



Family Handbook

Kids 'R' Kids of West Allen

1223 N Alma Dr.
Allen, TX 75013

Tel: (214) 667-7777
Email: info@kidsrkidsallen.com

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Welcome!

Welcome to our family at Kids 'R' Kids. Thank you for choosing our Learning Academy.

We look forward to sharing the upcoming years with you and your family as we partner in helping your child build a strong foundation for a bright future!

Our School is open to you any time your child is present in the school. However, for the safety of all children, we do request that you make your presence known to your child's teacher or the front office.

Each Kids 'R' Kids Academy is individually owned and operated with the Kids 'R' Kids International, Inc. Franchise Support Center providing guidance and support. Although we are a franchise of Kids 'R' Kids International, Inc., Kids 'R' Kids International, Inc. does not control or make any decisions regarding our Learning Academy's practices or policies.

Our goal is for Kids 'R' Kids family to achieve maximum value for their early educational investment and for each child to enjoy attending school while experiencing our nurturing teaching staff and developmentally appropriate curriculum during their fundamental years.

Sincerely,

Malak Stewart
Owner

Our Philosophy

HUG FIRST, THEN TEACH®

Our Mission

Kids 'R' Kids Learning Academies strives for every child in our care to feel safe, loved, and inspired. We are committed to providing a solid educational foundation, well-trained teachers, and a secure environment where children can flourish intellectually, socially, emotionally, and physically.

By fostering strong connections between families, our schools, and communities, we pledge to challenge and prepare all children for a positive impact in every step of their lives.

Kids ‘R’ Kids History

After twenty-four years of operating Kiddie City, a very successful childcare and kindergarten located near Atlanta, Georgia, Pat, and Janice Vinson decided to build a preschool from the ground up. They sold their business and moved closer to the city where they designed, built, and opened the very first Kids ‘R’ Kids in May of 1985. With a growing need for quality care and the overwhelming success of their first school, another Kids ‘R’ Kids opened fourteen months later, and yet another two years after that.

The business was booming but it was also becoming complicated to stay on-site in three different locations; therefore, the concept of franchising came into practice. Kids ‘R’ Kids International, Inc. was formed, and Pat and Janice Vinson sold their first franchise in the fall of 1988, Kids ‘R’ Kids #4 Georgia. Kids ‘R’ Kids International, Inc. has since blossomed into a nationwide corporation serving owners and their businesses throughout the United States.

Kids ‘R’ Kids Family Engagement

Family engagement is defined as the mutual responsibility of families, schools, and communities to build relationships that support student learning and achievement, family well-being, and the continuous learning and development of children, families, and educators. Family engagement is fully integrated into the child’s educational experience, supports the whole child, and is both culturally responsive and linguistically appropriate.

The Family Engagement Plan at Kids ‘R’ Kids 68 creates a foundation for the collaboration of mutual partners, embraces the individuality and uniqueness of families, and promotes a culture of learning that is child-Centered, age-appropriate, and family-driven.

Our Family Engagement Plan shall facilitate family-to-family support using strategies such as:

- Creating a safe and respectful environment where families can learn from each other as individuals and in groups;
- Inviting former program participants, including families and community volunteers, to share their education and career experiences with current families;
- Ensuring opportunities for continuous participation in events designed for families by families such as training on family leadership.

Purpose of this Handbook

This handbook was developed to answer many of the commonly asked questions that children and families may have during the school year. Because the handbook contains information about parent and child privileges and responsibilities, families and children are responsible for knowing its contents. Please take the time to become familiar with the handbook and keep it accessible for your use. It can be a valuable reference once during the school year and a means to avoid confusion and misunderstandings when questions arise.

The School reserves the right to interpret the content of the handbook, including the rules and regulations governing the conduct of children and parents. This handbook is not a contract, nor is it intended to be construed as such. Our School reserves the right to modify and/or amend the content of this handbook at any time during the year as we deem appropriate.

If you have any questions about the handbook or any of its policies, please contact us.

Statement of Expectations

At the heart of our Learning Academy is a culture defined by respect, balance, integrity, curiosity, leadership, as well as our commitment to the safety and health of our children. All members of the community must know and uphold the School's values and strive to embody them in word and deed.

We, therefore, expect that all members of the community will:

- Respect other people and their privacy and property, both within and beyond the School.
- Treat all human beings with dignity, refraining from behavior that intimidates, insults, threatens, bullies coerces, abuses, exploits, harasses, humiliates, or demeans, acting with tolerance, courtesy, and thoughtful regard.
- Have an open mind and heart to the views and experiences of others, creating space for all to belong and thrive.
- Support and promote a school climate that does not discriminate against any individual or group.
- Use words constructively, avoiding gossip and other inappropriate or unproductive sharing of information.
- Maintain high standards of honesty, avoiding deception, half-truths, and deliberately misleading words or behavior.
- Exemplify principles of responsibility and fairness in daily life.
- Observe safe behavior and report unsafe conditions or practices.
- Cultivate caring and compassion, seeking to serve others, both within and beyond the School.

Our School cultivates a school environment in which all members of the community feel valued and safe. Part of living our values includes every member's responsibility to support a safe school environment by refraining from harmful and unsafe behavior and reporting such behavior when observed. In addition, we

prohibit all boundary-crossing behavior between adults and Children (as outlined in our Children/Adult Interaction and Communication Policy) and sexual misconduct (whether between children or adults and children). Adults are expected to identify and report suspicions of harassment, abuse, and sexual or other misconduct and will not engage in such behavior themselves. In addition, School employees have mandated reporters of suspected abuse as specified by Texas law. The School has conducted and will continue to conduct training for adults on these important issues and encourages all children and their parents to report any concern about boundary-crossing behavior, sexual misconduct, or any other situation that impacts the safety, health, or security of any member of our community to the Owner.

All adults must model through both language and behavior the values and expectations we have as a school, being especially conscious of their actions at times and places when our children can observe them. Children must be mindful of the power they have in various roles at school. They must use their roles constructively, always avoiding intimidation and abuse of authority. Older and returning children must take seriously the power of their example on younger and newer children, accepting the responsibility to model and transmit our School values.

These community standards apply to our words and behavior not only in personal interactions but also in all forms of electronic media and communications.

All members of the community help others to develop a sense of belonging, encourage empathy and compassion, and promote an environment that is safe, kind, and inclusive. As members of this community, we acknowledge that our actions reflect not only on ourselves but also on the School as a whole and therefore strive to live in a way that is consistent with our values.

Non-Discrimination Policy/Equal Opportunity

This School does not discriminate based on race, color, religion, ethnic or national origin, sex, citizenship, handicap or disability, or any other legally protected status about admissions or in the administration of its educational policies and administered programs.

This School makes its programs and services accessible to individuals with disabilities. The School welcomes accommodation requests. The School will attempt to provide reasonable accommodations to qualified students with mental or physical disabilities, to the extent that such a request does not cause a fundamental alteration to the School's programs/curriculum and to the extent that it does not create an undue hardship for the School.

The first step in requesting an accommodation is to provide the Owner with documentation of the condition from a qualified professional, such as a physician, psychiatrist, or psychologist. Upon receipt of such documentation and recommendations, we will communicate with the family in an interactive process to obtain additional information or discuss the circumstances related to the request.

Medical Needs and Accommodation Requests

We understand that there may be circumstances in which a parent may request that the School provide an adjustment or accommodation for a child's medical needs or physical, mental, or learning disability.

As the range of requests has grown over the years, the School believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

General Policy

In general, it is our School's policy to provide accommodations or adjustments for a child's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in a significant disruption to the teacher's ability to instruct other children, to the classroom or school order and discipline, will not require a threat of harm to the safety of other children or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on school employees for which they are not trained. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Request and Documentation

For any type of accommodation (including administration of medication at school), the parent must contact the Owner to discuss the need. The Owner will then advise the parent of the type of medical documentation needed, which generally will state the child's diagnosis, how the condition limits the child, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Release for Communications with Physician

Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such a process.

