

Positive Guidance

In the early years, children are learning what behaviors are important and how to get along well with others. At Kids 'R' Kids we help children learn those skills by providing good examples of correct behavior and redirecting children to appropriate choices when needed. This approach teaches children positive behaviors rather than punishing them for misbehaving.

It is important to keep children actively involved in fun and challenging activities that help promote positive behaviors.

When using a preventative discipline approach, a child's self esteem and problem solving skills are encouraged. Children develop as individuals and as part of a team.

We encourage parents to partner with us in teaching children appropriate behaviors and ask parents to work closely with us to ensure their child's development.

Staff members who witness any form of physical, mental, or corporal punishment are required by law to report their observations to the appropriate law enforcement agency.

Discipline is:

- (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.

Kids 'R' Kids uses positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation from the group if redirection proves ineffective, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

Positive Guidance Continued

Corporal or physical punishment is always forbidden.

We welcome parents as partners in teaching children about socially acceptable behaviors. As your child's most influential teacher, we may occasionally ask you to work with us to help extinguish a challenging behavior. We understand that these issues are sensitive and that there are many different parenting styles reflected among our families.

We also ask that, while on our premises, you refrain from using any form of guidance that is not consistent with our policy or our licensing requirements. Our staff members who witness any form of physical or corporate punishment, even if administered by a parent, are required by law to report their observations to the appropriate local authorities. This mandated reporting responsibility is expected of all staff members.

Rest Time

It is most important for a young growing child to have time to rest or enjoy quiet activities during the day. At our school, your child will nap in the afternoons for one to two hours or longer depending on his or her individual needs. Children who don't sleep are encouraged to read a book, play with puzzles, or participate in other quiet activities. School-age children have typically outgrown the need to nap and are not required to nap.

You should bring your child a small blanket and pillow—(if your child uses one) labeled with your child's name. You are welcome to bring a favorite stuffed animal or doll to help your child feel more secure.

Please take home all bedding on Fridays for cleaning.



Toileting

Toilet training is most easily accomplished when you, your child, and our teachers work together. Children learn toileting skills through consistent, positive encouragement from adults.

Toilet training usually begins around two years of age. When your child shows an interest in toileting, you and our teachers will discuss how we work together to encourage toilet training. During the discussion we will commit to working with your child in a consistent manner so that toilet training can be accomplished in a developmental manner with a minimum of stress on you and your child.

Each child begins toilet training at a different age and progresses at an individual rate. As with all matters regarding your child, the management and teachers are available as resources to answer any questions about your child's progress. Several complete changes of clothing should be kept at the center during toilet training.

Confidentiality and Children's Records

Information contained in your child's record, including your personal information, is privileged and confidential. No one who is not directly related to the care of your child or affiliated with state licensing agencies will have access to the records without your written authorization. Parents/guardians may have access to their child's records at reasonable times upon request. If you require a copy of your child's records, an administrative fee may be charged to cover copying and delivery charges.

As a parent/guardian you have the right to add and update information, comments, data, or other relevant material to your child's records. Please contact management if you need to update your child's records.

Clothing and Personal Belongings

Please label all clothing with your child's first and last name. Parents are asked to not let children bring candy, gum or toys (unless specified by the teacher) to school. We cannot be responsible for lost items.

Please send children to school in play clothes. Long dresses, jellies shoes, cowboy boots, and flip flops can be dangerous. Rubber soled, closed-toe or non-slippery shoes are best for school.

Outside Play

Remember that children will be going outside to play daily with weather permitting. 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 home that day.

Infant or Toddler Supplies

Clothing: Please provide your child with two sets of clothing labeled with your child's name.

Diapers/Wipes: Please provide diapers and wipes for your child. We are not able to accommodate the usage of cloth diapers at our center.

Food: We require you to bring all food for your infant or toddler until he or she begins eating regular table food. At that point, nutritious meals or snacks will be provided according to our center policy and current menu.

Bottles and Breast Milk: Bottles must be brought to the center each day already prepared. They should be clearly labeled with the date and the child's full name. Please do not leave bottles at the center overnight. Please bring breast milk in liquid form, not frozen. For the safety of all our infants, we are unable to use glass bottles in our program.

Sleep: Infants sleep according to their needs and the individual plan prepared by you and coordinated with our teachers. Although we provide bedding, you may want to bring your infant's own blanket. In keeping with the recommendations of the American Academy of Pediatrics and Child Care Licensing, all infants will be placed on their backs to sleep unless a documented medical condition requires an alternate sleeping position.

Meals

Meals, except breakfast, are included in the price of the tuition.

