



The First Step to Higher Education™

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PARENT HANDBOOK

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Table of Contents

History	4
Philosophy	4
Mission Statement	4
Kids 'R' Kids Curriculum	5
Kids 'R' Kids Policies and Procedures	5
Children Served	5
Hours of Operation	6
Kids 'R' Kids Holidays	6
Forms	7
Internet Access	7
Nutrition	7
Field Trips: Transportation & General Guidelines	8
Transportation (To & From School)	8
Personal Items	9
Dress Code	10
Fee & Payment Policies	10
Registration	10
Tuition	11
Returned Checks	11
Family Vacation	11
Public School Closures	12
Medication	12
Medical Emergencies	13
Illness	13
Medical Records	14
Vaccinations	14
Potty Training	14
Severe Weather, Fire & Emergency Situations	14
Alcohol, Drugs & Tobacco	15

Discipline	15
Dis-Enrollment Policy	16
Signing Children In & Out	16
Parent Communication	17
Water Activities	17
Animals	18
Hearing & Vision	18
Parent/Center Director Communication	18
The Parent's Role	19
Parent Visits	19
Texas Department of Family and Protective Services	20

History

Pat and Janice Vinson opened their first child care center in 1961 with 95 children, 11 staff members and a basic philosophy that children should be "HUGGED FIRST THEN TAUGHT". This heart felt, caring philosophy brought great success. In fact, every center that subsequently opened filled to capacity within 90 days. The first Kids 'R' Kids Quality Learning Center was established in May of 1985 under their ownership.

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

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

2014/2015 - Kids 'R' Kids is now international, and has added the following philosophy... "Kids R Kids: The First Choice in Education." The schools program has changed from "Schools of Quality Learning," to "Learning Academy."

Philosophy

The teachers at Kids 'R' Kids are chosen for their dedication and ability to meet the developmental, social, emotional, cognitive and academic needs of children. Every member of our team meets the qualifications given by TDFPS (Texas Department of Family Protective Services) and all other state laws. Also, each teacher completes an orientation of our policies and procedures along with a comprehensive training of early childhood guidelines. Individuals employed by Kids 'R' Kids will complete all mandatory training hours required by TDFPS. However, we encourage each teacher to continue their education, whether in college or with nationally recognized certificates.

Mission Statement

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

We believe in being supportive of our parents and we welcome their positive involvement and presence at Kids 'R' Kids Learning Academy at all times.

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

WE HOLD THE FUTURE

Kids 'R' Kids Curriculum (www.kidsrkids.com)

- Including our new Brain Waves curriculum, the program is exclusive to Kids 'R' Kids
- Standards-Driven
- Based on research of renowned educational and sociological theorist Piaget, Vigotsky, and Smilansky
- Age-appropriate, hands-on experiences for all levels of learners
- Incorporate best practices
- Play-based and theme-based
- Whole child approach
- State-approved staff development for teachers
- Component of corporate and district level AdvancED Accreditation
- Emphasis on early literacy and numeracy
- Unique family component
- Embraces diversity and multiculturalism
- Physical activities in class, Gym Station, Extra Curricular Activities and outdoors twice a day.
- Introduction to technology. Including ABC Mouse.com, Daily Reports with Tadpoles, and Teaching Strategies Gold for online assessments.
***Children under the age of two are not allowed to have screen time and children two and older are only allowed no more than two hours a day.*

Kids 'R' Kids Policies and Procedures

Kids 'R' Kids Learning Academy #17, in Stafford, reserves the right to change or revise any policy, procedure or tuition/fee schedule with written notification to parents. This can be done by newsletter or amendment form.

Kids 'R' Kids #17 is open to you, the parent/guardian, at any time your child is present in the center. For the safety and daily routine of all children, we do request that you make your presence known to the person in charge, and assist us in not disrupting our daily program.

Children Served

Kids 'R' Kids #17 will accept children ages 6 weeks to 12 years old without discrimination on the basis of political affiliation, religion, race, color, sex, and/or mental or physical

abilities.

Our measurable objectives for diversity and inclusion

The role of an early childhood professional to families is to respect their culture, language, and beliefs. We are to build relationships with families and include them in our curriculum.

