SA Liberty Prep School, LLC

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Family Handbook

Operation #1547121

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I. Welcome

Welcome to SA Liberty Field Prep School, LLC located at 10606 Liberty Field, San Antonio, Texas. Our school is open to the parents/guardians at any time. The owners for this location are David and Sharon Perry.

Here at SA Liberty Field Prep School, we truly believe that "We Hold the Future". Therefore, we have no greater responsibility than caring for the students that attend our school. Our two core goals are

(1) to provide a safe, clean and nurturing environment that is both fun and educational, for all of our students; and
(2) to continually strive for excellence by always seeking ways to improve our school.

II. Kids 'R' Kids History

Kids 'R' Kids International was incorporated in 1988 and is based in Atlanta, Georgia. Since incorporation, the franchise has experienced significant growth. Each Kids 'R' Kids School of Quality Learning/Learning Academy® is individually owned and operated, providing a secure, nurturing, and educational environment for children (ages 6 weeks - 13 years) to bloom into responsible, considerate, and contributing members of society.

With over 160 locations in 14 states, Kids 'R' Kids International® is a family owned and operated organization that ranks in the top 10 nationwide for franchised early childhood education schools.

III. Our Philosophy

The first few years of life are critical for a child's cognitive development and learning. In terms of physical, intellectual, emotional and social well-being, the period from infancy to age six is the key to subsequent growth, development and ultimate productivity. We attempt to meet the needs of our families by creating a place that is solid in philosophy and practice.

Our program is tailored to meet the needs of each child rather than expecting them to adjust to our program. We recognize and accept the fact that every child comes to us with his or her own special skill and interest.

Our emphasis is placed on self-acceptance, self-esteem and cooperation with others. We believe that play is a child's natural way of learning. Our play-oriented activities are designed to fit your child's developmental needs.

Our commitment is to provide meaningful and purposeful learning that will equip your child with the building blocks for academic and life success.

IV. Vision Statement

Our vision is to promote an environment of excellence that shows we truly CARE. Each letter of the word CARE represents aspect of ensuring we uphold our vision statement.

- ***Commitment.*** Commitment to our students, staff, parents, and to the community. We are dedicated to providing educational excellence at every age, as well as providing a safe, fun, and loving environment for young children.
- ***Achieving Goals***. We will support every child and help them reach their developmental goals. We will work on preparing and maintaining our classrooms in accordance with AdvancEd Accreditation.

- ***Respect***. Respect the children's feelings and accept them for who they are; respect ourselves and follow through on our responsibilities; respect each other's space and belongings.
- ***Environment.*** Ensure a safe, fun and loving environment through positive interaction with the children, parents, staff and community.

V. School Hours and Days of Operations

The school hours are from 6:30AM to 6:30PM, Monday through Friday. The school is opened year-round and is closed on the following days of each year:

1. New Year's Day
2. Memorial Day
3. Fourth of July
4. Labor Day
5. Thanksgiving Day and Day after Thanksgiving
6. Christmas Day
7. Battle of Flowers or Good Friday (see Tuition & Rate Calendar)
8. Martin Luther King

Inclement Weather

In the event of unusual weather conditions, you may call our school at (210) 681-5437 or visit our website at www.KRKLibertyField.com. We will attempt to update the voicemail by 5am if the weather is questionable. Though you may use the Northside ISD closings as a general guideline, we will attempt to open or stay open later to accommodate our parents.

VI. Enrollment Procedures

All enrolment forms must be completed before your child may attend. Please inform us of any changes in addresses, work and home telephone numbers, places of employment, or individuals authorized to pick up your child. In particular, the state requires for the health of all children that a current Immunization records are on file for all students between the ages of 6 weeks to 5 years and do not attend a public school, such as Northside ISD.

What to Send to School With Your Child

Parents are required to provide the school with a change of clothes for child(ren) from six weeks of age through Kindergarten. All clothing must be clearly marked with the child's name.

The school will provide the cribs and mats for nap time, along with the sheets. All sheets are laundered daily for infants and weekly for older kids or when soiled. You are encouraged to bring a blanket for nap time.

The school will provide the baby wipes, but does not provide diapers. Please be sure your child has plenty and watch your daily report for messages that your child needs diapers. Parents are also responsible for providing infant formula, breast milk, and baby food. All bottles and baby food must be clearly marked with the child's name and date.

The school provides many toys for the children's playtime. Other than on "Show and Tell" days children are not allowed to bring toys from home. We realize that this could cause some "separation anxiety" for some of our little ones. If you are encountering a problem, please inform one of our directors or managers. We will work with you to help with the transition.

Infant sleeping arrangements and practices during the first year of life

- Always place babies to sleep on their backs during naptime and at nighttimes
- Don't cover the head of babies with a blanket or over bundle them in clothing and blankets
- Toys, stuffed animals, and other soft bedding are not placed in the crib with baby.
- Sleep only one baby to a crib
- Supervised 'tummy time"
- Never allow smoking in a room that baby sleeps.
- Require a physician's note for non-back sleepers that explain why the baby should not use a back-sleeping position, and how the child should be placed to sleep, and a time frame that the instructions are to be followed.

Computer Check In and Out

The primary mechanism for ensuring the security of the school is strict adherence to established procedures for your child's arrival and departure, including clocking in and out on the school computer. We ask that you *always* check your child in and out using the computer at the front desk. State regulations require us to know who is in the building at all times.

Please do not give others (like grandparents, babysitters, etc.) your password. Rather, have them identify themselves at the front desk before picking up your child. If another person will regularly pick up your child, we will be happy to assign them their own account to use.
You may use this computer to check your tuition account balance, and from time to time, you will receive other important messages here as well. For this reason, we ask that you read the main screen, as well as any messages that are posted for you. Entering your personal pin number is acknowledgement that you have read the posted message(s).

Procedure for Release of Children

We provide a "Kiss and Go" area to protect you and your child from inclement weather. **We ask that you please turn off your car, even if you have another driver remaining in the vehicle.** This is for the physical safety of our children and the reduction of exhaust fumes entering the building. During extreme heat or cold weather use this area. Our first priority is to protect our children and secondly to get parents to work as quickly as possible, so please follow these traffic rules:

1. Children are not allowed to enter or exit the school without being escorted by a parent or another authorized adult.
2. The **"Kiss and Go Lane"** should only be used for quick drop off of your child. No parking longer than 5 minutes.
3. The **Parallel Parking Lanes** are also used for quick drop off. Again no parking longer than 5 minutes.
4. The middle lane in front of the building (between the parking spaces and Kiss and Go Lane) is a **"NO Parking – Drive Though Only Lane".** Please do not park in this lane.