Our meals comply with the State Minimum Nutrition

Standards . All children who arrive early will be provided (optional breakfast), 2 snacks and lunch served during their hours of attendance. Parents are totally responsible for any special diet required by their child.

Breakfast, (\$1 per day), is served from 6:00 am to 7:30 am only.

The kitchen is closed at 7:30 am until the next meal is prepared

If your child's diet consists of bottle-feeding, you must provide the appropriate number of bottles containing formula for your child each day. Each bottle must be labeled with your child's first and last name and date. (To prevent allergic reaction to newly tried foods for infants, we ask that parents provide the center with baby food that has already been tried by the child at home. Each jar is to be unopened and be labeled with the child's full name.)

Parents are asked not to bring fast food meals to school. Meals and snacks are provided.

Any type of Peanut product is forbidden in our school!

Food / Birthdays

Birthdays are important days for young children and we share your desire to make your child's day a special one. However, birthday celebrations are often over-stimulating to young children, and we ask that some limitations be respected.

We celebrate birthdays during regular afternoon snack times.

Parents may provide a special prepackaged, store-bought snack like cake or cupcakes for all the children, with advance notice and the approval of management, and are encouraged to participate in the celebration.

Due to the fact that certain children have severe food allergies, please speak with your child's teacher ahead of time about the appropriateness of the snack. Peanuts, peanut butter, and snack with peanuts in them (i.e. candy bars, etc.) are prohibited due to the severity of allergies associated with that food.

Internet Cameras

You have 100 minutes of camera access via a secure Internet Server to the cameras in your child's classroom so that you may view the activities and your child's participation in those activities.

This is a very popular feature of our center, and it gives our parents peace of mind as well as allowing another way to participate in their child's day.

Access to our system is limited by password protection. Parents are prohibited from giving out passwords to anyone else.

Photos

At Kids 'R' Kids, we take lots of pictures of the children participating in activities at the center and on field trips. These pictures may be printed and posted on the doors of the classrooms or sent out to our parents in the form of an email.

By enrolling your child in the center, you consent that other parents whose children attend KRK may see your child's picture. No names will be used on any photographs leaving the center.

You will be required to sign a release as a condition of enrollment.

Classroom Pets

We may at times have classroom pets or visitors. Please make staff aware of any allergies your child may have or any concerns about your child being exposed to any animals.

Parent Grievance Procedure

If an issue arises that cannot be addressed by your child's teacher, we ask that you notify management. If you still feel that your issue has not been addressed properly, please feel free to contact the Owners.

You may schedule a conference with the Director and/or your child's teacher at any time.

Please see management for scheduling.

Hearing and Vision Testing

Children ages 4 years and above that have not entered public school must have a hearing and vision test done yearly. We will provide you the opportunity to have your child's vision and hearing screened by a professional. There is a small fee for this service. If you have your child's physician perform these tests, we will need written documentation.

Teacher to Child Ratios

There are teacher to child ratios observed at Kids 'R' Kids. These ratios are posted in each classroom. The state of Texas has certain minimum ratios that are required. Kids 'R' Kids will try and keep lower ratios than the state minimum ratios.

Essentially, our lower ratios mean that there is an extra teacher in most every classroom versus what the state requires us to maintain. If you have a question about ratios, please ask the Director.

Daily Reports

Each day in most classrooms, you will receive a Daily Report that has details about your child's day including how they ate, slept, played, and what they learned. For younger children, the report includes information on diaper changes. Since everything about your child's day cannot be put down on paper, we encourage you to contact your child's teacher if you have any specific questions.

Boo Boo/Incident Reports

Although many precautions are taken to ensure a safe environment, occasional incidents do and will occur as children explore the world around them. If an incident or injury occurs, first aid is administered and a Boo Boo/Incident Report is filled out and a copy is given to you. This report will describe the nature of the incident and the follow-up care that was provided.

Lesson Plans

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

Emergency Information

It is important that parents keep the center informed of how they can be reached at all times in the event of an emergency. This includes all work, home, and cell numbers for both parents and any other emergency contacts.

Because we strive to maintain a safe environment for your child, we make every attempt to be prepared to handle emergency situations. Our staff is trained in CPR and first aid. An emergency plan is posted in each classroom. We conduct regular fire and disaster drills.

The local fire department makes annual inspections with recommendations for improved safety.

Inclement Weather / School Closing

We will follow the Klein ISD closing policy (**up to 2 days**) then it will be **revisited** by the KRK Management Team. If it is determined that the center will not open due to inclement weather, parents can be informed through these methods: Local News Stations (Channel 2,11,13), KRK Voice message after calling 832-717-0808, and our Facebook page '**Kids R Kids of Spring on Kuykendahl**'. This policy may be changed at any time. You will still incur tuition fees for inclement weather. The amount will be determined based on the circumstances. **If KRK decides to reopen before Klein ISD does, please check our voice message and Facebook page daily.**

Mandated Reporting Information

Teachers and Directors are required by law to report evidence of child abuse or neglect. Those who fail to report according to state regulations can be held accountable by law. No one, including school management and/or a child's parents can interfere with this reporting requirement. **Children's Protective Services** will determine if the abuse or neglect report is legitimate.

