



## Enrollment Inquiry

**Parent/Guardian(s) Name**

**Address**

**City**

**State**

**Zip Code**

**Work Phone**

**Cell Phone**

**Desired Start Date**

**How did you hear about Kids 'R' Kids?**

**Program Needs (check all that apply)**

☐ Full-Time ☐ Part-Time ☐ Summer Camp ☐ Before-School Care ☐ After-School Care

**Child's Full Name**

**Date of Birth**

**Gender**

☐ M ☐ F

**Center Use Only**

**Tuition Quoted**

**Suite**

**Staff Accepting Call**

**Tadpoles Entry Date**

**Elementary School**

☐ Warner ☐ Roberts Rd ☐ Swenke ☐ Ault ☐ Farney ☐ Keith ☐ Turlington

**Additional Communication**



## A Parents Guide to Childcare

When you choose licensed child care, you and your family join your child in new experiences and relationships. You, the Center Director, child-care staff, and other people in the day-care center have a responsibility to protect the health, safety, and well being of your child. The Texas Department of Family and Protective Services, Licensing Division, is part of this partnership, too.

Minimum standards require your child-care provider to give you a copy of this pamphlet. You need to sign the receipt form to verify that you have received it and discussed the material with facility staff.

### WHAT IS DAY-CARE LICENSING?

The Licensing Division was established by law to regulate child-care facilities to help protect the health, safety, and well being of children in care.

With the assistance of child-care providers and experts in areas such as child development, early childhood education, fire safety, health, and sanitation, the Licensing Division develops minimum standards.

Licensing staff inspect day-care centers, private kindergartens and nursery schools, some unaccredited private schools, group day-care homes, and drop-in care centers to be sure that minimum standards are met. The staff also investigates complaints about violations of the minimum standards and the child-care licensing law.

Your day-care facility is responsible for meeting minimum standards. Many day-care programs exceed these requirements. Licensing does not regulate day-care fees, collection policies, or the kind of learning program your day-care facility offers. Each facility has its own special personality and approach to educating and caring for children. Parents can choose the kind of program that best meets the needs of their child and family.

### IT IS IMPORTANT FOR YOU TO KNOW

- When you visit a child-care facility, ask to see the license. The license means that the facility met the minimum licensing standards the last time it was inspected for such things as fire, sanitation, and safety; the number of child-care staff required; staff qualifications; and requirements for special services.
- Minimum standards prohibit persons who have been convicted of certain crimes from having contact with children in care.

- Compliance with minimum standards does not guarantee high quality child care. They are called “minimum standards” because no one is allowed to operate below these standards.
- A copy of the minimum standards is available for you to review at your child-care facility. You can also request a copy of these standards from your local day-care licensing office. A list of these offices may be found on the DFPS website: [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or by calling the Child Care Information Line at 1-800-862-5252.

## **ESTABLISH A GOOD RELATIONSHIP WITH THE DAY-CARE FACILITY**

- Spend time at the day-care facility before you enroll your child. Ask questions about the program and observe the activities. Make sure the day-care facility has all the information needed about your child and family to provide good care.
- Work with the staff of the day-care facility you choose. Parent involvement is an important part of a successful experience with day care.
- Read all the material the day-care provider gives you. In addition to material required by licensing standards, each facility has its own policies and requirements. It’s important that you understand these requirements before you enroll your child. It’s equally important, once your child is in care, to read the notices, special requests, notes, and other materials the day-care provider sends home.
- Drop in occasionally during the day to observe how your child interacts with staff and other children and get a good picture of the day-to-day activities at the center. Be careful not to disrupt activities.
- Keep your side of the bargain. Pick up your child on time.
- Discuss concerns with the Center Director. Be aware that the teacher’s main responsibility is working with the children. Don’t be offended if the teacher can’t spend much time talking with you when you drop off or pick up your child. If you need more time to talk about your child, set up a conference.
- It’s important to let the child-care facility know about things at home that may affect how your child is doing.

## **WHEN YOUR CHILD STARTS DAY CARE**

- Remember that it’s normal for a child to have some fears and misgivings about starting day care. Children need time to get used to new situations. Prepare your children for the change as far in advance as possible. Discuss their concerns. If you’re enthusiastic, chances are they soon will be, too.
- Depending on their ages, some children will temporarily “act out” their feelings by clinging to you and refusing to let go, forgetting their toilet training, having bad dreams, sucking their thumbs, or other such behavior.
- Work with the Center Director and your child’s teacher on this.

