer than 5 days per week are required to have a set schedule of the days of attendance. All part time schedules are subject to space availability. Parents understand that if their child attends part time, they will be limited to their child attending only on the days that have been scheduled. Families needing to make a permanent schedule change understand that any change must be approved by the Center Director and can only be done if there is space available in that particular classroom. Two week notice is required.

Admission and Re-Enrollment

Admission and, as applicable, re-enrollment is dependent on the following:

All deposits, registration and other required forms must be submitted, completed, and evaluated. Any false or misleading statements made during the interview or on any submitted documents shall be grounds for denial of admission or immediate dismissal. All financial obligations must have been met in a timely manner.

Occasionally, formal acceptance may be given on a probationary basis. In such cases, the Director reserves the right to revoke acceptance or to dismiss a child at any time.

The Director reserves the right to place children in a classroom, to determine the teachers for a particular classroom and to determine whether a particular child continues to meet the School’s requirements.

Completed forms and current immunizations must be turned in to the front desk at least one week before your child can start.

Financial Policies

Registration Fees

- **New Families** The registration fee is due upon pre-registration or to get on the waiting list if the classroom is full. This fee is \$175 per child, with a maximum of \$250 per family.
- **Returning Families** The annual registration fee is \$175.00 per child, maximum \$250.00 per family and will be billed in August of each year.

- **Summer Camp** The summer camp fee is \$175 per child.

New enrollment registration fees are payable upon registration and are non-refundable. These fees serve to insure your child's placement in addition to covering the costs of processing the application for admission, supplies and educational materials. If space is not available at the time of registration, your child will be placed on our waiting list. We will contact you when space becomes available.

Tuition and Other Fees

Tuition includes educational programs, internet viewing system, breakfast, lunch, afternoon snack, Spanish, gymnastics (flippers), music, smartboard/computers, and all technology. (Ancillary programs are subject to change at the Director and Owners discretion.)

Program options are Infants, Toddlers, Early Pre-School, Pre-School, Pre-k, Private Kindergarten, and School-Age.

Families are responsible for any special diet required for their child with no adjustment to tuition given (refer to Meals and Snacks) and must sign a dietary restriction form.

Tuition is paid weekly in advance with no deductions for absence, holidays, teacher workdays and days the School is closed for inclement weather or major virus outbreak. Payments can be made by manual or electronic checks or by ACH. Payments can also be made by credit card through an online vendor. A convenience fee will be assessed. More information can be obtained from the front desk.

Tuition is due Friday for the upcoming week. If the tuition and fees are not paid in full by noon on Tuesday, a late fee of \$10.00 will be assessed. An additional charge of \$10 per day starting Tuesday at 12:30 will be added to the account daily until the balance is paid. If the balance is not paid in full by Friday of that week, your child will be denied care until your account is paid in full with applicable late fees. There is no guarantee of reserving a space for your child.

Tuition Billing

Tuition is charged for your child's space and is due whether or not your child is present. Since the expenses of KRK are based on fixed enrollment levels, the center cannot give credit for days absent, illness, vacation, inclement weather or holidays. The current tuition rate will be charged to your account on Monday for the week. Tuition is due on Friday for the upcoming week and is not refundable.

Applicants authorize KRK, or its agents or representatives, to obtain such credit reports as KRK deems reasonable and necessary, and regardless of whether the credit reports are obtained before, during, or after applicant's enrollment, if any, at the center.

Multi-Child Tuition Discount

A discount of 10% of the oldest child's tuition is provided for families with two or more children enrolled.

Copies of the tuition sheet are at the front desk.

Families will be notified of any changes in tuition within four weeks of the change. We reserve the right to change tuition and/or program fees due to unforeseen increases in expenses. Any

additional services such as late pick-up, field trips, etc. must be paid the same day the services are rendered.

No portion of your weekly paid outstanding tuition will be refunded or canceled in the event of absence, withdrawal, or dismissal from School. **Should it become necessary to withdraw your child for any reason, a two-week written notice must be given to the administration.** If the notice ends on a Monday, Tuesday, Wednesday or Thursday, tuition for the entire week is due. We reserve the right to dismiss any student at the discretion of the School's Director or Owner.

Vacation

Full time families: ***In order to receive vacation credit a full time family must be enrolled for at least one year.*** After one year of continual enrollment a full time family will receive 2 full weeks of credit. If you are enrolled for six consecutive months you can borrow one week of vacation. However, if you leave before your year, this week will be charged against your account and may not be used in lieu of notice. **Vacation credit may not be used one day at a time, and credit will only be given for a full week of absence. Vacation credit is only extended to those times when child is not in attendance. Vacation credit does not carry over from year to year.** Vacation time can only be credited to accounts that are current. If you plan on taking a vacation please fill out forms at the front desk **2 weeks** prior to your vacation.

Part time families: All children in the school age program and those not enrolled for five full days, are considered part time. In order to receive vacation credits all part time families must be enrolled for at least one year. After one year of continual enrollment part time families will receive 1 full week of vacation credit. **Vacation credit may not be used one day at a time, and credit will only be given for a full week of absence. Vacation credit is only extended to those times when child is not in attendance. Vacation credit does not carry over from year to year.** Vacation time can only be credited to accounts that are current. If you plan on taking a vacation please fill out forms at the front desk. Vacation credit cannot be used towards two week notice.

We will be closed the following holidays: New Year's Eve at 2:30pm, New Year's Day, Memorial Day, Labor Day, Independence Day, Thanksgiving Day and the following Friday, Christmas Eve, and Christmas Day. If one of the above mentioned holidays is on a Saturday, we will be closed that Friday. If a holiday falls on a Sunday, we will be closed the following Monday.

