



FAMILY HANDBOOK

**600 Debbie Lane
Arlington, TX 76002**

(817) 539-7665

www.Krk54Tx.com

Accidents & Boo Boos	18	Indoor/Outdoor Physical Activity	28
Animals	29	Infant Safe Sleep	22
Attendance	14	Late Pick Up Policy	7
Baby-Sitting	10	Medical Emergency	26
Bad Weather Closing	8	Medication	25
Biting Policy	17	Mission & Vision Statement	3
Checking In and Out	14	Nutrition	20
Clothing	18	Outstanding Accounts	10
Communication	31	Parking	30
Custody Issues	14	Pest Control	30
Diapers/Pull-Ups	19	Potty Training	19
Discipline & Guidance	15	Preventing Abuse/Neglect	33
Discontinued Enrollment	9	Procurement Fee- Hiring Teachers	11
Drop Off Policy	7	Programs Available	5
Emergency Preparedness	27	Standards of Care	10
Enrollment/Paperwork	8	Sunscreen & Insect Repellent	27
Family Resources	33	Suspension & Dismissal Policy	16
Field Trips	29	Transportation	29
Gang-Free Zone	35	Tuition & Other Fees	11
Health Checks	24	Vision & Hearing Screening	25
History	3	Water Activities	19
Hours of Operation	7	Welcome	3
Illness	23	What Makes Us Different	4
Immunization Requirements	24	What Not To Bring To School	20

Welcome To Our School

Beginning preschool is an important step in your child's life and we are excited to partner with you in your child's education. We hope that your time at our school will be a happy and exciting experience for both you and your child.

This handbook has been prepared as an informative guide for Kids 'R' Kids Learning Academy so parents can know and understand our school's philosophy and policies. Please read it carefully and keep it for future reference. We hope this information will help you and your child to adjust readily and happily at this important time.

Kids 'R' Kids Learning Academies are open to children ages 6 weeks to 12 years old without discrimination on the basis of political affiliation, religion, race, color, sex, mental or physical disabilities.

Our Mission Statement

*At Kids 'R' Kids Learning Academy,
we believe that children should be*

“Hugged First – Then Taught”

Kids 'R' Kids Learning Academy provides a secure, nurturing, and educational environment for children; a place for children to bloom into responsible, considerate, and contributing members of society.

Kids 'R' Kids wants all children to have the opportunity to grow physically, emotionally, socially, and intellectually by playing, exploring, and learning with others in a fun, safe, and healthy environment.

As a family owned and operated organization, Kids 'R' Kids welcomes positive family involvement and encourages a parent-teacher approach where the need of every child comes first to obtain successful early childhood education and school-age care.

History

Pat and Janice Vinson opened their first child care center in 1961 with 95 children, 11 staff members, and the basic philosophy that children should be “Hugged first, then taught.” This heartfelt, caring philosophy brought great success. In fact, every center they subsequently opened filled to capacity within 90 days. The first Kids 'R' Kids was established in May of 1985 under the care ownership of Pat and Janice Vinson. Kids 'R' Kids International has since blossomed into a large corporation supporting franchises throughout the United States and beyond.

What Makes Us Different

- Texas School Ready Certification- certified and recognized by the state of Texas as being a preschool that prepares children for Kindergarten
- Texas state-adopted curriculum for Preschool and Pre-Kindergarten classrooms with STEAM and Brain Waves enhancements for every age; Kids 'R' Kids Curriculum for Infants- Twos
- Cognia and Texas Rising Star Certification
- Glass walls- allow all children and staff to be visible to others at all times
- Internet viewing- parents are able to view their children online at any time during the day through "Watch Me Grow"
- Kids 'R' Kids Curriculum that exceeds state and national requirements
- Gym- 2,500 square feet of activity space for after school students, inclement weather activities, and extracurricular activities
- Computer Lab with SmartBoard Technology
- 27,000 square feet of playground space divided into age-appropriate sections and a basketball court
- Shade structures cover the playgrounds to provide comfort for outdoor play
- Outdoor Splash Pad for water play during the summer
- All staff certified in CPR and First Aid
- Complete salary and benefits used to attract and retain highly qualified teachers
- Meet or exceed the minimum state requirement of 24 continuing education hours annually for each staff member
- On-site owner
- All-inclusive tuition covering all enrichment classes

Programs Available

Class Assignments

Classes are formed primarily by age. The child's age by September 1st of the current school year will ordinarily determine class placement, but developmental level will also be considered. On the Pre-School side (older twos through fives), we promote in accordance with the traditional school calendar or as needed for each individual child's needs. Children move up to the next level in early to mid August.

The following is a brief description of each of our programs. We also have more specific detailed program goals for each level that can be obtained by asking at the front desk.

Infants (6 Weeks to 18 Month Olds)

Taking care of infants is both demanding and rewarding. Each infant has individual needs. In a warm, loving atmosphere, our staff provides for these needs as well as giving special attention to developmental milestones. Music and story time are everyday activities in the infant room.

Health and safety are our top priorities. To help maintain the cleanliness of the room, our infant rooms are "shoeless" and street shoes are not worn in the room. Each baby has their own crib and toys are sanitized as needed throughout the day as well as every evening. Parents receive electronic daily reports on feedings, diapering and napping.

We have two separate infant rooms- one for smaller babies and one for babies who are crawling and showing mobility. This protects smaller infants from being crawled over and gives crawling infants the freedom to explore without hindrance. Therefore, all of the infants are given more opportunities for developmental activities.

Physical separation for baby and parent is always difficult. Kids R Kids strives to help parents and children experience a calm transition of physical and emotional separation through our safe and loving environment. You can return to work with the peace of mind that your child is in good hands with us.

Toddlers (18 Months to 2 ½ Year Olds)

Toddlers are learning many exciting and new things- and experimenting new challenges as fast as they come. They are learning new social skills. With that, come new levels of emotions. The Kids 'R' Kids toddler program is developed to provide hands-on activities which allow children to explore, inquire, and discover solutions first-hand. Daily activity plans focus on building language, creativity, fine and gross motor skills and social interaction.

It is important for children in the toddler classroom to become accustomed to eating the items on the daily menu and using self-feeding skills each day. Therefore, bottles will not be permitted for a child once he/she has reached 18 months of age.

To help prepare for preschool, the teachers in the classroom will work with parents to help wean their child off of pacifiers. Pacifiers will not be permitted once a child enters the early preschool and preschool classes.

Potty training begins during the toddler age. Some children will be ready between 18 months and 24 months. For others, it will begin upon entering the Two Year Old classroom. If you are not following through with training at home, it will take much longer for you and the school to achieve this goal for your child. Please visit with your classroom teacher or the center director to discuss possible techniques that will work well both at home and school.