## **TALK THINGS OVER WITH YOUR CHILD**

Make an opportunity each day to gently ask questions when your children are quiet and feeling secure and protected. Share their excitement about new friends, new skills, and new abilities; listen to their concerns; and give them a chance to boast about their achievements.

## PARENT RESPONSIBILITIES

The child-care facility must get certain information and records from parents to ensure the child's health and safety, handle emergencies, and meet minimum standards. If you do not provide this material, the child-care facility will not be in compliance with the minimum standards.

- Complete an enrollment form that includes basic information about your child; telephone numbers where you can be reached during the day; authorization for emergency care for your child; and written permission for swimming, other water activities, and transportation services.
- Tell the caregiver about any special concerns or needs, including allergies, medical history, and current medications.
- Give the child-care facility a copy of your child's immunization record showing immunizations against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, Haemophilus influenza type b, Hepatitis B and varicella. In some parts of Texas, a tuberculosis test report and Hepatitis A vaccine is also required. For school-age children, you can sign a statement that these records are on file at the school.
- Provide a doctor's statement that your preschool child is physically able to participate in the child-care program.
- Inform the child-care facility in writing about who is permitted to take your child from the facility. Generally, the facility may only release your child to you or to an adult you designate.
- The facility may allow a school-age child to leave the facility alone or allow an older brother or sister to pick up a child if you request this in writing. The facility is only allowed to do this when all safety considerations have been met.
- Make sure that child-care staff knows the child has arrived. Make sure that staff is aware when you come to pick up your child. Don't leave your child at the front door, and never leave your child at the facility before opening or after closing.
- Other requirements must be met if the child-care provider gives medication to your child, if your child is an infant, or if your child needs special care or a special diet.
- What happens if your child is ill or injured?
- The child-care facility is not allowed to admit a child who seems to be sick unless a doctor or nurse gives approval in writing. This may cause problems for parents, but it is necessary to prevent a sick child from infecting other children.
- If your child has been absent because of a contagious illness, the child-care facility must follow guidelines concerning when the child can return to day care.
- If your child appears seriously sick or injured while at the center, the caregiver must call you immediately. It's important that you pick up your child as soon as possible.
- If your child needs immediate medical attention, the center must call your child's physician, take the child to the nearest emergency room or minor emergency clinic, or call for an ambulance. This is why the child-care facility must have your authorization for emergency medical care.

## WHAT HAPPENS IF YOUR CHILD IS ILL OR INJURED?

- The child-care facility is not allowed to admit a child who seems to be sick unless a doctor or nurse gives approval in writing. This may cause problems for parents, but it is necessary to prevent a sick child from infecting other children.
- If your child has been absent because of a contagious illness, the child-care facility must follow

guidelines concerning when the child can return to day care.

- If your child appears seriously sick or injured while at the center, the caregiver must call you immediately. It's important that you pick up your child as soon as possible.
- If your child needs immediate medical attention, the center must call your child's physician, take the child to the nearest emergency room or minor emergency clinic, or call for an ambulance. This is why the child-care facility must have your authorization for emergency medical care.

## LIABILITY INSURANCE REQUIREMENTS

- Ask the Center Director whether or not the facility carries liability insurance. Texas law requires child-care facilities to carry liability coverage in the amount of \$300,000 per occurrence to cover a child when the child is in care of the facility.
- Liability insurance coverage is not required if the insurance cannot be secured due to financial reasons; if the licensee is unable to locate an underwriter willing to issue a policy; or if the current policy limits have been extended. You are to be notified, in writing, that the coverage is not available.

## TAKE A GOOD LOOK

As you become more familiar with your child's child-care program, you will see many strong points. Almost all child-care facilities strive to provide a warm, loving, safe, and healthy environment for children. Look for these characteristics, but also be aware of warning signals that tell you something is wrong.

### Feel secure when you see that:

- The facility welcomes you to visit any time, and you are invited to observe the class or participate in activities.
- Staff is alert and involved with the children.
- Staff seems warm and interested in the children. There is spontaneous laughter, hugging, and eye-to-eye contact.
- Staff is gentle, but firm when necessary.
- The facility is clean and attractive.
- Your child is relaxed and happy after the initial adjustment period.
- Your child seems physically well cared for. Staff informs you of minor accidents and tells you when your child doesn't feel well.
- Children seem involved with constructive activities, and they get individual attention.

### Be seriously concerned when you see that:

- Parents are not encouraged to visit the facility.
- Children are left without direct adult supervision.
- Adults spend much time scolding, ordering, and yelling at children.
- Adults are physically rough with children or allow rough play.
- The building is dirty, or you see unsafe conditions.
- Your child is unhappy about being left at the facility, and this doesn't improve with time.
- A child comes home bruised or injured, and the center can't explain what happened. (The child may not remember minor bruises and scrapes received when playing, however.)
- Children seem aimless, bored, angry, or frustrated, or there are too many children to supervise.