We set measurable objectives for achieving diversity and inclusion for our program. The management team and teacher review the objectives based on the needs of the child. The group will then come to a conclusion if our program can accommodate families and their children. Please note some assistance can be considered including a therapist or nurse being present during attendance.

Hours of Operation

Kids 'R' Kids #17 operates during the hours of 6:30 a.m. to 6:30 p.m., Monday through Friday. We are licensed for specific hours of operation, so early arrival and late pick up is prohibited. Children will not be allowed into the facility before 6:30 a.m.

After 6:35 p.m., the center will charge a late pick-up fee of \$25.00 plus an additional charge of \$1.00 per minute starting at 6:35 p.m. which will automatically be billed to your account. If children are left at the center after closing time, and no word is received from the parent(s)/guardian or an emergency contact is unavailable, authorities will be contacted after 7:00 p.m.

Holiday Schedule

Kids 'R' Kids #17 will observe the following holidays in which we will be officially closed:

- ❖ New Year's Day
- ❖ Good Friday
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Thanksgiving Day
- ❖ Friday Following Thanksgiving Day
- ❖ Christmas Eve
- ❖ Christmas Day
- ❖ New Year's Eve

*If the holiday falls on a Saturday or Sunday, we will be closed the previous Friday or the following Monday. If the holiday falls on a Thursday, we will be closed the following Friday. During the holiday week, if your child attends one day, the full week's tuition will be due.

School age students will follow the holiday tuition fee based on your school district. The Kids 'R' Kids staff wishes your family a safe and happy holiday.

Admission / Forms

Upon enrollment, your child(ren) will need all state, county, and Kids 'R' Kids #17 forms issued from the center and completed before your child's start date.

Information on any forms regarding your child(ren), such as emergency contact forms and doctor's phone numbers, must be updated as needed.

Internet Access

Viewing access to your child's classroom is password controlled. When enrolling your child at Kids 'R' Kids #17, you are consenting for your child's image to be seen on the Internet by person with passwords.

Nutrition

Kids 'R' Kids #17 will provide two healthy snacks and a nutritious breakfast and lunch every day. Breakfast is included in your tuition and is provided every morning beginning at 6:30 a.m. until 8:00 a.m. In order for children to eat breakfast, they must be here no later than 7:45 a.m. If your child has food allergies, parents must provide a doctor's statement describing the allergy. Parents may substitute our food with something microwaveable if your child has allergies or a special diet. All meals served is commercially prepared or prepared in a kitchen that is inspected by local health officials. All kitchen staff must be Food Certified. Lunch consist of milk, fruit, vegetables, and a grain.

Parents that wish to provide additional food items for picky eaters, allergic to certain foods, or religious reasons, must provide healthy food items that must be stored in a lunch container that will keep the food fresh and safe. If refrigeration is required please provide a lunch kit with an ice pack or given to the kitchen to name, date, and place in refrigerator. For nutritional ideas please see *Food Facts sheet* or visit myplate.gov

For special school events, parents may be asked to assist in providing additional foods for the event. Due to allergies, only store bought items and peanut or nut free items will be accepted.

Our children are served in a family style dining. They are taught to set the table, serve themselves and clean their surroundings, in a fun environment. Staff does not reward good behavior or clean plate with foods of any kind.

All staff is educated on food allergies and take precaution to ensure children are protected. Kids 'R' Kids #17 in Stafford, has chosen to be a **Peanut Free Environment**. You may not bring any peanut or nut products into this building. We have several children who have serious peanut allergies.

At Kids 'R' Kids all liquids and food hotter than 110 degrees F are kept out of reach.

For infant nutrition based on breastfeeding, information is provided in the classroom or front desk. Breastfeeding is encouraged and can be done in the classroom. We work with families with daily feeding. Please inquire with the class.

Field Trips: Transportation and General Guidelines

Field Trips are a wonderful opportunity for your child(ren) to experience "real life" adventures. For the safety and welfare of all children, we only transport those who are four years and older. If a child does not meet the 40 lb. weight requirement enforced by the state of Texas, he or she may not attend.