If you plan to stay in the school a while please park in any of the parking spaces other than the "Kiss and Go Lane" and Parallel Parking Lanes.

Each day your child comes into the school, they must be checked in and out by the parent. The computer at the front desk will be used for checking children in and out. Each parent will be given a code to access the computer. Please do not give this code to anyone. This access code MUST be treated with the same safeguards as a personal bank card pin number. The access code allows parents to access account balance, notes/messages from management, etc.

We will only release children to a parent or a person with designated permission to pick-up by the parent. Therefore, please keep your child's pick-up information updated when changing who has authorization to pick-up. The ONLY exception will be law enforcement officers and DFPS Child Protective Services staff who have the authority by law to remove a child without a parent's permission.

Only the parent or legal guardian may go straight to the classroom to pick up children. All authorized alternate persons on file such as family members, grandparents, aunts/uncles, friends, etc., MUST first check in at the front desk. If the person picking up is not listed on the child's Emergency Information Card as an authorized pick-up, we MUST have something in writing from the parent that indicates the person's name and date authorized to pick-up. The person MUST present a driver's license or other picture id to confirm their identity at time of pick-up.

Information Required for Each Child

Texas Minimum Standards for Child Care requires the school maintain the following records for each child enrolled:

1. Enrollment Application;
2. Emergency Contact Information;
3. Signed form that parent has received a copy of the Parent Handbook;
4. Statement of the child's health from a health-care professional. This applies to all students EXCEPT school-age students. Parent MUST indicate that information is on file at the child's school (see Enrollment Application);
5. Immunization Records. Your child must be current on all required immunizations. This applies to all students EXCEPT school-age students. Parent MUST indicate that information is on file at the child's school (see Enrollment Application);
6. Hearing and Vision Screening Results for students 4 years of age or older. This applies to all students EXCEPT school-age students. Parent MUST indicate that information is on file at the child's school (see Enrollment Application);
7. Transportation Agreement. This form must be signed for emergencies, field trips, and/or elementary school drop off and pickup;
8. Health and Emergency Agreement Form. This form authorizes us to authorize medical care in case of emergencies.
9. All other forms found in enrollment packet.

The above mentioned documents contain vital information about each child, such as parent's work and home telephone numbers and addresses, as well as the name and address of the child's physician. These forms must be kept current and on file as long as the child is attending the school. Please notify us of any changes. **Texas Minimum Standards for Child Care requires that ALL forms must be completed BEFORE the child's start date.**

Special Needs

If your child has been identified with a special need then a Individual Education Plan Team will need to meet **prior to your child starting** to review your child's needs and assure his or her educational, physical or medical needs can be met. **A child with special needs may be identified as having:** Asthma, allergies, autism, developmental delays, behavioral issues, hearing, Orthopedic or visual impairment, mental, physical or emotional challenges, speech/language impairment or other health conditions.

Hearing and Vision Screening

The Texas Minimum Standards for Child Care requires a screening or professional examination for possible vision and hearing problems for children of 4 years of age or older by September 1st of each year. We must keep one of the following at the school for each child required to be screened:

1. The individual results of the screening. Our school partners with a vendor at least once during the school year that provides these services at the school. We will send parent notifications home prior to screening for sign-up.
2. A signed statement from the child's parent that indicates that the screening records are on file at the child's elementary school. This signature is included on our enrollment application.
3. An affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination of which the family is a member.

VII. Parent Information

Across from the director's office is the parent's information board, which will contain current events, special events, additional programs offered in the school, book fairs, lunch menus, licenses, inspections, food and clothing drives, etc. All money from school fund raisers (book fairs, carnivals, etc.) and extracurricular programs (dance, fitness, computer classes, etc.) will be included in the school's budget and used to enhance our classrooms and/or activities for the curriculum.

Parental Notifications

Parents will be notified anytime any of the following occur:

1. child has a fever of 100 degrees or higher;
2. child has 3 occurrences diarrhea and/or vomiting. We will try to contact the parent on the second occurrence to warn that the child will need to be picked up on the third occurrence;
3. child receives injury to neck or above (even minor bumps or bruises).
4. child has severe discipline issues that are not age appropriate (see student section of the Discipline and Guidance Policy);
5. Evacuation of building due to weather or safety issues;
6. Any other incidents we feel require parent notification.
7. Any parental notifications regarding policy changes, special events, and additional programming offered in the school, parents will be notified through email, flyers, facebook, or classroom memorandum.
8. In the event that we have water activities we will notify the parents for consent by permission slip or parents will be required to give consent on enrollment application.

We will attempt to contact parents via the numbers provided on the child's Emergency Card. Please ensure that you keep your child's emergency information updated.

Parent Concerns

We welcome parents to talk with teachers, front desk staff, directors, and/or owners, if they have any concerns about their child, the classroom, and/or staff. We believe that parents, children and staff should work together to ensure the safety and well-being of all our students. We have an open door policy and will work with you on any and all concerns.

Visitation and Volunteer Time

We have an open door policy, where parents are welcome at any time. Volunteer opportunities are open to all families, regardless of family structure, socioeconomic, racial, religious, and cultural background;

gender; abilities, or preferred language. Volunteer opportunities are open to all and volunteers are selected in an unbiased way. Some duties of a volunteer can include, but are not limited to:

- Assisting with field trips;
- Creating bulletin boards;
- Assist teachers with circle time;
- Assist teachers with making curriculum related items for the class;
- And much, much more.

In order to become a volunteer, the Texas Minimum Standards for Child Care requires that you complete the following:

1. Complete a background check. The total cost is $2.00. Make check payable to SA Liberty Field Prep School.
2. Complete required volunteer paperwork (see front desk for details).
3. Complete an Orientation about our school;
4. Complete 8 hours of pre-service online training;
5. Must be 18 years of age
6. Must have at least a high school diploma or equivalent.

Parent Advisory Committee (PAC)

Parents are offered the opportunity to make a difference in their children's care by becoming involved in the Parent/Staff Advisory Committee. The purpose of the PAC is to provide assistance with school events; work closely with school staff to help meet students and schools' needs; act as liaison between parents and school staff; raise funds to benefit the school; and help coordinate parent education.

PAC meet the first Thursday of each month in the Café' and is open to any family member. The PAC offers all parents a voice and opportunity to be involved and make a difference.