## WHEN THINGS AREN'T GOING WELL

You may find yourself displeased about something that has happened at the facility. Talk about these things with facility staff. There may be a misunderstanding that can easily be resolved.

If the situation isn't resolved and you believe minimum standards are not being met, call the local licensing office. They will handle your call discreetly.

A licensing representative will investigate your complaint. The licensing representative may need to interview you and your child and may also interview other children at the facility.

If the licensing representative finds that a standard has been violated, the facility will be notified, and a time set for the facility to correct it.

Licensing staff may revoke a license if a facility doesn't meet minimum standards. The department does not take action to revoke a license unless children are in immediate danger or the licensee refuses to comply with standards.

## IF YOU SUSPECT CHILD ABUSE

In accordance of the Texas Department of Family and Protective Services (TDFPS) minimum standards 746.501 (25), Kids 'R' Kids of Fairfield provides annual training to all staff on preventing, recognizing and reporting child abuse and neglect. Training includes warning signs that a child may be a victim of abuse or neglect and prevention techniques for child abuse and neglect. As a licensed daycare center, we are required to report all suspected cases of child abuse and/or neglect immediately to the TDFPS Child Abuse Hotline or a law enforcement agency. Failure to report suspected child abuse or neglect is a crime.

For parents and caregivers, we recommend the awareness and prevention help provided in the website "Help for Parents. Hope for Kids" at <http://www.helpandhope.org/>

If you or your child is a victim of child abuse or neglect, please refer to the reporting contact information below.

## REPORT ABUSE

**Texas Abuse Hotline:** 1-800-252-5400 | [www.txabusehotline.org/Login/Default.aspx](http://www.txabusehotline.org/Login/Default.aspx)

Call our Abuse Hotline toll-free 24 hours a day, 7 days a week, nationwide, or report with our secure website and get a response within 24 hours. We cannot accept email reports of suspected abuse or neglect. For security purposes: If you created an account on the Abuse Hotline Website before December 18, 2016, you'll need to create a new account.

## IMMUNITY

When people make a report of suspected child abuse in good faith, they are immune from any liability. When the department investigates a complaint, the identity of the complainant is not revealed.

# Crisis Response Plan

## 2026 - 2027 EMERGENCY CONTACTS

[monica@krkfairfield.com](mailto:monica@krkfairfield.com)

|                                                 |              |
|-------------------------------------------------|--------------|
| <b>MONICA SUNDBECK</b> , Owner                  | 281-682-5207 |
| <b>CHAD SUNDBECK</b> , Owner                    | 713-842-0553 |
| <b>ELIZABETH SOLANO</b> , Director              | 832-677-6575 |
| <b>SHANNA VELASQUEZ</b> , Assistant Director    | 832-283-2822 |
| <b>LESLEE WILLIAMS</b> , Curriculum Coordinator | 832-562-5814 |

|                     |     |
|---------------------|-----|
| <b>Ambulance</b>    | 911 |
| <b>Sheriff Dept</b> | 911 |
| <b>Fire Dept</b>    | 911 |

## Evacuation Plan

### INTERNATIONAL FIRE CODE REQUIREMENTS

- **Emergency Plans:** Approved fire safety, evacuation, and lockdown plans are current and reviewed or updated annually.
- **Fire Reporting:** Immediate notification of the fire department is legally required upon detecting any unwanted fire or activation of a fire alarm. Delaying a report, making false alarms, or obstructing emergency operations is prohibited.
- **Evacuation Drills:** Monthly emergency evacuation drills are conducted.
- **Employee Training:** Employees receive training on fire prevention, safety, and evacuation procedures upon hire and annually thereafter.
- **Hazardous Materials:** Safety Data Sheets (SDSs) are maintained as well as proper container labeling.

### FIRE EMERGENCY

- The fire alarm system will sound in the main building
- Move immediately to the nearest exit and go directly away from the building following your evacuation exit plan.
- Wait for the "All Clear" from person in charge. If it is not "All Clear" we will re-locate to Good Shepherd United Methodist Church located at 20155 Cypresswood Dr, Cypress, TX 77433
- **Teachers:** Take Rosters, account for all children.