Field Trip Permission Forms must be signed and dated for each field trip. If the permission slips are not signed, the child(ren) may not attend.

Vehicle Emergency Forms must be filled out completely and information kept up to date. It is in the best interest of all children to make sure all information is accurate and easy to read.

Children who are unable to meet the classroom or field trip expectations will not be allowed to attend subsequent field trips. Kids 'R' Kids #17 may terminate enrollment due to dangerous behavior such as the following:

- ❖ Running away or hiding from teachers
- ❖ Causing bodily harm to self or others
- ❖ Disruptive behavior on the vehicles
- ❖ Destruction of property
- ❖ Any actions that are not conducive to a harmonious environment

All children going on field trips must wear a Kids 'R' Kids T-shirt that is provided by this center. Shirts are kept at the center where they will be laundered and put away for the next trip.

Transportation (TO AND FROM SCHOOL)

Kids 'R' Kids #17 will provide transportation to and from designated schools. All of our buses and vans are licensed and are fully insured.

Children are eligible to ride in our buses or vans only if:

- ❖ Children are schoolagers 5 years (Kindergarten) and older
- ❖ They are under five years of age and currently attending an off-site Kindergarten program (only if we provide transportation to those sites).

All children must complete a transportation agreement yearly.

The schools we currently provide services to and from are:

Armstrong
3440 Independence Blvd.
Missouri City, TX 77459
281-634-9410

Cummings
10455 S. Kirkwood Rd.
Houston, TX 77099
281-983-8328

Dulles
630 Dulles Ave.
Sugar Land, TX 77478
281-634-5830

Highlands
2022 Colonist Park Dr.
Sugar Land, TX 77478
281-634-4160

Kennedy
10200 Huntington Place Dr.
Houston, TX 77099
281-983-8338

Lakeview
314 Lakeview Dr.
Sugar Land, TX 77498
281-634-4200

Meadows
12037 Pender Lane
Meadows Place, TX 77477
281-634-4720

Smith
11300 Stancliff Rd
Houston, TX 77099
281-983-8380

Stafford
1625 Staffordshire Rd.
Stafford, TX 77477
281-261-9203

Sugar Grove Christian School
11600 West Airport Blvd.
Stafford, TX 77477
281-575-6598

Sugar Mill
13707 Jess Pirtle Blvd.
Sugar Land, TX 77478

Townwest
13927 Old Richmond Rd.
Sugar Land, TX 77478

Personal Items

Each classroom has fun and educational toys that are provided by Kids 'R' Kids #17. In order to avoid any loss or breakage, we ask that you keep your child(ren)'s toys at home. We do participate in "Show and Tell" each week in which they are allowed to bring one toy to show in the classroom. This toy must be an item that coincides with the teacher's instructions and is small enough to fit in the child's cubby. Please make sure your child's name is on the item. Please understand that Kids 'R' Kids #17 is not responsible for any lost or damaged personal items.

Dress Code

In order for us to maintain the highest level of comfort, it is very important for children to wear appropriate clothing to our center. All clothing must be weather appropriate. Shoes need to be comfortable and safe. Please do not send your child to the center in flip-flops, sandals without straps, cleats, or any shoe that does not have proper traction on the bottoms as this poses a safety concern.

Please make sure that you bring two (2) or more changes of clothes for your child. We do not provide extra clothing in this center. The clothing needs to be properly labeled with the child's name. It should be weather appropriate. The children will attend outside play daily.

Suite 100 through Suite 350 parents need to make sure that you always have a supply of diapers/pull-ups on hand at the center. If you have been told by our staff that you need diapers and run out, you will need to leave work or home and bring your child diapers, as we **do not** keep extras in our facility and will not borrow from other children.

Fee and Payment Policies

Throughout the year, we continue to improve our resources, so tuition fees are reviewed annually and are adjusted in the fall. During the summer, tuition fees for schoolagers will change in order to provide educational activities for a full time program.

Registration Fee

A non-refundable \$100 registration fee will be charged upon enrollment. This fee ensures your child's spot in the class.