To report suspicions of abuse/neglect of children contact the **Texas Department of Family and Protective Services** at **1-800-252-5400**, 24 hours a day, 7 days a week or **<https://www.txabusehotline.org>**.

Parking Lot Safety

Please drive slowly and cautiously in our parking lot for the safety of our children and their parents. It is recommended that you hold your child's hand or carry them as you walk to your car. Please do not park in or block the Fire Lane, and be mindful of parking in front of the school and blocking other cars traffic flowing smoothly. Always lock your car!

Medication

A medication form must be filled out completely and signed prior to medication being administered. Only prescription or medications with a doctor's note will be accepted. A child that is taking prescription medication **MUST** have a return to school release form from the physician that says he/she is not contagious.

Medications are given at 11:00 a.m. and 3:00 p.m. each day. Please make sure to coordinate your child's morning dose with these dosage times.

Biting Policy

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

We do realize that biting can be a concern to parents, and we strive to minimize biting at the center. The following strategies help prevent, manage, and/or minimize biting incidents:

- When young children bite out of frustration or during confrontation, they will be redirected to some other activity or they will be shown an alternative way to get what they need. We will encourage the use of language in expressing wants and needs.
- If a child bites frequently, teachers will utilize a more intensive approach that involves carefully observing the child to determine precipitating events and maintaining a log to help track the behavior. Conferences with parents/guardians may also be arranged to discuss opportunities and guidelines.
- You will be notified if your child has been bitten at the center. However in order to protect the privacy of all our families, you will not be informed of the identity of the biter.
- For the safety of all the children, if all attempts to stop the biting fail, we reserve the right to remove the biting child from our program.

We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of the other families. Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.

Canine Notice:

The Owner of Kids R Kids #43 have a pet dog that they keep locked upstairs in a private office. The dog is here on occasion and not on a regular basis and the dog does not interact with the children. If you have any concerns, please see the front desk staff.

Parent Teacher Conferences

You can expect regular, formal conferences with your child's teacher. Conferences take place in the Spring and the Fall. You will be notified by your child's teacher of the conference dates and times available.

We encourage you to participate in these conferences as it will help you understand your child's development and help us provide the best care and education possible for your child. As always, you are welcome to request a conference with your child's teacher at any time. Please see the management for scheduling.

Daily Activities

Although your child's schedule will vary somewhat during the day, a general description of activities he or she will be engaged in during a typical day will include:

- **Learning Centers:** Child-oriented activities such as puzzles, table games, dramatic play, art, and blocks are part of this environment.
- **Group Time:** Group sessions are child-centered and participative. They include activities such as read-aloud stories, music and movement, finger plays, discussion, dramatization, games, and interactive stories.
- **Outdoor Play:** The playground is an extension of the classroom. Although each of our outdoor play areas is unique to its setting, equipment usually includes a climbing apparatus, swings, bicycles, balls, hoops, and toys. Indoor materials such as easels, books, chalk, crayons, dolls, dress-up clothes, and cars and trucks may also be brought outdoors. Children may choose from a variety of activities while outdoors.
- **Snack and Meal Times:** Our group snack and meal times give teachers the opportunity to sit with the children while they eat and model good table practices and encourage social skills.
- **Rest Time:** During rest period, children nap or engage in quiet activities such as reading a book or playing with puzzles.

Water Activities

At Kids 'R' Kids, your child will be able to participate in water activities from time to time. Water activities will include our outdoor splash pad with large sprinkler apparatuses; water table fun where children can experience floating, sinking, pouring and filling activities inside the classroom and outside; and other sprinkler-type activities. School-age children may attend field trips which have shallow pool or sprinkler areas—you will be notified in advance if the field trip includes any type of water activity.

Wading pools are never used.

When any outdoor water activities are used, you will be notified in advance and asked to bring proper swimwear, a towel, sunscreen, water shoes and a plastic bag to carry wet clothes in. Water shoes with closed toes help protect your child's feet as well as providing traction. Please label all clothing and towels with your child's full name.

Enrichment Programs

We offer several enrichment classes for children that are educational and fun.

Currently, the enrichment programs are as follows:

- **Computer/Technology**
- **Fitness Program**
- **Spanish/Music**
- **Sign Language**

We reserve the right to add or change enrichment programs in the future. Some children may be too young to participate in these programs. Children two through school-age should be able to participate in most of our enrichment programs.