### For Infants:

In the event of a fire, each teacher will put as many babies as safely as possible into designated cribs and then roll the cribs outside, into the parking lot or inside the fenced area, staying inside the fenced area of the playground, as far from the building as possible. One teacher will be responsible for checking the room and taking the attendance outside. **Each child must be checked and accounted for.**

### For Toddlers through School Age:

In the event of a fire, teachers will escort the children outside, using the nearest exit, keeping them together and inside the fenced area of the playground, as far from the building as possible. One teacher will be responsible for checking the room to make sure that everyone is out, taking the classroom log outside, and closing the door. Once outside, attendance must be taken. **Each child must be checked and accounted for.** Be sure to check restrooms.

**Management Staff:** Assist at assigned stations.

## BOMB THREAT / EXPLOSION / FUMES

- Fire Alarm will sound, and a voice announcement will indicate that emergency type.
- Move immediately to the nearest exit and go directly away from the building following your evacuation exit plan.
- Wait for "all clear" from person in charge.

### Bomb Threat

- Obtain as much information as possible regarding bomb.
- Note information about caller
- Alert person in charge

### Explosions

- Secure Students
- Attend to injured

### Fumes

- If fumes are outside, remain inside with windows and doors closed.

## TORNADO SAFETY

**A tornado watch** is issued by the weather service when conditions which may produce tornadoes are expected to develop. Continue normal activities during the WATCH but be aware that there is a possibility of tornadoes.

**A tornado warning** will be broadcast when a tornado has been detected. The WARNING will tell you the last known location of the tornado, and if possible, its speed and direction of movement. WHEN A TORNADO WARNING IS ISSUED BY A CALL FROM THE FRONT DESK YOU SHOULD FOLLOW THESE STEPS.

### For infants:

- Seek shelter by placing as many babies as safely as possible into designated cribs and roll the cribs into the middle of the cafeteria.
- Place sleeping mats gathered from a classroom, and place on top of the cribs for protection.
- One teacher will be responsible for counting the babies. Each child must be accounted for. Teachers should seek shelter by crouching beneath the cribs.

### **For Toddlers through Pre-K:**

- Seek shelter by having the children exit the classroom into the hall way.
- Have the children get against the interior walls and crouch with their hands covering their heads.
- One teacher should go to the classroom and gather the sleeping mats. The mats should be used to cover the children on top and behind their bodies.
- You should seek shelter in this manner after having checked to make sure all children are safe, and all accounted for.

### **For School Aged:**

- Seek shelter by having the children gather in the middle of the gym
- Have the children crouch with their hands covering their head.
- One teacher should go to the closet and gather the sleeping mats. The mats should be used to cover the children on top and behind their bodies.
- You should seek shelter in this manner after having checked to make sure all children are safe, and all accounted for.

## **STRANGERS / VIOLENT SITUATION /SNIPERS / DEATH**

- Remain calm
- Move children away from situation
- Possible lock-down-all students secure out of line vision

### **Strangers**

- All visitors must register at the front desk, show identification, state reason for visit, and receive permission before going to areas of the building.
- Report unauthorized visitors to those in charge.

### **Violent persons with weapon** - lock down in effect (Active Shooter)

- Phone on speaker-call 911
- Summon person in charge (active shooter alarm activated)
- Alert teachers as possible
- Keep children out of line of sight.

### **Snipers** - lock down in effect

- Students outside/sniper outside-students hit the ground and listen for further instructions
- Students inside/sniper outside-students under desks tables away from sniper's line of vision
- Call 911
- Alert teachers

### **Death**

- Summon trained staff
- Call 911 and appropriate authorities

**This facility is a gang free zone. Certain gang affiliated activity with 1000 ft. this facility is a direct violation of TX. Penal Code 71.028 and 71.029 and will be reported to the authorities.**

# Emergency Preparedness Plan

| Type              | When                                                                                                                                                                            | Where                                                         |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| <b>Evacuation</b> | Immediate situation rendering inside of building unsafe; safety can be sought outdoors (example: fire)                                                                          | Parking lot and playgrounds                                   |
| <b>Relocation</b> | Imminent situation rendering the inside and outside of building unsafe (example: flooding)                                                                                      | Good Shepherd Church, 20155 Cypresswood Dr, Cypress, TX 77433 |
| <b>Sheltering</b> | Immediate or imminent situation rendering partial areas of indoor space unsafe and leaving or exiting the operation unsafe (example: tornado)                                   | Cafe and hallways                                             |
| <b>Lock-Down</b>  | Immediate or imminent situation rendering partial areas of indoor space unsafe and leaving or exiting the operation unsafe (example: endangering person on premises or in area) | Classroom restrooms and closets                               |