Confidentiality

At SA Liberty Prep School, we respect the privacy of children and their families. All records relating to children and their families will be treated in a strictly confidential manner. We will ensure that all families can share information in the confidence, that it will be only used to enhance the welfare of their children. We will only share information with other professionals or agencies with written consent from guardians. In the case of a Child Protection issue only, information will be shared without parental consent.

We keep two kinds of records on children:

Developmental records: These include observations, work samples, progress records, and records of achievement. These records are secured in child's classroom. Access is granted to the child's family, all members of the classrooms' teaching staff, and management staff. This allows for the ongoing collaboration, which is integral to our planning and assessment process.

Personal records include: Enrollment forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.

Personal information about children, families and staff is stored in a lockable file cabinet at the front desk. Administrative staff, management staff, and direct care teachers have access to child file when necessary.

Parents have access to the files and records of their own children but do not have access to information about any other child.

Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person

Assessment Purpose

At Kids 'R' Kids Learning Academy we believe that assessing and teaching are inseparable processes. Implementation of the curriculum is best accomplished through purposeful play facilitated by highly intentional teaching practices. Staff will receive a training on how to properly conduct an Informal Assessment during their Orientation . Informal assessments are conducted during naturally occurring instructional activities or when children are engaged on tasks that are personally meaningful. Linking curriculum and assessments is an ongoing cycle in which teacher collects facts, analyze and evaluate facts, plan for each child and the group and share children's progress. Kids 'R' Kids Learning Academy believes that assessing individual and group progress is the key to planning programs that respond to the needs, interest, and abilities of children in any classroom. With ongoing assessment, teachers can focus on all aspects of a child's development.

Use of Child's Assessment

Assessment can provide four types of information for and about children and their parents, teachers, and programs. Child assessment can:

1. Identify children who may be in need of specialized services. Identifying children who may benefit from specific interventions is appropriate when parents, teachers or other professionals suspect a problem. Further screening may be required but no information will be shared or visits conducted without written approval from the child's guardian. When informal assessments indicate a problem and specialize professional indicates a need for further assessments more formal methods of assessment may occur. In addition, data from parents and other adults involved with the child are considered in determining a diagnosis and course of treatment.

2. Plan instruction for individuals and groups of children. Teachers use assessment data to support the development of individual children, as well as to plan instructional activities for the class as a whole. In addition, information on developmental progress can and should be shared with parents to help them understand what and how their children are learning in the classroom and how they can extend this learning at home.

3. Identify program improvement and staff development needs. Child assessments can provide formative evaluation data that benefit program and staff development. Findings can point to areas of the curriculum that need further articulation or resources or areas where teachers need professional development. If children in the classroom as a whole are not making progress in certain developmental domains, it is possible that the curriculum needs revision or that teachers need some additional training. In conducting evaluations, child data are best combined with program data that measure overall quality, fidelity to curriculum implementation standards and specific teaching practices.

4. Evaluate how well a program is meeting goals for children. Although data may be collected on individual children, data will be aggregated to determine whether the program is achieving its desired outcome.

Communication

We want our families to know how their child is doing in our school. We strive to communicate with our families in a manner that is sensitive to family values, culture, and home language. We feel that talking with families about learning goals, sharing student work samples, using a developmental continuum in conferences, and differentiating between performance and progress are some ways to ensure that families are given an accurate picture of their child learning. We would like to work with you to ensure our assessment methods best meet the child's needs. The following forms of communication are available to your family.

Translation Services

Kids 'R' Kids Learning Academy will provide translation and interpretation services to all parents who require language assistance in order to communicate effectively with the program. If you are in need of assistance please inform the front desk so that we can coordinate services.

Progress Report: Every quarter progress reports are provided to parents in Friday folders. Reminders will be provided to teachers when dates are approaching.

Family Questionnaire: Parent will be afforded the opportunity to give feedback to the teaching staff. The questionnaire will serve the purpose of providing staff pertinent information to aid them in meeting each child's need and to aid staff in preparing for the Parent Teacher conferences.

Parent-Teacher Meetings: Parents, teachers or management may request to have a meeting as needed. If there are concerns about a child's development or behaviour a meeting may be held to ensure that teaching staff and parents understand the child's needs. These meetings are documented and placed in the child's portfolio.

Parent- Teacher Conferences: Conferences are held two times per year; May and December. All children have portfolios which include written observations, work samples, photos of them in play, developmental continuum and individual child planning forms. Teaching staff will share and provide a copy of the written observations, report cards, explain how the facts are analyzed, and activities planned based on the observations and child's individual needs.

Specialized Services

Easter Seal Early Childhood Intervention Program (ECI): The Easter Seals Central Texas Early Childhood Intervention (ECI) program serves babies and toddlers, aged birth to 36 months, with developmental delays or disabilities. Easter Seals' staff of early childhood specialists, therapists, social workers, and other professionals work in homes, childcare facilities, and other community settings to conduct evaluations and provide services to children and their families. Service coordination with other agencies is provided at no cost and is an essential component for integrating services around family-centered goals. Services offered through ECI are: developmental services, physical, occupational, and speech therapy, family education, counselling services, screenings and assessments, and activities to prepare children for the "next step" in their development. Families and staff work as a team to develop individualized plans of care for children and their families.

Northside Independence School District (NISD): Provides services to child 3 years and up. To be eligible for special education services, students must meet certain criteria requirements. If they also demonstrate an educational need, students may be eligible as having or being a student with a learning disability, an orthopaedic impairment, a visual impairment, an auditory impairment, a deaf/blind impairment, mental retardation, emotional disturbance, autism, a speech impairment, a traumatic brain injury, another health impairment or multiple impairments. The Northside Independent School District provides a continuum of special education offerings and settings ranging from full inclusion with non-disabled students and only minimal special education support to full-time special school instruction.

Referral Process

A child should be referred to ECI or NSID as soon as there is a concern about a developmental delay. Teachers, parents or Management Staff can make a referral for specialized services but parent consent is required before services are rendered. If you have a concern please speak with the Education Director or Administrative Director, they can provide you with additional information.

Formal Assessment

The primarily purpose of formal assessment is to seek information on eligibility for special services or when collecting information for overall program effectiveness. Formal Assessment is conducted by specialized services representatives after referral has been made. Trained professionals may use norm-referenced and standardized test to assess a child. Upon approval we will make available the child's portfolio which includes observations, developmental continuum, work samples, and progress reports to help with determining if services are needed.