Assessment of Request

Once the parent's request and medical documentation have been received by the School, the Owner will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the child needs to be tested or have certain types of medicines administered during the day that the School believes are beyond the scope of the School's responsibility, the School may allow the parent to make arrangements to visit the School for testing and administering.

Limitations on Requests

Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the parent or physician.

Communications

Family-School Involvement

We welcome family input and encourage you to visit your child's classroom and speak with your child's teacher. We have an open-door policy at our School and families are encouraged to get involved in their child's classroom. Please see our Visitor and Volunteers policy for additional information.

If you would like to request a conference, please call during School hours to set up a convenient time. Conferences can be requested at any time and may include the teachers, administration, or both.

Daily, please be sure to check your child's cubby box and classroom folder for messages, daily reports, and artwork. Notices and messages sent by you should be written and submitted to the teacher or front desk staff.

Infants through three-year old's will have a daily report completed by the classroom teachers to relay the day's events specific to your child. The activities of four-year old's and School-Age children are communicated through a lesson plan posted in the Classroom.

There are daily opportunities to get involved in your child's day, so feel free to come and have lunch with your child in our Kids Café. Many additional activities are provided to encourage interaction between families, teachers, and children such as carnivals, family picnics, holiday parties, and field trips.

Another way to participate in the education of your child is through donations. Please check with your child's teacher for the items of need for special activities. Some general items used in the classroom are magazines, newspapers, greeting cards, dress-up clothes, hats, paper, books, wrapping paper, ribbons, and many other household items.

We welcome any questions and suggestions. If there are family situations that affect your child, please discuss them with your child's teacher, supervisor, or Owner. Remember that any information regarding a personal issue is shared only on a need-to-know basis and we are glad to help whenever possible.

Family Supervision

The School expects that when a parent or guardian or adult family member is in the room, he or she is in charge of their child. Parents, guardians, or adult family members are not responsible for other children in the room. In general, the teacher assumes you will care for your child while in the room, but if for some reason you wish the teacher to do so, please make sure this is communicated to the teacher.

Role of Families or Other Caregivers: Our General Expectations for You

The relationship between families and School staff is vital to the success of a child's experience. We hope to form a partnership with you where open communication and the development and growth of your child is our top priority.

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

- Sign children in and out at the front desk and then escort them to their designated classes.
- Supervise your children at all times while escorting them inside the School and in the parking area.
- Drive safely through the parking area.
- 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 affect your child's behavior.
- Notify the School if your child is ill.
- Notify the School if your child will be absent.
- Notify the School if you will be later than usual picking up your child.
- Provide two changes of clothes marked with your child's name. This request is for all ages. Our School is not responsible for the lost clothing. Please change clothing seasonally to accommodate the changes in weather and the growth of your child.
- Dress your child appropriately for the weather and play.
- Do not allow children to bring in toys. (This rule does not include special transition toys such as a blanket or other security to be used at naptime.)
- Participate in the School's special activities.
- Attend scheduled family meetings and conferences.
- Ask questions, make suggestions, or address concerns as they arise.

Parent/Family Cooperation

As stated elsewhere, the School believes that a positive and constructive working relationship between the School and family members (defined as parent, child, or other person associated with the child) is essential to the fulfillment of the School's educational purpose and responsibilities to its children. If the parent's or other family member's behavior, communications, or interactions on or off-campus (including during school-sponsored events) is disruptive, intimidating, overly aggressive, or reflects a loss of confidence or disagreement with the School's policies, methods of instruction, or discipline, or otherwise interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the family or family member from the community. In addition, the School reserves the right to place restrictions on parents' or other family members' involvement or activity at School, on School property, or at School-related events for reasons that the School deems appropriate.

Family-Teacher Conferences

Families are encouraged to schedule family-teacher conferences on the two designated days (see School Calendar) by calling the School's office. However, family/teacher conferences may be scheduled any time during the School year at the request of the family or teacher. Arrangements should be made directly with a manager. You may request to review the Center's staff training records and any in-house training curriculum by requesting a meeting with the Director.

Problem Solving or Grievances

Differences between individuals in our community should be addressed directly whenever possible. We give you an assurance that any parental rights you have that are stated in this handbook may be exercised without retaliatory action by the Center. You have the right to review the Center's publicly accessible records, and file a complaint against the Center. You have the right to examine the Center during its hours of operation and without advance notice. The nature of your concern or issue will determine the person at the School that you need to contact first, as explained below:

Billing Questions

Contact the front desk management or the Director/Owner.

Checking on Your Child's Day

We have a **Watch Me Grow** internet viewing system for families to view their child's activities throughout the day. Each user is allowed 10 logins per day for 10 minute increments at a time, equaling 100 minutes per user per day. Rewinding capabilities are only accessible to account administrators.

Web Browser viewing is not available for all non-account administrators. Viewing will only be available on your personal iOS or Android devices. Please remember that screenshots, screen recording, and any recording of **Watch Me Grow** videos are not permitted per the user agreement you signed at the time you opened your account. This rule exists for the confidentiality of other students that are in your screenshots and recordings, as you do not have permission to take videos and photos of other people's children.

Watch Me Grow does have the right to deactivate your viewing rights if you record or screenshot. Android devices are already blocked from screenshots and screen recordings, however, for iOS devices, **Watch Me Grow** will give you one warning on your screen if you screenshot or record. On the second instance, **Watch Me Grow** will terminate your viewing rights. Each time you record or screenshot, our managers will receive an email with your name and what you screenshotted. Kids 'R' Kids has the right to terminate your rights without Watch Me Grow's permission. Based on a case by case scenario, Kids 'R' Kids may terminate your viewing rights after one instance of recording or screenshots.

Concerns with Your Child's Classroom or Teacher

Talk directly with your child's teacher. Our preference is for teachers and families to keep an open line of communication and work together to solve issues. If you do not feel comfortable talking with the teacher, please talk with the Director, who will work towards addressing your concerns.

Concerns with the Center

Talk directly to the Directors or Owner or send us an email at info@kidsrkidsallen.com.

Harassment or Bullying

Please contact the Directors or Owner immediately if you believe you or your child is a victim of harassment or bullying or any other serious misconduct.

Ideas and Suggestions

We are always open to your input. Our goal is to team up with our families to make Kids 'R' Kids the best preschool it can be.

If your concern cannot be resolved by the parties involved, the matter should be taken directly to the Owner.

If we do not know of your concern or problem, we cannot resolve it. Please contact the Administration or the Owner immediately if you have any concerns or issues.

Web Page

The School's official website is www.kidsrkidsallen.com. The Kids 'R' Kids International, Inc. website is www.kidsrkids.com. Families are encouraged to check these websites monthly.

Department of Family and Protective Services

Kids 'R' Kids of West Allen strictly follows and enforces the Minimum Standards for ChildCare Center's provided by the Texas Department of Family and Protective Services. A copy of these standards is available at our front desk and will be provided for your review upon request.

You Can also find a copy online at:

http://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp

You may receive inspection reports by requesting them from the Director.

You may access the Center's online compliance history at:

https://childcare.hhs.texas.gov/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp

Contact Information

Local Child Care Regulation Office:

550 E. 15th St., Suite 120

Plano, TX 75074

Phone: 469-229-6900 x6901

Website: www.dfps.state.tx.us

Dallas Intake Number: 800-582-6036

For quick information or to make a report. Call Mon.-Fri. 8 AM to 5 PM

DFPS Child Abuse Hotline: 800-252-5400

To report suspected child abuse.

Classroom Experience

Curriculum

Educational priorities are well defined at Kids 'R' Kids Learning Academy. Our comprehensive curriculum materials are designed specifically for each stage of development.

The Kids 'R' Kids Curriculum establishes a solid foundation for educational growth beginning with a child's first day. Each of our curriculum programs is research-based and includes developmentally appropriate activities.

We continue to educate children through preschool years and beyond with theme-based, academically stimulating, hands-on units. We provide teachers with the curriculum materials they need to create a positive learning environment that will challenge children and move them toward mastering new skills.