If our School must close due to unexpected circumstances, such as inclement weather, then full payment of tuition is required. We reserve the right to close any additional days needed and full tuition payment is expected. We follow LISD for inclement weather.

Before- and After-School Care Fees

Before- and After-School Care is available for all children attending local public and private elementary schools. We provide transportation using Kids'R'Kids School Buses equipped with seat belts. Fees for this program vary according to the school calendar. Please check with the front desk staff for additional fees regarding school holidays, early-release days and seasonal breaks.

NSF Charges

If your check is returned for any reason, an NSF (Non-Sufficient Funds) charge of \$35.00 will be applied to your account. This will be due in addition to any late charges prior to the beginning of the next week. Returned checks must be covered by a cashier's check, money order or cash.

Withdrawal

Families are responsible for initiating the child withdrawal process. Families will need to see the Director (not the teacher) who will start the required paperwork process for withdrawal. Once the required written notice is properly completed and signed by the parent, the family must ensure that any School property in the possession of the child or child's family is returned and any outstanding financial obligations are met. We require two full weeks written notice of your child's last day of attendance. Tuition is paid in advance. If written notice is not given and/or tuition is not paid in advance, appropriate action will be taken. Vacation time cannot be used for 2 weeks' notice.

Dismissals

The staff will work with each child to meet the needs of that child and every effort will be made to provide a positive learning experience.

However, this School reserves the right to ask families 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 provided by the School. In the event behavior becomes disruptive to the program or poses an unsafe situation for the child or other children in the School, alternative arrangements may be required.

A dismissal will only be considered after careful consideration. If the School determines that our program is not a successful match, families will be given referral information to assist in the transition to a program better suited to the family's needs.

If you, the parent, are uncooperative in completing and returning forms, fail to pay your tuition on time, fail to follow any state or county regulations, or fail to follow any Kids'R'Kids Policy or Procedure, it may be necessary to dismiss your child from our School.

Attendance

School Hours

This School is open Monday through Friday, 12 months per year, from 6:30 a.m. until 6:30 p.m. Since we are licensed only for specific hours of operation, no early drop-off or late pick-up can be allowed.

If a holiday falls on Saturday, the center will be closed on the Friday prior to the holiday. If a holiday falls on Sunday, the center will be closed on the following Monday. Occasionally, depending on how the Christmas holiday falls in the week those two days may change.

Holiday Schedule

New Year's Eve (close at 2:30pm)	Thanksgiving Day
New Year's Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	

Arrival

We recommend all children arrive by their classroom's morning group time. Morning activities usually begin at this time and this will help your child to be a fully participating group member. The School must be contacted if your child will be arriving after their classroom morning group time. All children must be escorted into a classroom by an adult. Upon arrival into the classroom, we ask that you wash your hands as well as your child's hands. This will help us minimize the spread of illness. Your child's arrival must be acknowledged by the classroom teacher before you can leave your child. Please note that if your child arrives after the scheduled breakfast or lunch time, we will not be able to provide this service. We ask that children are not dropped off during their classroom nap time. This is a distraction and most often causes the whole class to wake up.

Breakfast Schedule

Suite 200: 7:30-8:15

Suite 250: 7:30-8:15

Suite 300-350: 7:45-8:15

Suite 400-450: 8:15-8:45

Suite 500-550: 8:45-9:15

Advanced Pre-Kindergarten 7:30-8:00

Departure

To pick up a child from our School, an adult must come into the building, sign the child out, let the teacher be aware of your presence, and escort the child out of the building. The family or guardian must supervise their child at all times after leaving the classroom, both inside the building and in the parking area. If someone other than a family member is picking up a child, the family or guardian must call to let the front desk know. The person picking up will be asked for a picture ID to match the person to the name given by the family.

Late Fee

If you will be late arriving to the School for pick up, please call and notify the administration. **There is a charge of \$10 at 6:35pm plus \$1 for each additional minute.** The late charge is due on the same day. If children are left at the School one hour after closing and no attempt to contact the School has been made, legal authorities will be contacted including Child Protection Services (CPS).

Inclement Weather/Major Virus Outbreak

This School takes into consideration several factors when making a judgment as to whether we will open late or close early due to inclement weather. We do our own assessment of the conditions including local authority recommendations, LISD school district, local road conditions and forecasted temperatures. Please call the School, check our website (www.kidsrkidscastlehills.com), and Facebook page for more information.

Safe Sleep: Sleeping & Resting Requirements

We believe that a safe sleep environment for infants helps lower the chances of an infant dying from SIDS, and that parents and childcare providers can work together to provide a safe sleep environment. According to the Texas Health and Human Services Commission rule number 746.501(9) and 747.501(6) childcare providers caring for infants 12 months of age or younger than 18 months of age, not walking and sleeping in a crib, are required to implement safe sleep practices. Kids 'R' Kids of *Insert your school's name here* will implement the following Safe Sleep practices.

1. Center staff shall place an infant to sleep on the infants back in a crib unless the center has been provided a physician's written statement authorizing another sleep position for that particular infant; that includes how the infant shall be placed to sleep and a timeframe that the instructions are to be followed.

2. When infants can easily turn over from back to front and back again, center staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not reposition the infant.

3. Wedges, other infant positioning devices and monitors shall not be used unless the parent or guardian provides a physician's written statement authorizing its use that includes how to use the device and a timeframe for using the device is provided for that particular infant.

4. Infants shall not sleep in equipment other than safety-approved cribs, such as, but not limited to a car seat, bouncy seat, highchair, or swing. Infants who arrive at the center asleep in such equipment, or on the floor or elsewhere, shall be transferred to safety approved crib.

5. Kids 'R' Kids require sleeping infants will to be visually check on daily, every 15 minutes, by assigned staff. The sleep information will be recorded on a Sleep Chart. Assigned caregiver will check the infant for:

- Normal skin color
- Normal breathing by watching the rise and fall of the chest
- Signs of overheating: flushed skin color, increase in body and restlessness.