Baby Sitting Policy and Hiring of Our Teachers

We ask that you please DO NOT solicit the teachers to babysit after hours and on weekends. This is against our company policy and puts the teacher's job in jeopardy. We cannot guarantee or be held responsible for the level of quality of the childcare provided after hours and on weekends. It also encourages favouritism and hence may impact the quality of care provided to other students at Kids 'R' Kids.

Hiring of our teachers by parents 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 the center's hours of operation, the parents shall have 30 days to notify the center and pay the center a placement fee. This fee is common and in line with what many nanny agencies charge for placement.

Biting Policy

In even the best preschool settings, periodic outbreaks of biting occur between infant and toddlers, and sometimes even among preschoolers. This is an unavoidable occurrence in groups of young children. When it happens, it can be very frightening, frustrating, and stressful for children, parents, and teachers. Understand that this is not an unusual phenomenon among children who are going through the oral stage of their development. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it.

Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, and attention. Children may be teething and biting may be a pleasant sensation to a young child. Knowing that their biting will hurt another person is not yet part of a child's mindset, so the "cause-effect" relationship is not internalized. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, that a teacher cannot be within immediate reach to prevent a bite.

Texas Minimum Standards for Child Care (Licensing) Information

Parents may review a copy of the Texas Minimum Standards and our school's most recent inspection report at any time. It is posted in our Parent Information Center or you may review online.

You may contact the local Licensing Office, DFPS child abuse hotline, by visiting the DFPS website at www.dfps.state.tx.us/child_care or call (210)337-3399.

VIII. Parent/Staff Partnership

We believe that success requires the commitment of teachers, students, and parents. When parents and teacher work together, it sends the children the message that "we're all in this together". Therefore, it is vital that both parties learn to share planning for the children's instructional needs, as well as identification of potential problems or areas that need work. The following practices form the basis for a good relationship.

- Listen actively. Teachers should put themselves in parents' and students' shoes and parents and students should put themselves in the teacher's shoe.
- Show compassion, sensitivity, empathy, and mutual respect for each other. All parties should try to understand the other's perspective. Consistently trying to understand each other and focusing on developing solutions can avoid negative situations.
- Treat each other as equal partners in the planning and decision-making
- Parents and teachers can develop a partnership to collaborate in the development of their child and share understanding of the student's learning styles.
- Trust each other's judgment.
- Approach disagreement in a manner that encourages mutual problem solving.

IX. Developmental Programming

Curriculum

Our innovative curriculum, written by a team of early education experts, is based on the latest research and high academic standards.

Our curriculum is predicated on curriculum standards established by the National Association for the Education of Young Children (NAEYC) and embraces the concepts of renowned theorists Jean Piaget, Lev Vygotsky, ad Sara Smilansky. The weekly units integrates play, subject matter, order, sequence while engaging, enriching, and developmentally appropriate, standards-driven activities.

We believe that children learn best through play; therefore, the curriculum provides an abundance of hands-on learning activities. When children are encouraged to delve into a topic in a variety of ways, the learning process is individualized. This enriches the experience for each and every child.

Activity Enhancement

Weekly units offer the following activities to connect and extend activities.

- Character Connection: The curriculum spotlight 10 character building words. They are respect, citizenship, cooperation, gratitude, generosity, perseverance, harmony, courage, responsibility, and patience.
- Lesson Vocabulary: Vocabulary words are given foe each activity. Words are used in everyday conversation with children to increase their vocabulary and understanding.
- Multicultural Connection: Activities to help children demonstrate awareness, respect, and appreciation for the similarities and differences in cultures, ethnicity, and abilities are included.

- Social-Emotional Connection: These activities will help children develop the social/ emotional skills necessary to participate successfully in society.
- Technology Connection: It is important children make connections to the information age. Technology includes those items that improve the quality of life. Activities are provided to help children learn how technology has enhanced lives throughout history.
- Spanish and Sign Language: is integrated into the weekly unit

X. Tuition and Fee Policy

Tuition and Fees

All Tuition and Fees are Non-Refundable. Tuition is due every 2 weeks in advance by Friday of week due. Please note our tuition rates sheets are listed in weekly terms. A $50 late payment will be assessed on Tuesday mornings for all outstanding accounts. All returned checks will be assessed a $25 returned check fee. **All payments MUST follow the 2 week tuition schedule.** Late payment fees are assessed unless prior arrangements have been made with Kids 'R' Kids owners/managers.

Registration Fee is due upon enrollment, along with first week tuition payment. The registration fee and first week tuition payment is non-refundable. **Late Pick-up Fee** is $5 per 5 minutes for parents picking up students after 6:35pm. **1 Week Vacation** credits are provided after 12 consecutive months of enrollment. Please note, a two week notice **is required** prior to receiving a tuition credit and a vacation voucher MUST be turned in.

Withdrawal Notice of two weeks is required to withdraw from our program. A student must be out for at least 4 weeks to withdraw and pay registration fee. A student must not be re-enrolled for a period of 4 week following withdrawal unless payment of tuition is made for the intervening 4 weeks period. The tuition payment is due for vacation weeks. A new registration fee will be due upon re-enrollment.

Activity Fee/Supply & Technology Fee is due twice a year in August 1st and February 1st. These fees are non-refundable. An annual enrollment fee is due each year on the child's enrollment anniversary.

During the summer, new and currently enrolled school age children are assessed a $120 Activity Fee. This fee covers costs of supplies for summer activities. All enrollment and activity fees are NON-REFUNDABLE. These fees are used for classroom supplies, art and craft supplies, watch me grow, computer programs, and manipulative materials.

Payment Methods

Tuition and fees can be paid by check, money order, or credit card. For the safety of our students and staff, **we DO NOT accept cash**.

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, the funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution. For more information, please call and talk with one of our directors or managers at (210)681-5437.

Returned Check Fees

A $30.00 fee is charged for all returned checks. It is our policy that we DO NOT resubmit returned checks. After three returned checks, families will be asked to pay via money order, cashier's check, or credit card.

Sibling Discounts

Second student discounts are listed in parentheses on our rate sheet, and only apply when **both** students attend full time.

Earned Vacation Week

After one (1) full year of enrollment at Kids 'R' Kids, you may take a full week off at no charge. Attendance for one to five days counts as a full week for tuition purposes.