**Parent/Guardian Signature**

**Date**

# Enrollment Application

**Child's Full Name**

**Date of Birth**

**Gender**

☐ M ☐ F

**Child's Home Address**

**Enrollment Date**

**Parent/Guardian Name**

**Parent's Email Address**

**Parent's Home Address**

**Work Phone**

**Cell Phone**

**Place of Employment**

**Parent/Guardian Name**

**Parent's Email Address**

**Parent's Home Address**

**Work Phone**

**Cell Phone**

**Place of Employment**

**Marital Status**

☐ Married ☐ Separated ☐ Divorced ☐ Widowed ☐ Other \_\_\_\_\_

**Child Lives With**

**Days in Care**

☐ M ☐ T ☐ W ☐ T ☐ F

**Hours in Care**

**Elementary School**

**School Phone Number**

**Immunizations**

☐ On file ☐ Not on file

# Authorization for Emergency Medical Attention

In the event that I cannot be reached, I authorize the management or teacher of Kids 'R' Kids #26TX to take my child to:

|                      |                      |
|----------------------|----------------------|
| Physician Name       | Phone Number         |
| <input type="text"/> | <input type="text"/> |

Address

|                         |                      |
|-------------------------|----------------------|
| Name of Hospital/Clinic | Phone Number         |
| <input type="text"/>    | <input type="text"/> |

|                           |                      |
|---------------------------|----------------------|
| Parent/Guardian Signature | Date                 |
| <input type="text"/>      | <input type="text"/> |

The following person(s) may be contacted in the event of an emergency if parents cannot be reached. They have my permission to pick up my child(ren):

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Name                 | Phone Number         | Relation             |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Name                 | Phone Number         | Relation             |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Name                 | Phone Number         | Relation             |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Allergies and/or Special Needs

List any serious illness, injuries, physical problems, mental health disorders, mental retardation of development disabilities, which would limit the child's participation:

I have received a copy of the “Parents Guide To Daycare” & “Crisis Response Plan” ☐ Y ☐ N

Transportation

I give ☐ do not give ☐ permission for my child to be transported on (check all that apply):  
☐ Field Trips   ☐ To and from school   ☐ Emergencies

Water Activities

I give ☐ do not give ☐ permission for my child to participate in (check all that apply):  
☐ Splash Pad   ☐ Sprinklers   ☐ Water Table

Parent/Guardian Signature

Date

# Health Requirements

**Child's Name**

**Date of Birth**

**ADMISSION REQUIREMENT:** If your child does not attend pre-kindergarten or school away from the child-care operation, one of the following must be presented when your child is admitted to Kids 'R' Kids of Fairfield or within one week of admission.

Please check only one option:

- ☐ **HEALTH-CARE PROFESSIONAL'S STATEMENT:** I have examined the above-named child within the past year and find that he / she is able to take part in the day care program.
- ☐ A signed, and dated copy of a health care professional's statement is attached.
- ☐ Medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization, which I adhere to or am a member of; I have attached a signed and dated affidavit stating this.
- ☐ My child has been examined within the past year by a health care professional and is able to participate in the day care program. Within 12 months of admission, I will obtain a health care professional's signed statement and will submit it to the child-care operation.

**Physician Name**

**Physician Phone Number**

**Physician Address**

**Physician Signature**

**Date**

**Parent/Guardian Signature**

**Date**

## Health & Emergency Permission

Child's Full Name

Date of Birth

Gender

☐ M ☐ F

Child's Home Address

Home Phone

Parent/Guardian Name

Phone 1

Phone 2

Parent/Guardian Name

Phone 1

Phone 2

Doctor Name

Phone Number

Doctor Address

Dentist Name

Phone Number

Dentist Address

Health Insurance Provider

Phone Number

Insurance Address

Does your child have special needs affecting participation in school activities? (Specify)

☐ Y ☐ N

Does your child have allergies? (Specify allergies & actions taken)

☐ Y ☐ N

The child may be released to the person(s) signing this agreement or to the following with photo ID:

| Name        | Phone Number | Relation    |
|-------------|--------------|-------------|
| <div></div> | <div></div>  | <div></div> |

Address

| Name        | Phone Number | Relation    |
|-------------|--------------|-------------|
| <div></div> | <div></div>  | <div></div> |

Address

| Name        | Phone Number | Relation    |
|-------------|--------------|-------------|
| <div></div> | <div></div>  | <div></div> |

Address

| Parent/Guardian Signature | Date        |
|---------------------------|-------------|
| <div></div>               | <div></div> |

# Transportation Agreement

## EMERGENCY TRANSPORTATION/MEDICAL PROCEDURE

- Call emergency medical team, if necessary
- Call parent/guardian
- Call alternate emergency contact, if necessary
- Emergency medical team transports child to hospital, if necessary
- Kids 'R' Kids representative will accompany child to hospital.