Pre-School (2 ½ to 3 Year Olds)

Pre-school children love to learn new information and master new tasks. Our program is designed to facilitate this learning through many self-directed experiences. Throughout the day children have opportunities to explore the learning stations within their classrooms. Children benefit greatly from having clearly defined interest areas that are arranged to promote independence, foster decision-making and encourage hands-on learning. Each learning station enhances the child's core components of development: socio-emotional, language, cognitive, physical, and aesthetic. The curriculum enhances the learning stations through a thematic approach.

Children have many opportunities to see how reading and writing are useful before they are instructed in letter names, sounds and word identification. An abundance of these experiences provide children opportunities to develop language and literacy skills.

Physical developmental needs are met daily with opportunities to use large muscles, including running, jumping, and balancing. Small muscle skills will be strengthened through play activities such as puzzles, painting, and cutting.

We have designed our pre-school program to be part of a nurturing and loving environment where your child is our number one priority. When children receive warm, responsive care, they feel safe and secure in an environment where learning thrives.

Pre-Kindergarten (4 Year Olds)

The concept that children learn best through play is reflected in the setup of each classroom with learning stations designed to foster choice and independence. This environment encourages experimentation and provides comfort in freedom of choice. The atmosphere encourages independence and the building of self-esteem. We have developed our Pre-Kindergarten program using the criteria from the Texas Essential Knowledge and Skills (TEKS) and the Texas Pre-Kindergarten Guidelines to make sure our students are well prepared for Kindergarten. Literacy focuses on a the three key predictors for later reading success which are oral language and vocabulary development, letter knowledge and phonological awareness. Math skills are developed through hands-on experience and experimentation with manipulatives.

Before and After School (5-12 Year Olds)

We provide before and after school care for children for many schools in Mansfield ISD. This list may change based on demand for individual schools. Children have an afternoon snack, homework time, organized sports, games, art and indoor and outdoor activities in the afternoons.

Extracurricular Activities

We feel it is important for every child to have the opportunity to explore outside interests. As part of our well-rounded program we offer a variety of extracurricular activities. These activities might include such things as physical fitness, dance, foreign language/sign language, and music. There are no additional fees charged for these activities.

Hours of Operation

The school is open from 6:30 am to 6:00 pm, Monday through Friday, twelve months a year. We are closed eight days a year in observance of the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Eve (or the day after Christmas)
- Christmas Day

(If the holiday falls on the weekend, the school will be closed either the Friday before or the Monday after. Check with the front desk for those specific holidays. Please note that when New Year's Eve falls on a weekday, the school will close early).

Drop-Off Policy

We know that routine for children is important. Therefore, we ask that parents drop off and pick up at around the same time each day. The curriculum portion of the day runs from 8:30am-4:00pm. Ensuring that your child is in attendance during this time will help your child meet the learning objectives for his/her classroom by experiencing the daily activities, curriculum, and structure of the classroom.

We do not allow drops offs after 10:00am while the class may already be transitioning into lunch and/or naptime. Leaving your child at this time makes it difficult for him/her to quickly adjust to the things that the classroom is doing at that time. Please note that the front desk takes this policy very seriously for the well-being of the structure and routine of the classrooms that our teachers have worked very hard to establish.

Late Pick Up Policy

Because we are licensed only for our specific hours of operation, we cannot care for children any earlier than 6:30 am or later than 6:00 pm.

If someone is not here to pick your child up by 6:05 pm, there will be a standard late fee of \$10.00. Another \$1.00 will be added for every minute after 6:05. Please understand that under these circumstances, we have to pay our teachers overtime. Fees incurred for late pick up are due upon arrival.

If a child has not been picked up by 7:00 pm and all attempts to contact parents and emergency contacts have failed, we are obligated by state regulations to call CPS and the police.

Although Kids ‘R’ Kids is open from 6:30 am-6:00 pm Monday-Friday, children may not be left in our care all day. Our hours of operation are extensive to meet each family’s needs. **However, we ask that no child should be in attendance for more than 11 hours on a regular basis.**

Bad Weather Closing

We will make all efforts to stay open during inclement weather. If Mansfield ISD is open, our school will be open. If MISD is closed we will close the first day and then evaluate the roads for the second day. If we are NOT open, you can find out by:

- Facebook page
- Email/Text Communication
- NBC

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

Enrollment/Paperwork Procedures

Before enrollment, you will need to complete all forms provided by Kids ‘R’ Kids. Enrollment may not be approved if any required documents are not submitted before starting. The following are especially important:

- You are asked to provide a list of people who are permitted to pick up your child. Your first emergency contact must be someone local who can pick up your child in case of an emergency or any other situation that prevents a parent from picking up. Please add at least 2 more contacts to your list to ensure that there are plenty of people available to your child should you get caught in traffic or have to arrive late for any reason. Please plan for unforeseen circumstances and provide ample contacts on your pickup list. We will not release a child to anyone not on the pickup list unless we have received written authorization. A photo ID will be required of authorized pick ups. Phone authorization is not permitted. You may add or delete contacts on your pick up list at any time. At 7:00pm, we are required to call CPS and the police if we cannot get in touch with anyone on the pickup list.
- Anytime there is a change of contact info for one of your pick up contacts (address, phone number or email address), remember to inform the front desk so records can be updated.
- Current immunization records must be furnished before a child can attend (Please see the “Immunization Requirements” page in this handbook.) Anytime your child is given a new immunization, it is the parent’s responsibility to bring the updated record to the

school, and we will make a new copy for our files. Suspension or denial of care may occur if immunization records are not kept up to date and on file.

- Within one month of admission, we must have an updated doctor's health care statement for each child.
- At the anniversary of your child's enrollment, Kids 'R' Kids will require a new enrollment package to be filled out. A new enrollment package may also be required if your child returns after a period of disenrollment.

If you would like to review and discuss any questions or concerns about our policies or procedures, please feel free to schedule an appointment with our director.

Parents will be notified of policy changes via e-mail, website, and/or postings.

Discontinued Enrollment

Parents may withdraw their child from Kids 'R' Kids by giving written notice of intent to withdraw at least 2 full weeks before the child's last day. Charges are incurred until the end of that second full week. If you choose to re-enroll at a later time, we cannot guarantee there will be space available in the same program. If space is available, another registration fee will be required for enrollment. If no notice is given, charges are incurred for two weeks following the child's last day. If your child is absent for two weeks and we have not heard from you, we have the right to disenroll your child. Tuition for those two weeks will be charged to your account.

Forms are available at the front desk for withdrawing your children and must be given to a member of management. Notifying your child's teacher does not satisfy the requirement of this policy. Please keep us informed of their enrollment.