Absenteeism and Vacations

One day's attendance constitutes a full week. Illness days or vacation days are not prorated out of that week. Tuition and other fees are to be paid in full without deduction for absences of any duration or for any cause, and without substitution of other days of attendance as "make up" days. Please understand that this is because staffing and other operational costs are incurred on the basis of fixed levels of enrollment, and because few of these costs are eliminated when the child is temporarily absent. **All fees are based on an annual basis**, therefore no reduction in tuition will be assessed due to holidays, vacations, illness and school closings due to inclement weather.

XI. Health

Illness, Exclusion, and Medical Emergency

Although our focus is to keep parents at work and make every accommodation for when a child does not feel their best, we must implement rules that protect our children and staff from illness. We ask that you 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 100.4 degrees will be sent home. Texas Minimum Standards for Child Care requires that the child be kept out of school until he/she has been fever free for 24 hours. This means the child must stay home one day after the fever has stopped.

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

1. Body Temperature: 100.4 (Fahrenheit), Fever
2. Diarrhea or vomiting (twice in 24 hours).
3. Deep or hacking cough, or a sore throat.
4. Continuous runny noses with a yellow or green color.
5. Any suspicious rash that has NOT been diagnosed by a physician.
6. Undiagnosed and untreated pink, swollen, matted, or runny eyes.
7. All types of communicable disease.
8. A child who has been on a doctor's prescribed medication less than 24 hours for any highly infectious illnesses.

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

1. Fever free for a minimum of 24 hours.
2. Active signs of illness (diarrhea or vomiting) have been gone for 24 hours.
3. The child's physician releases the child to return to school.

(Please note: 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.)

A child sent home for a contagious disease MUST have a return to school release from a physician indicating the child is no longer contagious. When a child is diagnosed with a communicable disease, a note will be posted on the classroom door within 24 hours or the next working day after we are notified.

Boo Boo Room

The boo-boo room gives a sick child a quiet place to rest until parents arrive. The separate, supervised space reduces the spread of colds and other viruses, and a kid-sized bed keeps children safe and snug.

Any time a child is injured, the following will occur:

1. **Administer first aid.** If critical injury occurs, we will call 911 and have child transported to the emergency facility designated on your child's health and emergency form. Disclaimer: In the event that your child is transported via emergency vehicle, it is a possibility that your child will be taken to the nearest emergency facility which is, Christus Santa Rosa-Westover Hills 11212 State Highway 151, San Antonio, TX 78254, however you will be notified.
2. **Create an accident report.** An accident report will be completed by the teacher and signed by director or owner;
3. **Notify parents.** Parents will be contacted by phone, if the injury is critical, involves the head, loss of blood, or at the discretion of management. When the child is picked up, the accident report will be reviewed and signed by parent. The accident report will be kept in the child's file.

Procedure for Dispensing Medication

Only prescription medicine in the original container labelled with the child's name, expiration date, prescribing physician, and directions for administering will be administered without written consent from the child's physician. Non-prescription medicine will only be administered if a note from a physician is provided with child's name and instructions for administering the medicine. All non-prescription medicine MUST be in the original container with the child's name with a non-expired expiration date.

All medication MUST have a medication form filled out with the dosage amounts, times to be given, dates to be given, and the parent's signature. Medication CAN NOT be administered without this form.

Medications will be given at **10am** and **2pm** each day. Please coordinate your child's morning dosage with these dosage times.

Storage ~ All medication will be stored in locked medicine cabinet located in the BooBoo Room. The medicine cabinet will be only accessible by the persons who holds training certificate in the Administering of Medication.

Infant Shoe Cover Policy

Before walking on surfaces that infants use specifically for play, adults and children must remove, replace or cover with clean foot coverings, any shoes they have worn outside that play area.
If infants are wearing shoes in their classroom or designated area, it must be a different pair than worn outside their play area, or their shoes must be covered. Parents can bring in a pair of shoes (soft shoes are acceptable for non-walkers) for infants to wear while in the room (these will remain in the child's cubby). The child's shoes will have to be changed once they enter the room, when going outside and when departing for the day to be in compliance practice. Parents must pick up infants prior to picking up older siblings to avoid having to cover the older child's shoes. The rationale is to ensure that infants are provided a healthful environment by reducing the amount of debris/germs tracked in on shoes.

Staff Vaccine-Preventable Policy

While, Texas State Licensing does not require our staff members to be vaccinated, Kids 'R' Kids of SA Liberty Field Prep School offers each staff member the option to receive the Hepatitis B vaccination as

required by OSHA standards. Staff members declining the vaccinations must sign a OSHA declination form which will remain in their employee file. If staff member choose to request Hepatitis B vaccination it must be given within 10 days of their employment and must have all doses completed within 4 months of employment. Prove of vaccinations must be documented by the physician and submitted to the school administration.

Staff are required to use the following procedures to reduce routine and direct exposure to children:

- Using gloves when in contact with bodily fluids i.e. urine, blood, mucus and etc.
- Hand washing when handling bodily fluids
- Blood borne pathogens kits used for containing and disposing bodily fluids

Failure to comply with SA Liberty Field Prep School policy regarding vaccine-preventable diseases will result in disciplinary actions or additional disease prevention training.

Discipline and Guidance Policy

Staff and Volunteers

At Kids 'R' Kids Learning Academy of SA Liberty Field Prep School, we use a method of "redirection" to guide children toward appropriate behavior. If a child is engaged in behavior non-conducive to a safe and happy learning environment, the teacher will "redirect" the child toward appropriate behavior, by suggesting another activity. The use of physical punishment or any harsh language is absolutely prohibited at our school. The policy below acknowledges that Kids 'R' Kids complies with Federal and State Civil rights laws.

In order to provide the best care for your child, parents should notify the school and teacher of changes in the child's environment that might affect the behavior of the child. By notifying the school of changes in your child's life, it will help us in implementing adjustments for the child.

All discipline at Kids 'R' Kids Learning Academy of SA Liberty Field Prep School must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation from the group, 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.

There must be no harsh cruel or unusual treatment of any child. The following types of behavior are prohibited as a form of discipline and guidance:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;

8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Students

At SA Liberty Field Prep School, we have very specific guidelines regarding discipline. This policy is intended to clearly indicate what behaviour is unacceptable at our school. Administered correctly and fairly, these policies should protect the best interest of all of our students and staff. In order to maintain a safe environment, the following behaviours by a student are considered severe:

- throwing of objects across the classroom;
- Violence towards a teacher or student (including but not limited to kicking, hitting, choking, etc.)
- biting of teachers and/or students (Suites 400 to Suite 650)
- destruction of school property;
- Inappropriate language (profanity, sexual related, etc.)
- running out of classrooms (Suite 400 to Suite 550)

If a child exhibits any of the above mentioned behaviour, one or more of the following actions will occur.