Curriculum Fee

A non-refundable curriculum fee will be charged upon enrollment. The curriculum fee will be charged again every January at a rate of \$100 for the first child, \$75 for the second child, and \$25 for each additional child. If you have paid the curriculum fee within 3 months prior to January, you will not be charged again until the following January. This fee ensures that your child has the appropriate supplies for the year.

Tuition

Tuition is paid in advance and due on Friday for the upcoming week. Parents are welcome to pay tuition weekly, bi-weekly, or monthly.

Tuition that remains unpaid after the close of business the following Tuesday will incur a late payment fee of \$50.00. If tuition is unpaid by the second week then your child may not return to school until your balance is paid in full.

Tuition can be paid by check, cash, money order, cashiers check or all major credit cards.

Tuition schedule changes must be in writing and submitted to the front office to assure proper charges are discussed and posted correctly to your account.

We require a (2) two weeks notice for dis-enrollment and refunds. Please see the front office and fill out a dis-enrollment form. All fees and balances must be paid in full before the child's last day. **Outstanding balances** left will be submitted to our **attorneys for collection**.

Parent's that recommend our program to a friend or family member will receive a Free Week's Tuition, under the terms that the enrolled family stays for (90) ninety days.

Thanks!

Returned Checks

There will be a (\$35) thirty-five dollar charge for any check that is returned. If this happens, you must pay by money order, cashier's check, or cash until the matter is resolved. On the third occasion, we will ask that all payments be made by Money Order, Cashier's Check, or Cash.

Family Vacation

To maintain the highest standards of quality, Kids 'R' Kids #17 budgets for everyday costs related to our teachers and educational programs. In order to cover these costs, we will charge full tuition if your child(ren) attends any portion of their scheduled week. To ensure your child's spot in the classroom, **all parents are required to pay the entire tuition amount regardless of any amount of absences incurred during the week.**

If you are out for a full week, your tuition rate is half.

Public School Closures and Early Release Days

If your school-age child(ren) is attending Kids 'R' Kids #17 during the holidays, any other school closure or early release day, there will be additional fees.

Medication

All medication must be left at the front desk with the person in charge. A medication form must be filled out completely for each medication given and signed by the parent or guardian before any medication can be administered. Authorization by the parent must be given weekly. **We will only administer prescribed meds in its original container or box. All over the counter meds must be accompanied by a note from the child's doctor authorizing the facility to administer the medication.**

Medications in the original container must state the following on the label:

- ❖ Child's name
- ❖ Current date
- ❖ Amount of medication to be administered
- ❖ Times to be given
- ❖ Expiration Date
- ❖ Any other special instructions that may be important

Any nonprescription medication must have a signed and dated note including the following information from the doctor:

- ❖ Name of the child to receive the medication
- ❖ Name of medication
- ❖ Amount to be given
- ❖ Times to be given
- ❖ Duration of time to be given (i.e. 3 days, 1 week)
- ❖ Any other special instructions

We are only allowed to give the amount that is specified on the label or on the doctor's note. We administer medication according to the dosing instructions per age of the child. Because we have no way to confirm the weight of the child at the time of administering the medication, we cannot use the dosing instructions per weight of the child.

Medications will only be dispensed by the person or persons designated by the franchisee or the center management.

Medications will only be given twice a day, 11:30 a.m. and 3:30 p.m. If your child(ren) needs their medication more often, please administer it before you drop off and again after pick up.

Medical Emergencies

If a child becomes ill, injured or has an adverse reaction to prescribed medication while at the center, the parent(s) or emergency contact person will be notified immediately.

If it is necessary to seek immediate medical attention for a child, the child will be transported to the designated medical facility. The child's vehicle and emergency medical permission forms as well as the health information on file will accompany the child to our designated medical facility.

Our designated medical facility is:

Methodist Sugar Land Hospital
16655 Southwest Freeway
Sugar Land, TX 77478
281-274-7000

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

Illness

To assist us in maintaining the health and safety of all of the children, we must do our best to prevent the spread of illness. Children who have diarrhea, vomiting and/or fever (100.4 degrees or higher), must not be allowed into the center for at least twenty-four (24) hours after their last episode or after the fever has subsided for 24 hours. If your child becomes ill in our center, we will ask you to pick up your child(ren). Again, the children must be **symptom free** for at least twenty-four (24) hours before returning to the center. To ensure your child's safety and in a medical emergency, we will keep a file with all emergency contact information, including doctor's information and preferred hospital.