Kids 'R' Kids reserves the right to discontinue enrollment of a child. Reasons include, but are not limited to:

- Parents failing to cooperate reasonably with Kids 'R' Kids in the provision of educational services to their child, in the payment of tuition and fees, or in picking up their child promptly.
- The child representing a danger to himself or others, and it is in the best interest of the child and/or other children at the center.
- The child being destructive of school property or disruptive in ways that impairs the education of other students.
- The child requiring another educational setting more appropriate to his/her needs such as one on one care.

Outstanding Accounts

Families with outstanding accounts will not be permitted to drop off their children until payment is made. Families with outstanding accounts upon leaving Kids 'R' Kids will be reported to a local collections agency/attorney for collections if payment arrangements have not been made. Annual Tuition Account Summaries (usually used for tax purposes) can be withheld from parents with an outstanding balance.

Standards of Care

We are licensed by Texas Health and Human Services and meet or exceed all licensing requirements. Our license, as well as the Director's License, is always displayed in the front lobby. A copy of the minimum standards is available at our school for parents to review upon request. A copy of our latest inspection report from licensing is always posted and also available for parents to review.

For information about local day care licensing offices, look at the Texas Health & Human Services website at: <https://hhs.texas.gov/> or call the Child Care Information Line at 1-800-862-5252. The address for the local licensing office is 1501 Circle Drive Fort Worth, TX 76119.

Texas Law requires caregivers to report suspected child abuse or neglect to the Texas Department of Protective and Regulatory Services or law enforcement. Failure to report suspected abuse or neglect is a crime. Anyone suspecting abuse or neglect should call 1-800-252-5400.

All staff receive annual training on prevention, recognition, and reporting of child maltreatment including abuse, exploitation, and neglect.

For more information, see the Family Resource page at the end of the handbook.

Baby-Sitting

Kids R Kids expects parents and employees to avoid activities that create a conflict of interest to the company.

If you decide to arrange off-premises care with a staff member, the staff member undertakes such service on his/her own behalf- not as a staff member of Kids 'R' Kids. Kids 'R' Kids offers no assurance of the fitness of its staff members for performing these services, and none should be implied or inferred under any circumstances.

Kids 'R' Kids employees are prohibited from transporting children who do not belong to them, to and from the center.

Procurement Fee for Hiring Our Teachers

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

Tuition and Other Fees

Enrollment Fee

An enrollment fee is required upon enrollment. This fee is non-refundable and will hold a space for your child for up to two weeks. This is an annual registration fee and will be charged each August. Enrollment fees for families enrolling between the months of February and May will be discounted.

Tuition Payments

Kids R Kids requires that tuition be paid in advance. There are two options for payment:

- *Automatic Draft*- This is the recommended form of payment. The Draft form must be turned in along with a voided check. Kids 'R' Kids will draft your tuition each Monday (If the school is closed on a Monday for a holiday, tuition will be drafted on Tuesday) from the account listed on the form. Please note that the balance on the account will be drafted. This includes the annual enrollment fee, late pick up fees, etc.
- *Check or Money Order*- Tuition may also be paid weekly or monthly with a personal check or money order, as long as tuition is always paid in advance.

Once you enroll in a program, your tuition is due continually each week regardless of whether or not your child attends. Tuition is charged for all weeks from the time a child starts until a proper two-week withdrawal notice is given. Cash payments will not be accepted.

Since staffing and other operational costs are incurred on the basis of fixed levels of enrollment and because few of these costs are eliminated when the child is temporarily absent, we cannot give tuition refunds or discounts for days your child is absent.

Fees are based on enrollment, not attendance. No tuition adjustments will be made due to illness, holidays, school closings, or transfers (*please see vacation policy*). Days cannot be exchanged or made up for other days.

Returned Check Fee

A \$30 return fee will be charged to the account if a check or draft payment is returned from the bank for any reason. If there are two or more returned checks, only a money order will be accepted for payment on that account.

Late Tuition Fees

Tuition is posted on Friday and due by close on Monday. Accounts not paid in full by 10:00am on Tuesday will be assessed a late fee of \$15.00. If your account is still past due on Friday, your Watch Me Grow account will be temporarily suspended until the account is current. Chronically late accounts may result in denial of care. Accounts delinquent in excess of two weeks will be required to be current before care resumes, and may be subject to an enrollment fee.

Double/Multiple Child Discount

A discount of 10% off the oldest child's tuition is provided for families with two children enrolled. Families with three or more children enrolled will pay the normal tuition rate for the youngest child and then receive a 10% discount off of each consecutive child.

Vacation Policy

Each child enrolled at Kids 'R' Kids will receive one free week per year for vacation purposes. The following rules apply:

- The child must have been enrolled at Kids 'R' Kids for at least 6 consecutive months to be eligible for the free week of vacation.
- You have notified the front desk prior to the absence by filling out a "Vacation Notice" form and giving it to a manager at least two weeks before the vacation will be taken.
- Your child is absent all 5 days in a single week (Monday-Friday). The child must be absent the entire week for the free week to be allowed. Discounts are not given on a per day basis.
- Vacation credit cannot be carried over to the next year.
- Accounts must be current and paid in full.

Your child's vacation week may not be used within the two-week notice period of your child's dis-enrollment.

School Age Program

Holidays

We welcome our school age children to attend additional days and times when needed, such as in-service days and school holidays. There are additional fees for attendance outside the

program time the child is enrolled in. Siblings of other children enrolled may also attend, but the full enrollment package must be on file at the center.

Picking up at local elementary schools

Kids 'R' Kids will assume your child will need to be picked up every day from school unless you call and notify us by ***noon***.

There will be a \$10 charge for failure to notify the school to not pick your child up. Please understand that in this case we have to wait at your child's school until we make contact with you. This makes our buses late picking other children up and keeps us from abiding by school district policies.

Part Time

We offer both full time and part time programs for families. For children younger than two we offer only full time. For children ages two and older, if there is classroom space available, we offer a 3 day program scheduled on Monday/Wednesday/Friday or a 2 day program scheduled on Tuesday/Thursday. If your child is enrolled in a part time program, they may not attend on unscheduled days except on a space available basis only. There will be an extra charge for those days.

If you would like to change your enrollment status at any time (from full time to part time...etc.) you must notify the center in writing *two weeks in advance*. That enrollment change can only happen on a space available basis. For instance, if a full time student wishes to go part time Mon/Wed/Fri and the only space we have available part time is Tues/Thurs, we cannot accommodate you until that opening becomes available.

Drop - In

We do not accept drop-ins in the infant or toddler rooms.

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

Attendance

If you are going on vacation, or your child is ill, please contact the school and let us know. An unexplained absence of two weeks may mean that your child may be dis-enrolled and that place given to another child on our waiting list. To re-enroll, the full registration fee would be required.

