



**15111 Avery Ranch Blvd
Austin, Texas 78717**

FAMILY HANDBOOK

Your Child/Children Name(s): _____

Your Child/Children Suite(s): _____



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Welcome

746.501 #18

Welcome and thank you for choosing Kids R Kids. Our center is open to you, the parent, anytime your child is present in the center. For the safety of all children, we do request that you make your presence known to the person in charge, and cooperate in not disrupting our program.

Our Mission Statement

At Kids R Kids Quality Learning Centers

“We believe that children should be HUGGED FIRST-THEN TAUGHT”

We strive to provide a nurturing, secure and stimulating environment for young children, in which children can safely explore, learn, play and develop in all areas of growth physically, emotionally, socially and intellectually.

We believe in supporting our parents and welcome their involvement and presence at Kids R Kids Learning Academy.

We further believe that in such a caring atmosphere, where parents and teachers have open and honest communication, children thrive and have the opportunity to blossom into responsible, considerate and contributing members of our society.

Kids R Kids Policy and Procedures

Kids R Kids Quality Learning Center reserves the right to change or revise any policy, procedure, or tuition/fee schedule with written notification to parents. You will be asked to sign a receipt acknowledging that you are aware of these policy changes.

Children Served

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

Children with Special Needs

Center staff works with parents, doctors and counselors to support children with special needs. An Individual Education plan is developed with the help of specialists to include activities in lesson planning to meet the developmental needs of the child. We ask parents of children with special needs to obtain written instructions from doctors, counselors and/or specialists regarding day to day care of their child such as specific instructions on feeding, diaper changing and/ or toilet use. Staff members caring for children with special needs will receive appropriate training.

Special needs include, but are not limited to:

- ☐ Disabilities
- ☐ Developmental delays
- ☐ Allergies
- ☐ Ongoing/existing illness
- ☐ Previous serious illness or injury
- ☐ Hospitalization in the past 12 years
- ☐ Medications prescribed for long term use

Governing Regulations 746.501 #20

The governing organization in child care is the Texas Department of Protective and Regulatory Services. If you would like to see a copy of the standards that governs child care, you may go online to www.tdprs.state.tx.us or inquire at the front desk.

Licensing 746.501 #21

The Texas Department of Family and Protective Services regulate Kids R Kids Learning Center. If you should have any questions, concerns or need resource information related to child care, check out their website at www.dfps.state.tx.us. The local telephone number is (512) 388-6274. To report child abuse please contact 1-800-252-5400.

Inspections 746.501 #20

In an effort to help make sure that we do not overlook any regulations, we are inspected by several city and state organizations. The results of our last inspections will be posted on the parent information board located in the front lobby.

Hold Harmless Agreement

I understand that accidents are sometimes unavoidable and/or controllable. I also understand that accidents, which do occur, are not necessarily due to the negligence of Kids R Kids, its officers or staff. I understand that Kids R Kids will use reasonable diligence to prevent accidents from occurring. I understand that I will not hold Kids R Kids, its volunteers, agents, representatives and staff harmless for any accidents that occur.

I understand the rates and schedule sheets are now in effect. I understand the rates, credits, contracts, policies and procedures may change periodically. I agree in the event I am delinquent, (beyond grace period) that I am not entitled to bring my child/children to Kids R Kids. I also agree to pay Kids R Kids all collection and legal fees for services. In addition to late charges, interest is not to exceed the maximum allowed by law. In the event any portion of this agreement is found by a court of competent jurisdiction to be unenforceable, such finding shall not affect the validity of the remaining portions of this agreement. I will agree to give a two-week written notice upon withdrawing my child from Kids R Kids. I have read and retained a copy of the Parent Handbook with all the policies and procedures of Kids R Kids and agree to abide by them at all times.

Confidentiality Policy

Information contained in your child's records, including your personal information, is confidential. Anyone who is not directly involved in the care of your child or affiliated with individual state child care licensing regulations or protective agencies will not have access to the records without your written authorization or court order. Parents or guardians may have access to their child's records at reasonable times upon request. Upon withdrawal of your child from the center, records will be retained for the minimum period of time specified in applicable individual state child care licensing regulations.

As an enrolling parent or legal guardian, you have the right to add and update information, comments, data, or other relevant materials to your child's records. Please contact your Director if you need to update your child's records.

If any injury or incident occurs during conflict with another child, the names of other children involved will remain confidential.

Kids R Kids Are Asking Parents Not To.....

- ✚ Solicit our employees to babysit your child/children at your home. Waivers can be issued by the director.
- ✚ Solicit our employees to terminate their employment with Kids R Kids and work as a Nanny.
- ✚ Ask any of our employees to drop your child/children off at home when they clock out from work at the end of the day.
- ✚ If issues with a staff member arise, please report to the admin. Berating, yelling or arguing with a staff member in front of children will not be tolerated. We ask that you always be respectful of our staff.

If the following policies are not followed, this can result in termination of the employee.

Parking

Parents, please do not park by the school buses or in front of the school buses when there are spaces available. This has caused numerous problems in the mornings and in the afternoon. The following parking spaces are reserved for the owners. We know parking is limited; however, you may park in the “*“Kiss N Go”” Lane for 3 minutes only.*

Parent's, it is important for you to remember **NOT** to leave your child's sibling in the car and **NOT** to leave your car engine running. This is considered neglect of a child.

Kids R Kids History

Kids R Kids is a Franchise started by Pat and Janice Vinson, who opened their first Child Care Center in 1961 with 95 children, 11 staff members and a 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 Quality Learning Center was established in May of 1985 under the ownership of Pat and Janice Vinson.

They founded Kids R Kids because of their genuine love for children. With great success and the hope of having an individual involved with each center, they began a franchising company in 1988.

Kids R Kids International, Inc. has since blossomed into a large corporation supporting franchises throughout the United States and beyond under the direction of Pat and Janice Vinson.

Through their many years of experience in child care and reaching out with technological advances, Pat and Janice have created a concept that is unique and on the leading edge of the child care industry.

In August of 2004, Kids R Kids located at 15111 Avery Ranch Blvd., Austin, Texas purchased Kids R Kids from John and Elwin West in August 2019.

Enrollment and Getting Started Center Information

Kids R Kids
15111 Avery Ranch Blvd.
Austin, Texas 78717

Phone: (512) 218-9669
Fax: (512) 218-1292
Web Page: www.krkaustin.com

Business Days and Hours

Kids R Kids hours of operation are 6:30 a.m. to 6:00 p.m., Monday through Friday, 12 months a year.