6. All parents/guardians of infants care for in the facility will receive a written copy of our infant/toddler Safe Sleep policy before enrollment and sign a statement saying they received and reviewed the policy.

7. Center shall maintain the infant sleeping area to be comfortable. Kids 'R' Kids mandates that the lights remain on at all times in the infant classrooms.

Safe Sleep Environment

8. All cribs must be safety approved in compliance with Consumer Product Safety Commission (CPSC) and American Society of Testing and Materials (ASTM) safety standards

9. Mattress shall be provided for each crib and shall be firm, tight fitting without gaps at least two" thick and covered, waterproof, washable material, and a tight-fitting sheet.

10. Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as, but not limited to, toys, pillows, quilts, comforters, blankets, sheep skins, stuffed toys, bumper pads, mobiles, crib gyms, mirrors, bibs, or pacifiers.

Safe pacifier practices

- Pacifiers are permitted but attachments of any type are not allowed
- We do not reinsert the pacifier in the infant's mouth if it falls out
- We remove the pacifier from the crib once it has fallen from the infant's mouth.

11. All cribs shall be arranged to avoid obstructing access to exit doors and to prevent children's access to cords hanging from the window treatments and other hazardous objects. Crib spacing should be far enough apart so that one infant may not reach into another crib with enough space for caregivers to walk and work between cribs.

12. Each infant will have his or her own crib. Only one infant will be in a crib at a time unless we are evacuating.

13. If an infant needs extra warmth, use sleep clothing _____ (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternate to blankets (746.2415(b) and 747.2315(b))

14. Do not swaddle an infant or rest unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional (746.2428 and 747.2328)

15. Awake infants will have supervised "tummy time" several times daily.

Emergency Preparedness Plan

Providing a safe environment for our students is of paramount concern at Kids 'R' Kids of Castle Hills. Our school has a legal and moral responsibility to plan for the maximum safety and welfare of students, staff, and visitors during school hours and all school activities. In order to respond quickly and effectively to any threat or emergency, we have prepared an emergency preparedness plan which includes the areas of prevention and mitigation, preparedness, response and recovery.

In the unlikely event we need to evacuate the school for the day, all children will be safely relocated to the Coyote Ridge Elementary School located to the north of our building. If we need to relocate for more than 1 day, then we will conduct school at the Woodlake Baptist Church located at 2015 E Peters Colony, Carrollton, TX 75007. **A complete Emergency Preparedness Plan can be found at the Parent Information Center.** If an emergency occurs, parents will be contacted. Please make sure all contact information is always updated.

Health and Safety

Vision and Hearing Screening

In compliance with the special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, KRK requires children to have a screening or a professional examination for possible vision and hearing problems. Children, who are four years of age or older, must be screened and have a signed statement before enrollment.

You may sign a statement for our files stating that your child's screening is current and on file at either the public or private school they attend. This statement must be dated and include the name, address and telephone number of the school.

General Safety Statement

All of the policies, rules and regulations presented in this handbook are designed to make the time your child spends at our School safe and rewarding. We have taken a number of steps to promote the safety and protection of your child while in our care. They are as follows:

- All exits and entrances are locked and only accessible by keypad code entry or key.
- Classrooms are surrounded on three sides by tempered glass walls for easy viewing.
- Frequent observations of the classrooms are performed by the administration.
- All common areas of the School are able to be viewed via the closed-circuit internet camera system which is password protected.
- Child daycare operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800)-514-0383 (TTY).

Classroom Safety

Our School is located in an area which is free from conditions which are deemed hazardous to the physical and moral welfare of the children. Our School provides equipment and furnishings

that are child-sized, sturdy, safe and in good repair. Individual teachers are responsible for the set-up of their classroom. It is part of their daily routine to wash and sanitize toys and furniture and to watch for and eliminate any hazards present in the classroom. Teachers are provided with guidelines as to what equipment and toys should exist in each classroom.

Playground Safety

A safe, age-appropriate outdoor environment is provided for our children. The following rules are enforced for indoor and outdoor play areas:

- When a class has outdoor time, all children must stay with their class.
- Teachers will supervise the children on the playground at all times.
- In case of an accident, one teacher may bring a child in for first aid.
- At no time will the class be left on the playground without appropriate supervision.
- The administration and the teachers will inspect the playground daily and report any unsafe conditions immediately.
- Teachers also take into consideration weather conditions, temperatures, and the ozone air quality. (Time spent outside will be adjusted accordingly.)

Sun and Heat Safety

We ask that parents apply sunscreen in the morning to all children over the age of 6 months before coming to School for the child's morning outside activity. Parents who wish that the teacher apply sunscreen to their child for afternoon outdoor time, and/or that their child wears a hat for outdoor play at any time, must complete a Topical Ointment Form and submit it to the front desk Admin. You must supply the hat and sunscreen you would like to be used on your child. Teachers will apply sunscreen to your child before any afternoon outdoor activity and provide your child with his or her hat prior to going outside. Children under 6 months old are kept in the shade; however, parents are invited to bring a hat or other protective sun wear.

Ideally, children will have an opportunity to play outside at least twice a day. However, there are some days where it could be unsafe for children to be outside for any period of time due to the heat index. Our School follows the National Health and Safety Performance Standards composed by the American Academy of Pediatrics and where these guidelines determine that it is unsafe to be outdoors, indoor play time will be provided.

Sick Policies

Our ultimate goal is to provide a place where your child can learn, develop and have fun in a safe and healthy environment. The School is not equipped with the staff or facilities to care for sick children for an extended length of time. We depend on you to assume care for your sick child. The following guidelines for excluding children help us to keep many communicable illnesses out of our facility and thereby maintain regular attendance from the majority of the children and staff.