Checking In and Out

Parents must sign their children in and out each day using the computer at the front desk. This is very important, because state regulations require that we know who is in the building at all times. If you forget to check your child in or out, please let a manager know immediately.

Parents are welcome to visit at any time and are not required prior approval, and may participate in all center activities and field trips. Please be sure to escort your child into the center and into their classroom, making sure that you leave them in the direct care of a faculty member. If the classmates have transitioned to another location and the class is empty, you may not drop your child off in the empty classroom. If you have more than one child at our center and a baby in the infant room, we ask that you take your older child to their classroom first. It can be unsafe for our infants and toddlers to have older children in their rooms. Please keep your child with you at all times in the building. Do not allow them to wander to another classroom or to the front desk.

The paperwork you fill out upon enrollment regarding your child lists family members or friends who you authorize to pick up your child. When friends or family come to pick up, we will ask them to present a picture ID and compare the name to the name in the child's file. We will then release your child to them. Please make sure that only those people whom you are comfortable with having this privilege are on that list. The front desk is always monitored and a staff member should admit visitors. This helps to maintain the security of our facility. You are in charge of your child(ren) until you have signed the child in and have dropped your child off with his/her teacher. When picking up your child(ren), please know that you have responsibility for your child(ren) after you have signed them out and retrieved them from their teacher/classroom.

Custody Issues

Please let the school know if there are custody orders concerning your children. We do not have the right to withhold a child from any parent having custody or joint custody. In order to deny a parent from picking up their child, there must be a current, signed court order stating that they should not have access to the child, and we must have a copy of the order in the child's file. The center cannot become involved in custody disputes; we cannot mediate or keep track of which parent can pick up on which days. We will be forced to dis-enroll a child if the school has to become involved in such disputes. If the parents of a child are separated/divorced and both are authorized to pick up, each parent may add his/her own additional pick-ups and contacts if necessary.

Discipline and Guidance

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

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

Discipline at Kids 'R' Kids will be:

1. Individualized and consistent for each child
2. Appropriate to the child's level of understanding
3. Directed towards teaching the child acceptable behavior and self-control
4. A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
 - a. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
 - b. Reminding a child of behavior expectations daily by using clear, positive statements
 - c. Redirecting behavior using positive statements
 - d. Offering appropriate choices
 - e. Using brief supervised separation or time away from a 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

Discipline at Kids 'R' Kids will not include harsh, cruel or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps or toilet training
- Pinching, shaking or biting a child
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive or profane language
- Placing a child in a locked or dark room, bathroom, or closet
- Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with item 4e listed above.
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device

If a child's behavior is dangerous to himself/herself or if the child is unable to calm down, the child will be briefly separated from the group until he/she is ready to continue the class activity.

While the child is briefly separated, an adult will do calming activities with the child. These may include a walk around the school, reading a book, or cuddling with a stuffed animal or blanket.

Continual discipline problems will be referred to the Director, who will schedule a conference with the parents. If we feel that our program is not suitable for a child or that a child requires more care than we are able to provide, then we reserve the right to dis-enroll a child at any time.

Suspension & Dismissal Policy

Children may be suspended from care for the following. This list includes, but is not limited to:

- Failure to complete/bring required paperwork such as updated enrollment forms, current immunization records, the preschool health statement, or other required paperwork (the child may return once the child is current on all paperwork).
- Non-payment of tuition and/or continuing to pay late (the child may return once the account is paid in full)

Please note that tuition is still due for the time period during which the child is suspended.

Suspension Due to Behavior

Children may also be suspended from care due to behavior. The purpose of creating this policy is to effectively manage inappropriate behavior in each of our classroom settings. It is important that we collaborate with our parents to ensure that the children in our program promote good manners and ethical values. With your help we want to reinforce appropriate behavior and limit unacceptable behavior. We believe that as a school it is our responsibility to teach all of our children how to be responsible, independent young individuals. We are equipped and prepared to deal with routine behavior issues, and in most cases these issues will be resolved without the need to involve parents. However, when a child's behavior does not improve or becomes unmanageable, parental intervention will be necessary.

At the discretion of Kids 'R' Kids management, children may be suspended or dismissed from Kids 'R' Kids for the following behaviors. This list includes, but is not limited to:

- Persistent disruptive behavior
- Excessive or persistent defiance
- Persistent disregard for the rules
- Excessive or persistent biting
- Any action that puts the child, other children or teacher in danger (hitting, pinching, spitting, kicking, throwing objects, etc.)
- Continual use of inappropriate language or bullying classmates
- Running from the group/classroom

On any given day, if a child exhibits any of the above-mentioned behaviors, parents will be notified in the following way:

- 1 incident = Parents will be notified in the same day.

- 2 incidents = Phone call from the director or management immediately informing parents of the incident.
- 3 incidents = Child will have to be picked up from school and parent conference will be held.

If a child continues to exhibit one of these behaviors, Kids 'R' Kids will put a plan of action in place. This plan will be communicated with the parents in advance to inform them of the steps Kids 'R' Kids will take to help correct the behavior. In most cases, Kids 'R' Kids will move to a single warning system, where parents will be notified on the first instance where a child exhibits a behavior and then will require parents to pick up on the second instance. Please note that depending on severity, Kids 'R' Kids has the right to move through steps in a quicker manner.

Dismissal

At the discretion of Kids 'R' Kids management, children may be dismissed from Kids 'R' Kids for the following. This list includes, but is not limited to:

- A child's behavior does not improve/continues after a behavior plan has been implemented
- A child has not adjusted to group care
- Kids 'R' Kids cannot meet the needs of a child
- Parents fail to pay tuition on time
- Failure to complete, update, or bring required paperwork
- Parent's behavior/language in the center is not appropriate for a child-friendly atmosphere
- Custody disputes between parents become an issue

Biting Policy

In even the best preschool settings, periodic biting occurs among infants, toddlers, and sometimes even among preschoolers. When this happens, it can be very scary, frustrating, and stressful for children, parents, and teachers. Understand that this is not an unusual phenomenon among children who are going through the oral stage of development. *It is also not something to blame on children, parents, or teachers. There are no quick and easy solutions to it.*

The primary reason that children bite is because they have no way to communicate verbally or get someone's attention. Kids 'R' Kids believes that by teaching children ways to communicate to teachers and other children, some biting incidents will be eliminated. Therefore, we practice the following daily in the classroom:

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

When biting does occur, the biting child will be closely supervised, and the child's identity will be kept confidential. Staff cannot discuss with either parent the identity of the other child involved in the incident. Most children stop biting soon after actions are taken. For children who continue to bite, it may be necessary to remove them from the school- either for a short period or perhaps permanently. If a child bites more than 2 times in one day, or bites a child severely and breaks the skin, he/she may be sent home for the day. Certain circumstances merit more stringent or more lenient application of this rule.