Holiday Schedule

MLK
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve (close at 1230)
Christmas Day through New Years Day
President's Day (Staff Development)
Veteran's Day (Staff Development)
Teacher Set-up day for new school year (TBA) August (1-2 days)

If a holiday falls on Saturday, the center will be closed on the Friday prior to the holiday.
If a holiday falls on a Sunday, the center will be closed on the following Monday.

Inclement Weather Closing

In case of inclement weather, we will follow Leander and or Round Rock ISD. Kids R Kids will make the final decision to close based on the weather conditions and the safety of our staff. The closing of Kids R Kids will be listed on ProCare and the Kids R Kids Facebook page. We ask parents to be patient and understand that we will try and make every effort to open the building if the weather conditions are safe.

Preparing for your First Day, Week and Month

A positive daily transition from home to Kids R Kids is imperative. Children react differently to the separation from their parents when coming to school in the mornings. Some children are full of confidence and excited to be with other children, some may be frightened or angry, and others are afraid of being away from their parents. After all, no

matter how old we are, no one likes to be placed in a room full of strangers. Many behaviors are based on the age of the child, if the child has never been in childcare before or any number of other factors.

If it's your child's first time in Child Care, first time to our school, or first time away from you, please be sure to make every effort to spend additional time in the beginning to help your child in becoming comfortable in his/her new environment.

1. Visit the school with your child prior to the first day of school.
2. Children also feel your vibes. If you are apprehensive, he/she will be apprehensive.
3. Start talking about going to a new school as early as possible.
4. Quickly slide into your routine, i.e., be consistent on who brings the child to school daily, what time you come to school and what time you pick up.
5. Escort your child to the classroom, give a big hug and kiss and let him/her know you will be returning and leave the room. The longer you stay today, the longer you will stay tomorrow and the next day.

If your child is upset when you leave the classroom, take it in stride. They have usually calmed down by the time you make it to your car. **REMEMBER**, you can call and check on your child at any time.

Steps to Signing In and Out Daily

1. It is imperative that you sign your child in and out daily. Escort your child into his/her classroom. This is vital in giving us an accurate count in the classrooms in case of an emergency. *** We now have drop off and pick up at the classroom door ***
2. Take your older child to his/her classroom first. It is unsafe for infants and toddlers to have older children in the classroom.
3. Check your email to receive your child's daily note via the ProCare app. Feel free to ask about your child's first day. Please remember that at times a teacher may not be able to have an extended conversation due to the need for supervision in the classroom.

What We Need From You

In order to get your child off to a great start, there are some things that need to be addressed:

1. All enrollment forms should be completed and submitted prior to your child/children starting. Updating any information can be sent through ProCare or by emailing any admin staff.
2. All immunizations should be up to date.
3. You will be taught and programmed on the Login System.
4. Please submit a Family Photo.
5. A written statement from your Doctor if your child has a food allergy or any additional type allergies.
6. Children need to stay with parent before clocking in each morning and after clocking out each day. Parents are responsible for making sure their children gets to their classroom and making sure there is an teacher in the room before leaving the child.
7. Parent orientation checklist to ensure that all information is given to parents upon enrollment.

What to Bring to the Center for Your Child

1. At least two complete changes of clothing. (Please label each article of clothing and any other items with your child's name in permanent ink).
2. A pillow and blanket for nap time. (Large bedding is difficult for us to store, please provide crib sized items).
3. A back-pack for children in Pre-K and up.
4. An art shirt (for children ages 2 and up) large enough to cover over clothing.
5. Infant children should have diapers, wipes, cream, formula, baby food, etc.

Drop Off and Pick Up

1. We ask that children arrive at the school no later than 8:30 a.m., so they can enjoy their circle time.
2. We do not allow you to drop off after 10:00 a.m. (exceptions for medical appointments up to 12pm) and prefer to have no pickup between 12- 2:30 p.m. This is nap time for some children and lunch for others. No exceptions.

3. If you arrive after 10:00 a.m., you must call and notify the school.

4. Parents are not allowed to leave their vehicles running in the “Kiss N Go” lane or leave siblings in the vehicle while picking up a child. This is considered neglect, and you can be reported.
5. Please do not leave vehicles parked in the parking lot while the engines are running. Brakes can fail and a child can become injured.
6. The “Kiss N Go” lane was designed for a quick drop off, no more than 3 minutes. Please do not park in front of the school buses or on the side of the school buses. This area is reserved for the owners.
7. Please do not block bus drop off in the afternoons between 315-414pm. Children need to be dropped off at the front door to avoid accidents and to make sure all children are accounted for.

Dressing Your Child for School

Functional Clothing

All Ages

Please dress your child in comfortable, washable play clothes that are acceptable to get dirty. We do lots of messy, fun activities such as gardening, painting, playing in the sand, water table and outdoor play. Children must wear clothing that is dry and layered for warmth in cold weather. When in the sun, children must wear sun-protective clothing, applied skin protection or both.

Functional Shoes

All Ages

Young children are still working on large and small motor skills. They need sturdy footwear so they can run and play without tripping. Rubber soled shoes that Velcro or zips are preferred. Closed-toed shoes are required, no flip flops or sandals. If your child is potty training, please make sure to have lots of extras and clothes that are easy to remove.

Please do not bring:

1. Valuable items that could get lost in a room of children;
2. Toys from home

Play Clothes Agreement

I understand that my child will experience many different levels and forms of activities. I understand that children must wear clothing that is dry and layered for warmth in cold weather. When in the sun, children must wear sun-protective clothing, applied skin protection, or both.

Kids ‘R’ Kids will make reasonable efforts to protect my children’s clothing.

I understand that Kids ‘R’ Kid’s policy is to put soiled clothing in a sealed bag until I pick my child up from school. I understand that it is my responsibility to launder my child’s clothing.

- Fridays are clean out cubby day. I will take all my child's clothing and linen home for laundering.

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Kids R Kids Communication

Procedures for Parental Notifications

As with any partnership, communication is vital!

Daily Communication

- ✚ Daily reports are provided in selected suites via ProCare App to parents outlining the events of the day. (Pre-K & after school students are not provided daily notes via ProCare App.)
- ✚ Parents are informed daily regarding any injury, bites or unusual behavior of a child.

Weekly Communication

- ✚ A weekly lesson plan will be posted in each classroom on the parent information board.

Monthly Communication

- ✚ A monthly calendar is generated and posted on the Family Information Boards to outline the school's activities.
- ✚ A monthly menu is posted for your review.

Progress Reports

- ✚ A progress report will be completed by semester.