A child will be excluded from the classroom and comforted in the "Boo-Boo Room" by a member of our administration while the family members are contacted to pick up **within one hour** in the event of (repeat violation may results in additional fees):

- Armpit temperature of above 99.1 degrees (We add a degree for under the arm, so it would be 100.1)
- Forehead temperature of 100.1
- Vomiting episodes of more than one in a day
- Uncontrolled Diarrhea (2 or more)
- Skin rashes that are not diagnosed by a physician's note
- Mouth sores with drooling
- Nose drainage that is thick and green or excessive for the comfort of the child
- Eye drainage of any type accompanied by red eyes or mucus crusted around the eyes
- Pink eye or symptoms similar to those of pink eye
- Chicken pox or measles sores are suspected
- Scabies systems are suspected
- Respiratory problems including uneven breathing or severe coughing with wheezing or croup
- Sore throat, especially if swollen glands are suspected
- Strep throat symptoms are suspected
- Head lice are found
- Appearance or behavior is unusual and the teachers agree that the child is not feeling well enough to participate with the rest of the class including lethargy, lack of appetite, confused or irritable
- Unusual color is noticed in the child such as jaundiced eyes or skin, pale in the face, stool or urine is an unusual color

All of these conditions (except fever) will require 24 hour treatment or a doctor's note for the child to resume their normal attendance schedule. Children must be completely fever-free for 24 hours without the aid of medication before returning to School.

If your child becomes ill at Center, we will contact you and isolate your child from other children in the Boo-Boo Room until she/he is picked up from School. If your child is absent, please contact us and let us know the reason. We will need this information to prevent the spread of contagious disease in the facility. If your child is well enough to attend school they must be well enough to participate in all activities including outdoor time.

Infectious Diseases

If a child or staff member is diagnosed with an infectious or communicable disease, you will be notified by a sign on your child's classroom door. The sign will contain the name of the disease, the date it was diagnosed, and any symptoms that would alert you to the presence of the disease. It is your responsibility to report to the School any infectious or communicable disease for which your child is diagnosed.

The School should be notified by the family if a child or sibling has contracted a communicable disease such as measles, pink eye, strep throat, head lice, hepatitis, meningitis, mononucleosis, or any other communicable diseases. The student with the communicable disease must be cleared by a doctor or nurse before returning to School.

Medication Policy

- Complete the medication form, available at the front office or bring a copy of one. Form must be delivered to a member of management not your teacher.
- We require that families provide a signed authorization including administration and dosage procedures for each medication to be administered. Any potential adverse reaction to the medication must be listed on the authorization so that the child can be properly monitored and families notified accordingly. This authorization is required at the beginning of each calendar week.
- We do not permit giving non-prescription, over the counter medication or topical, non-medical ointment, lotion, cream or powder without:
 - Written authorization from the child's family and written doctor's authorization and instructions stating:
 - The child's full name
 - The name of the medication or the prescription number
 - The amount and frequency of dosage
 - The name of the prescribing physician
 - The date the instructions were signed by the physician
- Over-the-counter medicines must be in their original containers.
- Medicine is administered once either at 10:00 a.m. or 2:00 p.m. by a member of the administrative staff. If a medication is to be given 3x a day, we will only give it one time here; the other two times will need to be at home. If a medication is only prescribed 2x a day, both of those will need to be given at home. If your child is to have medicine at any other time, families must make arrangements to come by the School and administer the medicine themselves or make other arrangements with the School.
- Special circumstances requiring the administration of additional medications must be discussed with the School.
- We will not administer any medication after its expiration date or for non-medicated reasons, such as to induce sleep.
- We will not accept a Medication Authorization Form that states the medication to be given "as needed." Parents must indicate the exact conditions under which the medication should be given.
- Only ONE medication can be listed on each Medication Authorization Form.
- Sunscreen is considered a medication and a Topical Ointment Form must be filled out.
- If your child receives an antibiotic from his/her doctor that specifies a 2 times per day dosage, those doses should be administered at home. If the antibiotic should be given 3 times per day we will gladly include it in our afternoon medications. Please note that antibiotics must be given at home for 24 hours prior to your child returning to School.
- Prescription medication must be in its original container bearing the pharmacist's label.
- All medications must be dropped off and picked up at the front desk, each day. These medications will be stored in a locked secure area inaccessible to the children. Medication may not be transported to the classroom by families. **NO MEDICATION MAY BE PLACED IN THE CHILD'S BAG OR TAKEN INTO THE CLASSROOM FOR ANY REASON.**
- All medication must be taken home daily to ensure proper family control.
- Exceptions to this rule are life-saving medications such as breathing treatments. Any child needing these types of medications administered will be placed on a "Emergency Action Plan" developed by the child's family, a medical expert, and the School Owner. Any

“Emergency Action Plan” currently in use will remain so until renewal time (at least every 6 months).

- Children are not allowed to bring any type of medication to the School to administer themselves.
- Thank you for adhering to this policy to ensure the health and safety of all children.

Emergency Medical Care

Each child, upon enrollment, must have emergency care information on file. It is the family’s responsibility to keep this information current. In the case of a medical emergency, you will be notified immediately our nearest hospital is:

Baylor Medical Center
4343 N. Josey Lane
Carrollton, TX 75010
972-492-1010
www.baylormedicalcenter.com

If warranted, emergency medical personnel will be contacted to provide transportations to the nearest hospital specified on the Health and Emergency Information form. If possible, a member of the School administration or the child’s teacher will accompany the child.

