



School Handbook

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Table of Contents

Welcome to Our School, Mission Statement, History.....	3
What Makes Us Different.....	4
Programs Available.....	5
Hours of Operation.....	7
Late Pick Up Policy.....	8
Bad Weather Closing.....	8
Enrollment / Paperwork Procedures	9
Discontinuing Enrollment.....	9
Standards of Care	10
Babysitting.....	11
Fee for Hiring Our Teachers.....	11
Tuition and Other Fees.....	11
Attendance.....	14
Signing Children In and Out.....	14
Discipline.....	15
Custody Issues.....	16
Clothing.....	16
What Not to Bring to School.....	17
Nutrition.....	17
Peanut Free School.....	18
Birthday Parties.....	19
Illness.....	19
Immunization Requirements.....	20
Vision and Hearing Screening.....	21
Medication.....	21
Accidents and Boo-Boo Reports.....	22
Biting Policy.....	22
Medical Emergency.....	23
Emergency Preparedness	23
Transportation, Field Trips.....	24
Water Park.....	24
Parking.....	24
Animals, Pest Control.....	25
Dismissal Policy.....	25
Communication.....	26
Gang Free Zone.....	27

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 Preschool 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 Quality Learning Centers are open to children ages 6 weeks to 12 years old without discrimination on the basis of political affiliation, national origin, religion, race, color, sex, age, mental or physical disabilities.

Our Mission Statement

We believe that children should be "Hugged First – Then Taught"

Kids R Kids Sugar Land strives to provide young children with a solid foundation to help them achieve their full potential. We foster a balanced curriculum that incorporates the latest in technology and education research to prepare our children for today's fast paced world.

We recognize these are the formative years in a child's life and will therefore work with teachers, parents and the community to academically, socially, emotionally and physically develop our children in a stimulating and loving family style setting.

Kids R Kids is a nurturing environment where children and adults are respected and valued. Our culturally diverse students, parents and staff member's promote cultural awareness as well as gender understanding, encouraging respect for others and personal self-esteem.

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 careful 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

- Participants in the Texas School Ready Program administered through Children's Learning Institute
- Meals and Snacks meet USDA standards and are included in tuition
- SMART Board – Interactive 4' X 6' touch screen
- 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"
- Electronic communication through Tadpoles, keeping parent up to date with pictures, notes and daily activities
- State Approved Curriculum/Doors to Discovery, Active Learning, Brain Waves and Kids 'R' Kids Curriculum that meets and/or exceeds state and national requirements
- 8400 square feet of activity space in our KIDOPOLY Building for after school students, also used by the preschoolers for inclement weather activities, and extracurricular activities
- Separate Library/Computer Lab/Smart Board
- 27,000 square feet of playground space divided into age-appropriate sections.
- Shade structures cover the playgrounds to provide comfort for outdoor play
- Splash Pad for water play during hot summer days
- All staff certified in CPR and First Aid
- Highly qualified teachers with Child Development Associate Certification
- Continuing education hours provided for each staff member
- On-site owners

Programs Available

Class Assignments

Classes are assigned 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. After a child reaches three years of age, they are promoted in accordance with the traditional school calendar. Children move up to the next level in mid to late August.

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 while 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 labeled crib which meets the standards set by the Consumer Product Safety Commission. Toys and blankets are not used in the cribs. Parents may supply a sleeveless sleep blanket for sleeping, if that is what is desired. Babies are put to sleep on their backs. Infants not able to sleep on their backs must have a Sleep Exception Form signed by a Health Care Professional stating what sleep position is medically necessary and why. Toys are sanitized as needed throughout the day as well as every evening. Parents receive daily reports on feedings, diapering and napping.

We have two separate infant rooms- one for smaller babies and one for babies who are mobile. This protects smaller infants from being crawled over and gives mobile 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, experimenting and meeting new challenges as fast as they come. They are learning new social skills and 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.

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 centers 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 center enhances the child's core components of development: socio-emotional, language, cognitive, physical, and aesthetic. The curriculum enhances the learning centers 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.