Parent Conferences/ Progress Reports

Parents are encouraged to consult with staff whenever any problem arises regarding the child at home or school. Telephone and on-site conferences may be scheduled through the office and with the teacher directly. We urge you to take advantage of our parent conferences. This is an important opportunity for parents and staff to share information about your child. Each class has a day and time of availability. Please do not use pick and drop off for these conversations.

Progress reports will be sent out at the end of the Fall and Spring semester.

that you are sharing that information with parents. "Developmental assessments are designed to support your child's growth by evaluating their needs and progress. Throughout the year, teachers will utilize developmental checklists to

regularly assess children, tracking their development across various milestones. These assessments provide valuable insights into each child's progress and areas that may require additional support, and the findings will be used to guide discussions during parent-teacher conferences, ensuring that our strategies and goals are aligned with your child's evolving needs. The developmental checklists will be used to support identifying developmental delays for children ages 0-5 years, make referrals when necessary, and shared during parent-teacher conferences.”

Policy Changes

Policy changes are communicated in writing thirty days in advance when the change is going into effect. Parents will be required to sign an acknowledgment of the change.

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Photographs

Kids R Kids take many pictures of activities that the children participate in daily. These pictures may be printed and posted on the classroom doors or sent out to our parents in an email. By enrolling your child in the center, you’ve consented to other parents whose children attend Kids R Kids to see your child’s image.

Internet Access

Kids R Kids Quality Learning Center offers the Watch Me Grow System for parents who want to be able to view their child’s daily activities. The program is password protected and is an optional program. To sign up for the Internet Viewing Service please open the link in your welcome email. A center pass code will be needed – this pass code is available only to parents of our currently enrolled children. After entering the pass code, a form will pop up and will have to be completed by the parent. Watch Me Grow will then process your information and email you a password.

**** We do NOT allow children to bring electronics(laptops, cell phones, pads, etc.), as we are not liable for any lost, broken or stolen items. Also, personal electronics have access to the internet content that KKR cannot monitor or protect against. If a child needs to call or message parent, that can be done from the front office.**

By enrolling your child in Kids R Kids, you are consenting to people with passwords to also view your child’s image on the Internet. “Watch Me Grow”

Curriculum

Kids R Kids strives to provide a nurturing, secure and stimulating environment for children. Your child can safely explore, learn and play in a caring atmosphere. We encourage children to become independent and self-confident by allowing them opportunities to learn at their own pace and in ways that satisfies them best.

Curriculum - Up to Age 2

Often these young children are overlooked by Educators as not being capable of learning. Scientific research is revealing that a baby can understand and express much more than what was previously thought. They are, however, limited by their lack of ability to communicate. To improve this communication, we've implemented *Signing with Your Baby* into our daily routine. Consider the fact that hearing babies can understand spoken words early in life.

Babies quickly learn to associate babble, such as “mama”, as a symbol with the nice woman who feeds and takes care of them! If we consistently use the word “mama” in context, most babies will learn to understand what this symbol means. If we also use the sign for “mama” whenever we say that word, babies will come to understand and relate to this symbol as well. Incorporating signs into your daily routine does not require fluency in American Sign Language.

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Rather, it teaches that even a few simple gestures can make a big difference in empowering and meeting the needs of a child. We also use the Active Learning Series for infants and Ones. The Young Twos use the High Reach Learning Curriculum. The series ensures that children are involved in the learning process each day in the classroom. Develop mentally appropriate activities shared on a lesson plan for each child in the class. Activity cards are displayed in the classroom that describe the meaningful, enriching experiences that are taking place at school. Parents are encouraged to check the board daily and reinforce the activities at home.

Curriculum – Ages 3 to 5

The Kids R Kids Curriculum is a comprehensive curriculum developed by professional educators with more than seventy-five combined years of classroom instruction, administrative experience and curriculum development. The curriculum is predicated on the standards of the National Association of the Educators of Young Children (NAEYC) and embraces the concepts of Jean Piaget by implementing an educational environment that provides weekly themes, learning centers and play based developmentally appropriate activities that are engaging and enriching children to learn best through play and doing.

The Kids R Kids curriculum is based on this philosophy and uses the environment (the classrooms, the outdoors, the equipment, and the people) as the foundation for children's learning. The teacher's goal is to prepare and educate children to hold the skills that are necessary to be successful in kindergarten and beyond. They can help the children with deliberate lesson planning and well thought out learning objectives that meet the standards set out by the state in the Texas Essential Knowledge and Skills (TEKS) guide. This guide is the same that is used in all public-school Pre-Kindergarten and Kindergarten classrooms. Kids R Kids would like all children to be successful learners now and in the future. Kids R Kids will modify the curriculum when necessary. Technically is also part of our curriculum. No children 2 and under will have access to screen time. Children 3 to 5 are allowed to use hatch (screen time used for music and movement, story time, live up to three times per week for no more than 30 mins, each time. Children in our after-school program may have access to up to one hour per day.

The Importance of Centers

Home Center

The home center is a very important part of our classroom. The work children do in the home center is called "Dramatic Play" or "Pretend Play". In the home center, children take on a role and recreate real life experiences. They use props and make believe about a wide variety of topics.

The ability to pretend is very important to children's later academic success in school. When children pretend, they must recall experiences they've had and recreate them. To do this, they must be able to picture their experiences, such as what tools a doctor uses, how a doctor examines a patient, and what a doctor says. In playing a doctor's role, children must be able to cooperate with other children and defend their own ideas.

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Blocks

Blocks, the hard wood units that come in proportional sizes and shapes, are one of the most valuable learning materials in our classroom. When they build with blocks, children learn about sizes and shapes, spatial relationships, math concepts, and problem solving. When children lift, shove, stack and move blocks, they learn about weight and size. Each time they use blocks, they are making decisions about how to build a structure or solve a construction problem. When children build with blocks in the classroom, we encourage them to talk about what they are doing. For example: we might say "tell me about your building". "How did you decide to put those blocks together?"

Table Toys

Table toys include puzzles, various table blocks, and other small construction materials such as Lego's, Lincoln Logs and collections of objects (including shells, bottle caps and buttons). When children use table toys, they learn many new skills and concepts. These include sorting classifying things according to their own categories, judging distance, directions, right and left, up and down, and describing what they are thinking and doing.

Art

Every day children find a variety of art materials available on our shelves. Drawing, painting, cutting, pasting and playing with play dough are not only enjoyable, but also provide important opportunities for learning. Children express original ideas and feelings to improve their coordination, develop small muscle skills, learn to recognize colors and textures, and develop creativity and pride in their accomplishments by exploring and using art materials.

Sand and Water Play

Although you're probably accustomed to your children splashing in the bathtub and digging in a sandbox at the playground, you may be surprised to know that the sand and water area is an important part of our classroom. This is because sand and water aren't just fun; they're also a natural setting for learning.