Accidents and Boo-Boo Reports

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

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

Clothing

Please dress your child in comfortable, washable play clothes that are okay to get dirty. The children do lots of messy, fun activities such as gardening, painting, playing in the sand and water table, as well as outdoor and active play.

Clothing also needs to be easily managed by the child. Please avoid belts, snaps or buttons if your child cannot manipulate them. Shorts or pants with an elastic waist are best.

Young children are still working on large and small motor skills. Therefore, they need sturdy footwear like close toed rubber soled shoes that Velcro or zip. Sandals or flip flops expose children's toes to injury and will not be permitted. Water shoes are required for days when the classroom will use the splash pad.

Each child should have an extra change of clothing, labeled with his/her name in his/her cubby.

Soiled Clothing

The Texas Department of Family and Protective Services has guidelines that prohibit us from rinsing or washing excessively soiled clothing.

Below is a portion of the text in the Minimum Standards concerning this issue.

“rinsing diapers or clothes soiled with fecal material in the child-care setting increases the risk that you, other caregivers, and the children would be exposed to germs that cause infection”

In addition, it recommends that soiled clothing be placed in a plastic bag or disposed of in a sealed container. If the clothing can be cleaned by “rolling off” the waste, we will do so before placing the item in a plastic bag. Otherwise, we will place the item(s) in a bag, and let you make the decision to either take them home to launder or let us dispose of them for you. The bag with the soiled clothing will be stored in the changing table area for you to pick up at the end of the day.

Potty Training

In an effort to make potty training an enjoyable and rewarding experience for your child, we would like to extend a helping hand and a partnership. The most important thing to remember is that we cannot potty train your child alone. If you are not following through with training at home, it will take much longer for you and the school to achieve this goal for your child. Please visit with your classroom teacher or the center director to discuss possible techniques that will work well both at school and home.

Diapers and Pull-Ups

Parents are responsible for bringing an ample supply of disposable diapers or pull-ups for their child. Cloth diapers are permitted up until the child is 12 months of age. Each classroom has space to store extra diapers. Please check with your child’s teacher on a regular basis to ensure that your child has enough. If diapers or pull-ups have to be borrowed from the school, a charge of \$2 per diaper or pull-up will be billed to the parent’s account.

Water Activities

During the warmer months, we do have splash pad activities.

Please help our teachers make splash day the most fun by having your child:

- LABEL EVERYTHING!!
- Put on sunscreen before you come to school.

- Wear their swimsuit under their clothes.
- Bring labeled undergarments to change into afterwards.
- Wear closed toe water shoes or old tennis shoes.
- Bring a towel.

Splash day will be sprinkler and water play with no standing water or wading pools.

In the event of inclement weather, we will cancel splash day and replace with an alternate activity indoors.

What Not to Bring to School

We have mats and mat sheets for nap time but if your child has a special blanket that makes them feel more comfortable they may bring it as long as it is a small one (crib size). We discourage pillows of any type, but if you feel your child must have one, then the small travel-size pillows are allowed. (The type used on airplanes) Everything (blanket, pillow & change of clothes) must be able to fit inside the child's cubby and must be labeled with the child's first and last name.

Please do not allow your child to bring toys from home to school unless it is a specific "show and tell" day. Expensive, easily broken items or family keepsakes should never be brought to school. **Kids R Kids will not be responsible for any items brought into the school.**

NO 'WEAPON TYPE' TOYS OF ANY KIND ARE ALLOWED AT KIDS 'R' KIDS. That includes guns, knives, swords, sabers, etc. We discourage aggressive behavior. If we feel a toy is dangerous or in some way inappropriate, it will be kept in the office for parents to collect.

Children are not allowed to have cell phones at school. Please make sure that after school children do not have cell phones that they bring to the center.

Nutrition

A breakfast is provided each morning until 8:30 am. Children arriving after their classroom's scheduled time will be allowed to eat with another class in the café if it does not put that teacher over ratio. A hot lunch and an afternoon snack are also provided with the tuition. All lunches and snacks fulfill the Federal Nutrition Guidelines. The menu changes weekly and is posted in the lunchroom as well as in each classroom. Any necessary changes will be posted in the cafe.

No outside food or drink is permitted inside Kids 'R' Kids #54 TX. This includes candy, gum, sodas, peanut/nut products, etc. If your child is not going to eat breakfast at our facility, please be sure you feed them at home.

We cannot provide food other than the posted menus; if a child requires a special diet, parents may furnish that child's food and we will serve it at snack or lunchtime. In this case, the parent must understand that:

- Kids R Kids must have written approval from the child's physician or a registered/licensed dietician
- Kids R Kids is not responsible for its nutritional value or for meeting the child's daily food needs.
- *Peanuts or peanut/nut products will not be accepted into the building!*

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

Infant Nutrition

For bottle-fed children, parents must provide prepared formula. It must be placed in bottles labeled with the child's first and last name as well as the date. We do not mix formula at the school. Breast milk may be provided by parents as well and must be brought in bottles ready to be fed to the child. A comfortable place in the infant classrooms will be provided if a mom wishes to come to the center to breastfeed her infant.

Parents also provide baby food for children not yet on table food. Weekly menus for infants on table food are available for review. All infant items should be marked with the child's name. To help us better meet infants feeding requirements, all infants should have an Infant Information Sheet filled out. These must be updated every 30 days.

Nut Free School

We may have children enrolled in the school with peanut/nut allergies ranging from mild to life threatening. Children with serious nut allergies can be affected simply by smelling a product containing any kind of peanut product. It is for this reason we have decided to make our Kids R Kids #54 TX a **Nut Free School**.

Do Not send any food to school that may contain peanuts/nuts. Read label ingredients -checking for nuts, peanut oil, traces of nuts or prepared in a facility where other nut products are used. This applies to food sent for your child's school lunch or snack.

Your conscientious help can make Kids R Kids a safe environment for these children and is appreciated by the staff and parents alike.

Birthday Celebrations

We would be happy to acknowledge your child's birthday in their classroom. Our procedure for birthday treats is as follows:

- Ask the front desk for a current list of approved birthday treats. Please note that this list will not include bakery items, as they are not typically nut free products.
- Please let your teacher know ahead of time what day you would like to bring birthday treats for your child. Birthdays will be celebrated during afternoon snack only.
- Please bring enough treats for each child and teacher in the classroom.

- When you bring the treats, please bring them to the front desk for approval (not straight to the classroom).
- Please note that presents may not be exchanged at school. Any gift bags/party favors given out at the school MUST be approved by management in advance.