1. An incident report will be written and signed by parents. A phone call to parent at the time the incident occurs.
2. Conference with parents, teachers, and management and possible referral to consultants/therapist (if necessary). During conference meeting the following will be discussed:
    - Assessment of the occurrence of the behavior of the child
    - Identifying patterns or triggers
    - Strategies to be implemented both in the classroom and home.
    - Follow up the status if the behavior plan is effective.
3. Parents will be contacted and asked to pick-up student from school within one (1) hour.
4. Student will be suspended for one or more days.
5. Disenrollment from school.

Child Abuse Reporting

Teachers and Directors are required by law to report evidence of child neglect or abuse. Those who fail to report according to state regulations can be held accountable under the law. No one, including school management and/or a child's parents, can interfere with this reporting requirement. The child abuse hotline is 800-252-5400 or https://www.txabusehotline.org

SA Liberty Field Prep School provides annual staff training on child abuse, child abuse reporting and methods to recognize child abuse. We provide a signage display for parent awareness "Keep Children Safe" in regards to reporting child abuse and neglect. In addition, we increase awareness thru providing child abuse classes and/or making available pamphlets in the Cyber Cafe family resource area. We have community partnerships that setup displays to distribute information on reporting child abuse and neglect as well as how to obtain assistance/intervention. i.e. Child Safe.

XII. Nutrition

Breakfast, morning snack, lunch and afternoon snack are included in the tuition price. Food for meals and snacks are prepared on-site by our very own nutritionist. A copy of the weekly menu can be found online and posted in the café each month.

Food is prepared, served, and stored in accordance with the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) guidelines. Our menu has been signed by a license nutrition consultant. We use a menu that rotates on a regular basis.
Meals and Snack is served family style in the classroom and this time is an extension of our learning program. Children are encouraged to take at least one bite of each food offered; however, they are not forced to eat.

For safety reasons (i.e. children with severe allergies, etc.), it is better if all children are served the same food, no other food is allowed in the center. If you miss your child's class breakfast or lunch, we kindly ask that you please provide a meal for your child before dropping them off, and that they finish that meal before entering the school. If your child's class is finishing their meal when you drop off, you may be asked to sit with your child in our café or your child may join another classroom until they have completed their meal, after which they will be escorted back to their classroom.

In the case of special dietary needs as prescribed by a physician, parents must furnish the food items and/or make arrangements with the Director. Please notify the Director and your child's teacher of any food allergy your child may have, including the severity of such an allergy, and what to do in the event a child accidentally ingests such food. Understand that we will make every reasonable effort to accommodate children with food allergies. Because some children have severe allergies to peanuts, we are a PEANUT FREE environment. We do not serve or allow in our building any products that contain nuts or cooked in peanut oil.
If food must be brought from home a physician note must be attain and the following guidelines must be upheld:

1. All food brought from home must meet the USDA's CACFP food guidelines.
2. All foods and beverages brought from home are labelled with the child's name and date.
3. Food is provided to supplement food brought from home if necessary.

Staff will ensure that food requiring refrigeration stays cold until served.
For special occasions and parties, parents are allowed to provide food from home. For all classroom parties, a menu will be posted on the classroom door for parent sign-up. Please note all food must be whole fruits or commercially prepared packaged foods in factory-sealed containers. Please exclude from bringing any food prepared in peanut oil (i.e. Chick-fil-A) or produced in a peanut environment.

Infant and Toddler Food Preparation Policy and Procedure

The school policy for infant and toddler food preparation is as follows:

1. Except for human milk, our staffs are allowed to serve only infant food that comes to the facility in factory-sealed containers. Or formula that is prepared according to the manufacturer's instructions. All formula must be premade and in individual bottles based on the serving size for individual feedings for the child.
2. Bottles must contain ONLY human milk or formula prepared according to the manufacturer's instructions. Bottles must not contain solid foods unless the child's health care provider supplies a written instructions and a medical reason for this practice. Bottles must follow the health care provider's written instruction.
3. Proper labeling of feeding bottles: **For formula milk**, bottles and caps must be labeled with child's first name and last name initial, date, MF (milk formula) and amount in ounces (ex: Max P., 12/23/20, MF, 4 oz) **For human milk**, bottles and caps must be labeled with child's full name, date, BM (Breast Milk), and amount in ounces. (ex: Max Parker, 12/23/20, BM, 4 oz).
4. All formula or human milk that is left unrefrigerated or unfinished for two hours will be discarded. We encourage parents to send bottles based on the child's serving size. For example, if baby takes 4 ounces every 2 hours, please send bottles in 4 oz servings.

5. All infant classrooms have crock pots, where bottles can be warmed in water at no more than 120 degrees Fahrenheit for no more than five minutes. We do not use microwave ovens for warming infant foods or bottles.

Feeding of Cow's Milk

Kids 'R' Kids staff will not serve any cow's milk to infants from birth to 12 months of age and will serve only whole, pasteurized milk to children between 12 and 24 months of age who are not on formula or breast milk. Kids 'R' Kids will not serve skim milk, reconstituted nonfat dry milk, or milk containing 1% or 2% butterfat to any child between 12 and 24 months of age, except with the written direction of a parent and the child's health care provider.

Feeding Solid Foods to Infants

Kids 'R' Kids staff will serve commercially packaged baby food from a dish, not directly from a factory-sealed container. They will serve solid food by spoon only. They will discard uneaten food in dishes from which they have fed a child. The Kids 'R' Kids staff will wash off all jars of baby food with soap and warm water before opening the jars, and examine the food carefully when removing it from the jar to make sure there are not glass pieces or foreign objects in the food.

Food will not be shared among children using the same dish or spoon. Unused portions in opened factory-sealed baby food containers or food brought in containers prepared at home shall be stored in the refrigerator and discarded if not consumed after 24 hours of storage. Solid food shall not be fed in a bottle or in an infant feeder unless the child has specific written instructions from a health professional to do so.

Progression of Experiences with Food Textures

For infants, foods shall be fed which are age and developmentally appropriate. Food shall progress from pureed to ground to finely mashed to finely chopped as an infant develops. When children are ready for chopped foods, these foods shall be cut into small pieces. It is recommended that infants try new foods at home first, and then parents can add the new food to the classroom list. Parents are encouraged to communicate with teachers regarding their child's progression towards eating solid, chewable foods.