When children pour water into measuring cups, they gain a foundation for mathematical thinking. When they drop corks, stones, feathers, and marbles into a tub of water, they observe scientifically which objects float and which sink. When they comb sand into patterns, they learn about both math and art.

Library

The library area is an essential part of our program and your child's life. It's where children gain the foundation for reading and writing. It's also a place where children can relax and enjoy the wonderful world of children's literature. We encourage children to use the library on their own. We invite them to look at books, to scribble and "write" throughout the day.

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We also work with children one-on-one and in small groups. Sometimes children dictate stories to us, which we record on paper and we read stories to the children on a daily basis. We read books to introduce new ideas, to develop pre-reading skills, to help children deal with problems and more importantly to develop a love for books.

Music and Movement

In our program, Staff and children are frequently singing and participate in creative movement. Singing and moving to music gives the children a chance to move freely, practice new skills, and feel good about what their bodies can do. The children love our daily singing time together, and it helps them develop cooperation in a group.

Cooking

When children cook, they have a chance to learn about food, be creative, and prepare their own nutritional snacks. Lots of discoveries happen during cooking. When children see dough rise, they learn about science and when they measure flour, they learn about math. Following picture recipe cards, they learn skills that will prepare them for reading. Cooking offers a special treat for children (it allows them to do things adults do). With all the adult things children aren't allowed to do, it's very rewarding for them to be encouraged to cook "just like grown-ups".

Computers

In our program, we have computer labs where children “play” with computers. While this may sound like a strange way of describing what children do with computers, this is in fact what goes on. The children experiment, using a variety of programs that help them develop in many exciting ways. Some of the things children learn when they use computers are math skills and concepts such as counting and numerical relationships, beginning reading concepts, how to express creativity and how to solve problems. We encourage all children to work at the computer. This will help the children learn how to operate a computer, focus on their lesson and develop their social skills at the same time. While the children are working at the computer, we ask them questions to help them think about what they are doing.

Outdoor Play

When the children are outdoors, they like to run, jump, swing, climb and use all the large muscles in their bodies. They need space to work out and let off steam. They can race around, look at the cloud or catch a ball or bug. They not only satisfy their needs for large muscle activity, but also develop a sense of wonder about the miracles that take place in nature.

When we take the children outdoors, we talk about the things we can see, hear, touch and feel. This way, the children become aware of changes in the weather, seasons and the growth of plants and animals.

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We help the children notice changes by asking them “what’s different about the trees, the caterpillars, or the sky”. Hey, “lie on the ground and look up or climb the jungle gym and look down”. We point out the many kinds of birds that fly overhead, butterflies, falling leaves, and rain as it begins. We wonder aloud where all these things come from.

Rest Time

It is important for a young, growing child to have time to rest or enjoy quiet activities during the day. At our center, your child will rest in the afternoons for one to two hours or longer, depending on his or her needs. Children who don’t sleep after having a rest time (1 hour, this is required for children under 6) will be encouraged to read a book, play with puzzles or participate in other quiet rest-area activities. Ratios do change during this time for ages 18 months and up.

State Licensing Minimum standards 746.2901-746.2911 We are required to have a rest period of no more than three hours; the standard is two. Children MUST rest for a minimum of an hour. A rest period is developmentally appropriate for children, infant to 5 years of age.

We provide cozy cribs, mats or cots. Your director will let you know about the required rest time items and any bedding your child may need. Please label all personal rest items with your child’s first and last name.

Infants sleep according to their needs and the individual plans prepared by families in cooperation with our teachers. Our Director will let you know about the required bedding linens and other information on washing sleep items. In keeping with the recommendation of American Academy of Pediatrics, all infants will be placed on their backs to sleep unless a documented medical condition requires alternate sleeping positions.

Science

Children have a natural curiosity for the environment in which they live. Their questions tell us of their interest in everything around them, in nature, people, animals, plants, etc. Science is important because it enables the children to better understand their world, creates high interest and is exciting and enjoyable. Through science studies, particularly the open ended or discovery activities, children develop methods of thinking that includes problem solving, inquiry, reasoning, and rationalizing. Having a science area will help the children learn the skills that Scientists use such as observing, interpreting, classifying and drawing conclusions.

Health and Wellness Policy Immunization Requirements

Each child enrolled at Kids R Kids 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 with a signature or rubber stamp and include the child's name and birth date, the number of doses and vaccine type, month, day and year the child received each vaccination. This documentation may be the original record or a photocopy. Children will be asked to stay excluded from school for 48 hours if suffering from multiple symptoms that we would need to exclude from care. Below listed are the illnesses/symptoms that we exclude for: HFM Disease, Flu, RSV, Strep, MRSA, Oral Thrush, Pinworms, Ringworm, Rotavirus, Scabies, Scarlet, Shingles, Viral Meningitis, Whooping cough, Bacterial Meningitis, Chicken pox, Pink eye, Covid 19, Fifth Disease, Hib, Head Lice, Herpes Simplex 1, Impetigo. Some may require more than a doctor's note for returning see illness policy.

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

Kids R Kids retains the right to exclude from attendance any child who is under immunized or holds an immunization exemption waiver whenever there is a perceivable outbreak (upon notification from CDC or DHSC) of vaccine preventable communicable disease in the local area.

School Age Children

When the child's records are on file at a public or private school, Kids R Kids will have the parent sign a form verifying the immunization record is on file, as well as the address of the school at which the health record may be obtained if necessary.

Vision and Hearing Screening

In compliance with the special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, Kids R Kids requires children to have screening or a professional examination for possible vision and hearing problems. Children who are enrolled for the first time and who are four years of age or older must be screened within the first 120 days of enrollment. All children already enrolled at Kids R Kids who are four years of age by September 1 of each year, must be screened for possible vision and hearing problems. Children who are in the first, third, or fifth grade must complete a screening or examination within the school year. You may sign a statement for our files stating that your child's screening is current and on a file at either the public or private school they attend. This statement must be dated and include the name, address and telephone number of the school.

Health and Wellness

Guideline for who cannot attend Kids R Kids due to illness

If your child should become ill, we ask that you make alternate arrangements for childcare. Because the health and welfare of all our children is a concern, we are unable to care for children who are ill. Below is an outline of children that are too sick to attend childcare.

Please see the addendum listed on the last page.

24 hours refers to one full business day after being sent home. Illness policy.

Fever

For children of all ages, fever that is at or above 100.4 degrees by ear or forehead, cannot attend school. If a child is sent home with a fever, he/she may not return to the center for 24 hours of being fever free (without medication).