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.

Pre-Kindergarten (4 Year Olds)

The concept that children learn best through play is reflected in the setup of each classroom with learning centers 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 Pre-K Guidelines to make sure our students are well prepared for Kindergarten and First Grade. Literacy focuses on a balanced approach between phonics and whole language. Math skills are developed through hands-on experience and experimentation with manipulatives.

Kindergarten (4 Year Olds Kinder-Bridge and 5 Year Olds Private Kindergarten)

We offer a private Kindergarten program that is an all day program. Our approach to teaching reading is a phonetic approach. Our Math program is very hands-on with the use of manipulatives. Science, Social Studies, Art and Music round out the program.

Before and After School (5-12 Year Olds)

We provide before and after school care for children who attend public schools in our area and serve breakfast and supper. We have organized sports, games, art and other fun activities in the afternoons. KIDOPOLY was designed to meet the interest of school age children. It is equipped with a variety of large game tables such as Foosball and Carpetball, a "Ballocity Structure", drama, art and block areas and a movie viewing room. Homework assistance is given to those who request

it. Students may attend the full day during summer and other school holidays including teacher in-service days.

Physical Development

Physical developmental needs are met daily with opportunities to use large muscles, including running, jumping, and balancing. Outside play is scheduled twice daily where children have ample space to run and jump or opportunities to climb and balance on one of many play structures. Small muscle skills will be strengthened through play activities such as puzzles, painting, and cutting that are offered and available throughout the day.

Extracurricular Activities

Based on the interest of families enrolled in our center, we offer a variety of extracurricular opportunities from outside providers. These activities might include such things as soccer, computer, or music lessons. The fees for these programs are separate and are paid to the outside provider.

An exciting computer program called ABCMouse.com is included with tuition for children in the three year through five year old classrooms. Enrolled children have access to this program while away from the school on mobile devices or home computers. Children three through five years old also have access to educational software on our SmartBoard. ABCMouse.com and SmartBoard activities are taught by our Technology Teacher in 30 minute sessions two times per week. Kindergarten children have access to ABCMouse.com in their classroom, getting up to 30 minutes daily.

Hours of Operation

The school is open from 6:30 am to 6:30 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
- 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.)

Parents are welcome visitors at any time to observe their children, the center's program, the building, premises or equipment use. We do not require an appointment when you come to observe, but we request your cooperation in not disturbing our program.

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 6:30 pm.

If someone is not here to pick your child up by 6:30 pm, each child will be charged a late pickup fee of \$25 +\$1.00 per minute. Please understand, our staff have their own appointments to keep after closing time. Your being late prevents them from keeping their schedules. You may rationalize that this is the only time I have been late, but if everyone thinks that way, that means our staff are probably staying late every day waiting on a late pick up. Fees incurred for late pick up are to be paid with cash 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 Family and Children's Services and the police.

Bad Weather Closing

We will make all efforts to stay open during inclement weather. If we are NOT open, you can find out by:

- Going to www.krksugarland.com and looking at the homepage
- Calling the school
- Checking email or text messages

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 or early closing.

Enrollment/Paperwork Procedures

Before enrollment, you will need to complete all forms provided by Kids 'R' Kids. Please keep us updated on all pertinent information. The following are especially important:

- 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, please bring the updated record to the school and we will make a new copy for our files.
- At the time of enrollment, we must have an updated doctor's health care statement for each child.
- Anytime there is a change of address, phone number, or email address, remember to inform the front desk so records can be updated. Parents may update contact information by sending it to office@krksugarland.com or director@krksugarland.com. Please confirm receipt of the email. It is imperative we are able to reach you in case of an emergency. This includes all work, home and cell phone numbers for parents and any other emergency contacts.
- Inform us in writing if there is a change in who is authorized to pick your child up from the school.
- If there is a change in medical condition, we must be made aware of it.
- Newly discovered allergies should be reported as soon as they are identified.