Infant and Toddlers

Taking care of infants and toddlers is demanding but rewarding and we recognize that each infant has individual needs. We believe that once a trusting relationship is built, teachers can better assist children in reaching developmental milestones. In a warm, loving atmosphere based on trust and respect, our staff can provide for these needs. In aiding with this transition, our student-to-teacher ratio for ages 6 weeks to 11 months is 1:4 in an attempt to provide each child with the attention they deserve. The teacher-to-child ratio for children 12 to 17 months is 1:5. The teacher-to-child ratio for children 18 to 23 months is 1:9.

We recognize that physical separation from baby and family is always difficult. Our School strives to help families and children experience a calm transition of physical and emotional separation through our safe and loving environment. We encourage families to take the time they need to make this separation as smooth as possible and to let us know how we can support them in the process.

Two through Three-Year-Old's

Two and three-year-olds are naturally curious. Building off this natural curiosity, children are allowed to explore their world safely. Children are encouraged to develop their self-help skills, such as feeding themselves and toilet training. Each child is treated as an individual during this important time as a way to help them develop their independence and self-management skills. The teacher-to-child ratio for two-year-olds is 1:11 and for three-year-olds, it is 1:15.

Four through Five-Year-Old's

The concept that children learn best through play is reflected in the environmental design of each classroom. Our environment encourages experimentation and freedom of choice. The atmosphere also encourages independence and the building of self-management skills. In addition, the use of a daily schedule helps children feel secure and independent as they anticipate activities and the opportunity of making choices on an individual basis. The teacher-to-child ratio for four-year-olds is 1:18 and for five-year-olds is 1:22.

Kindergarten through Thirteen-Year-Old's

At our School, we understand the changing needs of older children and their families. A variety of programs are available: before and after School, holidays, and summer camp. Each program is designed to allow for free choice as well as teacher-facilitated activities. Children are encouraged to increase their knowledge, develop an individual, and expand their social skills. The teacher-to-child ratio in this room is 1:26.

The Kids 'R' Kids curriculum is built around our philosophy "Children should be hugged first, then taught." This translates into classrooms that provide an environment of:

- Love and acceptance
- Kind words and encouragement
- Purposeful limits
- Educationally stimulating environment

At Kids 'R' Kids we place children into developmentally appropriate classrooms known as suites. The suites generally have children who are a maximum of 6 months apart in age.

Suites 100-250

In the Infant and Toddler classrooms at Kids 'R' Kids of West Allen, we utilize the Brain Waves Curriculum. The Brain Waves curriculum embraces the educational theories of renowned theorists Jean Piaget, Lev Vygotsky, Howard Gardner, and Sara Smilansky. Brain Waves establish a rich learning environment that facilitates exploration through sight, sound, smell, taste, and touch, as these sensory experiences send information directly to the brain and form the platform for healthy brain growth and future learning.

Brain Waves were created to focus on specific areas of brain development in the early years. Brain Waves activities target each of the four lobes of the brain: The Occipital Lobe, the Temporal Lobe, the Frontal Lobe, and the Parietal Lobe. The Occipital Lobe is the part of the brain responsible for visual processing. The Occipital Lobe identifies shapes and colors and interacts with other lobes to process visual information received. The two main functions of the Temporal Lobe are auditory processing and memory. This is the part of the brain that deals with hearing and distinguishing sounds. Supporting the temporal lobe and its auditory processing is extremely important because of its role in language development. The main function of the Frontal Lobe is cognitive thinking, such as reasoning and problem-solving. This portion of the brain is also responsible for motor development, language development, social-emotional behavior, and impulse control. The Parietal Lobe deals with perceptual modality and sensory processing. This is the portion of the brain that processes information relating to touch, temperature, and pain; it deals with spatial recognition, visual and speech processing, and perception. The Brain Waves curriculum comprises hundreds of individual and group activities designed to purposefully engage children in rich learning experiences that strengthen brain connections and neural pathways.

The activities from the Brain Waves curriculum are detailed in a lesson plan. Each week a lesson plan is posted on the parent information board in your child's classroom so the parents can easily follow along with the activities of the day and reinforce the learning experience at home. The lesson plan is an important teaching tool that is easy to follow, grouped by age, and covers a wide range of activities.

Sign Language

The sign language program we implemented at Kids 'R' Kids was developed by Joseph Garcia. When he began working as an Interpreter in the late 1970's, he noticed that hearing babies of deaf parents could communicate their needs and desires at a much earlier age than children of hearing parents. Joseph began to research the use of American Sign Language with hearing babies of hearing parents at Alaska Pacific University in 1987. The results were extraordinary. His research showed that hearing babies who are exposed to signs regularly and consistently at six to seven months of age can begin expressive communication by their eighth or ninth month. This process helps to accelerate the acquisition of verbal language as well. Incorporating signs into your daily routine does not require fluency in American Sign Language. Rather, it teaches that even a few simple gestures can make a big difference in empowering and meeting the needs of a child. Parents and caregivers should start slowly by introducing several ASL signs that represent ideas babies can understand, like "more", "eat", and "milk." When babies can replace some of the screaming and crying with a few simple hand gestures, it can dramatically improve their relationships with caregivers and parents. With each day, more and more people are coming to recognize the power of signing as it changes the way they view and interact with preverbal children. For more information about signing and the curriculum we use see www.sign2me.com

Suites 300-550

The educational philosophy of the Kids 'R' Kids Curriculum is based on the theories of the Swiss psychologist, Jean Piaget. Piaget believed that children learn best by reacting to objects. The importance of play in our classrooms is supported through learning opportunities that focus on exploring, manipulating, experimenting and analyzing. Our complete preschool learning program is designed by professional educators exclusively for Kids 'R' Kids and includes:

Standards driven, year-round core curriculum Integrated subject areas:

- Language Arts, Math, Science, Social Studies
- Theme-based units with weekly lesson plans
- Value words in English, Spanish, French, and Sign Language

Our curriculum coordination works two weeks in advance of the lesson plan. The lesson plan is formatted into weekly segments. Each week has a main focus with objectives and a value word of the week. The focus and objectives are introduced through group time, daily enrichments, group time reviews, and Center additions. Additional activities are organized around outdoor fun, rainy day alternatives, and special activities. Group time activities are designed to introduce educational concepts and provide language-rich experiences by promoting reading and early literacy. Children will build confidence and social skills through participation. Each classroom is organized into learning stations that offer real-life learning experiences and assist with classroom management. Through the learning stations, children are encouraged to make positive choices while teaching organization and responsibility. The

learning stations focus the children's attention on a theme-based play by defining classroom areas. Children experience "I Can Do It" moments every day as they explore learning stations.

Learning Stations:

- Creation/Art Station
- Construction Station
- Imagination Station
- Library & Literature
- Exploration Station- Math & Table Activities
- Music & Movement
- Sensory Station
- Discovery Station- Science
- Writing & Alphabet Station

School Age Program

Our before and after school program offers the school-age child a welcome break from the structured academic learning environment. The school-age children will be "...in the Zone." With many different zones to choose from:

- Nova Zone—Drama, Music, and Sign Language
- Media Zone—Research, Journal, and Technology
- Discovery Zone—Science, Sensory, and Social Studies
- Construction Zone—Blocks, Cooking, and Hobbies
- Open Air Zone—Group Games, Indoor Alternatives, and Outdoor Activities

Our teachers are available for any homework help your child may need. Full-week seasonal units are used to provide focus. Value Words of the Week in Spanish and French will be implemented as well. The School-Age Program flows into Summer Camp. A new topic is introduced every summer. Individual and group projects are designed around interesting themes and daily meeting topics. Field trips are provided and tie into the Summer Program.

Transitions to a New Classroom

As your child grows and matures, he/she will become ready to transition to a new classroom. We look at several factors when deciding if a child is ready. Some components of the decision are based on maturity level, developmental level, and the age of your child.

Transitioning a child is a decision made collectively by the teacher, parent, and the administrative staff. Although we have a plan for transitioning a child, there are also times where the transition time is lengthened or shortened based on how the child is adjusting.

Our signature glass walls also help with transitions as they allow the child to continually see into the next classroom making the change a lot less challenging.