Signs of Possible Severe Illness

Signs of possible severe illness includes unusual lethargy, irritability, persistent crying, difficulty breathing, mouth sores with drooling, and rash with fever, behavior changes or other unusual signs.

Uncontrollable Diarrhea

Uncontrollable Diarrhea is: two or more loose watery stools within 24 hours. The child may return to the center when the diarrhea has subsided for 24 hours.

Vomiting

Vomiting is two or more episodes within 24 hours. The child may return to the center when the vomiting has subsided for 24 hours.

Pinkeye (Conjunctivitis)

A child with Pinkeye will have to be excluded from childcare until 24 hours after antibiotic therapy has begun.

Infestation Head Lice A child with head lice cannot return to school until all live bugs and eggs have been removed. Upon return, parents must bring a note from the doctor or Lice Removal Salon to indicate that the child has been treated. If a parent chooses a home remedy, then a receipt for the purchased product should be presented. The child may be checked by a staff member before returning to class.

Strep Throat

A child with strep throat will have to be excluded from childcare until 24 hours after fever is gone and child has one full day of antibiotics in their system.

Other Illnesses

If your child exhibit signs of illness while at the center, you will be contacted immediately and asked to pick up your child as soon as possible. Children multiple symptoms will be ask to stay out 48 hours without symptoms before returning.

Administering Medication

Kids R Kids will give your child medication as a service to you. However, we do take this job very seriously and must ask for complete cooperation from the parents in following the guidelines as outlined. Please do not leave any medications in backpacks or cubbies.

Medication Forms

Medication forms must be completed daily and include the following:

- a. full name of the child to whom the medication is to be given
- b. name of the medication
- c. date and amount of medication to be given
- d. parent's signature
- e. permission form from the Doctor(even for over the counter medications)

Medication

The medication that's to be administered to the child must have written doctor's permission and must be given as stated on label directions or as amended by a physician. No fever reducing medications will be given by any staff but may be administered by the parent for pain only.

Any medication brought by parents for their child must:

- a. be in the original container.
- b. be labeled with the child's name.
- c. be labeled with the date (if prescription medicine)
- d. include direction to administer the medication.
- e. if prescribed, include the name of the physician prescribing the medication.
- f. if over the counter medication, it must be signed in and given only in the dosage recommended on the container.
- g. KRK will not give any fever reducing/pain medications for any reason. (Tylenol and or Motrin)
- h. All oral medications are required to have a doctor's note. No exceptions.

All medication is to be checked in at the front desk.

Medical Emergency

If a child becomes ill, injured or has an adverse reaction to prescribed medications while at the center, the parent(s) or emergency contact person will be notified immediately. If it is necessary to seek immediate medical attention for a child, the child will be transported to your assigned hospital or Dells Children's Hospital, 9010 N Lake Creek Pkwy, Austin, TX 78717, Phone: 737.707.6000, which was listed at the time of registration. The child's emergency medical permission forms and the health information on file will accompany them.

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

Financial Policy Tuition and Fees

Tuition is charged for your child's space and is due whether your child is in attendance or not. Full tuition is due for weeks containing holidays. The expenses of Kids R Kids are based on fixed enrollment levels. The current tuition rate will be charged to your account. Tuition is due on Monday for the week and is non-refundable. Tuition is due 52 weeks per year. The rates include 0.holidays, breaks, inclement weather days(up to 3) and early release days(up to 3).

If your child/children tuition and all accrued late fees are not paid by 5:30 p.m. on Friday of each week, your child will not be allowed to attend until full tuition, late fees are paid. For monthly parents, your tuition must be paid by the 3rd business day, or you will be late and accrue late charges. The following rules on tuition and fees still apply to monthly parents.

Late Payment Fees

A late fee of \$30.00 will be charged to your account if tuition is not paid by 12:30 p.m. on Wednesday. If the account is not current on Friday mornings, children will not be able to attend until full payment is made. Families will be at risk of termination if tuition accounts are not kept current. All families must have an ACH on file, even if you wish to use another payment method. The second payment method is due before billing is do if you wish for ACH not to be billed. Return fees are \$15.00 per return and can only be waived if an account is billed by mistake but they will be billed every Monday before 10 and the first of every month by 10 am.

School Age Tuition Exceptions

There is an additional charge of per day for school age children who attend Kids R Kids when school is out for a holiday and an extra charge for a ½ day. Families using CCCS will have additional billing for field trips and uniforms/camp shirts as they are not included in the subsidy.

Registration

A registration fee is charged at enrollment and is nonrefundable. This will secure an enrollment space for up to 30 days. An annual registration fee will be charged to your account each year during re-enrollment and is nonrefundable. Tuition is nonrefundable once paid to the school. We cannot hold a spot longer than 30 days without weekly tuition being paid.

Supply Fees

In all the classes supply fees assist in replacing broken toys, art supplies and art materials. Part-time children are also required to pay supply fees. Supply fees are billed to your account quarterly (August, November, February & May). A supply fee is charged at enrollment/re-enrollment and is nonrefundable.

Leaving Kids R Kids

Kids R Kids requires two weeks' notice upon leaving our center. Full tuition will be required during this time and will be charged to your account. We will review your account and if additional fees are due, they must be paid then. If you do not give two weeks' notice, you will still be responsible for paying two weeks' tuition to complete the two weeks' notice. Tuition is non-refundable. Notice can only be waived by the owner.

Charges for Optional Programs

There are some optional programs that your child may wish to be a part of. There is an additional charge for these programs. Some programs include dance and gymnastics. The instructor determines the charges of these activities. Enrichments that are included, Yoga, Soccer, Gym station, Music and STEM.

Attendance/Vacation Policy

Please notify the center if your child will be absent or late, no later than 930 am as our cut off time is 10am. You can call the school or message through our school communications. Infant through School-age students will be eligible for 5 weeks of vacation credit per family. A family vacation credit of 50% will be given to two or more full-time children enrolled. Your child must be **absent for 5 consecutive days** (Monday through Friday). Upon utilizing these credits, it may not be used again for at least 12 months covering the **August start** to the next August school year (exact date TBA). **Vacation requests must be two weeks in advance and parents must have a zero balance.** A vacation credit will not be granted for absence due to illness. Vacation credits are not granted upon the last two weeks of dis-enrollment of the center.

Returned Checks

For each check that is returned from our bank unpaid, you will be charged an amount equal to the returned check plus a \$15.00 collection charge. Upon receipt of a returned check, you may change the account used for tuition. If it becomes an issue, you will be at risk of termination. Returned checks that are not paid will be sent to a collection agency. After 3 returned checks, we will request that payment is made by cash or money order.