Discontinuing Enrollment

Parents may withdraw their child(ren) from Kids 'R' Kids by giving a 2-week written notice of intent to withdraw . Charges are incurred until the end of the 2-week notice. 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 equal to two weeks of your regular tuition. If your child is absent for two weeks and we have not heard from you, we will dis-enroll your child. Tuition for those two weeks is 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, in picking up their child promptly when called to do so or routinely picking up late.
- The child representing a danger to himself or others
- 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.

Standards of Care

We are licensed by the Texas Department of Family and Protective Services and meet or exceed all licensing requirements. Our license, as well as the Director's License, is always displayed in the front lobby. Minimum standards may be accessed on the DFPS website. A copy of our latest inspection report from licensing is always posted and available for parents to review. Please ask the front desk staff for location of these items if you would like to review them.

For information about local day care licensing offices look on the DFPS website at: <http://www.dfps.state.tx.us> or call the local Family and Protective Services at 832-595-3000 or call 1-800-862-5252.

Each staff member will receive a minimum of one hour of training annually in prevention techniques for and the recognition of symptoms of child abuse and neglect. 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. We are available to assist anyone who would like some information on child abuse, how to identify or prevent it or to find an appropriate community organization who can give assistance.

We monitor the United States Consumer Product Safety Commission recall list to ensure there are no unsafe products present in the center. We file those recalls relating to children, in a binder in the lobby for parents to review. You may access these recalls yourself at www.cpsc.gov.

Children will be observed at drop off and throughout the day for signs of illness or injury. During drop off, please inform your child's teacher of injuries from home or illnesses in the household. Health checks will be conducted on children appearing/complaining of discomfort. Appropriate steps taken will include checking the child's temperature and visually observing the child for injuries, rashes or any area of concern.

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 off-site, and none should be implied or inferred under any circumstances.

Kids 'R' Kids employees are prohibited from transporting children to and from the center if they are not the legal guardian.

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 the child's 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

A registration/supply fee is required upon enrollment. This fee is non-refundable and is an annual fee that will be charged each anniversary date of your continued enrollment. Children who have withdrawn their enrollment then return will be required to pay a new registration fee.

Tuition Payments

Kids R Kids requires that tuition be paid in advance each Friday for the following week. Payments may be made by Bank Draft, Cashier's Check, Debit Card or Personal Check. *For security purposes, cash will not be accepted.* Monthly payment in advance, based on the number of Mondays in the month, are accepted and encouraged.

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.

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. Days cannot be exchanged or made up for other days.

Late Tuition Fees

Since tuition is due on the Friday before the upcoming week, a late fee of \$20.00 will be charged on accounts not paid by Monday at closing. An additional \$20 will be charged on Thursday if the tuition is still unpaid. If the tuition is not paid, your child will be denied care until your account has been paid in full. Also be aware, children may not be allowed to participate in special programs, such as Winter Recitals, Graduation Ceremonies or field trips if accounts are not current.

Multiple Child Discount

A discount of 10% off the oldest child's tuition is provided for guardians with more than one child enrolled.

Returned Check Fee

For any check returned unpaid from the bank for any reason, there will be a returned check fee of \$30.00 charged to that account. If there are two or more returned checks, only money orders or debit cards payments will be accepted for payment.

School Age Fees

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.

Kids 'R' Kids will assume your child will need to be picked up every day from school including those days they are released early from school. It is very important that you inform us if your child does not need to be picked up from school for any reason including those early release days. We will also assume enrollment will continue during the summer unless you inform us of withdrawal. Tuition rates are adjusted for summer (all day) care.

Vacation Policy

Each child enrolled at Kids R Kids #25TX is allowed four weeks of tuition reduced to half price for vacation purposes. The following rules apply:

- You have notified the front desk prior to the absence by filling out a "Vacation Notice" form and given it to a manager along with the payment of half price
- Your child is absent all 5 days in a single week (Monday-Friday). The child must be absent the entire week before the half price fee is 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 to be eligible for the vacation credit.