Medical Records

In the interest of all of our children, submitting your child's medical and immunization records are mandatory. These records must be updated and maintained in accordance with state laws.

Vaccinations

The state of Texas requires that a current vaccination form be kept on file for each child.

School staff and parents are not required to receive additional vaccinations before employment or enrollment to Kids R Kids. If the Occupational Safety and Health Administration, Center for Disease Control, Kids R Kids Inc, or the Texas Health Department recommend or require a vaccination for adults to receive...then Kids R Kids will provide these for our staff

Tuberculin Examination

Requirements for tuberculosis screening and testing vary across the state. If your regional Texas Department of State Health Services (DSHS) or local health authority requires tuberculosis testing for children in your child-care center, then you must have documentation to indicate that each child in your care is free of active tuberculosis.

Potty Training

Potty Training is a very challenging lesson for young children. We will begin encouraging them to use the potty at the age of 2. While some children may resist this new challenge, with the help of the parents, we can make this a positive experience. We ask you to supply us with ample amounts of pull-ups, training pants, and at least two or more changes of clothes for each day your child attends. Children must be completely potty trained before entering the pre-school classroom.

Severe Weather, Fire or Emergency Situations

In order to be prepared for severe weather situations, we have fire and disaster drills that are conducted according to state/county regulations. The children are our first concern and top priority. If we have an actual situation, parents will be notified as soon as we have all the children in our designated safety area. This is why it is imperative that parents keep your files at the school updated and current.

Our center is equipped with a weather band radio, the internet, a fire alarm system and fire extinguishers. We also have prepared emergency backpacks for every classroom with items that may be needed during this time. If there is an emergency situation and it becomes necessary to close the center, parents will be notified to make arrangements for early pickup.

If there is an inclement weather alert notice and it is determined that the center will not open, parents will be instructed by the center as to TV, Remind, Facebook, website or radio stations providing closing information. During business hours, the school will post a weather notice on the front door to inform parents of school closing.

If an emergency situation develops and it is determined that the building or premises is unsafe, the children will be transported to:

Calvary Church at the Fountains
12410 Sugardale Drive
Stafford, TX 77477
281-634-0200

If evacuation of area...
Kids R Kids #27
2000 Waterside Estates Circle
Richmond, TX 77469
832-451-1111

For older children four years and up we will use our current vans and buses to transport. This also includes requesting assistance from other Kids R Kids. For children under the age of four, buses will be used as they are certified to belt children without a car seat. Infants will have to be held by teachers unless car seats are left for transportation.

An Emergency Preparedness Plan is on-site and introduced yearly at a parent meeting. This can be reviewed by request.

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. Any use of the following could result in calling authorities and/or disenrollment.

The use or presence of alcohol, drugs, and tobacco is prohibited in the building or anywhere on the grounds by center staff, parents or visitors to the center.

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

Discipline

Learning self-control is a part of growing up. We will never embarrass or ridicule the children when they misbehave. Kids 'R' Kids #17 uses positive strategies that strengthen the self-esteem of children. Most situations can be controlled by using "Positive Re-Direction". This entails redirection of a child to another, more appropriate activity.

When positive re-direction is unable to assist in the situation, we will document behavior and set up a parent teacher conference to discuss how together we can help the child understand the rules and policies that governs this school.

Dis-enrollment Policy

The staff will work with each child to fulfill the needs of that child and every effort will be made to provide a positive learning experience.

Kids 'R' Kids #17 reserves the right to ask the parent(s) 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 provided by the center. In the event a student's behavior becomes disruptive to the program or the child creates an unsafe environment for the child or other children in the class (such as biting, spitting, physical or verbal abuse), alternative arrangements will be required which may include being sent home, suspension, or disenrollment.