Infant Safe Sleep Policy

Kids ‘R’ Kids will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Infants will be put to sleep on their backs
- Infants will be placed on a firm mattress with a tight-fitting sheet in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs.
- For infants who are younger than 12 months of age, cribs will be bare except for a tight-fitting sheet.
- Items that will not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices.
- Infants will not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.
- Sleep positioning devices, such as wedges or infant positioners will not be used. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation.
- Staff will ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.
- If an infant needs extra warmth, parents may provide sleepers/footed pajamas for the infant as an alternative to blankets.
- Only one infant will be placed in a crib to sleep.
- Infants may use a pacifier during sleep. However, the pacifier will not be attached to a stuffed animal or the infant’s clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk.
- If an infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), the infant will be moved to a crib immediately
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers).
- Sleeping infants will be actively observed by sight and sound.
- All infants (even those able to roll back and forth from front to back) will be placed on their backs for sleep. Infants able to roll over will assume their preferred sleep position.
- Awake infants will have supervised “tummy time” several times daily. This will help them strengthen their muscles and develop normally.
- Infants will not be swaddled for sleep or rest

Please understand that the center follows the above guidelines because they are recommended by the American Academy of Pediatrics and the CPSC. If parents wish for their child to sleep in any other way, an Infant Sleep Exception Form 2710 signed by the infant's health care professional must be provided. At that point, the center will review this information and will decide whether or not it is able to make that exception.

Illness

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

Fever:

- Temperature of 99.4 degrees or higher
 - When taken with a temporal thermometer, this is equal to 101.2
 - When taken orally, this is equal to 100.4
- If a child is sent home with a fever, he/she cannot return until he/she has been fever free for 24 hours (without fever reducing medication).

Uncontrolled diarrhea: Three or more loose stools in one day.

Vomiting: Two or more episodes in 24 hours.

Pinkeye: Conjunctivitis must be excluded from care until 24 hours after antibiotic treatment has begun.

Head Lice: Excluded from care until after treatment has begun and no live lice are apparent

Strep Throat: Excluded from care until 24 hours after treatment has begun and no mouth sores accompanied with drooling.

Other signs of possible illness include but are not limited to: rashes, wheezing, or unusual lethargy or if the illness results in greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children in care, including outdoor play.

Returning to School

Children must be symptom-free for 24 hours without the use of acetaminophen or other fever-reducing medicines before returning to the center. This means if the child has fever, vomits, has diarrhea at home, then the 24 hour timeframe starts over. This will allow the child to fully recover and return rested and able to participate in all activities, including outside play. A physician's medical clearance to return to the center, stating your child is not contagious and able to participate in daily activities, including outdoor play, is required if your child will be returning

within 24 hours. A medical clearance also is required for all illnesses that are either communicable or contagious, regardless of the time the child is away from the center.

Kids ‘R’ Kids reserves the right to send a child home or not admit a child into the center based on illnesses that are not included in the list above. If a child is unable to participate in any activities, including outdoor time, a physician’s note must be presented.

Communicable Diseases

In the event of an occurrence of a communicable disease as defined by the Department of Health, written notification will be posted on the affected classroom door within 24 hours of the disease being communicated to the facility- or the next working day.

Health Checks

Health checks are somewhat variable and are performed at administrator and teacher discretion. As each student enters the room, the teacher quickly takes mental stock of the child’s health, looking at things like complexion, sweating or lack thereof, running nose, and the sound of their voice, as well as asking questions of children old enough to answer coherently. If the student has been out of school due to illness, they begin showing symptoms of illness, or several students from the same class have been ill, the student’s temperature may be taken with an electronic thermometer with the probe placed under the arm.

Immunization Requirements

Each child enrolled at Kids ‘R’ Kids #54TX must meet applicable immunization requirements specified by the Texas Department of Health. This applies to children in early care from birth through school age. The documentation must be validated by a physician or other health care professional and include:

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

This documentation may be the original record or a photocopy.

Any exemptions from the immunization requirements must meet criteria specified by the Texas Department of Health. For more information, check out www.tdh.state.tx.us/immunize.

For school age children, the immunization record may be on file at the child’s school. However, parents must fill out and sign the “School Age Immunization Verification” form.

***TB testing is not required for children in Tarrant County; however, all teachers are required to be screened for TB.

Kids 'R' Kids encourages, but does not mandate, that employees receive recommended vaccinations for their protection and for the protection of others. We specifically ask them to check with their primary care physician about the recommended vaccinations.

Vision and Hearing Screening

In compliance with the special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, Kids 'R' Kids #54 TX requires children to have a screening or professional examination for possible vision and hearing problems. Children who are enrolled for the first time (4 years of age or older), must be screened within the first 120 days of enrollment. All children already enrolled at our school (who are 4 years of age by September 1), will need to provide documentation of screening.

Medication

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

- Medicine is administered daily at 11:00am and 3pm.
- A physician's note accompanies the medication.
- All prescribed medications are left at the front desk with the person in charge (no medications can be left in the classroom or in diaper bags)
- Parents sign-in any needed medications by filling out the Medication Authorization Form at the front desk. (A completed and signed form is required before medications can be administered).
- All medications are taken home after they are no longer being administered (if not picked up after a certain amount of time, medication will be thrown away)
- Medications are in the original container. We cannot give a medication that is not in an original container or is prescribed for someone other than the child.
- Medicine is not expired.

We reserve the right to refuse to administer any medication without a prescription from a physician, including over-the-counter medications.

Prescription Medications

We will follow the directions on the bottle.

Over-the-Counter Medications

These can only be administered if we have written instructions from your child's doctor explaining:

- The name of the child to receive the medicine
- The name of the medicine to administer
- The dosage to give the child
- How many days it may be administered (if the doctor writes, "Prescribe as needed," we must have a fax sent from the doctor every Monday for us to continue administering it).
- The date and doctor's signature must also be included.

Nebulizer Treatments

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

- The name of the child to receive the medication
- The type of medication to be given
- The amount/dosage to be given
- Any other specific instructions
- We will administer treatments up to twice a day (at 11 and at 3; or within an hour of each of the above times)

Epipens

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

If a child requires long-term treatment of a condition (ie. Asthma, sickle cell, allergies) that requires medication or a child requires emergency medication, the parent may authorize the administration of the medication for a defined period of up to six months, providing a current Medical Action Plan that defines the conditions for administration is provided. This plan must be updated every six months and signed by the physician and parent, following all medication requirements.

Medical Emergency

If a child becomes injured or ill while at the center, the parents will be notified immediately. If parents cannot be reached, emergency contacts will be notified.

If it is necessary to seek immediate medical attention for a child, emergency medical technicians will be called to transport an ill or injured child to an emergency medical facility. The child's Vehicle and Emergency Medical Permission Forms, as well as the Health Information on file will accompany the child.