Immunizations

The School must have on file the Immunization Records for each child with specific dates recorded. These forms are obtained from a private physician or the local Health Department. The immunizations must include:

AGE	DTaP	Polio	Hep B	Hib	PCV	MMR	Varicella	Hep A
0-2 months	None	None	None	None	None	None	None	None
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose	None	None	None
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses	None	None	None
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses	3 Doses	None	None	None
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses	4 Doses	1 Dose	1 Dose	None
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	None
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	1 Dose
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	2 Doses

- Exemptions for medical conditions and reasons of conscience, including religious beliefs, require a notarized affidavit for exemptions of immunizations from the State of Texas.
- All forms must be dated and signed by a physician before the child’s first day of School.

Vaccine Preventable Diseases

The amount of direct and routine exposure employees have as caregivers to the children, does not pose a risk for vaccine-preventable diseases. We do however, offer and pay for the Hepatitis B series for all staff and the pertussis vaccine (whooping cough) for all of our infant teachers. All of our teachers have been tested for TB and are given Flu vaccines.

Accident Reports

Staff members may apply simple first aid at the School for minor injuries such as cuts, abrasions, bruises and insect bites. If any of these occur and first aid is administered, a “Boo-Boo Report”

will be completed. This report will state the nature of the injury, the cause and the treatment. It will be signed by the teacher who completed the report, a member of administration and the family. The School will then log the incident in the child's file. If an accident is caused by or involves another child, that child's name cannot be given out and will not appear on the report. Families will be notified immediately if a child receives any injury other than a minor one.

Reporting Abuse and Neglect

All school employees are child abuse and neglect mandated reporters and must take at least 1 hour of child abuse and neglect training each year. Training includes warning signs to look for, awareness, and prevention. For more information and to increase awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect, [Keeping Children Safe](#), from Texas Department of Family and Protective Services, can be found at the front desk. In the event a trained staff member feels a child has been abused or neglected, that staff member has a responsibility to report his/her suspicion to Child Protective Services. All allegations of abuse or neglect will be received by Child Protective Services as well as Kids'R'Kids International, Inc. Child Protective Services will determine if an investigation is needed within the 24 hours of the complaint. For more information, to receive assistance or intervention, contact the state by visiting their web site at www.tdprs.state.tx.us or call 214-951-7902 or 1-800-582-6036. To report suspected child abuse contact 1-800-252-5400. To obtain assistance or intervention, agencies and community organizations that offer help can be found at childhelp.org, childabuseprevention.org, or nationalchildrensalliance.org. All reports are anonymous.

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with appropriate community organizations as well as governmental authorities in connection with their investigations. If you have any questions regarding the School's mandatory reporting obligations, please consult the Owner.

Reporting of Accidents and Hazards

All accidents, including those which do not involve serious injury, must be reported immediately to the Owner or Director by the staff member. Only through full knowledge of accidents can we strive to maintain a safe and healthy place.

Immediately report any unsafe conditions, defective equipment or other hazards to the Owner. Children are expected to assist in maintaining safe conditions. Safety is a state of mind and requires constant vigilance and common sense. Safety is everyone's responsibility.

Any emergencies or abuse/neglect that happen on site is reported immediately by the Director to State Licensing.

Emergency Procedures

If an emergency situation develops such as severe weather, fire, physical problems with the building, or power failure, the children's safety is our first concern. Evacuation route diagrams are posted throughout the facility.

The School is equipped with a fire alarm system, a sprinkler system, fire extinguishers in each room, and a weather alert radio.

Fire drills are performed on a monthly basis and all staff members are instructed on proper tornado procedures performed quarterly. In the event of a natural disaster such as a hurricane, snow storm, etc., the families will be notified as soon as possible to pick up their child. If the family cannot be reached, the emergency contact will be called (this person should be local to the School).

Boo-Boo Room

The Boo-Boo Room is located in the lobby, near the front desk, for any child needing to be removed from the classroom due to illness or a minor injury needing first aid. This room provides a safe, healthy environment for the child while families are contacted.

In the case of sick children, the room is completely sanitized after each use. Once parent is contacted parent or authorized person must pick up child in a **maximum of two hours**.

Child Conduct

Basic Expectations

Our discipline policy at Kids‘R’Kids is built around our understanding of child development. Our goal is to allow each child to find and develop their own personal self-management skills. As teachers and staff, we offer children choices so they feel powerful in their ability to gain self-control. We use positive behavior management techniques such as positive phrasing and “I” statements as ways to further develop self-discipline. In situations where children are having a difficult time managing negative emotions, they may be removed from the over-stimulating environment to a quiet area where a teacher or member of the administrative staff can work one-on-one to resolve the situation. Families will always be informed if a situation such as this has occurred. If a child continues to have a difficult time, a team meeting with the family may be requested. This meeting will consist of the team developing a plan of action to best meet the needs of the child and the family.

Discipline and Guidance

Only positive methods of discipline and guidance may be used. This encourages self-esteem, self-control, and self-direction. Discipline is individualized and consistent for each child, appropriate the child’s level of understanding, and directed toward teaching the child acceptable behavior and self-control.

At Kids ‘R’ Kids Learning Academy we use a method of ‘redirection’ to guide children toward appropriate behavior. If a child is engaged in behavior that is not conducive to a safe and happy learning environment, the teacher will “redirect” the child toward appropriate behavior. If deemed necessary, brief supervised separation from the group may be used when appropriate for the child’s age and development, which is limited to no more than one minute per year of the child’s age. Caregivers use praise and encouragement of good behavior instead of focusing only upon unacceptable behavior. Children are reminded of behavior expectations daily with clear, positive statements.