**Emergency Medical Facility the center uses:** Memorial Hermann Cypress Hospital

**Address:** 27700 Northwest Freeway | **Phone:** 346.231.4200

I, \_\_\_\_\_ give permission for Kids 'R' Kids #26 to seek medical attention and /or transport my child \_\_\_\_\_, in the event of an emergency if I cannot be reached. I further agree to keep the facility informed of any changes in the information below.

**For School Age Use Only:** If the child relocates to another school or the hours change, this form must be updated.

**School Name**

**School Phone**

**School Address**

In the event the designated location is unable to receive children they will be returned to Kids 'R' Kids #26. It is vital that Kids 'R' Kids #26 be notified of any changes in the above scheduled transportation. Kids 'R' Kids #26 will assume the above schedule of transportation will be followed unless we receive different instructions from parents. Instructions should be received at Kids 'R' Kids #26 by the earliest possible time.

I do ☐ do not ☐ agree for my child to be transported by Kids 'R' Kids 26 (check all that apply):

☐ To School ☐ From School ☐ Field Trips ☐ Emergency Medical Care

**Parent/Guardian Signature**

**Date**

# Infant Child Profile

For children ages 6 weeks - 12 months

Child's Full Name

Date of Birth

This profile will help your child's teacher get to know your child better. Your input will also help with your child's adjustment to the new classroom.

Has your child had previous group care experiences? (Explain)

☐ Y ☐ N

What language is spoken in your home?

List the names and ages of siblings:

Do you have pets at home? If yes, please list type of pet and names.

☐ Y ☐ N

What milestone(s) has your child reached? (e.g. rolling over or crawling)

Does your child take a pacifier?

☐ Y ☐ N

When?

How often and how long does your child nap?

How many hours does your child sleep at night?

List any additional care plan instructions (e.g. diapering or sleeping):

Additional notes:

Parent/Guardian Signature

Date

# General Center Policies

## CENTER HOURS

6:00am – 6:30pm

No arrivals after 10:00am unless otherwise arranged. No arrivals regardless of circumstances between 12pm - 2pm.

## OWNERS

Chad & Monica Sundbeck

## MEALS

Breakfast is from 6:30am – 7:50am. If you choose to drop your child off after 8:00am, they must go to their classroom. Morning snack and lunch will be served in the café for Suites 250 – 550. Afternoon snack will be served in the classroom.

## CURRICULUM

Kids 'R' Kids International provides each franchise with an excellent curriculum that includes Brain Waves, STEAM and Technology related activities.

## SECURITY

Our entry door is always locked, and keypad operated. We ask that parents accompany ALL children inside the building and clock them in so that our attendance records are accurate per licensing.

## TUITION

Tuition is due each Monday for that week. Payments can be made in any increment with cash, check or ACH. Accounts with a remaining balance at the close of business on Wednesday will incur a \$50 late fee.

One day of attendance constitutes a full week and full tuition is due. Sick or vacation days missed are not prorated. This ensures your child's enrollment in that

class. Children who are absent the entire week can opt to pay one-half of their weekly tuition TWO times per enrollment year.

## ENROLLMENT

A one-time, non-refundable registration fee is due prior to the first day of attendance. For children under the age of 18 months, this non-refundable fee includes the first week of tuition.

Current immunizations are required upon enrollment and hearing/vision testing is required for all 3 to 5 year-olds.

## CLOSURES

The Center will be closed for the following holidays: New Year's Day, MLK Jr. Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, Black Friday and Christmas Day . We will alert you if we will be closed additional days before or after New Year's or Christmas. We will also be closed for two teacher in-service days throughout the year . Please check with the front desk on when those will be. If CFISD is closed due to inclement weather or national emergency, we will also be closed unless you are notified otherwise.

Tuition will not be prorated on any of these weeks. School-aged children who are in attendance for full days during an ISD holiday will incur an extra charge. See the front desk for more information.

## ILLNESS

Although it is a priority to keep parents at work when a child doesn't feel well, state regulations require that we send children home who: have a temperature of 100.0, have been diagnosed with a communicable disease, have been vomiting or had diarrhea consistently . Children may only return with a doctor's note or when they have been symptom-free for 24 hours without the aid of fever-reducing medication.