Kids ‘R’ Kids #54 TX will use Methodist Mansfield Medical Center as its designated emergency care center.

Methodist Mansfield Medical Center
2700 E. Broad Street
Mansfield, TX
(682) 622-2000

In the event of an occurrence of a communicable disease as defined by the Department of Health, written notification will be posted on the affected classroom door within 24 hours or the next working day.

Sunscreen & Insect Repellent

Kids ‘R’ Kids will apply sunscreen and/or insect repellent to a child according to the following guidelines:

- Parents must sign in and leave these items at the front desk.
- Items cannot be expired. Once an item expires, the parent will be notified to bring a new bottle, and the old one will be sent home with the parent or thrown away if not picked up in a reasonable amount of time. The new, unexpired bottle must be signed in before it will be applied to the child.
- Parents must apply these items to their child before dropping off in the morning. Teachers will apply these items to the child once a day after naptime before going outside.

Emergency Preparedness Plan

Kids ‘R’ Kids conducts regular fire, severe weather, and lockdown drills. A complete copy of our Emergency Action Plan (including specific plans for various natural and man-made disasters, communication and record-keeping measures, and weapon-on-campus information) is available for your perusal at the front desk. Highlights of the plan are as follows:

If the building were to catch fire, teachers would account for all of their students and then accompany their classes along the posted evacuation routes to the front parking lot (Ste. 100-150) or the back fence (Ste. 200-550 & Gym) where roll would be taken and compared with known attendance for that day. Fire drills are performed on a monthly basis.

If the school were to be threatened by severe weather, students would be lead into the café where they would shelter until the danger has passed. Severe weather drills are performed on a quarterly basis.

If the building were to become unsafe and require evacuation, the children would be loaded by class onto our buses and removed to the closest available safe site in the following order:

Martha Reid Elementary (500 Country Club Drive, Arlington, TX 76002)

Community of Hope Methodist Church (1800 E. Debbie Lane, Mansfield, TX 76063)

A Red Cross designated evacuation site.

Indoor and Outdoor Physical Activity

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, including tummy time.

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

Preschool and Pre-Kindergarten children will participate in 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 and physical activity may take place in the classrooms and/or on the playground (weather permitting).

Children will have ample opportunity to do moderate to vigorous activities such as running, climbing, dancing, skipping, and jumping to the 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/games that promote movement over the course of the day
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.
- Please note that outdoor play is required for children enrolled in our school. If a child is unable to participate in outdoor play, a physician's note will be required.

Transportation

Transportation is provided to and from a variety of elementary schools. Please check with the front desk to see if we pick up from your child's school. Schools serviced may vary, and may be added or dropped depending on enrollment from those schools.

Transportation agreements must be signed every school year. Vehicle Emergency Forms must be filled out completely and information kept up to date.

We need parents to help us ensure that every child is accounted for between public school and Kids 'R' Kids.

If your child is absent from school or you pick them up early, it is imperative that you inform us that they will not be on the afternoon bus. Please call us by noon that day so we can inform our bus drivers of that information. Failure to do so will result in a \$10 fine.

Field Trips

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

On field trips, when we will be away from the center at lunch time, children may be asked to provide a sack lunch. Please do not send peanut products on these special occasions. No lunch boxes please, everything must be disposable.

We welcome parent participation on field trips; however, children must be transported both to and from our school by the Kids 'R' Kids bus. Parents are unable to ride the bus, but may follow or meet us at the field trip location.

Children are expected to follow teacher directions and any directions given by the host location. They are also expected to represent Kids 'R' Kids in a positive way while on field trips. When behavior is inappropriate, parents will be notified and children will be excluded on the next field trip.

Animals

There may or may not be animals at our school. Any animals present will be healthy and properly vaccinated. If your child has allergies, please see that we are informed of this. When dealing with animals, Kids R Kids #54TX will follow the state licensing guidelines.

Pest Control

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

Parking

Please observe some simple rules that will make a frustrating experience more tolerable and safe for all. Stay to the right as you enter from Debbie Lane, drive through the parking lot in a counterclockwise direction- and never exceed 10mph. Cell phone use is prohibited by law in public school zones for a very good reason; we ask that you please refrain from using them in our parking lot too.

If you will be here for a quick drop off or pick up (under 3 minutes) you may use our “Kiss N Go” lane up next to the front entrance. When parking in the drive through area, please make sure your car is clear of the crosswalk. This will allow an easy entrance for parents and children who are parked in the parking lot. Please also be considerate of others by parking off to one side so that they may share the lane with you, or pull up far enough so that the drive is not blocked, and that you do NOT leave your car idling. During inclement weather, please move your car quickly to allow others to park under the awning. Additionally, *please do not leave your vehicle unattended in the area between the stone wall and the handicapped spaces next to the flagpole.* This makes it difficult for those leaving the parking lot and blocks vehicles using the few spots available there. It could also inhibit emergency vehicle access.

Never leave a young child alone in a parked car. Do not leave purses or valuable items in your car, and always lock your car. Car break-ins can occur during drop off and pick up times in preschools when valuables are left in view and/or when cars are left unlocked. Observance of these rules will facilitate everyone during the busy time of day.

Kids R Kids #54TX is not responsible for damage to vehicles or items left in your car. Please do not park in the outside pull through lane (behind parent parking spaces). This causes a parent who has parked in these spaces to wait until you have moved your vehicle to get out. During drop-off hours (open-8:30), we encourage you to make use of our covered drive-through to drop your child off at school. You can pull through, safely get your child(ren) into the building with one of our staff members, and we will take them to class from there so you can be on your way. This makes drop-off consistent for your child, convenient for you, and less disruptive to the class. After 8:30, we require that you park and walk your child into the building. (*Note we have a different process for those who are dropping off infants/toddlers.)

For pickup, we shut down the drive-through lane and ask that all parents park and walk into the classroom to pick up your child(ren).

Communication

Parental Notifications

The following methods can be used to notify parents of important information, including that related to upcoming activities, field-trips, events, and policy updates:

E-mail and text; including newsletters

Updates to our website

Postings on the front door, front desk, parent information board or classroom door

Facebook

Daily Reports and Lesson Plans

Each day in Infant- Pre-Kindergarten classes, you will receive a Daily Report via email that has details about your child's day, including how they ate, slept, played, and what they learned. For younger children, the report includes information about diaper changes. Since everything about your child's day cannot be communicated, we encourage you to contact your child's teacher if you have any specific questions.

Each classroom also has specific weekly lesson plans posted for parent review. These plans detail the classroom activities for the week.

Parent Information Board

This bulletin board in the lobby contains current information about the school and other topics of general interest. You may also post your own business services in this area. Kids R Kids #54TX reserves the right to refuse the advertising of your business services in our school.