“Above all, we shall not harm children. We shall not participate in practices that are disrespectful, degrading, dangerous, exploitative, intimidating, emotionally damaging, or physically harmful to children.” (NAEYC Code of Ethics – Principle-1.1) Caregivers will not

use corporal punishment, threaten the use of corporal punishment, pinch, shake, bite, hit humiliate, ridicule, reject, use profane language or yell at a child. Punishment will not be associated with food, naps, or toilet training; nothing will be put in or on a child's mouth. Children will not be locked in a dark room, bathroom, or closet with the door closed or be required to remain silent or inactive for inappropriately long periods of time for the child's age.

Child Behavior

Children will be subject to disciplinary action up to and including immediate dismissal for:

- Abuse or damage of School property
- Bullying/Harassment/Hazing
- Committing a serious breach of conduct inside or outside of the School
- Disrespect
- Disruption of School functions
- Fighting
- Lewd or obscene behavior
- Possession or sale of tobacco, alcohol, drugs, or drug related items
- Biting more than 4 times in a close proximity of time.
- Possession or use of a weapon, among other things
- Profanity or vulgarity
- Sexual or other misconduct
- Stealing
- Threatening behavior
- Verbal or physical assault
- Violation of School's "Computer/Network Policy"
- Inappropriate use of the Internet
- Willful disobedience
- Unsafe behavior (running out of classroom or not listening to teacher causing child to be in an unsafe situation)

Biting

The School understands that occasional displays of aggression, like biting, are typical in young children and are part of normal early childhood development. Repeated incidents of biting will not be tolerated. Our objective is to ensure that our School maintains the highest level of safety within our environment and our staff members respond appropriately to aggressive behaviors. If we have a case of severe biting, we reserve the right to ask a family to find alternate care for their child.

The School requires all families of children under 3 years old to review the guidelines prior to the child transitioning to the applicable classroom.

Harassment, Bullying or Hazing

Our School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, we will not tolerate any type of harassment, bullying or hazing.

Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, religion, color, sex, national origin, citizenship, or disability.

Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, name-calling, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others). The School also prohibits cyber-bullying (creating websites, instant messaging, e-mails, text messaging, using camera phones or other forms of technology to engage in harassment or bullying).

Any of these types of offensive conduct can create an uncomfortable learning environment.

All concerns relating to harassment, bullying or hazing should be reported immediately to the Director. When the School administration becomes aware of harassment, bullying or hazing, the situation will be promptly investigated. Any child found to have violated this policy will be subject to disciplinary action, including immediate dismissal from School. No retaliation or adverse action will be taken against any person who makes a good faith report of harassment, bullying or hazing.

Behavior Probation

Children who are placed on behavior probation may be required, at the School's discretion, to have their family sign a probationary agreement with the School as a condition of continued enrollment. Failure to comply with the stipulations in the disciplinary probation agreement may result in dismissal.

Family Cooperation

A positive and constructive working relationship between the School and its families is essential to the fulfillment of the School's educational purpose. Thus, the School reserves the right not to extend the privilege of enrollment or re-enrollment to a child if the School reasonably concludes that the actions of the child's family make such a positive and constructive relationship impossible or otherwise seriously interferes with the School's accomplishment of its educational purpose. Moreover, the School reserves the right to expel a child at any time if, in the judgment of the Owner, conduct of anyone directly associated with the child, including but not limited to the child's family, in or out of the School, is not in keeping with the School's accepted standards or principles. There will be no refund of tuition where such enforced withdrawal occurs and any unpaid balance is payable in full according to the terms of the child's enrollment contract.

Dress Code

Please dress your child in comfortable, washable play clothes that are okay to get dirty. We do lots of messy, fun activities such as gardening, painting, playing in the sand and water table, and outdoor play. We recommend if your child is wearing a dress to have them wear shorts under their dress.

Other General Policies and Procedures

Computer and Systems Usage Policy

All persons using the School's computers, the computer systems, or personal computers on School property or over the School's systems are required to abide by this policy. Failure to do so will result in appropriate disciplinary action determined by the School's Owner. All computers should be used in a responsible, ethical, and legal manner. Violations of the guidelines given by teachers may result in the revocation of access privileges or possible disciplinary actions.

- **Computer Care**: Members of the School community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and children will be held responsible for replacement or repairs.

Confidentiality

Information pertaining to the children enrolled at the School and the staff employed at the School is considered confidential.

To set up play dates or send party invitations, etc., families often ask for the phone numbers and/or addresses of other children in the School. We will happily pass notes or messages from you, but we cannot release confidential contact information.

Diapering

Children are checked at scheduled intervals throughout the day and changed at the first sign of wetness or soiling. No child is knowingly left in wet or soiled clothing. For children who wear diapers or toilet training pants, each family must provide an ample supply for each day/week. We do not supply these items and families will be notified if a child is running low on supplies. All diapers should be disposable (not cloth). There is no borrowing of diapers from other families.

Field Trips

Our Summer Camp, Afterschool program, and Private Kindergarten may plan field trips during the year to acquaint children with community resources and to provide educational experiences that will enhance classroom-learning activities. **A signed participation and release form is mandatory for field trips. A child will be unable to attend a field trip unless a signed field trip form is received from a designated family member or guardian.** Families are encouraged to contact their child's teacher to see if additional chaperones are needed.

Children scheduled to go on a field trip will wear a Kids'R'Kids t-shirt and possibly a bracelet identifying the child as a student of Kids'R'Kids. Children may not be picked up from a field trip for any reason. This policy is to help the staff keep an accurate count of the children.

Classes will use the School's bus for trips unless another means of transportation is authorized by the Owner.

- Children not attending field trips are required to attend the School unless otherwise advised. Parents cannot drop-off and pick-up at a fieldtrip.

Water Activities

Water activities include; water table play and splash pad.

A signed participation and release form is mandatory for water activities. A child will be unable to participate in water activities unless a signed water activity form is received from a designated family member or guardian.

Lost and Found

All items turned in to the Lost and Found will be held for 30 days. If not claimed, they will be discarded or donated to a charitable organization. Lost and Found items are stored in the car seat storage room in the front lobby.