Unpaid Accounts

In the event that you leave with an unpaid account or failed to give a 2 weeks written notice of withdrawal, you will be given a one-time written notice of charges owed. You will then have 10 days from that notice to pay or resolve any disputes with the management of Kids R Kids. You agree to pay any reasonable attorney's fees or collection agency fees with interest and court costs, as well as 2% per month from the date that payment was first due.

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 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. We will accommodate your request as soon as space is available. 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.

Tuition Rate Changes

There will be an automatic minimum \$5 per week per child increase in tuition effective every August. Parents will have a minimum of 30 days written notice of any other increases.

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 with no payment may mean that your child will be dis-enrolled and that place given to another child on our waiting list. To re-enroll, we would require the prior balance be paid and the full registration fee be paid again.

Signing Children In and Out

At Kids R Kids, 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. Please do not give those you have authorized to pick up your child your password. Rather, have them identify themselves with a picture ID at the front desk before picking up your child. If another person will regularly pick up your child, we will be happy to assign them their own password to use. You may use this computer to check your tuition account balance, and from time to time, you will receive important messages here such as policy or procedure changes.

At Pick-up and Drop-off times please do not allow your child to wander around the school without you. An authorized adult must escort your child into the center and into their classroom, making sure that you leave them in the direct care of a faculty member so they may mark them present. Do not leave a child in any room, including the café, alone. Make sure your child is under the supervision of either yourself or a Kids R Kids staff member at all times. **Responsibility and supervision of children is transferred at the point of releasing/receiving children to/from Kids R Kids staff.**

Children may experience separation anxiety. This is normal. Experts suggest you hug and comfort your child, let them know you are leaving and will be back to get them later, and then promptly leave the classroom. While leaving a crying child can be difficult, most children stop crying within five minutes, and your lingering in the classroom most often makes matters worse. You are welcome to call or view our Internet Cameras to check on your child. At pick-up time, feel free to spend time in the classroom and talk with the teachers and your child about their day. Upon departure, please make sure your child's teacher knows you are leaving with your child so they can be marked off the roll sheet.

If you have more than one child at our center, with 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.

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. All changes to those authorized for pick-up must be in writing. We ask that you do not give the door code to visitors who pick-up occasionally. The front desk is always monitored and a faculty member should admit visitors. This helps to maintain the security of our facility.

Discipline

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.

All discipline used must be:

- Individualized and consistent for each child
- Appropriate to the level of the child's understanding
- Directed toward teaching the child acceptable behavior and self-control

To manage behavior in a positive way we use:

- Positive reinforcement
- Redirection
- Offering appropriate choices
- Praise and encouragement of good behavior instead of focusing only on unacceptable behavior
- Reminders of behavior expectations using clear, positive statements

Discipline techniques that are NEVER used include:

- Corporal/physical punishment
- Yelling, abusive, or demeaning language
- Shaming or humiliation
- Deprivation of food, nap or bathroom privileges

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. Time Out is a method used occasionally for discipline at Kids R Kids when other methods have failed.

When discipline problems persist and/or they become a concern, either the child's teacher or a management member will notify the parent of the behavior with information about how we have handled it. We will ask the parents to meet with us and decide together on a plan going forward that will be consistent at school and home. There may also be times we refer you to professionals, such as a pediatrician, speech therapist or occupational therapist if we feel it could be helpful. A parenting class is taught at our school for parents who wish to participate. This parenting class addresses behavior issues with multiple strategies for correcting them. We want all children to become school ready, so assessments for meeting behavior and academic milestones will be conducted at least twice per year and will be made available to parents. Children who are not meeting the behavior/academic milestones will be referred to the Director, who will schedule a conference with the parents to discuss our concerns.

If we feel that our program is not suitable for a child or that a child requires more attention than we are able to provide, then we reserve the right to dis-enroll a child at any time.

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 would be forced to dis-enroll a child if the school has to become involved in such disputes.

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, and outdoor play.