Parent Teacher Conferences

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

Parent Volunteers

Parent participation for events such as class parties, class activities and school events is communicated via text or email. If a parent would like to volunteer for any services such as reading to the children or helping in the center on a frequent basis, a criminal background check will be required. A short orientation will be implemented, and certain policies/procedures will be enforced.

Internet Cameras (Watch Me Grow)

Included in your tuition is access via a secure Internet Server to your child's classroom and our café so that you may view the activities and your child's participation in these activities. This is a very popular feature in the center, and it gives parents a peace of mind as well as allowing another way to participate in your child's day. Access to our system is limited by password protection. Parents are prohibited from giving out passwords to anyone else. The purpose of this service is to give parents a glimpse into portions of their child's day in real time. Screenshots or videos of

camera footage may not be taken. Please note that camera footage automatically deletes each evening.

Parent Grievance Procedure

We encourage you to discuss any classroom issue with your child's teacher if needed. We strive to provide the highest quality of care and education to the families we serve. We welcome parent input and will make every effort to resolve concerns. However, we ask that concerns always be communicated in a professional and courteous manner and that all our staff be treated with the respect they deserve as partners with you in caring for your children. For concerns that require lengthy conversations, please schedule an appointment/conference with the teacher as well as management. If at any time you feel that issues are not being resolved, please feel free to talk to any member of management. If a member of management is not available to address your concerns immediately, an appointment will be made as soon as possible. The relationship between parents and center staff is vital to the success of a child's experience. A partnership must be formed with open communication and understanding that the development and growth of the child is our top priority.

Family Resources

Reporting Child Abuse, Neglect, or Exploitation

Texas Law requires caregivers to report suspected child abuse or neglect to the Texas Department of Protective and Regulatory Services or law enforcement. Our staff receives training on preventing and identifying abuse and neglect during orientation and an additional hour each year. Failure to report suspected abuse or neglect is a crime so we report valid suspicions to the proper authorities. Anyone suspecting abuse or neglect should call the Texas DFPS abuse hotline at 1-800-252-5400. When a child is a victim of abuse or neglect, we refer their parents to the TX DFPS find help website https://www.dfps.state.tx.us/Child_Protection/ which offers links to prevention techniques, state agencies, and community organizations who can help. We have also made contact with ACH child and family services (817-335-4673) to potentially provide additional training or resources for families.

Children who are abused might show physical signs or sudden changes in their behavior or school performance. These signs don't prove that children are being abused, but they could be a signal that the children or their families need help. When children talk about being abused, we take them seriously.

General Signs of Abuse

Abused children might seem:

- Nervous around adults or afraid of certain adults.
- Reluctant to go home when parents or others arrive.
- Very passive and withdrawn or aggressive and disruptive.
- Tired a lot, or they might complain of nightmares or not sleeping well.
- Fearful and anxious.

Signs of Neglect

- Missing school a lot.
- Begging for food, stealing food, or stealing money for food.
- Being frequently dirty.
- Using alcohol or other drugs or talking about their use.
- Saying there is no one at home who takes care of them.

Signs of Physical Abuse

- Unexplained burns, bruises, black eyes, or other injuries.
- Apparent fear of a parent or caretaker.
- Faded bruises or healed injuries after missing school.

Signs of Sexual Abuse

- Difficulty walking or sitting, or other indications of injury in the genital area.

- Sexual knowledge or behavior beyond what is normal for the child's age.
- Running away from home.

Signs of Emotional Abuse

- Acting overly mature or immature for the child's age.
- Extreme changes in behavior.
- Delays in physical or emotional development.
- Attempted suicide.
- Lack of emotional attachment to the parent.

The law requires any person who believes that a child or person 65 years or older or an adult with disabilities is being abused, neglected, or exploited to report the circumstances to the Texas Department of Family and Protective Services (DFPS) Abuse Hotline. A person making a report is immune from civil or criminal liability, and the name of the person making the report is kept confidential. Any person who suspects abuse and does not report it can be held liable for a Class-A misdemeanor.

Additional reporting requirements apply to teachers and other professionals. A professional must report suspected abuse or neglect of a child within 48 hours of suspecting the child has been or may be abused or neglected. (TFC 261.101 (b))* A professional cannot delegate this duty to another person to make the report. Reporting suspected child abuse makes it possible to protect the child and for a family to get help.

For life threatening or emergency situations, call your local law enforcement agency or 911 immediately, and then make a report to DFPS.

There are two options for reporting abuse, neglect, and exploitation to the Texas Department of Family and Protective Services:

By Phone: Call the Abuse Hotline, 24 hours a day, 7 days a week, toll-free **1-800-252 5400** from anywhere in the US to report abuse or neglect that occurred in Texas.

By Secure Internet Website: From your internet browser, go to <http://www.txabusehotline.org>.

When you get to the web site, there will be directions to the links to report abuse or neglect against children or to report abuse against elderly or disabled adults. Recent improvements to the site include a registration page, ability for the user to print the report, left side navigation, and spell check. If you have trouble or questions about making a report on the website, call **1-800-252-5400** for help.

Types of Abuse/Neglect/Exploitation

What is abuse? Abuse is mental, emotional, physical, or sexual injury to a child or person 65 years or older or an adult with disabilities or failure to prevent such injury.

What is neglect? Neglect of a child includes 1) failure to provide a child with food, clothing, shelter, and/or medical care; and/or 2) leaving a child in a situation where the child is at risk of harm. Neglect of a person 65 years or older or an adult with disabilities results in starvation, dehydration, over- or under- medication, unsanitary living conditions, and a lack of heat, running water, electricity, medical care, and personal hygiene.

What is exploitation? Exploitation is misusing the resources of a person 65 years or older or an adult with disabilities for personal or monetary benefit. This includes taking Social Security or SSI (Supplemental Security Income) checks, abusing a joint checking account, and taking property and other resources.

Information that is helpful to have on hand when filing an abuse report includes (if known):

- The name, age, and address of the child or person 65 years or older or an adult with disabilities
- Your name and contact information
- A brief description of the situation and the child or vulnerable adult
- Current injuries, medical problems, or behavioral problems
- Parents' names and names of siblings in the home (for a child)
- Names of relatives in or outside the home and name of perpetrator (for an adult)
- Explanation of how you know about the situation

** Texas Family Code Chapter 261.101 (b)*

Gang Free Zone

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of Kids 'R' Kids. Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties. Gang-related criminal activity or engaging in organized criminal activity within 1000 feet of the center is a violation of this law and is therefore subject to increased penalty under state law. The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

**Whenever these operational policies are changed or updated, you will be notified by way of the email address we have on file. This handbook can also be referenced at www.Krk54Tx.com where the latest version will always be posted.*