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Late Pick-Up Fees

If a child is not picked up by 6:00 p.m., charges will be \$3.00 per minute. If the child is left until 6:45 p.m. and no word is received from the parents or an emergency contact cannot be reached, local authorities will be contacted. Late pick up fees are due at the time of pickup or before returning to school. Please arrive at the center in time to leave at 6:00 p.m. This can be charged to your account.

Positive Guidance Policy

At Kids R Kids we strive to develop meaningful relationships with each child. We want each child to feel loved and have a strong self-worth. We understand to accomplish this goal, it is imperative that the children are given positive guidance to ensure self-discipline. We believe that children will develop self-discipline and control when they are treated with dignity and respect and when they are given clear, consistent, fair limits for classroom behavior.

With the older children, we help them set their own limits, to understand limits and the consequences of the decisions they make.

We understand the importance of developing a warm and positive learning environment where children's feelings are validated, and positive behavior is encouraged.

In addition, Kids R Kids adheres to the Discipline Policy of the Texas Department of Protective and Regulatory Standards which states:

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 teacher may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. This is done by:

1. Using praise and encouragement of good behavior rather than focusing only upon unacceptable behavior;

2. Reminding a child of behavior expectations daily by using clear and positive statements;
3. Redirecting behavior using positive statements.

CHRONIC DISRUPTIVE BEHAVIOR

We will make every effort to work with the parents of children having difficulties in childcare. We are here to serve and protect all our children. Children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional wellbeing of another child may require the following actions:

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Initial Conference

The director may require the parent(s) of any child who attends KidsRKids Learning Academy to meet for a conference. The problem will be defined on paper. Goals will be established, and the parent will be involved in creating approaches towards solving the problem.

Second Conference

If the initial plan for helping the child fails, the parent(s) will again be required to meet with the director. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not apparent.

Suspension

When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from childcare indefinitely. The director may immediately suspend a child when the child exhibits behavior harmful to him/herself or others. A parent may be called from work any time the child exhibits uncontrollable behavior that cannot be modified by the childcare staff. That parent may be asked to take the child home immediately. Suspension from the childcare program may vary from a few hours to an indefinite period.

Dismissal Policy

Unfortunately, there are sometimes reasons we must ask that a child/parent be removed from our program permanently. We want you to know we will do everything possible to work with the child's family to prevent this policy from being enforced. Please see behavior policy.

WHEN A CHILD IS HAVING A PROBLEM IN THE CLASSROOM

Staff will try to redirect children from negative behavior.
Staff will reassess the classroom environment, appropriate activities, supervision.
Staff will always use positive methods and language while disciplining children.
Staff will praise appropriate behaviors.
Staff will consistently apply consequences for rules.
Staff will always consider age-appropriate consequences for behaviors.
Child will be given verbal warnings.
Child will be given time to regain control.
Child's disruptive behavior will be documented and maintained in confidentiality.
Parent or guardian will be notified verbally.
Parent or guardian will be given written copies of the disruptive behaviors that might lead to suspension or expulsion.
The Owner, Director, teacher and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
The parent/guardian will be given literature or other resources regarding methods of improving behavior.

SCHEDULE OF EXPULSION

If after all the remedial actions have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period so that the parent/guardian may work on the child's behavior or to come to an agreement with the school. The parent/guardian will be informed about the length of expulsion and the expected behavioral changes required for the child or parent to return to school.

PARENTAL ACTIONS FOR CHILD'S DISMISSAL

Failure to pay/habitual lateness in payment.
Failure to complete required forms including the child's immunization records.
Verbal abuse to staff.
Parent threatens physical or intimidating actions toward staff members.
Continued late pick up or late / returned payments.

CHILD'S ACTIONS FOR DISMISSAL

Failure to adjust after a reasonable amount time. (30 days for full time and 45 days for part time) This does not include needing to be dismissed for extreme behavior or injury.
Repeated, uncontrollable angry outbursts or tantrums.
Ongoing physical abuse to staff or other children.

A CHILD WILL NOT BE EXPELLED

If the child's parents:

- 1. Made a complaint to Child Licensing regarding a school's alleged violation of licensing regulations.*
- 2. Reported Abuse or Neglect occurring at the school.*
- 3. Questioned the school regarding policies and procedures.*
- 4. Without giving the parent sufficient time to make other childcare arrangements, unless the child is causing significant safety concerns*

Exceptional Needs Behavior:

- Behaviors that endanger themselves and others
- Extreme and consistent behaviors
- Not being able to adjust to school routine (3-4 weeks)
- Not able to be potty trained by 3.5 years old (after missing a move up or entering a hybrid class)
- Biting to the extent of breaking skin and lasting bruising in excess
- Attacking and injuring teaching staff
- Using profanity and explicit language

Plan of Actions:

Step 1: Each child and situation will have a set action plan and time frame.

Step 2: Action Plan review at the end of timeline

Step 3: Break from program(suspension)

Step 4: Retry or updated action plan.

Step 5: School Dismissal

Parent Options:

***Pay for additional staff if available (flat rate per day or bring in a therapist (must have background))**

***Provide diagnostic documentation from physicians to help with daily involvement.**





KRK North Austin will be partnering with Pathway to Peace Guidance Services. They will be in the school to support our teaching staff with expert classroom management strategies and offer outside resources to our enrolled families. Detailed information will be sent our directly from Pathway Peace.

Kids Café and Program Nutrition Policies

All snacks and meals provided by Kids R Kids meet or exceed the requirements of the USDA Food Program Guidelines. Kids R Kids will not serve nuts or any food that contain nuts as ingredients. Parents are asked to please notify the café of any allergies.

The Kid's Café is where nutrition begins. The children will learn about family style, dining, serving their own plates, pouring their own juice/milk, and cleaning up their own space when eating has been completed. Changes to the menu will be sent out in the morning of.

Kids R Kids offers the following eating opportunities:

-  Breakfast
-  Lunch
-  Healthy Snack (am & pm)
-  Healthy Snack (As listed by the Texas Department of Agriculture) for after-school children

A monthly cycle menu is planned and may be picked up at the front desk. In addition, for the purpose of educating and encouraging meals with adequate nutritional value, sample menus of healthful lunches are available to parents whose children bring lunch from home. These are on your child's classroom Family Resource Board. Other resources such as Information about Foods that may cause Allergic Reactions and How to Encourage a Picky Eater are also available on the Family Resource Boards.