**I have read the policies regarding payment of tuition fees and understand the policies as stated above.**

**Parent/Guardian Signature**

**Date**

## Family Obligations

- 1** I agree to provide the center with all information pertaining to medications for my child.
- 2** I understand that my child will be provided with breakfast, all snacks and a nutritious lunch served daily during their hours of attendance if a full-time student.
- 3** I understand that it is my responsibility to escort my child into and out of the building, and to sign him/her in and out each day. I understand that a staff member will escort my child into and out of the center when being transported by KRK transportation.
- 4** If my child wears diapers, I understand that it is my responsibility to provide the center with the necessary amount of disposable diapers for my child each day/week.
- 5** I understand that I am responsible for ANY special diet required for my child. Special Diets include but aren't limited to allergies, vegetarian, and any religious preferences. (To prevent allergic reaction to newly introduced foods for infants, we ask that parents provide the center with baby food that has already been tried by the child at home. Each jar is to be unopened and labeled with the child's full name.) I further understand that should I provide my child's own lunches and food for any reason, that Kids 'R' Kids is not responsible for their nutritional value. (Peanut butter products are not allowed in the building under any circumstances.)
- 6** Transportation is provided to and from school and on planned field trips with parental permission. A separate form and signature will be required for this service. School transportation agreements shall be signed once each school year. I give my consent for my child to be transported in case of an emergency.
- 7** Should my child become ill or suffer a serious injury during the time he or she is in care at Kids 'R' Kids the center shall undertake to contact me immediately. The center shall be authorized to secure such medical attention and care for my child as may be necessary. (The parent will assume responsibility for payment.)
- 8** I agree to keep the center informed as to changes in telephone numbers, addresses, etc. where I may be reached.
- 9** I understand that Kids 'R' Kids #26TX, while a Kids 'R' Kids franchise, is independently owned and operated, I further understand that if my child has not been picked up by 7:00pm and all attempts to reach me and all of my emergency contacts fail Kids 'R' Kids Will Call Family and Children Services and the police.
- 10** I understand the Kids 'R' Kids #26 TX is not responsible for ANY Personal Items that are left, lost, damaged, and or stolen. This includes but is not limited to clothes, toys, backpacks, and etc.
- 11** Should my child have any allergies or special needs, I understand and agree that a picture will be displayed in the allergy area of the classroom and kitchen in order to help substitutes and teachers identify and child for safety reasons.

**Parent/Guardian Signature**

**Date**

## Infant Feeding Profile

- 1** If my child's diet consists of formula or breast milk that is taken from a bottle, I understand that I will provide Kids 'R' Kids with the appropriate number of bottles containing formula or breast milk needed for each day.
- 2** Kids 'R' Kids infant room staff may not mix formula or whole milk with food or solids without written permission from the child's health-care provider. Such permission must contain a medical reason for this practice.
- 3** I understand that formula and human milk are discarded after one hour including any formula that is served but not completely consumed or is not refrigerated.
- 4** All bottles are warmed by use of a crock pot.
- 5** Accommodations are provided to parents wishing to breast feed while at our facility.
- 6** All children are held while feeding, bottles are not ever propped.
- 7** Solid food is fed from disposable containers, not from the manufacturer's packaging.
- 8** Children must be at least six months old before solid food will be offered unless permissions is given by the child's health care practitioner.

**I have read and fully understand the above policies and agree to abide by all policies outlined in this agreement, the Health policies, the Tuition policies, and the Parent Handbook.**

**Parent/Guardian Signature**

**Date**

## Policies Regarding Health

**In our center, we have very specific guidelines for parents to reference regarding health. These policies are intended to be very clear on what issues make it necessary for your child to be kept out of school. It is our hope that these policies address all concerns from parents and staff. Administered correctly and fairly, they should protect the best interest of ALL our children, well and ill, as well as our staff. In order to keep the children healthy and maintain a safe environment, we ask for your help with the following guidelines:**

Please do not send an ill child to school. Small children are prone to infection because their immune systems are not fully developed. One sick child places all the other children at risk.

A child with a fever of 100.0 degrees or higher will be sent home. It is required that the child be kept out of school until he/she has been fever-free for 24 hours.

A child showing signs of the following symptoms will be sent home:

- Diarrhea or vomiting (you will be called to pick up on the 3rd episode)
- Deep or hacking cough, or a sore throat
- Continuous runny nose with a yellow or green color
- Any suspicious rash that has NOT been diagnosed by a physician
- Undiagnosed and untreated pink, swollen, or matted eyes

A child may return to school when any of the following occur:

- Temperature has been normal for 24 hours without fever reducer.
- Active signs of illness (diarrhea, vomiting, rash etc.) have been gone for 24 hours.
- Return to school release form from the physician stating he/she is NOT contagious.