If you, as a parent, are uncooperative in completing and returning forms, fail to pay your tuition on time, fail to comply with any state or county regulations, or fail to follow any

Kids 'R' Kids #17 Policies or Procedures it may be necessary to dismiss your child(ren) from care.

Signing Children In and Out

It is very important for all children to be signed in each morning. **Once your child(ren) have been signed in, you must personally walk them to their classrooms.** Children will only be released to parents or legal guardians with custody or designated persons. Those designated persons who you allow to pick your children up, must be 18 years or older. Whoever enters the building must be signed in. When leaving, we ask that your children be signed out. Anyone picking up a child must be prepared to show picture I.D. If they do not have proper identification, we will not release your children. Please remember to update your emergency contact often. Numbers may change or someone has moved. New forms can be found at the Front Desk counter near the Touch-Screen.

Kids 'R' Kids #17 will not release any child to anyone who appears to be under the influence of drugs or alcohol. If this should occur, we reserve the right to contact the proper authorities.

In order to maintain compliance with any court orders, Kids 'R' Kids #17 requires a certified copy of the custody order. This confidential information remains in the child's personal file for the safety and well-being of the child. If at any time this information changes, or a restraining order is issued on either parent, we must receive a copy. Kids 'R' Kids #17 will follow specifically what is written in the court order.

Parent Communication

Our goal is to provide the best care for all of the children who attend our school. We feel that having a partnership with the parents enables us to succeed in our goal. All parents are encouraged to communicate with the entire staff. We also enjoy having parents attend field trips and other outings with us. Kids 'R' Kids #17 welcomes any scheduled conferences with teachers and managers.

Communication is a key element to a successful relationship. 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.

We have several methods of facilitating communication. The first is face to face interactions with children, parents and staff members. The second is through our monthly

newsletters. Next our website, Remind text alerts, Facebook, and daily reports. Finally, we have the Sign In/Out Touch Screen Monitor. This allows us to convey information to all guardians by posting messages on the sign in/sign out screen. We also will post notices on the door of your child's classroom. All children in diapers will receive a daily sheet that outlines their day. These sheets will be emailed daily. We must have a current email address on file.

Water Activities

Children love being in water where they can play and be adventurous. Kids 'R' Kids #17 has a beautiful splash water area where we provide summer time splash day. Children age 12 months and up will be given a designated day for splash time. It is important on this day that you provide the center with the appropriate items such as water shoes, swim wear, towel and sun screen. Parents will also need to fill out a permission slip for their child to participate in outside water activities.

Kids 'R' Kids #17 at Stafford will not participate in any activities involving a pool or any other structure that holds standing water.

Animals

If at any point Kids 'R' Kids #17 decides to have classroom pets, we will give all parents written notice before doing so. We will ensure the animals do not create unsafe or unsanitary conditions. Children will never handle any animal that shows signs of illness, such as lethargy or diarrhea. Children and caregivers will practice good hygiene by hand washing after handling or coming into contact with an animal and items used by an animal, such as water bowls, food bowls, and cages.

Due to health and safety concerns, please do not bring your pets, or any other animals into the center.

Hearing and Vision

- 1) The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for the following children who are enrolled in a childcare center:
 - a) First-time enrollees who are four years of age or older and all children enrolled in programs who are four years of age by September 1 of each year will be

- screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest, or present evidence of screening conducted one year prior to enrollment.
- b) Each child who is in the first, third, fifth, or seventh grade must complete a screening or examination within the school year.
- 2) A licensed or certified screener or a health-care professional must conduct the screening.
 - 3) You must keep one of the following at the child-care center for each child required to be screened:
 - a) The individual vision and hearing screening
 - b) A signed statement from the child's parent that his/her screening records are current and on file at the pre-kindergarten program or school the child attends away from the center. The signed statement must be dated and include the name, address, and telephone number of the pre-kindergarten program or school.

Parent/Center Director Communication

Professional communication between parents and the center director is crucial. Kids 'R' Kids #17 prides itself on our open door policy with families. We are very interested in any questions or concerns that you may have regarding our program. Please do not hesitate to schedule a conference.