Admission and Related Processes

Enrollment Process

Families are encouraged to have their children with them the first time they visit the School. It is important that the child and the parent feel comfortable with our staff and the facility.

To reserve space in our program you must submit a completed application and tuition fee schedule as well as the non-refundable registration fee and first week's tuition. Amounts of all fees are found on the fee schedule.

Age Ranges of Children Accepted

We accept children ages 6 weeks through 13 years of age. All children must be observed by the School before admission to assure that our program can effectively meet their needs. First Day On your child's first day of School the following forms must be completed, signed, and reviewed by the administrative staff:

- Enrollment Application
- Immunization Report
- Health and Emergency Form
- Emergency Information Card
- School Transportation Form (if applicable)
- Infant Information Form (if applicable)
- Acknowledgment of Receipt of Family Handbook
- Acknowledgment Forms Found in the Enrollment Pack

No child may continue enrollment in School without a current immunization report. Please let the administrative staff know of any allergies or special dietary requirements before your child's first day.

If the information in these forms changes during the child's enrollment, families are responsible for notifying the School in writing of the changes. This includes but is not limited to phone numbers, emergency contacts, work locations, or a child's physician.

Admission and Re-Enrollment

Admission and, as applicable, re-enrollment, is dependent on the following:

1. All deposits, registration, and other required forms are submitted. Any false or misleading statements made or on any submitted documents shall be grounds for denial of admission or immediate dismissal.
2. All financial obligations must have been met promptly.

Occasionally, formal acceptance may be given on a probationary basis. In such cases, the Owner reserves the right to revoke acceptance or to dismiss a child at any time.

The Owner reserves the right to place children in a classroom, to determine the teachers for a particular classroom, and to determine whether a particular child continues to meet the School's requirements.

Financial Policies

Registration Fees

- The registration fee is due after the student has been officially accepted based on admission requirements. This fee is payable after notification of the child's acceptance. This fee is an annual fee and must be paid on August 1st each year.
- If initial enrollment is between January 1st and July 31st, your registration fee will be prorated.
- The registration fee is due at the time of registration and is a non-refundable fee.
- The week of tuition you are depositing will remain in escrow on your account until your child's final week of care at our school.
- We require a two week written notice if you plan to disenroll your child. At that time, we will move the deposit from escrow to cover your child's last week of tuition.

Tuition and Other Fees

Tuition is all-inclusive, there are no additional fees. Tuition includes educational programs, extra-curricular programs, an Internet viewing system, breakfast, lunch, morning snacks, and afternoon snacks. Since we are an all-inclusive school, we do not charge an additional supply fee. There may be some optional parent-pay programs offered throughout the year that are not included in your child's tuition.

Discounts

- Two children: 10% discount for the oldest sibling
- Three or more children: 10% off total tuition
- Service Personnel Discounts: 5% off total tuition with a current valid I.D. (Military, Teacher, Police, and Ambulance)

Discounts may not be combined with any other discounts, offers, or promotions

Program options are Infants, Toddlers, Pre-School, Pre-Kindergarten, and School-Age.

Families are responsible for any special diet required for their child with no adjustment to tuition given (refer to Meals and Snacks).

New enrollment registration fees are payable upon registration and are non-refundable. These fees serve to ensure your child's placement in addition to covering the costs of processing the application for admission, supplies, and educational materials. If space is not available at the time of registration, your child will be placed on our waiting list. We will contact you when space becomes available.

Tuition is paid weekly in advance with no deductions for absence, holidays, teacher workdays, and days the School is closed for inclement weather, medical outbreaks, or when the school is closed from 12/24 through 1/1 of each year. Tuition is due Friday for the upcoming week. If the tuition and fees are not paid in full by close of business the following Monday, a late fee will be assessed and the child will be subject to dismissal.

When a payment is delinquent for one week, the space can no longer be reserved for your child. Your child will not be permitted to attend School as of Wednesday of any week that tuition is not paid in full. Families will be notified of any changes in tuition within two weeks of the change. We reserve the right to change tuition and/or program fees due to unforeseen increases in expenses at any time. Any additional services such as late pick-up, field trips, etc. must be paid the same day the services are rendered.

When a child has transitioned full-time into an older classroom the new tuition rate will become effective on the first Monday. If rooms are combined in age groups, your tuition rate will follow your child's age range.

No portion of your weekly paid outstanding tuition will be refunded or canceled in the event of absence, withdrawal, or dismissal from School. Should it become necessary to withdraw your child for any reason, a two-week written notice via disenrollment form must be given to the administration. If the notice ends on a Monday, Tuesday, Wednesday, or Thursday, tuition for the entire week is due. We reserve the right to dismiss any student at the discretion of the School's Director or Owner.

Holiday Closings

We will be closed on the following holidays:

- MLK Day (Teacher In-Service Training Day)
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Each year from December 24th through January 1st. (Closing for Christmas Eve and reopening the day after New Years)

If one of the above-mentioned holidays is on a Saturday, we will be closed that Friday. If a holiday falls on a Sunday, we will be closed the following Monday. This rule does not pertain to Christmas Eve and New Year's Eve.

If our School must close due to unexpected circumstances, such as inclement weather or a medical outbreak, then full payment of tuition is required. We reserve the right to close any additional days needed and full tuition payment is expected.

Tuition Suspension

DURING THE AISD SCHOOL YEAR- No suspension of tuition will be given to any families for time out during the school year, beginning on the first day of public school until the last day of public school.

DURING AISD SUMMER BREAK- suspension is available for periods of planned absence of *more than* two weeks. We require a two-week notice via suspension form, tuition and accounts must be current

before the suspension can be activated. When suspension is used, one week's tuition is required to keep your account active, and guarantee your child's enrollment spot upon your return. This tuition will go toward your child's first week back from suspension. Return date must be given before leaving. Open-ended suspensions will not be approved. Once you have used suspension, your child must be in attendance for another six consecutive months to qualify for vacation.

Vacation

When you have been enrolled for six consecutive months, you may take four weeks of vacation at 50% off per week. No vacation discounts are permitted before six months of enrollment. In order to guarantee your child's enrollment spot upon your return, 50% of your child's tuition must be paid before you leave for vacation or you will not qualify for the discount. Vacation is only permitted for full weeks and cannot be broken up into days. Vacation time will only be approved and credited to accounts that are current and have no balance due. Vacation weeks do not accumulate and will not carry over from year to year, (a year is based on your enrollment year). Vacation time must be applied for by written request via vacation request form to the Director two full enrollment weeks in advance. If you have not been in attendance for at least six months and choose to disenroll, you will potentially forfeit your space and will have to re-enroll and repay your registration fee upon your return. All re-enrollments will be at full-time status. Any discounts or promotions received are no longer applicable to your account. Re-enrollment may not take place at the time of disenrollment, all re-enrollment will take place once you return from your vacation.

Before- and After-School Care Fees

Before- and After-School Care is available for children attending local public and private elementary schools. We provide transportation using Kids 'R' Kids School Buses equipped with seat belts. Fees for this program vary according to the school calendar. Please check with the front desk staff for additional fees regarding school holidays, early-release days, and seasonal breaks and which schools are currently being serviced.

NSF Charges

A \$35.00 fee for any returned payment or NSF payments in addition to any late payment fees will be charged to your account. After two returned payments, cash or money order or credit card only will be accepted for six months. Unpaid tuition will be sent to our attorney for collection.

Withdrawal

To withdraw your child from the Center, you need to provide a written notice two weeks in advance. Failure to do so will result in losing your two-week deposit. It's your responsibility to initiate the withdrawal process by submitting a disenrollment form with a two-week notice. If you don't submit this notice, you'll still be responsible for paying tuition for those two weeks.

For full-time students (Monday to Friday), the form must be submitted by 6:30 pm on the first dis-enrollment week, which is a full two weeks before your intended withdrawal date. Part-time students should submit the form by 6:30 pm on the first day of their enrolled week. For example, if your child

attends on Wednesday, Thursday, and Friday, you should submit the form by Wednesday of the first dis-enrollment week.