Meals and/or Snacks

Our School will provide a nutritious breakfast and lunch every day along with a snack in the afternoon. Meals and snacks served at our School comply with the Meal Patterns for Children in Child Care Standards which are based on the recommended nutrient intake judged by the National Research Council to be adequate for maintaining good nutrition.

We are a nut-free School. Absolutely no peanut products may be brought into our School. This includes food products that are cooked with or near nut oil.

- Infants

A written Infant Care Plan for children under twelve months of age must be completed and submitted by the families. This plan should be updated monthly as new foods are added or other dietary changes are made.

All baby bottles (including the cap) must be clearly labeled with the child's full name and current date. No glass bottles can be used. Formula or expressed milk must be brought in appropriate amounts for feeding and pre-mixed. Any milk warmed must be used within an hour or it will be discarded.

Dry Cereal and unopened jar food may be left at the School until consumed. Infant food that is commercially prepared must be unopened. These jars must be labeled with your child's first name and last name. No glass jars can be used. We are unable to accept any food jars which have already been opened. Please bring in foods that have been tried at least two times at home in order to protect against food allergies. Homemade food must list all ingredients.

- Toddlers

Meals and snacks are provided by the School according to the schedule posted in the Classroom and Café. Mealtime is seen as a part of the learning process. Children are served in their classroom and are encouraged to display proper table etiquette. They are also encouraged to taste all the food that is served but are not forced to eat anything. At no time is food withheld as punishment.

- Pre-School and Private Kindergarten

Meals and snacks are provided by the School according to the schedule posted in the Classroom and Café. Mealtime is seen as a part of the learning process. Children are served in the Kids Café and are encouraged to display proper table etiquette. They are also encouraged to taste all the food that is served but are not forced to eat anything. At no time is food withheld as punishment.

- School-Age

Children enrolled in our Before- and After-School program will be served breakfast and an afternoon snack while in our care. Lunch is also provided if the school-age child is present during lunch time (summer and school holidays, etc.)

- Allergies and Special Diets

A monthly menu is posted in the Kids Café, parent board, and on our website including all food that will be served for snacks and meals. Any special diets for food allergies, not available by the School, must be provided by the family in a ready-made format listing the ingredients and accompanied with a physician's note. No tuition discount is given for food brought in by families. No food shall be brought in for your child or the class without prior approval from the administration. Vegetarian meals will be supplied.

Naptime

All younger children are required to have a quiet time following lunch and are encouraged to sleep during this time. Children who are five years of age and older are not expected to nap (unless required under state regulations) but are provided with quiet time. Children who fall asleep will be allowed to sleep until the end of the rest period, as designated by the daily schedule. Children may bring a small item to comfort them and help them rest. The item, including pillows, must be small enough to fit into their cubby.

Personal Belongings

Upon enrollment in our program you should bring the following for your child:

- At least two complete changes of clothing appropriate for the weather with each item labeled with the child's name or initials, including socks and underwear
- A supply of disposable diapers and disposable wipes for children who are not yet toilet-trained.
- You may bring a lightweight blanket or soft toy for rest time that is labeled with the child's full name.
- Any prepared food for infants or toddlers who are not yet able to eat items listed on the weekly menu
- All children will be outside during the day, weather permitting. Please make sure your child has adequate clothing for outside play. (This includes closed-toe shoes only. No open-toe shoes – flip flops or sandals – will be allowed at School.)
- If your child is too sick to go outside, a physician's note explaining the reason should accompany the child before the exclusion is accepted.
- All bottles and Sippy cups must be labeled.

Animals

Because of health and safety concerns, pets may not be brought to School without the Director's advance consent. When picking up or dropping off your child, please keep pets in the vehicle. We ensure that any pets brought to the School do not create unsafe or unsanitary conditions.

Photo Release Policy and Internet Viewing Policy

Technology has allowed Kids 'R' Kids to give parents the opportunity to monitor their child's classroom through computers, video and the Internet. By enrolling your child in Kids R Kids TX#58, you agree to allow your child's image to be on the Internet via "Watch Me Grow".

To access this service certain standards must be maintained at all times:

1. Access Codes (issued to those parents wishing to avail themselves of this service) are used to limit access to the images of our children, but you should realize that this system works through the Internet. Authorized access permits access by that person to the images of all children within the field of view of the camera, including your child, whose image cannot be excluded, even if you choose not to utilize this internet service.
2. You agree not to (or permit any other person to) divulge, reproduce, print or save, in any way or on any medium, any images, prints or video images of any portion of the Center's premises or any of the Center's children without prior consent of the Center. This involves security of the Center and the children and should always be observed.
3. Unauthorized access to the image of your child could occur as a result of a breach of the Internet or a breach of security by holders of Access Codes. Although all available measures are taken to prevent any unauthorized access, this is beyond the Center's control, and we do not guarantee against such unauthorized access.
4. You agree that our method of assigning Access Codes and maintaining the confidentiality of such codes, so long as conducted in a manner consistent with usual, ordinary and reasonable business practices, shall be all that is required of the Center in safeguarding your children's video images, and that no other or different safeguards of internet video images of the children or the premises shall be expected or required of the Center.
5. You agree that only those persons, if any, listed below shall be given an Access Code. You agree that it is solely your responsibility to instruct each such person regarding the provisions of this Agreement and to take from each such person their express agreement to:
 - a. not divulge the Access Code to any other person
 - b. abide by all the provisions of this agreement.
6. Your signature below constitutes affirmation of your full and voluntary understanding and acceptance of these conditions with respect to your children, your express waiver of all Rights of Privacy in connection wherewith, as well as your agreement that you expressly assume all risks involved in furnishing such images, and your release of the Center from any and all liability for any damage of any nature arising or resulting from its furnishing of this service, whether negligent or not. This also includes photos that KRK may post on the Facebook page of Kids R Kids. Kids R Kids will not tag or identify children by name in these photos.
7. Other parents may not photograph children at the center.
8. Photographs may also be posted within the center. I give my permission for my child to be photographed. (If you don't agree to have your child photographed, you must let the front desk know when submitting paperwork.)
9. I also release pictures taken by KRK to Kids R Kids TX #58 for the internal or external promotional use of KRK (ie: field trip photo may appear on a summer camp flyer).