The Parent's Role

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

- ❖ Have all forms completed promptly
- ❖ Update forms as needed when change occurs, such as new phone numbers, addresses, etc.
- ❖ Keep the staff informed of special needs or changes that might affect your child's behavior
- ❖ Notify the center if your child is ill
- ❖ Do not bring an ill child to the center
- ❖ Curriculum begins at 8:30 a.m.
- ❖ Please notify the school if your child will be later than 9:00 a.m.
- ❖ Notify the center if your child will be absent
- ❖ Notify the center if you will be later than usual picking up your child
- ❖ Provide two changes of clothes marked with your child's name (center is not responsible for lost clothing or personal items)
- ❖ Ample supply of diapers on hand at the center, as we do not borrow
- ❖ Children should be dressed properly for the weather and play

- ❖ Do not allow children to bring toys from home
- ❖ Participate in the center's special activities
- ❖ Attend scheduled parent meetings and conferences
- ❖ Ask questions and address concerns as they arise

Please do not ask the center to become involved in personal situations such as divorce, family disagreements or legal matters that do not pertain to the school.

Also, notify management if you are un-satisfied with services so we can address the concern.

If you need to update contact information, you may fill out the admission form (found at the Family Information Board), and add names for us to place on our School Leader Software. You may fold it and place in tuition box. We may have to call to verify information.

Parent Visits

It is important for us to know that all of our parents are comfortable throughout the day. Kids 'R' Kids #17 will welcome visits or calls by enrolled parents throughout the week. You may visit in the classroom or view your child from our monitors in the front as to not disrupt their daily routine.

Your child's first day, week, or even month can have what is called separation anxiety. He/She will be very upset. This is very common for preschoolers and parents. The best practice is to have your child excited about coming to school every day and begin early sleep habits. At drop-off, be positive, say goodbye, and walk away confident. Try not to look back.

Parent Participation

There are various opportunities for families to participate in our program. Volunteer at our Fall Festival, Book Fairs, join our FAB Group and so much more. Inquire within.

Texas Department of Family and Protective Services

Kids 'R' Kids #17 is licensed through the Texas Department of Family and Protective Services (TDFPS). This organization sets the rules and regulations for all child care entities. We are responsible for meeting or exceeding the minimum standard guidelines on our center at all times. You are welcome to view it when you choose. If you would like a copy, you may call TDFPS and request a copy.

All Child-Care Inspection Forms are posted for two months (60 days) after the inspection date in a place visible to all parents, staff and visitors.

Texas Department of Family and Protective Services
1110 Avenue G
Rosenberg, TX 77471
(281) 341-4015
www.tdprs.state.tx.us
Child abuse Hotline - (800) 252-5400



12475 Sugardale Dr. / Stafford, TX 77477 / 291-240-1111
krk17tx@yahoo.com / www.kidsrkids17tx.com

Parent Orientation
Please Initial

- Tour of the facility
 - Introduction to teaching staff
 - Parent visit with the classroom teacher
 - Overview of Parent Handbook
 - Policy for arrival and late arrival
 - Opportunity for an extended visit in the classroom by both parent and child for a period of time to allow both to be comfortable
 - An explanation of Texas Rising Star Quality Certification is provided.
 - Encourage parents to inform the center / provider of any elements related to their CCS enrollment that the provider may be of assistance provider may be of assistance.
 - An overview of family support resources and activities in the community*
 - Child development and developmental milestones provided.
- Expectations of the family:
- Parents are informed of the significance of consistent arrival time:
 - Before educational portion of school readiness program begins
 - Impact of disrupting learning of other children
 - Importance of consistent routines in preparing children for the transition to kindergarten.
 - Statement about limiting technology use on site to improve communication between staff, children, and families (e.g., refrain from cell phone use). In order to facilitate better communication between the parent(s) and teacher and the parent and child it is best if parents are not distracted by the use of electronic devices while at the center/ home.
 - Statement reflecting the role and influences of families.

Parent Handbook Acknowledgment

I have read and understand the Parent Handbook. Any questions that I had were answered and explained by one of the management team members.

Parent Name (Please Print)

Parent Signature

Date

Manager Signature

Date



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