After submitting the form, you'll need to meet with the Director, who will initiate the necessary paperwork for withdrawal. Once the withdrawal form is correctly filled out and signed, you must return any school property in your child's possession and settle any outstanding financial obligations.

The amount you owe at the time of withdrawal will depend on when you initiate the process.

Dismissals

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

However, this School reserves the right to ask families 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 School. In the event behavior becomes disruptive to the program or poses an unsafe situation for the child or other children in the School, alternative arrangements may be required.

A dismissal will only be considered after careful consideration. If the School determines that our program is not a successful match, families will be given referral information to assist in the transition to a program better suited to the family's needs.

If you, the parent, are uncooperative in completing and returning forms, fail to pay your tuition on time, fail to follow any state or county regulations, or fail to follow any Kids 'R' Kids Policy or Procedure, it may be necessary to dismiss your child from our School.

Attendance

School Hours

This School is open Monday through Friday, 12 months per year, from 6:30 a.m. until 6:30 p.m. Please refer to the Holiday closings schedule section for when the School is closed, as they may change from year to year. Since we are only licensed for specific hours of operation, no early drop-off or late pick-up can be allowed.

Arrival

For the stability of our classrooms, all students must be dropped off prior to 10:00 AM. Any students being dropped off after 10:00 AM must be accompanied with a doctor's note stating they were seen by a doctor earlier that day. We recommend all children arrive by their classroom's morning group time. Morning activities usually begin at this time and this will help your child to be a fully participating group member. All children must be escorted into a classroom by an adult. Upon arrival into the classroom, we ask that you wash your hands as well as your child's hands. This will help us minimize the spread of illness. **Your child's arrival must be acknowledged by the classroom teacher before you can leave your child.** Please note that if your child arrives after breakfast time, we will not be able to provide this service.

Departure

To pick up a child from our School, an adult must come into the building, sign the child out **and let the teacher be aware of your presence and escort the child out of the building.** The family or guardian must supervise their child at all times after leaving the classroom, both inside the building and in the parking area. If someone other than a family member is picking up a child, they will be asked for a picture ID to match the person to the name given by the family, a copy of the ID will be made and placed in the child's file. This Center will comply with all court orders that prevents another parent or guardian from visiting or removing the student.

Late Pick-up Fee

Kids 'R Kids expects parents to adhere to our operating hours. We understand that it's not always possible to pick up your child by 6:30 pm. Therefore, we kindly request that you contact us no later than 6:00 pm, so we can inform your child about your expected arrival time and ease any concerns they may have. If you call by 6:00 pm, there will be a \$10.00 charge for the first 5 minutes and an additional \$1 per minute fee after 6:35 pm, which should be paid upon your arrival. Please note that this fee can be waived only as a one-time courtesy by the Office Manager or a Director. In the event that no phone call is made, a \$25.00 charge for the first 5 minutes and the same \$1 per minute fee after 6:35 pm will apply, payable upon your arrival. If we haven't heard from you by 7:00 pm, our initial assumption will be that an accidental situation might have arisen. In such cases, we will make every effort to reach parents, guardians, or other authorized adults for child pick-up. If our attempts are unsuccessful, our next step will be to contact the local police to help determine if an accidental incident has occurred and assist in locating an authorized guardian for your child. Only as a last resort, if no other options are viable, will we contact Child Protective Services (CPS) to take custody of your child. We are not licensed for after-hours

care; this requires a special license from the state, and our employees are not authorized to remove your child from the premises. Lastly, if there are three or more incidents of late pick-up, your child may face dismissal from our program. Re-entry would be subject to the Director's approval and the payment of a new registration fee.

Late Payment Fee

First Week: A late fee of \$15 will be charged to your account if tuition is not paid by 6:30 pm on Monday. An additional charge of \$15 per day will be assessed for each day until payment is received.

Second Week: Daily late fees will continue. If tuition is not brought up to date by Friday your child will be excused from our program and your account will be sent to our collection attorney.

Part-time Attendance

Part-time programs are available only as openings allow. The part-time program is primarily made available for children to transition into a full-time program smoothly. Special exceptions may be made on a case-by-case basis.

Inclement Weather Closing and Medical Outbreak Closing

This School takes into consideration several factors when making a judgment as to whether we will close, open late or close early due to inclement weather or medical outbreaks. We do our assessment of the conditions including local authority recommendations, local road conditions, and forecasted temperatures. Please call the School, check our website, listen to the radio or watch television for announcements about closings due to inclement weather or other unforeseen circumstances.

Health and Safety

General Safety Statement

All of the policies, rules, and regulations presented in this handbook are designed to make the time your child spends at our School safe and rewarding. We have taken several steps to promote the safety and protection of your child while in our care.

They are as follows:

- All exits and entrances are locked and only accessible by keypad code entry or key.
- Classrooms are surrounded on three sides by tempered glass walls for easy viewing.
- Frequent observations of the classrooms are performed by the administration.
- All common areas of the School can be viewed via the closed-circuit internet camera system which is password protected.

Classroom Safety

Our School is located in an area that is free from conditions that are deemed hazardous to the physical and moral welfare of the children. Our School provides equipment and furnishings that are child-sized, sturdy, safe, and in good condition. Individual teachers are responsible for the set-up of their classrooms. It is part of their daily routine to wash and sanitize toys and furniture and to watch for and eliminate any hazards present in the classroom. Teachers are provided with guidelines as to what equipment and toys should exist in each classroom and health and safety checks are conducted regularly.

Playground Safety

Weather permitting; we conduct outdoor time for 30 minutes of supervised outdoor play twice a day for all children. Children are always accounted for. A safe, age-appropriate outdoor environment is provided for our children. Outdoor play is a requirement for our enrolled children and may only be skipped with a doctor's note. The following rules are enforced for indoor and outdoor play areas:

- When a class has outdoor time, all children must stay with their class.
- Teachers will supervise the children on the playground at all times.
- In case of an accident, one teacher may bring a child in for first aid.
- At no time will the class be left on the playground without appropriate supervision.
- The administration and the teachers will inspect the playground daily and report any unsafe conditions immediately.

Parking Lot and Kiss 'N' Go Lane Safety

- 5-10 mph is the maximum speed for our parking lot, and Kiss 'N Go Lane.
- Once in the school parking lot, all hand-held cell phone use will cease.
- The Kiss 'N Go Lane must only be used during inclement weather. No one is allowed to park or stop in the Kiss 'N Go Lane under any other circumstance.

- Even in inclement weather vehicles MAY NOT park in the Kiss 'N Go Lane between the 3:00 and 4:00 hour each day, as we have school-age buses that unload at this time.

Sun and Heat Safety

We ask that parents apply sunscreen in the morning to all children over the age of 6 months before coming to School for the child's morning outside activity. Parents who wish that the teacher apply sunscreen to their child for afternoon outdoor time, and/or that their child wears a hat for outdoor play at any time, must complete a Topical Ointment Form and submit it to the front desk, Admin. You must supply the hat and sunscreen you would like to be used on your child. Teachers will apply sunscreen to your child before any afternoon outdoor activity and provide your child with his or her hat before going outside. Children under 6 months old are kept in the shade; however, parents before are invited to bring a hat or other protective sun wear.

Ideally, children will have an opportunity to play outside at least twice a day. However, there are some days where it could be unsafe for children to be outside for any period of time due to the heat index. Our School follows the National Health and Safety Performance Standards composed by the American Academy of Pediatrics and where these guidelines determine that it is unsafe to be outdoors, indoor playtime will be provided.

Sick Policies

Our ultimate goal is to provide a place where your child can learn, develop and have fun in a safe and healthy environment. The School is not equipped with the staff or facilities to care for sick children for an extended length of time. We depend on you to assume care for your sick child. The following guidelines for excluding children help us to keep any communicable illnesses out of our facility and thereby maintain regular attendance from the majority of the children and staff.

Section 746.3601 of the Texas Minimum Standards for Licensed Child Care Center's defines the admission policies for children with a fever. 746.3601 states that a child may not be allowed admission if they have an underarm or ear temperature of 100.1° or above. If a child is sent home with a fever, he/she may not return to the Center until they have been fever-free for 24 hours, without medication or you have obtained a healthcare professional statement that the child no longer has an excludable disease or condition and is no longer contagious.