XIII. Transportation

Transportation is provided for our school age children each morning and afternoon to local elementary schools. If your child is not going to ride on the afternoon bus, you MUST notify the center so that our bus driver is not looking for your child. We cannot leave the school until we know where your child is. The following rules apply to bus transportation:

- Children may not cross the street in order to meet a transporting vehicle or in order to arrive at a destination.
- No vehicle containing children shall be left unattended.
- No child shall stand in the vehicle while it is in motion.
- Children must wear seat belts.
- Unruly behavior will not be tolerated. Parents will be notified immediately if the behavior of their child compromises safety. We reserve the right to deny the transportation of any child.
- Parents are responsible for updating work number and emergency numbers which are always carried on the bus.

If we take your child to school in the morning, please have your child at the school no later than 7:30 am

(time subject to change) for school transporting. If your child will eat breakfast, please have your child at the school no later than 7:15am.

Bus and Van Rider Rules

The following guidelines should be followed by all students riding the bus and/or van. These rules will help ensure the safety of all students when riding the Kids 'R' Kids vehicles.

1. While getting on and off the bus or van, please stay in line, watch your step, and board one student at a time.
2. Remain seated with seatbelt on until vehicle is parked and comes to a complete stop.
3. Please keep feet and belongings out of the walkway.
4. Students are not allowed to change seats after bus/van is moving.
5. Be nice to all riders, and allow others to sit with you.
6. If necessary, the driver may assign seats. Please sit in your assigned seat if you are given one.
7. Please use low voices, and refrain from yelling or calling out. This can cause distractions to the driver.
8. No fighting, rough play, and/or bad language allowed. NO EXCEPTIONS.
9. Do not throw objects inside the bus /van or out of the windows or doors.
10. Ensure you have all personal belongings before leaving the bus/van.
11. Do not touch, pull, or lean on the RED emergency handles. The emergency handles should only be touched during an emergency, when asked by the driver and/or teachers.
12. No food or drinks allowed on the bus, unless approved by Kids 'R' Kids management team.

Your child's safety and the safety of the other children on the bus and van is our number one concern. Parents, please review these rules with your child and ensure that they understand the importance of these rules.

XIV. Security

The school is equipped with a security keypad at the front door. The facility is only accessible via the security code or security release via staff members at the front desk. All classrooms are equipped with closed circuit video cameras. This system is monitored from the front desk by staff members for added peace of mind.

Glass walls and doors are utilized throughout the school. Staff members have the ability to see into as many as four to five classrooms at one time.

Also, our buses are equipped with booster seats, seat belts and/or cellular phones for use during an emergency.

Internet Access

Our school is equipped with the WatchMeGrow viewing system. This secured viewing environment gives parents, guardians, and grandparents a way to look into a child's classroom via the Internet throughout the day! We are excited to offer you this service as a way to demonstrate our true Open Door Policy. This service is provided to you at no additional costs.

A few other benefits to having this system installed in our School:

- Piece of mind knowing that you can check-in on your child any time of the day.
- The ability to view your child during business travel.
- That we have complete confidence in our staff and to prove it…. we show it!

Each parent will be provided a unique login name and password that provides access to only your child's room. For the safety of our children, this code MUST be treated with the same safeguards as a personal bank card pin number. Access to this code should be limited to immediate family members only.

XV. Field Trips

Field Trips

Parental written permission is required for all field trips. The field trip permission forms must be signed before each trip. The school will provide the transportation to and from all planned field trip activities.

All participating children must wear a Kids 'R' Kids t-shirt. These t-shirts are provided by the school. The children will change into the t-shirts before the field trip and change out of the t-shirts when returning to the school. The t-shirts will be laundered after each use.

XVI. Water Activities

We offer on-site splash pad or other age appropriate water activities via water balloons, sensory tables, etc. Our splash pad rules and regulations are strictly adhered to as follows:

1. Must wear a swimsuits and water shoes at all times
2. No cut offs, gym or dress shorts are allowed
3. Children not toilet trained must wear a swim diaper. Regular disposable or cloth diapers are not allowed
4. Climbing or playing on components of the splash pad fixtures are not permitted
5. Running or horse playing are not permitted
6. The water from splash pad is not suitable for drinking
7. Persons with sore or inflamed eyes, colds, nasal or ear discharges, boils or obvious skin or body lesions will not be allowed in the splash pad.
8. Person with diarrhea or nausea will not be permitted in the splash pad.
9. In the event to threatening or inclement weather, the splash pad will be closed.
10. All soiled swimming outfits, towel and water shoes need to be brought home at the end of the day.
11.

XVII. Indoor and Outdoor Physical Activity

Kids 'R' Kids strongly believes and supports the need for physical activity each day.

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on

academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Infants will be given opportunities for physical activity, include supervised tummy time play each day.

Toddler age children will participate a minimum of 60 minutes of moderate to vigorous active play each day.

Preschool and Pre-kindergarten children will participate a minimum of 90 minutes of moderate to vigorous active play each day.

School-age children who are in attendance for a full day will participate a minimum of 90 minutes of moderate to vigorous active play each day. School-age children who are only in attendance after-school will participate a minimum of 30 minutes of moderate to vigorous active play each day.

Opportunities for active play may overlap with outdoor play when permits.

Physical activity may take place in the classroom or on the playground when weather permits.

When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too lose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Kids 'R' Kids Liberty Field will promote all children's active play every day children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to extent of their abilities.

All children will participate each day in:

- Two occasions of active play outdoors when weather permits
- Two or more structured or teacher-led activities or games that promote movement over the course of the day
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills

XVIII. Other

Birthday Parties

Every child's birthday calls for a special celebration. And we encourage making each child feel extra special on their special day. We welcome you to bring a special snack to share.

We request that you bring fruit, vegetables, muffins, cookies, or juice. All food must come from an authorized food source (HEB, Sam's, Costco, or any place with a food license). Please do not bring birthday cake, cupcakes, soft drinks, candy, or food with peanuts or peanut butter. Please check with your child's teacher to help determine the type of snack, as some of our children have food allergies. Party favors are allowed, but will be placed in the child's cubby and sent home.

Also plastic balloons are a choking hazard and are not allowed per Texas Minimum Standards for Child Care. However, the standards do allow parents to provide mylar balloons.