(Please note: Your child MUST be picked up within one hour after being contacted. A child may return to school with secondary symptoms from colds and flu, as they may linger for several weeks without the child being contagious)

All over the counter medication MUST be in its original container labeled with the child's full name. Over the counter medications can ONLY be administered in amounts according to the label directions and MUST have a return to school release form from the physician that says he/she is not contagious.

All medicine MUST have a Medication Authorization form filled out with the dosage amounts, times to be given, and the parent's signature. Authorization form to dispense over the counter medication expires 2 weeks from signature date.

Medications will be administered at 11:00am and 3:00pm each day. Please try to coordinate your child's morning dose with these dosage times.

**Parent/Guardian Signature**

**Date**

# Playground Rules

- 1 Always follow the teacher's instruction.
- 2 Follow the play system:
  - Never run or play games on top portion of the play systems
  - Always go up the ladder, down the slides
  - Never jump from the top of the play systems
- 3 Keep our playground clean, always place trash in proper containers.
- 4 Do not write or draw on the building.
- 5 No climbing the fence.
- 6 No jumping or doing flips from the swings. Do not throw swing over the top of bar. Always keep clear when others are on the swing.
- 7 Always be in the clear view from your teacher. No hiding from your teacher.
- 8 Disputes shall be handled by your teacher or director.
- 9 **NO FIGHTING!** If you see other children fighting, you should report them to your teacher. Any incident of fighting can be cause for suspension from Kids 'R' Kids.

**I have read the above rules with my child(ren).**

**Parent/Guardian Signature**

**Date**



**My child is an infant/toddler, but I have read and understand the rules that my child will be responsible for.**

**Parent/Guardian Signature**

**Date**

# Media Permissions

## PICTURE DAYS

I hereby assign and grant to Shutterbugs, the right and permission to copyright and/or use and/or publish, and republish, photographic pictures and portraits of the minor named below in which said minor may be included in whole or in part, in color black and white, made through any media by the photographer at his studio or elsewhere, including the use of any printed matter in conjunction with such photographs.

I hereby waive my right to inspect and/or improve the finished or advertising copy or printed matter that may be used in conjunction with such photographs, or to the eventual use that it might be applied.

I hereby release and discharge the above, its assigns, and all persons acting under its permission or authority or those for whom it is acting, from and against any liability as a result of any distortion, blurring, alteration, or optical illusion that may occur in the taking of the picture, or processing or reproduction of finished product.

I hereby warrant that I am of full age and competent to contract for the minor named below in so far as the above is concerned. I have read the foregoing release and warrant that I fully understand the contents thereof.

**Parent/Guardian Signature**

**Date**



## PHOTO POSTING PERMISSIONS

I hereby give specific permission to post my child's picture (check applicable boxes):

- ☐ On the Kids 'R' Kids of Fairfield Facebook, Instagram or Twitter sites
- ☐ On the Kids 'R' Kids of Fairfield Website
- ☐ I do not wish for my child's picture to be posted on Kids 'R' Kids of Fairfield Social Media Pages and Website

**Parent/Guardian Signature**

**Date**



## MOVIE RELEASE

Kids 'R' Kids #26 periodically shows movies that are theme related to the curriculum. We may also have a "movie day" for entertainment purposes for our 3-year old's and older on inclement weather days. (check applicable boxes):

- ☐ My child has my permission to watch PG-rated movies while at Kids 'R' Kids # 26.
- ☐ My child does not have my permission to watch PG-rated movies while at Kids 'R' Kids # 26.

**Parent/Guardian Signature**

**Date**

# Discipline & Behavior Management Policy Permissions

Praise, positive reinforcement, and redirection are effective methods for behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy taken from Kids 'R' Kids Parent Handbook and the NAEYC Code of Ethics.

At Kids 'R' Kids 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.

"Above all, we shall not harm children. We will 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)

I, the undersigned parent or guardian of \_\_\_\_\_ (print child's full name), do hereby state that I have received a copy of the facility's Discipline and Behavior Management Policy and that the facility's director (or the other designated staff member) has discussed the facility's Discipline and Behavior Management Policy with me.

**Parent/Guardian Signature**

**Date**

**Signature of Director (or designated staff member)**

**Date**

**Date of Child's Enrollment**

# Agreement

I have read and fully understand the above policies and agree to abide by all policies outlined in this agreement, the Health policies, the Tuition policies, and the Parent Handbook.

Parent/Guardian Signature

Date