Fever less than 100.1°

Parents will be notified by a phone call of the situation and will be allowed to decide whether to pick up their child early or let their child stay in the Boo-Boo room for monitoring and a possible return to the class. Fever over 100° Parents will be notified by phone call to pick up their child. We will make every attempt to notify the parents by calling all of their phone numbers, a voice mail will be left on each number. If the parents are not available to be reached we will start calling the alternate contacts that are listed in the files. We will continue calling until we speak to a person.

Fevers more than 100.1°

Your child will not be allowed to stay at the school. They must be picked up and cared for by a parent or emergency contact. If we cannot establish contact with a parent or alternate contact we may at our discretion transport the child to emergency medical care if we believe medical attention is necessary.

A child will be excluded from the classroom and comforted by a member of our administration while the family members are contacted to pick up within two hours in the event of:

- Fever of 100.1 degrees or higher
- Diarrhea episodes of three or more in 24 hours
- Skin rashes that are not diagnosed by a physician's note
- Vomiting episode of two or more in 24 hours
- Nose drainage that is thick and green or excessive for the comfort of the child
- Eye drainage of any type accompanied by red eyes or mucus crusted around the eyes
- Pink eye or symptoms similar to those of pink eye
- Chickenpox or measles sores are suspected
- Scabies are suspected
- Respiratory problems include uneven breathing or severe coughing with wheezing or suspected croup
- Sore throat, especially if swollen glands are suspected
- Strep throat symptoms are suspected
- Head lice are found
- The unusual color is noticed in the child such as jaundiced eyes or skin, pale in the face, stool or urine is an unusual color
- Appearance or behavior is unusual, and the teachers agree that the child is not feeling well enough to participate with the rest of the class including lack of appetite, confusion, or irritability

All of these conditions will require the child to be away from the school for 24-hours. If the child has seen a doctor and that doctor has determined that the child is not contagious and allows for entrance back to school before the 24 hours, a doctor's note will be required for the child to resume their normal attendance schedule. Children must be completely fever-free for 24 hours without the aid of medication before returning to School.

If your child becomes ill at the School, we will contact you and remove your child from other children until she/he is picked up from School. If your child is absent, please contact us and let us know the reason. We would like to send your child well wishes and prevent the spread of contagious disease in the facility.

Vision and Hearing Screening

In compliance with the special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, Kids 'R' Kids requires children to have a screening or a professional examination for possible vision and hearing problems. Children who are in the first, third, or fifth grade must complete screening or examination within the school year. Children, who are enrolled for the first time, four years of age or older, must be screened within the first 120 days of enrollment. You may sign a statement for our

files stating that your child's screening is current and on file at either the public or private school they attend. This statement must be dated and include the name, address, and telephone number of the school.

Infectious Diseases

The School has a responsibility to provide a safe and healthy environment for employees, parents, children, and visitors. If a child or staff member is diagnosed with an infectious or communicable disease, you will be notified by a sign on your child's classroom door. The sign will contain the name of the disease, the date it was diagnosed, and any symptoms that would alert you to the presence of the disease. In the case of global or local threats of a communicable disease, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the school community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The School will apply the guidance from the School for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. The response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a child refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam, and release, and being sent home from school. Depending on the event, the School may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. During certain communicable disease events, threat levels may change rapidly, and the School may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonal influenza; tuberculosis; measles; chickenpox; mumps, scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot, and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

Parents who know or have a reasonable basis for believing that their child has a communicable disease that may pose a threat to other children, parents, School employees, visitors, or the public should immediately contact their health provider. Parents have a "reasonable basis" for believing that a child has a communicable disease when they show or feel signs of illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that the child has been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the school community, parents should report to the Director if their child has a confirmed communicable disease that poses a risk to others in the community. The Texas Department of Health shall be notified when a child is sent home because of a communicable disease. In case of child absence due to the reportable communicable disease, a release card from the Texas Department of Health or a letter from

the family physician indicating that the Texas Department of Health regulations has been fulfilled must be presented when the child returns to the School (indicating that the child is no longer infectious).

The School will generally not identify an infected child or employee to employees or other children or their parents, although public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of children no further than is necessary to ensure the health and safety of our employees, children, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws regarding confidentiality and privacy requirements.

Medication Policy

- Complete the medication form, available at the front office.
- We require that families provide a signed authorization including administration and dosage procedures for each medication to be administered. Any potential adverse reaction to the medication must be listed on the authorization so that the child can be properly monitored and families notified accordingly. This authorization is required at the beginning of each calendar week.
- We do not permit giving non-prescription, over the counter medication or topical, nonmedical ointment, repellent, lotion, sunscreen, cream, or powder without:
 - Written authorization from the child's family and written doctor's authorization and instructions stating:
 - The child's full name
 - The name of the medication or the prescription number
 - The amount and frequency of dosage
 - The name of the prescribing physician
 - The date the instructions were signed by the physician
- Over-the-counter medicines must be in their original containers.
- Medicine is administered at 10:00 a.m. and 2:00 p.m. by a member of the administrative staff. If your child is to have medicine at any other time, families must make arrangements to come by the School and administer the medicine themselves or make other arrangements with the School.
- Special circumstances requiring the administration of additional medications must be discussed with the School.
- We will not administer any medication after its expiration date or for non-medicated reasons, such as to induce sleep.
- We will not accept a Medication Authorization Form that states the medication to be given "as needed." Parents must indicate the exact conditions under which the medication should be given.
- Only ONE medication can be listed on each Medication Authorization Form.
- If your child receives an antibiotic from his/her doctor that specifies a 2 times per day dosage, those doses should be administered both before and after School. If the antibiotic should be

given 3 times per day we will gladly include it in our afternoon medications. Please note that antibiotics must be given at home for 24 hours before your child returns to School.

- Prescription medication must be in its original container bearing the pharmacist's label.
- All medications must be dropped off and picked up at the front desk, each day. These medications will be stored in a locked secure area inaccessible to the children. Medication may not be transported to the classroom by families. NO MEDICATION MAY BE PLACED IN THE CHILD'S BAG OR TAKEN INTO THE CLASSROOM FOR ANY REASON.
- All medication must be taken home daily to ensure proper family control.
- Exceptions to this rule are life-saving medications such as breathing treatments. Any child needing these types of medications administered will be placed on a "Care Plan" developed by the child's family, a medical expert, and the School Owner. Any "Care Plan" currently in use will remain so until renewal time (at least every 6 months).
- Children are not allowed to bring any type of medication to the School to administer themselves.
- Thank you for adhering to this policy to ensure the health and safety of all children.

Food Allergy Emergency Plan

If your child has a known food allergy, you will need to provide a food allergy emergency plan prepared and signed by the doctor. A food allergy emergency plan is an individualized plan prepared by the child's healthcare professional that includes the following:

- List of food(s) that the child is allergic to
- Possible symptoms if exposed to food on the list
- The steps to take if the child has an allergic reaction

Emergency Medical Care

Each child, upon enrollment, must have a Health and Emergency Permission Form on file. It is the family's responsibility to keep this information current. In the case of a medical emergency, you will be notified as soon as possible.

If a medical emergency happens to your child while at the school, 911 will be called, followed by the parent/emergency contact. If it is necessary to seek immediate medical attention for your child, he/she will be transported to:

Texas Health Presbyterian Hospital - 1105 Central Expressway, Allen, TX 75013

The child's emergency medical permission form as well as the health information on file will accompany the child. If possible, a member of the School administration or the child's teacher will accompany the child also.

Immunizations

The School must have on file the Immunization Records for each child. These forms are obtained from a private physician or the local Health Department.

The immunizations must include:

- a series of 5 DPT doses (age-appropriate)
- 4 doses of polio (OPV)
- 2 doses of measles, mumps, rubella (MMR) (age-appropriate)
- Completed 3-shot hepatitis series
- Varicella (chickenpox) shot
- All forms must be dated and signed by a physician before the child's first day of School. There is an option given for staff to accept or decline the Hep B vaccination as stated in OSHA, but they are not required to be vaccinated.