For children who require bottles and baby food, it is the responsibility of the parent to bring prepared formula, placed in bottles and labeled with each child's name. Parents are also responsible for bringing baby food for children who require baby food. Kids R Kids will provide the meals when the children can begin to eat chopped up food that's offered to the remainder of the school. The teachers will work with the parents to make the determination as to when your child is ready to begin enjoying some of the table foods. If your child is not eating from our menu, parents must provide the child's substitutions. Allergy and food preferences are not guaranteed, please always check menus. We are a NUT and EGG (can be baked in) free facility.

Food Brought from Home

Sometimes, parents may wish to provide their child's meals. With prior authorization from Kids 'R' Kids Administration, we will honor those parent's requests. We do not allow NUTS or EGGS. This request must be made in writing and will need to be updated annually, as the child's enrollment continues. 1. All food must come in sealed containers,

must have the child's first and last name, the current date, and contents. 2. All foods or lunches from home must be refrigerated or have an ice pack inside the lunch box. Refrigerators can be in the Kitchen, Suites 100,150, and 200. 3. In the case of class parties, when food is to be shared among the children, parents are asked to bring commercially prepared items only or items prepared in a kitchen that is inspected by the Health Department. 4. Milk, fresh fruits, and vegetables will be available for all children who bring lunch from home.

Special Addendum 1

It is Kids R Kids Policy to keep all liquids hotter than 110 degrees out of reach of children

Special Addendum 2

Kids R Kids Staff are informed and educated about which children have food allergies. Postings of all children with allergies can be found inside your child's classroom.

Special Addendum 3

Breastfeeding resources are available upon request.

<i>Parent Initials</i>	
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Transitions

As your child grows, he will transition to a new classroom. We look at several factors when deciding if a child is ready or not. Some components of the decision are based on maturity, development, and the age of a child.

Transitioning a child is a decision that should be made by teachers, parents and the administrative staff. Although we have a plan for transitioning a child, we also observe the child's behavior during the process and either lengthen the transition time or decrease the time to make the change. Listed below is our standard policy:

1. Parent notification with outgoing teacher and new teacher
2. Transition begins on a Monday
 - a. Monday – child will spend 1-2 hours in new classroom
 - b. Tuesday – child will spend 3-4 hours in new classroom
 - c. Wednesday – child will have lunch with new classroom
 - d. Thursday – child will nap with new classroom
 - e. Friday – child will spend full day in new classroom

If the child is struggling, the transition cycle may be rolled into a two-week period. If the child is happy and content in the new classroom, he/she is not required to return to the old classroom.

Note: Administrative Staff transitions the pre-school side of the building as a school year (August to August). Students will only have one day of transition.

Classroom Transitions

When children move from one classroom to the next, we discuss the plan for each child's transition with his or her family. During the transition time, we help children become familiar with the new classroom, teachers and other children.

Children in our program are considered for transition according to their developmental abilities, maturational levels, child's age and space availability in other classrooms.

What We Need From You

As with anything, children feed off the vibes of their parents. Begin talking to your child about moving to the big room. Let them see your excitement and they will have a much easier time in the transition process.

Picking Up Your Child

We want to do everything we can to keep the children safe in our care. We are very cautious about releasing your child to someone other than yourself. It is important to give Kids R Kids proper information on who can pick up your child. We may ask for id multiple times until all admins are familiar.

Everyone who is on your pickup list will be placed in our computer system. Each person will need to bring a copy of their driver's license the first few times they pick up your child.

Although a person is on your pickup list, it is imperative that you notify the front desk with the proper information as to who will be picking up your child/children. If this notification is done by phone, you will need to fax the information along with a copy of your driver's license confirming who will be picking up your child/children.

It is very important to keep your pickup information current. If anything changes, you will need to submit a notice in writing that someone needs to be taken off your list.

The person picking up will need:

1. Their driver's license and will have to stop by the front desk before going to the child's classroom.
2. To sign the child out at the front desk if they do not have access to ProCare
3. To pick up the child, the child's belongings and their daily sheet.

Custody Situations

Sometimes, the staff at Kids R Kids are placed in a difficult situation regarding a custody dispute. Without a Court Order, Kids R Kids cannot deny a parent's access to his/her child. If a custody document is present, Kids R Kids will notify the guardian parent of any contact made by the unauthorized parent. Kids R Kids will also notify the authorities. Staff members will be instructed not to put themselves or the other children in jeopardy to mediate a family dispute or to attempt to enforce a Court Order.

If a parent chooses to leave a child in the care of Kids R Kids with a Court Order in force, the custodial parent will be required to sign an acknowledgment stating the center's inability to physically obstruct a hostile effort to the center. In the case of joint custody with limited visitation, each parent must sign an acknowledgment waiver to that effect.

Non-custodial parents cannot act as parent volunteers on field trips or other center events without written permission from the custodial parent.

If no court order is in place either parent can pick up the child if they can show valid proof of guardianship, even if they are not listed on paperwork. The enrolling parent will be contacted.

Transportation

At Kids R Kids we provide transportation to and from school and on field trips for children ages three and up. Kids R Kids has two passenger buses. The buses come complete with seat belts, (the belts adjust to child size) and are air conditioned. Five-point harness seats may be required.

We follow all the safety procedures outlined by The Texas Department of Protective and Regulatory Services and carry specific equipment on our vehicles, to include:

1. A list of all children being transported
2. Emergency medical transport and treatment authorization forms for each child being transported.
3. The name of the Center, the Director and the telephone number inside the bus and on the outside of the vehicle.
4. Parent's names, telephone numbers and emergency telephone numbers for each child being transported.
5. A fire extinguisher approved by the local or state Fire Marshall, secured in the passenger compartment and accessible to the adult occupants.
6. A first-aid kit.
7. The driver must have a current commercial driver's license.

Kids R Kids buses receive regular maintenance.

Transportation of Children

Kids 'R' Kids provides transportation to and from local area schools and for field trips to local attractions. The following instructions must be followed when transporting children:

- ✚ Bus drivers must always observe all traffic laws and transportation regulations and must drive safely and responsibly.
- ✚ Children may not ride in the front seat of the bus.
- ✚ A child must always remain in their car seat. Kids 'R' Kids will not transport a child who does not comply with the safety regulations.
- ✚ Each bus must have a list of children riding and the total number in the vehicle. A duplicate list must be left at the center with management, so the center or program is aware of the vehicle in which each child is riding.
- ✚ Name to face attendance must always be practiced when transporting children.
- ✚ All children must be seated and buckled up while on the bus.
- ✚ Children will not be on the bus at the time of fueling.
- ✚ Children will be checked on/off each time they board or exit the bus.
- ✚ Children will never be left unattended on the bus.
- ✚ Children will always keep hands, arms, head, feet, and legs inside the bus.
- ✚ Music will not be played while transporting children.
- ✚ Children will not touch others in an aggressive manner.