Illness/Immunizations

Should your child become ill during the time that he or she is in the care of Kids 'R' Kids or suffer an accident of any nature, the center shall undertake to contact you immediately and shall be authorized to secure such medical attention and care for the child as may be necessary. (The parent will assume responsibility for payment). You must keep the center informed as to the changes in telephone numbers, etc. where you may be reached.

Understand that it is your responsibility to provide the center with current, (by Texas guidelines), immunization records for your child prior to enrollment and a current tuberculosis test if recommended for the area by the Texas Department of Health. (Kids 'R' Kids will help you with these requirements)

If your child is ill, including, but not limited to:

- a severe cough or sore throat;
- undetermined rash or spots;
- temperature of 101.0 degrees or higher;
- continuous runny noses with a yellow or green color;
- undiagnosed and untreated pink, swollen, matted or runny eyes;
- severe headaches;
- upset stomach or diarrhea;
- blood in stools;
- mouth sores;
- infestation;
- unexplained irritability, lethargy, and/or persistent crying,

he/she cannot be accepted into the center until well. In the event your child has a notifiable disease, a release form from a medical source may be required before the child re-enters the center. If your child should become ill, the center will call you to pick up your child. *You must make arrangements for the child to be picked up from the center as soon as possible.*

Children can return to school when they have been symptom free for 24 hours.

Kids 'R' Kids will notify parents if a notifiable disease has been introduced into the center.

Medical Emergencies

If your child should become injured at the center and needs treatment by a health care professional, we'll make every effort to contact you. In the event of an emergency, we will make sure that your child receives any necessary emergency treatment until we can reach you.

State Licensing and Minimum Standards

Kids 'R' Kids complies with all state licensing regulations and requirements. Our school is subject to inspection by state and city health, fire, licensing, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and playground, nutrition, health and safety matters, record keeping and child to staff ratios.

You have the right to view a copy of the minimum standards and the most recent copy of the licensing inspection. Please see the management for the latest copies.

Below is the address and phone # to contact the local licensing office.

2221 W. Loop South
P.O. Box 16017
Houston, TX 77027
Phone: 713-940-3009

Arrival and Departure

Parents must escort their child into and out of the school each day. A staff member will escort children into the center when being transported from school by Kids 'R' Kids transportation.

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

Children can only be released to parents or legal guardians, or someone authorized in writing by these persons. We ask that changes to your child release authorizations list be made in writing. Anyone picking up your child will be asked for a picture ID, so please make sure that individual has such and ID available when picking up.

Alcohol, Drugs, and Tobacco

In our effort to provide a safe, healthy environment for each child to grow and develop we maintain a center free of alcohol, drugs, and tobacco use. The use or presence of alcohol, drugs and tobacco is prohibited in the building or anywhere on the grounds by center staff, parents, or anyone visiting the center.

The use or presence of alcohol, drugs, and tobacco is prohibited during any outgoing of field trip, as well as on any vehicle used by the center to transport children.

Transition Plan

When children move from one class to the next, we will discuss the plan for the child's transition. During the transition time, we will help children become familiar with the new classroom, staff members, and other children. A typical transition time will take around one week, but could take longer depending on the child and other unforeseen circumstances. Flexibility allows us to best meet the developmental needs of each child.

Children in our program are considered for transition according to their developmental abilities and maturation levels as well as upon space availability in the next classroom.

Communication

As your child's first and most important influence, you are a full partner in our program. Open and frequent communication between you, your child's teacher, and management will strengthen this partnership and help your child have a positive early learning experience. We promote close communication between our staff members and families through:

- An open door policy that encourages you to visit your child anytime, to observe during class time, and to participate in special outings and events.
- Parent/teacher communication to share ideas and discuss your child's progress.
- Daily conversation and frequent written updates highlighting each child's development.
- Recommendations for home-based learning activities supporting children's learning and enjoyment of the program.
- A family involvement board displaying current information about our center, the classrooms, and other topics of interest to families.
- Posted lesson plans describing the planned activities for the classroom.

We hope you have time to talk with us when you drop off or pick up your child. Also, remember that while we encourage communication between our staff and parents on all issues related to their child and classroom activities, we ask that you not engage staff members in conversations regarding other children or families.

Curriculum

Learning is meant to be a natural, joyful experience. Children learn by playing, experimenting, exploring, and testing.

Our curriculum(s), ***Big Steps, Fast Track and TSR Pre-K Curriculum***, helps create an environment that invites children to observe, to be active, to make choices, and to experiment using the developmental “hands-on” approach to learning.