Accident Reports

Staff members may apply simple first aid at the School for minor injuries such as cuts, abrasions, bruises, and insect bites. If any of these occur and first aid is administered, a "Boo-Boo Report" will be completed. This report will state the nature of the injury, the cause, and the treatment. It will be signed by the teacher who completed the report, a member of the administration, and the family. The School will then log the incident in the child's file. If an accident is caused by or involves another child, that child's name cannot be given out and will not appear on the report. For confidentiality purposes, we will not disclose any disciplinary action taken against the other child. Families will be notified immediately if a child receives any injury other than a minor one. Copies of Oh-No and Uh-Oh reports are considered written documentation in students files, and may not be released without a court ordered subpoena.

Reporting Abuse and Neglect

School teachers and staff are mandatory reporters under the state's child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment. We will also make a report to Kids 'R' Kids International. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care. If you have any questions regarding the School's mandatory reporting obligations, please consult the Owner.

Children/Adult Interaction and Communication

Our children and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other professionally and respectfully based on mutual respect and trust with an understanding of appropriate boundaries between adults and children. Although our adults can and should be friendly with the children, becoming too friendly with each other sometimes results in confusion and anxiety.

If a child or the child's parents become aware of any adult's communications or actions toward one or more children that seem unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the Director or Owner.

Further, children and their parents should promptly notify the Director or Owner if they believe an employee has engaged in any of the following prohibited behaviors or similar activities:

- Initiating or continuing communications with children for a non-school matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications, etc.
- Touching children or their clothing in non-professional ways or inappropriate places, or touching a child with aggression or in frustration;
- Making comments that are too personal (about a child's clothing, hair, personal habits, etc.);
- Giving gifts to a child or exchanging cards and letters;
- Inviting a child into their home;
- Taking children off school property other than for approved field trips and school activities;
- Excessive attention showed toward a child or children or calling or referring to children by pet names or inappropriate nicknames;
- Asking children to sit on a teacher's lap;
- Telling secrets or telling the child not to tell something that's a secret; or
- Swearing, making inappropriate sexual, racial/or ethnic comments.

Parents should not address, for correction or discipline, a child that is not their own. If a parent should witness another parent's child behaving inappropriately, or is concerned about behavior reported to them by their children, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Director in a private setting.

Furthermore, it is inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or Director's attention in a private setting. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, please do not ask us to disclose that information to you. We would not discuss the consequences/discipline of your child with others and expect that you understand that the same principle applies to all of our children.

Child Safety from Sexual Offenders and Predators

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are common people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because we are concerned for child safety, all employees, and those parents who volunteer for School activities with unsupervised access to our children, are screened through the School's criminal background process. Although the School performs such screenings, the School cannot attest to the background of the various parents whom their child may associate with away from School. To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Texas may be obtained by visiting <https://publicsite.dps.texas.gov/SexOffenderRegistry>.

To view a map of registered sex offenders living within a five-mile radius of any given address, parents should visit <http://www.familywatchdog.us>.

Reporting of Accidents and Hazards

All accidents, including those which do not involve serious injury, must be reported immediately to the Owner or Director by the staff member. Only through the full knowledge of accidents can we strive to maintain a safe and healthy school.

Immediately report any unsafe conditions, defective equipment, or other hazards to the Owner. Children are expected to assist in maintaining safe conditions. Safety is a state of mind and requires constant vigilance and common sense and is everyone's responsibility.

Emergency Procedures

If an emergency develops such as severe weather (hurricane, snowstorm, etc.), fire, physical damage or problems with the building, power failure, or any other situation that poses a threat, the children's safety is our first concern. Evacuation route diagrams are posted throughout the facility and the School is equipped with a fire alarm system, a sprinkler system, fire extinguishers in each room, and a battery-operated weather alert radio. Safety drills are performed every month and all staff members are instructed on proper procedures.

In an emergency, if the School determines that the building or premises are unsafe, the children will be transported to Saint Paul Episcopal Church, located at 420 S. Coit Road, Prosper 75078. If there is an emergency and the School closes, families will be notified as soon as possible to pick up their child. If the family cannot be reached, the emergency contact will be called (this person should be local living in the state).

Emergency Preparedness Plan

In the event of an actual emergency:

1. The first responsibility of our teachers is to move the children to a designated safe area.
 - a. In the event of a fire: children will follow fire drill procedures to relocate outside of the building into the rear playground as quickly as possible.
 - b. In the event of severe weather: children will follow severe weather procedures to relocate to the designated safe areas in the building; the cafeteria and restrooms.
 - c. For children with limited mobility, staff members will use rolling chairs or evacuation cribs to safely transport them to the designated safe area or alternate shelter.

2. The emergency evacuation location is the Church of Jesus Christ of Latter Day Saints, located at 1324 W. Exchange Pkwy, Allen 75013. Emergency evacuation diagrams are located in each classroom, in the cafeteria, and the lobby.
3. Children in attendance are kept track of on the “Check-In/Out Roster” carried by each teacher. Teachers are required to have this attendance tracker at all times.
4. The emergency number that parents and Child Care Licensing may call is (469) 996-9053
5. The Person in Charge will be responsible for communicating with local authorities via cell phone.
6. All essential information is kept in our “Health and Emergency” binder and will be taken by the Person in Charge to relocate in an emergency.

Boo-Boo Room

The Boo-Boo Room is located in the lobby, near the front desk, for any child needing to be removed from the classroom due to illness or a minor injury needing first aid. This room provides a safe, healthy environment for the child while families are contacted.

In the case of sick children, the room is completely sanitized after each use.

Emergency Contact List

- Kids ‘R’ Kids International: 1(800) 279-0033
- Fire Department: 911
- Police Department: 911
- NON-EMERGENCY NUMBER: (972) 347-2226
- Texas Health Presbyterian Hospital: (972) 747-1000
- Poison Control: 1(800) 222-1222
- Kids ‘R’ Kids Franchise Support Center Region Manager: 770-279-7777
- If the School’s telephones are not working, you can reach us on our cellular phones: (469) 996-9053

Child Conduct

Basic Expectations

Our goal is to maintain a secure, challenging, and nurturing school environment. Another equally important goal is to help children mature and learn a sense of self-responsibility. Our discipline policy at Kids 'R' Kids is built around our understanding of child development. Our goal is to allow each child to find and develop their self-management skills. As teachers and staff, we offer children choices, so they feel powerful in their ability to gain self-control. When appropriate, we use positive behavior management techniques to further develop self-discipline. In situations where younger children are having a difficult time managing negative emotions, it may be appropriate to have the child work one-on-one with a teacher or member of the administrative staff to resolve the situation. Families will always be informed if a situation such as this has occurred. If a child continues to have a difficult time, a team meeting with the family may be requested to develop a plan of action to best meet the needs of the child and the family.

General Conduct

Children and parents should be considerate and show respect toward other children, faculty, all guests, and visitors. Children should respect School property and the personal property of other people. Children and parents, whether as participants or spectators, are required to show good conduct and courtesy at all School-sponsored events (on and off-campus). Any person showing negative conduct may be asked to leave the event and may not be allowed to attend future events.

Discipline and Behavior Management Policy

Praise, positive reinforcement, and redirection are often effective methods for the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy taken from Kids 'R' Kids, International operational guidelines, and the NAEYC Code of Ethics.

Where appropriate, we will use positive reinforcement, time-away, and redirection with children to guide children toward appropriate behavior. Guidance will be appropriate, respectful, not tied to food or toileting, and within appropriate developmental expectations. At times a verbal reprimand, parent conference, or more serious discipline, up to and including dismissal, may be warranted. Corporal punishment is not permitted. We follow the NAEYC Code of Ethics – Principle-1.1: "Above all, we shall not harm children. We shall not participate in practices that are disrespectful, degrading, dangerous, exploitative, intimidating, emotionally damaging, or physically harmful to children."

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

In some circumstances, a child may be placed on probation. Children who are placed on behavior probation may be required, at the School's discretion, to have their family sign a Behavior Action Plan

with the School as a condition of continued enrollment. Failure to comply with the stipulations in the disciplinary probation agreement may result in dismissal.