Clothing also needs to be easily managed by the child. Please avoid belts, snaps or buttons if your child cannot manage 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 closed toe rubber soled shoes that Velcro or zip. Sandals or flip flops expose children's toes to injury and are hard for children to keep on. They are not appropriate.

Each child should have a change of clothing, labeled with his/her name left at school in a zip lock bag.

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, the small travel-size pillows are allowed. (The type used on airplanes) All belongings left at the school (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.

Nutrition

A breakfast is provided each morning from 7:00 until 8:30. Hot lunches, served from 10:45-12:45 and an afternoon snack are also provided. Meals are included with the tuition. The food served fulfills the Federal Nutrition Guidelines. The menu is a rotating menu and is posted in the lunchroom as well as in each classroom and on the website. Any necessary changes will be posted in the cafe. You may send a packed lunch for your child, but we suggest you encourage your child to try the food served at school. We cannot refrigerate lunches, so if something needs to be kept cold, you should use an ice pack designed for lunch boxes to keep it cold. We are unable to cook individual lunches brought from home so if something needs to be kept warm, please send it in a thermos. Please do not send donuts, candy, soda and drinks with added sugar, such as juices or flavored milks, or other unhealthy items.

If your child has a medically verified food allergy, you must have a Health Care Professional complete and sign a Food Allergy Emergency Plan. We have these forms available for you to use. We

do not serve pork or peanut items in consideration of the large number of children who cannot have these foods.

For bottle-fed children, parents may provide bottles of prepared formula, dated and labeled with the child's first and last name. Parents may also provide baby food for children who are eating solid food but not yet eating table food. It is the parent's responsibility to label all food and formula with the date and their child's first and last name, before bringing these items to Kids R Kids. Teachers cannot label items for you. Food and formula that is not properly labeled will not be fed to a child. Weekly menus for infants on table food are available for review. Items you would like us to offer to your infant should be identified on the menu and turned into your infant's teacher. To help us better meet infants feeding requirements, all infants should have an 'Infant Feeding Plan' form filled out. These should be updated every 30 days. Infant formula is available to be fed to your infant if you choose to use the type currently provided.

Kids R Kids understands the advantages children have that breastfeeding offers. For this reason we are happy to accommodate mothers who wish to breast feed their infants. Please speak to the Director and we will make comfortable accommodations for you. You may also choose to leave bottles of breast milk for us to feed your child. Please identify bottles as breast milk so teachers can take extra precautions while handling the bottles. They should also be labeled with the collection date and the child's name. We will also be happy to assist you in finding appropriate breastfeeding educational materials and/or breastfeeding support in our local community upon request.

If your child has any food allergies, we must have a signed Emergency Food Allergy Plan on file before they attend. Please inform us if allergies are later identified.

Peanut Free School

We may have children enrolled in the school with peanut allergies ranging from mild to life threatening. Children with life threatening peanut allergies can be affected simply by smelling a peanut laden product. It is for this reason we have decided to make our school a **Peanut Free School**.

Do Not send any food to school that may contain peanuts. Read label ingredients - checking for peanuts, peanut oil, traces of peanuts or prepared in a facility where other peanut products are used. This applies to food sent for your own child's lunch or snack and, more importantly, to food intended to be shared with the entire class, during class parties for instance.

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

Birthday Parties

We would be happy to acknowledge your child's birthday in their classroom. We will allow you to send cupcakes to celebrate your child's birthday with their classmates, but please let your child's teacher know in advance. Only cupcakes are allowed and they must be commercially prepared, packaged and have a label that describes the nutritional content with ingredients listed. This rule must be strictly adhered to so that we may insure that safe foods are always being served to children and those with food allergies will be protected. Cupcakes for birthdays will be served during afternoon snack. Presents should not be exchanged at school. Elaborate birthday celebrations should be held outside of school on private time. Please do not bring presents, balloons, gift bags, party favors or costumed characters.

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. Our policy is that children with the following signs or symptoms should not attend school. If a child should develop any excludable symptom, parents will be called and must pick their child up within the hour.