Children with disabilities

If a child is unable to meet the above requirements due to a disability or is uncertain about Kids 'R' Kids ability to transport a child safely due to a disability, please contact Kids 'R' Kids Corporate Disability Services.

Transportation Service To and From Area Schools

Kids R Kids has a list of local schools where after school kids are picked up from. Check with the front desk for more information.

If your child does not need to be picked up after school, it is the responsibility of the parent to notify the front desk no later than 1:00 p.m. If not notified your account will be charged \$10.00.

If your child is not at the school to be picked up when the bus arrives, and we have not been notified by the parent not to pick the child up that day, the driver will contact Kids R Kids Administrator. The bus driver will go to the school office to identify if the child was at school that day. If the school does not locate the child, the Administrator will call the parents to find out the child's status. The Administrator will then direct the bus driver accordingly.

Afternoon Bus Run: Rutledge, Cox, Regan, Harmony Cedar Park and 620, Brushy Creek, Patsy Sommer, Elsa England, Great Oaks.

Field Trips

Field trips are such a great part of learning, there are so many aspects of our community that assist our children in the learning and exploring process.

Field Trip Permission Forms must be signed and dated for each field trip, or your child will not be permitted to attend the field trip. The field trip permission form will be hanging on the classroom door 48 hours prior to the date of the field trip. The form will also outline the place, date, time of departure, location, special instructions or items to bring and the anticipated time of arrival back at the center.

All children going on a field trip must wear a Kids R Kids T-shirt. T-shirts can be purchased from the front office.

1. We must have a signed permission form from you to take your child on a field trip. This form is a part of your enrollment packet.
2. Emergency medical consent forms and emergency contact information for each child will be taken on the field trip.
3. Teachers must have a written list of all children on the field trip and check it frequently to account for their presence.
4. Teachers must have a first-aid kit immediately available for field trips.
5. Each child must wear a t-shirt, name tag or other identification listing the name and telephone number of the child-care center.
6. Each teacher must be easily identifiable by all children on the field trip by wearing easily spotted identification and/or clothing.
7. The bus driver supervising a field trip must have a communication device such as a cellular phone, message pager, or two-way radio in case of emergency.
8. The teachers are CPR Certified, and first aid trained.

It is our goal to keep everyone safe and to have fun on field trips. We invite parents to participate in all aspects of our program and you are welcome to join us on field trips. However, parents are not allowed to arrive late and drop their child off at any field trip location.

Becoming a Parent Volunteer

Kids R Kids welcomes volunteers. Volunteers are assigned to do various tasks in our child's activity rooms, special events, etc. Volunteers who are regularly here at Kids R Kids must comply with the Minimum Standards for employees.

If you are interested in being a parent volunteer, please see administration. All parents must complete a criminal background check.

Water Activities

Children infant ages up to age 12 years will have the opportunity to participate in splash day once a week during the summer months. Each class will schedule a day for their splash time. We have a water park with great waterspouts. The spouts will be adjusted to accommodate the age level of the children.

School age children will have splash day once a week during the summer. Splash day consists of playing in our water park or going to Brushy Creek Water Park.

What You Need To Bring for “Splash Day”

You will need to bring a swimsuit, towel, water shoes and sunscreen (if needed) for your child. Please sign the form giving consent to apply sunscreen.

Animals at Kids R Kids

Some of the classrooms have pets, such as fish, guinea pigs, hamsters, etc. There may also be times that your child may have the opportunity to interact with a pet as part of a curriculum unit, which may include field trips to the zoo.

The following policies will be followed in relation to pets;

1. Parents must notify Kids R Kids of any animal allergies your child may have.
2. Kids R Kids must ensure the animals do not create unsafe or unsanitary conditions.
3. Kids R Kids must ensure that children do not handle any animals that show signs of illness.
4. Children and teachers practice good hygiene and hand washing after handling or contacting animals.

Inclement Weather, Fire or Emergency Situations

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

The center is equipped with a fire alarm system and fire extinguishers. Fire drills are conducted monthly and inclement weather drills are conducted every six months.

If there is an emergency and it becomes necessary to close the center, parents will be notified to arrange for early pick up.

If there is inclement weather and it is determined that the center will not open, parents should log on to ProCare. Parents should be aware that many of our staff do not stay in the area. If some classes are open, rooms will be combined. The school districts' schedules that we observe are Round Rock and Leander.

There are up to 3 days of inclement weather included in our tuition prices.

If an emergency develops and it is determined that the building or premises is unsafe, the children will be transported to: Rutledge Elementary, 11501 Staked Plains Drive, Austin, Texas, 78717, (512) 435-4626.

Parents will be notified as soon as possible of the situation, and you will be required to make arrangements for the pickup of your child.

Illness Policy Addendum:

Due new "Best Practices" with Licensing and Corporate, we will no longer accept over the counter medications without a physician note with detailed instructions. This will include allergy medication. The letter will be valid for 6 months and will need to be renewed at that time. We continue with our current policy to not give fever reduced or pain medications at school for any reason. Any medications needing to be refrigerated will be kept in the office fridge and can only be released to parents.

Children with EpiPens will need to have Benadryl listed in their action plan if it is to be used and it must be signed by both parent and physician. Going forward EpiPens are to be kept in the classroom first aid bag. In the event of an emergency teachers will administer the medication. All staff will be trained in medication administration.

Prior to returning to school, children with restrictions due to injury will need to submit a physician letter stating the exact restrictions. We will assess if accommodation can be made here at school, before child is allowed to return.

Children being excluded from care with fever and other multiple symptoms will need to be out for 48 hours and or a physicians note before they can return to care.

Questions or Concerns

It is the goal of Kids R Kids to partner with our families in providing the best possible care and education for your child. We are very interested in answering your questions and concerns. The Kids R Kids Management Team is ready and willing to assist you in this area. We are available by phone, email, or will be happy to set up a conference if necessary. If you would like to set up a conference, please stop by the front office and set a date and time with any admin.

Feedforward surveys will be given every school year during re-enrollment and exit surveys are provided with your disenrollment forms.

For resources on breastfeeding, screen time, nutrition, and various community resources, please check out our resource area in the lobby or feel free to check with the administration.

Mark And heather Margarian-Owners

Email Address: mark@kidsrkidsnorthaustin.com

Mark and Heather Magarian are the owners of Kids R Kids #33.

*** It is the policy of Kids R Kids Learning Academy to provide excellent childcare to all children and equal application of our policies and procedures without the discrimination against any child or parent on the basis of race, gender, national origin, citizenship, language or disability.*