Alcohol, Tobacco, and Firearms

In an effort to provide a safe, healthy environment for each child, we maintain a school free of alcohol, drugs, and tobacco use.

It is the policy of Texas Minimum Standards for Child Care, as well as Kids 'R' Kids policy, that the use of drugs, alcohol, tobacco products, and fire arms are prohibited in the building, anywhere on the grounds, or in any vehicle used by the school for the transportation of children. This policy applies not only to staff, but to all parents and visitors. Anyone found smoking on the premises could result in dis-enrollment of your child from Kids 'R' Kids or termination of employment.

Gang-Free Zone

Under the Texas Penal Code, any area within 1000 feed of a child care school is a gang-free zone. Any criminal offenses related to organized criminal activity are subject to harsher penalties.

Animals

Due to the many childhood allergies, our school does not allow pets and animals as a permanent part of the classroom. We may however have vendors from time to time bring animals as part of an in-house field trip. If this happens, parents will be notified ahead of time of the date and time of the visit and must provide parental permission for the child to participate.

Breast Feeding Mothers

We support and encourage breast feeding for babies. Studies have shown that breast milk is the best possible food for babies and provides the best start in life. Some of the benefits of breast feeding as listed on www.gerber.com include:

- Provides the right balance of nutrients babies need to develop;
- Easy to digest and naturally gentle for babies stomachs;
- Helps protect babies against food allergies, protein intolerances, and sensitivity;
- Provides natural protective antibodies and other immune-related benefits;
- Helps babies digestive system;
- Creates a perfect opportunity for bonding with your baby.

Our school is committed to providing a comfortable place with seating that enables a mother to breastfeed her child. If you are a mother that breast feeds, you are welcome to use our Suite 100 to breast feed your baby. We also encourage working mothers to provide breast milk for their infant while in our care. If you plan to provide breast milk for your child, please be aware of the following:

1. Provide milk in ready-to-feed sanitary containers.
2. Ensure that containers are labeled with the child's first and last name, along with the date.
3. Milk not used must be taken home at the end of the day.
4. Provide in containers that staff can gently turn to mix milk.
5. Complete an Infant Information Sheet to ensure we coordinate feedings with mother's nursing time.

XIX. Emergency Preparedness Plan

If an emergency situation should develop such as severe weather, fire, physical damage to the building, or any other situation that poses a threat, the safety of the children is our first concern.

Our Emergency Preparedness Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate evacuation:* Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.

- *In-place sheltering:* Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.

- *Evacuation:* Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility.

The school is equipped with a weather band radio, a fire alarm system and fire extinguishers. Fire drills are conducted monthly. Severe weather drills are conducted every 3 months. If there is an emergency situation and it becomes necessary to close the school, parents will be notified to make arrangements for early pickup.

If determined that the building or premises is unsafe, the children will be transported to Ward Elementary to transport the children to their location, 8400 Cavern Hill, San Antonio, TX 78254, (210) 397-6800 and Zion Lutheran Church, 9944 Leslie Rd. San Antonio, TX 78254, (210) 688-3090. Parents will be notified of the situation as soon as possible and you will be required to make arrangements for pick-up of your child(ren).

When evacuating the building the staff and children will follow the procedure outlined below:

1. The staff and children will exit the building via the Emergency Evacuation Plan posted next to each door leading onto the child's playground.
2. The appropriate alarms will be triggered to alarm the appropriate authorities (fire department, policy department, etc.)
3. Upon exiting the building, staff will obtain the classroom roster and first aid kit. The classroom roster and first aid kit are required to be with staff anytime the children are outside of the classroom.
4. Once outside the building, the staff will complete a role call that ensures that all staff and children are accounted for.
5. A management team member will be responsible for evacuating the building along with the following information:
    a. Emergency Contact Cards for each student that contacts the emergency contact information for parents.
    b. Authorization for emergency care for each child in care.
6. Children and staff will remain outside the building until the building is deemed safe to return or the authorities and/or management decide to evacuate.
7. If evaluating to designate alternate shelter, children will be loaded on Kids 'R' Kids buses and/or vans and transported to alternate shelter. A staff member will complete another count and name to face of students to ensure that children are accounted for.
8. Once arriving at the designated shelter, the staff will complete another count and name to face of students to ensure that children are accounted for.
9. The school will use the phone numbers listed on the emergency contact form to contact parents and inform of the evacuation and location where children should be pick-up.

XX. Dismissal or Dis-Enrollment Policy

Our staff will work with each child to fulfill the needs of that child and every effort will be made to provide a positive learning experience. However, if you decide to remove your child from our program, our policy is as follows:

1. Complete a Change of Enrollment indicating your child's last day. Change of Enrollment Forms can be provided by our front desk staff.
2. Please ensure that you include a two weeks' notice of dis-enrollment. Our policy is that you provide a 2 weeks' notice. Therefore, your account will be charged 2 weeks after notification of dis-enrollment.
3. Ensure that you collect all your child's belonging.

Kids 'R' Kids Learning Academy of SA Liberty Field Prep School reserves the right to ask parent(s) to make alternative arrangements for care, if it is determined that:

1. a child's needs cannot be met,
2. the child has not adjusted to the group care provided by the school,
3. the child's behavior becomes disruptive to the program,
4. and/or the child's behavior poses an unsafe environment for the child or other children in the classroom.

In the event alternative arrangements for care are required, we will work with the families to facilitate a smooth transition for the child and family.

XXI. Family Resources

Center for Working Families	210-207-7830
Child Care Service Division (CCSD)	210-206-5200
Child Find	210-397-2961
DFPS Intake Line	210-337-3399
Dentistry for Little Folks	210-679-4747
Discovery Counseling	210-854-4139
Early Childhood Intervention (ECI)	210-614-3911
Emergency Child Care Services	210-206-5272
Family Service Association	210-431-7500
-Family Counseling -Military Parent Support Specialist -Parenting Classes	
Mental Health Services	
- Community Counselling Services	210-434-1054
- Crisis Care Center	210-246-1300
Crisis Care Center	
Fair Housing Program	210-207-5910
Kinderdance	210-680-5964
Neighborhood Housing Services	210-533-6673
S.A. Housing Authority	210-225-6833
Salvation Army	210-226-2291
Senior Citizen Civic Center	210-228-0334
Soccer Shots	512-420-9450

Texas Abuse/Neglect Hotline	1-800-252-5400
TEXCARE	1-877-543-7667
Women, Infant, Children Program (WIC)	210-225-0213