- **Fever:**
 - Oral temperature of 100.4 degrees or higher.
 - Armpit temperature of 99.4 degrees or higher
 - If a child is sent home with a fever, he/she cannot return until he/she has been fever free for 24 hours (without the aid of fever reducing medication).
- **Uncontrolled diarrhea:** Three or more loose stools in one day.
- **Vomiting:** Two or more episodes in one day.
- **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.
- **Strep Throat:** Excluded from care until 24 hours after treatment has begun.

Other signs of possible illness include rashes, wheezing, or unusual lethargy.

Returning to School

Children must be symptom-free for 24 hours without the use of fever-reducing medicines before returning to the center. This will allow the child to fully recover and return rested and able to participate in all activities. A physician's medical clearance to return to the center, stating your child is not contagious and able to participate in daily activities, 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.

Children returning to school should be prepared to go outside to play. We are not staffed to accommodate requests for certain children to stay inside. If a child is not well and you do not want them to go outside, they are not well enough to be at school and need to be kept at home that day.

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.

Immunization Requirements

Each child enrolled at Kids 'R' Kids #25TX must meet applicable immunization and tuberculin testing 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.

We encourage, but do not mandate, employees of Kids R Kid receive recommended vaccinations for their protection and 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 #25 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 to administer medicine. However, as a convenience to parents, under certain conditions, we will give medications to children while at school. 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 at 10:30 am and 2:30 pm..
- A physician's prescription must accompany all medications, prescribed and over the counter, and clearly state the child's name and dosage.
- All medications must be left at the front desk with the person in charge. (No medications can be left in the classroom or in diaper bags.)
- Parents must sign-in any needed medications by filling out the Medication Authorization Form at the front desk. (This must be filled out completely before medications can be administered).
- All medications must be 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 must be 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.
- Medications will only be given according to the directions.
- Medicine must not be expired.

Nebulizer Treatments

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

- The type of medication to be given
- The amount to be given
- The time it should be given
- Any other specific instructions

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.

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 filled out. You will sign this report at pick-up. This report 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.

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, 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)

We try to stop the behavior quickly. We consider the family of the biter as well as the families of the other children. Only after we feel we have exhausted all possibilities of stopping the biting, do we consider asking a family to withdraw their child.

We understand how frustrating this is for all involved and encourage parents to discuss this issue with the Director and learn more details on how biting is handled.

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 #25 TX uses Sugar Land Methodist Hospital as its designated emergency care center, located at:

**Sugar Land Methodist Hospital
16655 Southwest Fwy. (at Sweetwater Blvd.)
Sugar Land, TX 77479 281-274-7000**

Emergency Preparedness

We strive to maintain a safe environment for all children and make every attempt to be prepared to handle emergency situations. Our staff is trained in first aid and CPR. We conduct monthly fire drills and quarterly tornado drills. The local Fire Department makes annual inspections with recommendations for improved safety. An Emergency Quick Response Guide and emergency evacuation plan is posted in each classroom. The Emergency Preparedness Plan is on file at the front desk for review. In the event the Kids R Kids building needs to be evacuated, we will first evacuate the children to our KIDOPOLY building. If the vicinity surrounding our school requires us to relocate, we will evacuate to Kids R Kids - Stafford located at 12475 Sugar Dale Drive (281-240-1111), Kids R Kids - Flour Daniel located at 246 Flour Daniel Drive (281-240-5437) or Kids R Kids - Waterside located at 200 Waterside Estates (832-451-1111). Children will be grouped according to age and transported by bus to the school that can best accommodate them. Teachers will remain with the children at the evacuated location until all have been picked up. Parents will be notified of the emergency evacuation either by phone or email or both. Information will be given as to why we needed to evacuate, the location your child was evacuated to and the next steps you should take. We need to have current contact information on file in the event we need to vacate the property. We require you keep us updated with home, work and cell phone numbers and email addresses.

Transportation

A Transportation Agreement must be on file for each child. Vehicle Emergency Forms must be filled out completely and information kept up to date.