Children flourish when the process of discovery is lovingly encouraged and gently reinforced. This is the philosophy behind our research-based curriculum, which fosters individual growth by providing plenty of opportunities for exploration, manipulation, and child-initiated choice.

We believe that each child has unique talents and interests. Our teachers honor these differences by providing children with customized attention and activities so that they may learn and grow at their own pace, in their own style.

All children need opportunities to be responsible, to make choices, and to be treated with respect. Our program encourages your child’s growth and development, with early learning experiences that build a strong foundation for children’s cognitive, social, creative, emotional, physical skills, and language development.

Literacy Enhancement/Library & Computers

The development of literacy and language skills is an essential component of our program. Our teachers use rich language, read books aloud, play alphabet and word games, sing, use rhymes and encourage enthusiasm for reading and writing to help children develop a strong foundation for literacy. The HATCH Smartboard will be utilized through the children’s studies.

Children will be able to take advantage of the many books, computers and literacy games. Parents are encouraged to borrow classroom books to take home and read to their child to further enrich the experience. Please see your child’s teacher to check out books.

Returned Check Charge

All returned checks will be assessed a fee of \$25.00. Returned checks may result in your account being placed on “money order only” status.

Withdrawal Policy

Two weeks’ notice is required prior to the last day attendance.
Kids ‘R’ Kids reserves the right to charge for two weeks’ tuition if you withdraw your child without notice.

Part Time Schedules

Kids ‘R’ Kids occasionally offers part time programs to children ages two years and older depending upon availability. We ask that part time schedules are followed accordingly to allow proper staffing and ratios.

Termination of Services

If your child is unable to adjust, given a reasonable amount of time, we reserve the right to withdraw him or her from the program.

We reserve the right to disenroll any child or to terminate services at any time as deemed necessary or appropriate. Kids ‘R’ Kids reserves this right at our sole discretion.

Transportation to and from School/Field Trips

Transportation is provided to and from school and on planned field trips with parental permission. A separate form and signature will be required for this service. School transportation agreements can be signed once each school year.

- Children under 4 years of age are not permitted to participate in field trips that involve transportation in any vehicle. Children 4 years of age must provide a booster or car seat to use on the center’s bus.
- Parents/Guardians are notified at least one week in advance of each field trip with the time, schedule, location, and extra costs, if any, that may be involved.
- Permission slips are required for all field trips. Written permission authorizing your child to go will be the only form of communication acceptable.

Tuition

Tuition is due on each Friday for the upcoming week. A late fee of \$25.00 will be charged to any payment received after noon on Tuesday. A credit card may be required at enrollment to guarantee tuition.

Accounts two weeks unpaid tuition may result in immediate disenrollment; however, upon payment enrollment may be reinstated. Kids 'R' Kids reserves the right to hire a collection agency if payment on a termed account is unpaid. If a collection agency is retained by Kids 'R' Kids, all collection fees will be paid for by the account holder, not KRK. For families with more than one child enrolled, there is a 5% discount deducted on the oldest child's tuition.

As your child changes programs, the tuition and fees may change.

Payments can be made with check, cash or credit card.

(We take Visa & Master Card. All credit/debit transactions will have a 2% admin fee added). All supplies and meals are included in the tuition amount except breakfast.

Most activities including internet access; Spanish, Music & Fitness Classes are included in the tuition amount. Additional charges may arise for special events, field trips or special programs.

You will be notified in advance.

If your child is present any of the five days during a week, the full tuition is due. Full week absences due to illness or vacation will be assessed 1/2 tuition. Limited to four (4) weeks per year.

"Drop In" rates available ~CASH ONLY~ based on availability!

Annual Registration Fee

A nonrefundable annual registration fee of \$100.00 per child is due at time of enrollment and will be charged annually.

Vacation

Kids 'R' Kids will not give tuition refunds or discounts for days your child is absent.

Each child is allowed 4 weeks of vacation credit (1/2 of the weekly tuition) each year. One half of the tuition must be paid **prior** to the vacation week. The child must be absent from the school for the vacation credit to apply. A vacation week is considered 5 consecutive days out of the center (M-F).

We request that you give us two weeks prior notice before using your vacation credit. We understand that an emergency may arise where you may be unable to give us notice and we request that you notify us as soon as possible.

Sign Language with Infants & Toddlers

Kids 'R' Kids has incorporated sign language into the curriculum to help infants and toddlers communicate with their caregivers, develop language skills, and lower frustration and anxiety levels.

Just as babies learn to crawl before they can walk, sign language gives them a developmentally appropriate way to communicate before they can talk. Sign language provides a bridge that helps the transition from no language to spoken language.