Prohibited Items

The following items should not be brought to the School by children:

- Cell phones
- CDs, DVDs, iPods, PS2s and similar items
- Cameras and video cameras
- Skateboards
- Electronic games

- Lap Tops and Tablets
- Inappropriate reading material
- Any other items that would distract from learning.
- Chewing gum or candy

Safeguarding Valuables

Children should not bring excessive amounts of money (over \$5.00 is considered excessive) or other valuables to the School. Valuables such as expensive clothing, blankets, toys, electronics, jewelry (necklaces, bracelets, earrings, etc.) should not be brought or worn to School. The School will not be responsible for lost, stolen or damaged valuables.

Special Events

Arrangements should be made with the teachers regarding a birthday or holiday party. If you are bringing a cake or special snacks to the class, they will be served in addition to snack/meals required by the general nutrition policy, and they must be purchased from the store and have an ingredient label. Homemade food will not be accepted.

Holiday parties will take place in the classroom throughout the year. Generally a note is posted to notify families of an upcoming party and many times families are asked to volunteer to bring food or drink. If at any time you object to a party for religious or other reasons, please notify your child's teacher as soon as possible so we can make arrangements to otherwise care for your child during that time. We will assume that all children can participate unless notified to the contrary.

YES to...

- Planning a party at our School and coordinating with the classroom teacher
- Commercially purchased food may be brought in, but remember, the food must have an ingredient label.

NO to...

- Nut products
- Anything containing raw eggs
- **Latex balloons**
- Ceramic plates or glass in classrooms or Kids Café
- Homemade food or treats

Telephones

Afterschool children or summer campers are allowed to use the office phones for an emergency only. Cell phones may only be used with the permission of administration.

Toilet Training

When you believe that your child is ready to begin toilet training, please discuss this with your child's teacher. We will assist by encouraging your child to visit the toilet between diaper changes. With the first signs of success, we will recommend that you send your child to school in training pants. Because toilet training can result in many soiled clothing items at school, please be sure your child comes to school with several (two to three) changes of clothing. Be sure extra clothes are appropriate to the present season and are labeled with your child's full

name. All soiled clothing will be sent home the same day for laundering. The School is prohibited from laundering any child's soiled clothing within the School's laundry.

Toys

The School provides many toys for the children's learning centers. Therefore, we request that toys not be brought from home. Please note this does not include special transition objects such as blankets or other security items to which your child is significantly attached.

Transportation

Transportation is provided to and from the school only with parental permission. The Kids'R'Kids transportation forms must be signed once a year. Field trip permission forms must be signed once a year.

If we take your child to school in the morning, then we will pick up your child at dismissal time unless otherwise notified. If we do not take your child to school, then we assume that she/he is absent and we will not expect to pick up your child unless it is agreed upon in advance that you will provide morning transportation and we will provide afternoon transportation. ***Coyote Ridge students will be walked from Coyote Ride to KRK with appropriate supervision weather permitting.***

You must notify us each time your child does not need transportation to or from school when we normally provide this service to you. If we are not notified that your child does not need transportation from school to Kids'R'Kids in the afternoon before the bus leaves our facility, a \$10 fee will be charged.

Schools that may be serviced by Kids'R'Kids: Castle Hills Elementary, Coyote Ridge, Independence, Polster, Hebron Valley, and Homestead.

Visitors and Volunteers

Families and visitors are welcome at the School during school hours while their child is present. Families and visitors **must** first report to the staff at the front desk before visiting any class or any other location on School property during School hours. Family who are visiting the classroom other than during pick up or drop off are asked not to bring siblings or other children with them. We also ask that parents or visitors don't stay more than 15 minutes in a classroom unless it's approved by the director. This helps minimize distractions in the classroom which can prohibit the other children from learning.

Children have a dress code that stresses attractiveness, cleanliness, and modesty. Families are requested to be an example of these ideals when visiting Kids'R'Kids and attending field trips.

Policy Changes

Policy changes are required from time to time; minor changes will be published in the Kids R Kids monthly newsletter. Major changes will be emailed or handed out by the front desk.

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 within the industry and in line with what many nanny agencies charge for placement.

Final Statement

We at Kids‘R’Kids want to provide you with the highest quality care for your child. We believe that nurturing children in a loving, wholesome environment is a community need that we do best, because we commit ourselves to providing superior child care and early education services.

By signing the Parental Agreement with Kids ‘R’ Kids of Castle Hills found on the 1st and 2nd pages of the Admission Application, I certify that all admission information is current, and that if applicable, I have made appropriate changes. I have also received a copy, and agree to abide by all items in the current Family Handbook or as they may be changed from time to time by the School.

The registration of a child is considered an acceptance, on his/her part and on the part of his/her families or guardians, of the terms and conditions of the Family Handbook and all of our School’s rules and regulations, including the School’s judgment on disciplinary sanctions or dismissal of a child.

The rules and regulations contained in the Family Handbook are not meant to be comprehensive. Rather, they presuppose the good will and judgment of a child in all circumstances in which he/she may find himself/herself and are subject to the School’s ultimate discretion, judgment and interpretation.

Children and families or guardians are asked to familiarize themselves with all of the information contained in the Family Handbook.