Transportation is provided to/from several 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 demand. We need parents' help to ensure that every child is accounted for between public school and Kids 'R' Kids:

If your child is absent from public school or you pick them up from school, it is imperative that you inform us that they will not be on our afternoon bus. Please call us by noon that day so we can inform our bus drivers with this information.

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.

Water Park

A water splash area is available for hot summer play for children who have permission to play on it. Children are required to wear water shoes while playing. A designated time and day will be assigned to each class and will be posted as Splash Day. In order to participate on Splash Day, children will need a swimsuit, towel and water shoes, plus a dry set of clothes to change in to. Sunscreen is recommended and we ask a first application be made at home if possible. A permission form must accompany parent provided sunscreen if it is to be reapplied at school. Parents may also provide insect repellent accompanied with a signed permission form.

Parking

By order of the Fort Bend Fire Marshall the drive through in front of the school should not be used to park your car. This is a designated fire lane. Vacated cars should not be left in this area.

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.

Enter and exit only in the direction the arrows indicate.

Kids R Kids #25TX is not responsible for damage to vehicles or items left in your car.

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 #25TX 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.

Dismissal Policy

We work hard to fulfill the needs of every child and to provide a positive learning experience for everyone. Special needs will be accommodated whenever possible.

We reserve the right to ask parents to make alternative arrangements for care if it is determined that a child's needs cannot be met, or the child has not adjusted to group care.

In the event that behavior becomes disruptive to the program or becomes a problem that poses an unsafe situation for the child or other children in the class, alternative arrangements will be required.

If you, as a parent, are uncooperative in completing and returning forms, fail to pay your tuition on time, fail to follow any state or county regulation, or fail to follow any Kids R Kids policy or procedures, it may be necessary to dismiss your child from care.

Communication

Daily Reports and Lesson Plans

Each day in the younger classrooms, teachers complete a Daily Report that has details about your child's day, including how they ate, slept, played, and what they learned. For the youngest children, the report includes information about diaper changes. Since everything about your child's day cannot be put on the report, we encourage you to contact your child's teacher if you have any specific questions. Reports are delivered electronically to your email address. Make sure we have a valid email address. Please contact the front desk staff if you are not receiving these emails. Each classroom has specific weekly lesson plans posted on the Family Information Board. These plans detail the classroom activities for the week.

Family Information Board

This bulletin board in the lobby contains current information about the school and other topics of general interest. Our latest inspection from Texas Department of Protective and Regulatory Services is posted here. The Family Information Boards in the classrooms post menus, lesson plans, daily schedules and other resources. Please refer to these weekly.

Parent Teacher Conferences

Conferences may be scheduled to discuss concerns and children's progress. We are flexible and will work with you to accommodate you at a convenient time.

Internet Cameras

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.

Newsletters and Emails

A monthly newsletter is posted on the website describing school activities, upcoming events and other news. Electronic messages are sent to inform parents on a variety of subjects. This is an important form of communication Kids R Kids uses so please make sure we have a valid email address on file and that you are receiving our emails. Notify us immediately if you do not think or discover you are not receiving our emails.

Website

Our website located at www.krksugarland.com has a lot of valuable information. There is a link to WatchMeGrow, which allows secured web camera access. Policy, Curriculum and Program Information as well as Newsletters, Calendars and Menus are available on the website. There is also interesting website resources parents may wish to visit on-line. Information concerning our after school program, summer/holiday camps, birthday parties and staff is referenced on this website.

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.

GANG-FREE ZONE

What is a 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 child care centers. The gang-free zone is within 1000 feet of child care centers. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

How do parents know where the gang-free zone ends?

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.

What is the purpose of gang-free zones?

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.

**Whenever these operational policies are changed or updated, you will receive notification either through a letter placed by the sign-in screen at the front desk or via the sign in screen itself. We can supply you with a hard copy of this School Handbook or you can reference it on the website at www.krksugarland.com where the latest version will always be posted.*