The experience of signing teaches babies useful lessons about how language works-lessons that speed up the process of learning to talk once words are finally available. By enabling a baby to practice learning and using symbols to label objects, express needs, and describe feelings, Sign Language creates the mental framework which makes it easy to incorporate words as soon as the baby's vocal chords are developed enough to use them.

Infant through One

Taking care of infants is demanding but rewarding. Each infant has individual needs. In a warm, loving atmosphere our staff provides for these needs as well as giving special attention to developmental milestones.

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.

Our infant care specialists go to great lengths to make certain parents are informed daily about the high quality care their child receives.

Kids 'R' Kids infants are exposed to a bright and colorful environment during the first few months of life, which helps them develop sensory perception, crucial to the growth of every child. At Kids 'R' Kids, we know how important development is in the first year of life. Offering a clean, safe place to grow, play, and learn is what Kids 'R' Kids for babies is all about.

Parents will be asked to provide the teachers in our infant rooms with written feeding and care instructions. These instructions must be updated whenever the child's schedule changes or a **minimum of every 30 days**. Kids 'R' Kids will provide a *Infant Care Form* for parents to fill out prior to the child's first day.

Toddlers and Two Year Olds

Toddlers and Two's are naturally curious. At Kids 'R' Kids, children are given the opportunity to explore their world safely. Children are encouraged to develop their personal skills such as feeding themselves and potty training. Each child is treated as an individual during this important time to help them develop their independence and self-esteem.

Teaching toddlers about their surroundings is an important part of the Kids 'R' Kids program. The Kids 'R' Kids basic philosophy that children should be hugged first, then taught is evident at all age groups. This philosophy is a particularly important part of caring for and teaching young toddlers and two year olds.

At Kids 'R' Kids, children can explore their world in safe surroundings. We believe that it is never too early to teach children about the things around them.

At this age, toddlers and twos are learning so many new, exciting things each and every day. From the early stages of crawling, to pulling up with a push toy, they are experimenting and meeting new challenges as fast as they come. They are learning new social skills and with that comes a new level of emotions. They will interact with other children and begin a new phase of communication with their friends. Their activity level expands and mobility strengthens to the next level of development.

Treating each child as an individual is critical at this time in their lives and helps each one start developing his or her full creative potential. Kids 'R' Kids teachers are caring, gentle people with a genuine concern about each child's well-being.



Adherence to the Americans with Disabilities Act

Kids 'R' Kids complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We carefully consider each child's individual needs in order to determine if our program can accommodate a child's unique needs. By state law, we cannot insert any object or instrument that requires injecting medicine into a child's body or orifice. If your child is disabled or has any other special needs, please communicate this with management.

Hours of Operation

Kids 'R' Kids is open Monday through Friday, 12 months a year, from 6:00 a.m. to 6:30 p.m.

Holidays

The school will be open each day Monday through Friday throughout the year with exception of the following holidays: New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve, and Christmas Day. Full tuition is charged for weeks in which closings occur. Holidays may change each year. Management reserves the right to change holiday observance dates.

Late Pick Up

Please make every effort to pick your child up on time. If you know that you cannot pick your child up before closing time, we request that you notify the center and have another person who has been designated on your enrollment form pick up your child.

A late pick up fee of \$25.00 will be assessed after 6:30, with a phone call from the parent. Without a phone call, the first five minutes will be \$35.00. An additional \$1.00 per minute will be charged after 6:35 pm until the child is picked up.

If children are left at the center after closing time and no word is received from the parent(s), or an emergency contact cannot be reached, authorities will be contacted. If a child is left longer than thirty minutes after closing time, the center reserves the right to contact CPS or other proper authorities.

After repeated late pick-ups, you may be asked to find a center that better fits your needs.

Kids 'R' Kids Policies and Procedures

Kids 'R' Kids Schools of Quality Learning reserves the right to change or revise any policy, procedure, or tuition/fee schedule, with written notification to parents.

Open Door Policy

Kids 'R' Kids is open to you, the parent, any time your child is present in the school. We welcome you to come and observe your child, the program activities, and the center operations at any time during operating hours. 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.

Parents are permitted access to all parts of the center when their child is present. No prior notice is required.

We always encourage parents to participate in center activities or fieldtrips. Should you be interested in volunteering, please speak with management for details.

Children Served

Kids 'R' Kids is open to children 6 weeks through 13 years old without discrimination on the basis of political affiliation, religion, race, color, sex, mental or physical disabilities.

Enrollment

Prior to your child's start date at Kids 'R' Kids, all enrollment forms must be turned in. These forms include a current immunization record. All forms necessary will be provided by Kids 'R' Kids. If all forms are not turned in, your child will be denied entrance into our school.

Preschool & Pre-K

At this age, children are beginning to prepare for school. As professionals, the teachers at Kids 'R' Kids provide a structured learning environment so each child will have a strong foundation for their elementary school years.

The developing personality of each child is more evident as they grow, and the teachers at our facilities take special care to watch the progress of each child, and to report that progress to parents. By focusing on the positive aspects of a child's behavior, teachers promote an atmosphere that allows each child to grow at his or her own pace, developing skills that will help them realize their highest potential. Our educational program will have a positive effect on your child's academic performance. We are a Texas School Ready School.

Children will be provided with 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 is provided to develop language and literacy.

At Kids 'R' Kids, we foster your child's cognitive development through an understanding of concepts about themselves, others, and the world around them through observing, interacting with people, and seeking solutions to actual problems

Throughout the day children will have the opportunity to explore the classroom's learning centers: art, blocks, books, dramatic play, math/manipulative, and science. Children benefit greatly from having these clearly defined interest areas that are arranged to promote independence, foster decision-making, and encourage hands-on involvement.

Preschool & Pre-K Continued

Each learning center enhances the child's core components of development: social, emotional, language, cognitive, creative, physical, and aesthetic. At Kids 'R' Kids, the combination of teacher-developed lesson plans, thematic units, and age appropriate learning centers master those core components needed for your child's development.

Physical development needs are met with daily opportunities to use large muscles, including running, jumping, and balancing. Outdoor activities are planned daily so children can freely express themselves. Small muscle skills will be strengthened through play activities such as puzzles, painting, and cutting.

From the simple task of offering nourishing snacks, to providing exciting ways to learn, our teachers show children that coming to a Kids 'R' Kids facility is a wonderful experience, and most importantly, that learning can be fun. Kids 'R' Kids teachers provide each child with special activities designed to develop individual skills.



The Early Learning Experts®

Philosophy of Kids 'R' Kids Curriculum

Kids 'R' Kids Curriculum is based on the latest research regarding social - emotional development, how children think and learn, and on the principles of physical development as well as cultural influences. We feel that the love and enjoyment of children is the primary approach for successful implementation.

Children learn best through **play**. Children learn by **doing**. The Kids 'R' Kids Curriculum is based on this philosophy and uses the environment – the classrooms, the outdoors, the furniture, the equipment, the people – as the foundation for children's learning. The children's needs and interests are taken into consideration when planning themes and activities.

The curriculum helps create an environment that invites children to observe, to be active, to make choices, and to experiment using the developmental **"hands-on"** approach to learning.

During each week, we address all areas of development: social, emotional, physical (large and small motor), creative, cognitive and language development. There is a balance between teacher-directed and child-initiated activities. Our classrooms are set up in a learning center configuration, which allows each child to choose his/her activities in different classroom areas.

The activities in each learning center are designed to facilitate discovery learning. The children are guided and encouraged to learn self-help skills, think for themselves, make choices, experiment, explore, make mistakes, and have a lot of fun in the process.

Kids 'R' Kids wants children to be successful learners now and in the future. The Kids 'R' Kids Curriculum encourages children to become independent thinkers, problem solvers, team players, and responsible citizens.

We are very proud to now be TRS and TSR certified—a national program that acknowledges high quality education in preschool through college.

**Tell me...and I'll forget
Show me...and I'll remember
Involve me...and I'll understand**

Our Mission Statement

At Kids 'R' Kids Schools of Quality Learning
we believe that children should be
"HUGGED FIRST ~ THEN TAUGHT"

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

We believe in being supportive of our parents, and we welcome their positive involvement and presence at **Kids 'R' Kids Schools of Quality Learning** at all times. This is why we have an "open door" policy here at Kids 'R' Kids. Parents are welcome to visit the school at any time. The management and owners are always open for discussion of problems or concerns that arise.

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, contributing members of our society.

Our Vision Statement

Our vision is to be recognized as the most prominent preschool in the community to provide a positive, nurturing, stimulating environment where children will recognize and achieve their fullest potential, so that they can make their best contribution to society.

WE HOLD THE FUTURE®

School-Age

In many families both parents work, making after school programs critical during the school year, and particularly during the summer. For children 5 to 13, Kids 'R' Kids offers what parents are looking for - additional learning time, supervised activities, and a safe environment.

Many families must choose a program that fits their child's year-round schedule as it pertains to elementary school, summer activities and holidays.

By meeting with parents, our teachers can determine what each child requires for after school time.

Perhaps an older child needs more help in order to complete homework assignments, or a younger child may need special tutoring in reading or math.

This also is a good time to let the children learn more about computers, which are available at our center. Our teachers also know that after a busy day at school, children need time to play.

Supervised playgrounds at each facility are divided by age groups, and give each child the chance to direct that special energy, that only children have. Plus, there is a separate game room for older children.

The Kids 'R' Kids school age program is designed to extend your child's academic learning from the traditional classroom setting into our quality-learning center.

School Transportation

Kids R Kids #43 transports to and from several Klein ISD elementary schools, as well as, some private schools.

A phone call to the center is required if you plan to pick up your child at the elementary school. Waiting on absent children delays us getting to other schools on time. If Kids 'R' Kids does not receive a phone call, there will be a \$25.00 charge placed on the child's account.

Holiday Camp / Summer Program

The Kids 'R' Kids Holiday Camp experience includes seasonal themes developed through our curriculum department that incorporate exciting daily activities and fun field trips.

We provide unforgettable experiences filled with fun, new friendships and everlasting memories. Kids 'R' Kids schedules field trips such as: skating, bowling, miniature golf, movies, arcade centers, restaurant tours, picnics in the park, and special guest /visitors.

Parents can rest assured their child is having a great time at Kids 'R' Kids during all winter, spring and summer breaks.

Rates change during the summer. If your child attends the summer program and is out for 1 or 2 weeks, half the summer tuition rate will be charged. If your child is out for more than 2 weeks, a summer holding fee will apply and re-registration will be necessary.

School-Age Inservice Days

When the ISD is out, Kids R Kids will charge an additional \$25.00 per day, per child. When school is out for the full week, (Christmas holidays, Spring Break), the current summer tuition rate will be charged.



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Welcome to Kids 'R' Kids

Congratulations on enrolling your child here at Kids 'R' Kids, we are happy you will be taking part in our philosophy of Holding The Future.

At Kids 'R' Kids Schools of Quality Learning we believe learning should be a happy and rewarding experience for children!

Our foundation is built upon developing partnerships between parents and teachers. This mutual relationship offers a strong educational foundation and optimal care for every child. Kids 'R' Kids exceeds the minimum standards of childcare by providing established educational programs in which children can grow from infancy through their elementary school years as well as offering low child to staff ratios.

The children need good, honest, nurturing people to show them the world. We offer a clean, bright and cheery atmosphere for both children and teachers with an annual plan for professional development.

Of course, when starting a new program, it is natural to have questions. Many of your questions may be answered on the following pages, which describe our policies and procedures. These guidelines are designed to ensure that your child, and all of the children in our care, receive the best education and care possible.

Please take a few minutes to review and become familiar with the information in this book. If there is anything we can do to improve our program or services, or if you have any questions, please feel free to speak to the management.

Owners

This center is privately owned by Cathy and Lawrence Paulson, on site daily, and involved in the operation of the center

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The Parent's Role

The relationship between parents and center staff is vital to the success of a child's experience. A partnership must be formed the first day, with open communication and understanding that the development and growth of the child is our top priority.

Parents can assist and help ensure a smooth transition by doing the following:

- Clock children in and out at the front desk and then escort them to their designated class
- Have all forms completed promptly
- Update forms, as needed when changes occur i.e., new phone number, address, etc.
- Keep staff informed of special needs or changes that might effect your child's behavior
- Notify the center if your child is ill
- Do not bring an ill child to the center
- Notify the center if your child will be absent
- Notify the center if you will be later than usual picking up your child
- Provide a change of clothes marked with your child's name (Center is not responsible for lost clothing)
- Children should be dressed properly for the weather and play
- Do not allow children to bring toys unless specified by the teacher for a special activity
- Participate in the center's special activities
- Attend scheduled parent meetings and conferences
- Ask questions and address concerns as they arise



Teachers

At Kids ‘R’ Kids, our teachers are professional, experienced and trained in early childhood development.

Most of our teachers have Child Development Associates in either infant and toddler care or preschool care and/or they have their Bachelor in Education.

We hire teachers based on their education, experience and professional demeanor. Kids 'R' Kids teachers are caring, gentle people with a genuine concern about each child's well-being.

All of our teachers are trained in:

- CPR and First Aid,
- Preventing Sudden Shaken Baby Syndrome and SIDS,
- Early Childhood Development,
- Positive Guidance and Discipline Techniques,
- Developmentally Appropriate Practice & more.

Before Hire, all our teachers have the following background checks performed:

- Criminal History Background Check, Fingerprinting; Thorough Reference Checks; random Drug and Alcohol Screening.

Disclaimer

Kids ‘R’ Kids #43 is independently owned and operated. Kids ‘R’ Kids International, Inc nor any Kids ‘R’ Kids center other than this can be held responsible for the actions or obligations of this center.

By enrolling your child in our program, you agree to abide by all the policies and procedures of Kids ‘R’ Kids as outlined in this Parent Handbook.

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