Children may be dismissed for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member disrupting the School or the School's educational mission; non-payment of tuition or fees. Any matter taken under consideration by the Owner directly may be grounds for expulsion. **The School reserves the right to dismiss any child at the sole discretion of the School's Director or Owner.**

In addition, the School may report to the appropriate governmental authorities any actions that appear to violate the law.

Child Behavior

Our standards of conduct are designed to provide children with guidance to help them meet the goals and expectations of our community. The list of rules and policies should be read carefully. Violations will result in serious consequences, up to and including suspension or dismissal from School. Children may also be held responsible for any damage or harm that they cause to individuals and/or the School community at large. These policies and standards apply any time a child is enrolled in this School, including when a child is on campus, is participating in or attending a School-sponsored event on or off-campus, and in the evening, on weekends, and during school breaks, including summer break. In addition, the School regards any behavior prejudicial to the best interests of the School, whether at School or elsewhere, as sufficient grounds for a disciplinary response. The policies and rules outlined in this handbook should not be read as an all-inclusive description of the School's standards, which are based on **honesty, respect, trust, and safety**. Any behavior that constitutes a breach of these School values may be treated as a School rule violation.

Children will be subject to disciplinary action up to and including immediate dismissal for:

- Abuse or damage of School property
- Bullying/Harassment/Hazing
- Committing a serious breach of conduct inside or outside of the School
- Disrespect
- Disruption of School functions
- Fighting
- Lewd or obscene behavior
- Possession or sale of tobacco, alcohol, drugs, or drug-related items
- Possession or use of a weapon, among other things
- Profanity or vulgarity
- Sexual or other misconduct
- Stealing
- Threatening behavior
- Verbal or physical assault
- Violation of School's "Computer/Network Policy"

- Inappropriate use of the Internet
- Willful disobedience

Copies of Oh-No reports are considered written documentation in a student's file and may not be released without a court ordered subpoena.

Biting

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between 12 and 36 months of age and with non-verbal children. However, this habit can begin in some children as soon as children get teeth or in children as old as three to three and a half. This Center's biting policy addresses the actions that we will take if a biting incident occurs. Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experiencing or trying to get the attention of the teacher or his peers. Toddlers have verbal skills that have not quite developed and are by nature very impulsive without a lot of self-control. Sometimes biting can occur for no apparent reason. Children may bite to show frustration or excitement. Our teachers encourage children to "use their words" if they become angry or frustrated. The teachers will maintain close supervision of the children at all times.

Children bite other people for different reasons, depending on their age.

From 5 to 7 months of age: children may bite when they feel discomfort around their mouths, such as when they are teething. Most often they bite their caregivers. Sometimes a young baby bites his or her mother during breastfeeding.

From 8 to 14 months of age: children may bite when they are excited. Most often they bite a caregiver or another child close to them.

From 15 to 36 months of age: children may bite when they are frustrated or want power or control over another person. Usually, they bite other children. Less often, they bite their caregivers.

After age 3: children may bite when they feel powerless or scared, such as when they are losing a fight or think that someone is going to hurt them. Biting at this age may be a sign that a child has problems with expressing feelings or self-control.

Our schools will do everything we can to try and prevent bites from occurring as well as helping any child that has picked up this type of behavior. We feel that it is our job as teachers and educators to work as diligently as possible to provide the very best for all children involved. Please know that the safety of the children in our care is always our primary concern.

Our policy is as follows:

- If your child bites three times in one day **or** makes attempts to bite (as long as the skin on the other person is not broken) then the child will be sent home for the remainder of the day. We ask

the parents to try and reinforce the idea that children should not bite and that biting hurts. This tactic is taken for unprovoked bites. We will use discretion for each bite to be fair for each situation. For example, if a child shows an act of aggression towards another (grabs a toy, hits, or pushes) and a bite occurs as a result of the action, the decision to send home the “biter” will be at the discretion of the management team. The goal is to prevent biting and help to change behavior, not to send children home.

- If at any time the skin is broken due to a bite then the child will be asked to go home immediately.
- If biting is unable to be managed or curtailed or your child has been sent home three times then it may be necessary for the child to take a “break” from class for a week. Although we realize this can be an inconvenience for parents, we feel that this additional step must be made to protect the other children in the class. This is not something that our school likes to do and please know that this would be a last resort.

Things that our school does to minimize biting in the preschool setting:

- Provide lots of language such as “biting hurts” and “we use our teeth for food.”
- Provide frozen teething rings for those that need to chew on something.
- Provide books for the teachers to read to the children to reinforce that teeth are not for biting.
- Provide supportive information to parents of the “biter” and the child who received the bite.
- Provide teacher training multiple times per year so that teachers are informed on ideas on how to prevent bites from happening.
- The biter will be shadowed so that a teacher is nearby whenever possible.
- Teachers will provide lots of encouragement to a “biter” who displays positive behavior.
- Staff should evaluate the daily routine and determine if it is meeting the needs of the child.
- At times, we consider an early transition to the next classroom of a child “stuck” in a biting behavior pattern for a change of environment.

If a biting incident does occur, our school will do the following:

- The child who received the bite will receive comfort and immediate attention to the bite. The area of skin where the bite is located is looked at and appropriate medical attention is given. (ex. ice applied, cleaned with soap and water)
- The teacher will then work with the “biter” to learn a different behavior. The “biter” is told in a firm voice, “No bite! Biting hurts!” The “biter” is shown the bite mark made on the other child and reminded once again, “No bite, biting hurts!”
- The teacher will then remind the child to use their words instead of using the teeth and give ideas of what teeth are used for. “Teeth are used for eating food.”
- An accident report is filled out for the child who received the bite
- An incident is filled out for the “biter” so that the school can keep a record of the biting habits and so the parent is notified.
- A member of management is called so that the “biter” can be addressed by an adult that is different from the teachers in the room. This can tend to help the behavior subside as well.

When managers approach parents about the fact that their child is biting, we ask them to work with us to help their child stop this behavior. If parents are not willing to work with us or don't take the problem seriously, we would have to ask that the family find another school. As stated earlier, this is never a choice that we like to make but this problem will never be solved unless we all work together. As stated earlier, the safety of the children in our care is always our priority.

Harassment and Bullying and Hazing

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or bullying, or hazing by a child, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors).

Children should be aware that their off-campus behavior (on field trips or the bus) is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the child's inappropriate behavior.

Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of children, and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship, or disability. Harassment also includes sexual harassment.

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried out, physically, verbally, electronically, sometimes called "cyber-bullying", or through relational aggression or emotional aggression.

For parents of younger children, these words are not always meaningful. Therefore, in explaining the concepts, you should stress that the School needs to know whenever anyone at School makes your child feel uncomfortable. In that regard, you should remind your child that it is not nice or permitted to call other children mean names or to tease them in hurtful ways. It is also not nice or permitted to grab or touch another child's "private parts," to pull down another child's pants, to look up a girl's dress, or to intentionally open the door on a child who is using the bathroom. You should explain that your child should not engage in these types of hurtful behaviors when your child talks, writes, draws, or plays with other children. We like to remind the children of the Golden Rule: "Treat others at the School the same way you would like to be treated."

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media, camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off-campus, on a bus, or at a School-related event, can create an uncomfortable school environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a “prank” or “joke” do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to the Director or Owner. We also expect that anyone, whether child, faculty, staff, or family member who witnesses or has knowledge of an incident of bullying or harassment, will report the incident to the appropriate individual identified above.

When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any child found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the School’s expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported under this policy and is itself a cause for disciplinary action.

Gang Free Zone

In compliance with Texas Penal Code sections 71.028 and 71.029, any area within 1000 feet of The Center is a gang-free zone.

Drugs, Alcohol, Tobacco

Although it should go unstated, children must abstain from the use or possession of alcoholic beverages, illegal drugs, or tobacco products, both on and off School property. If the School becomes aware of a child’s involvement in any of the above-mentioned activities, the Owner will determine appropriate action, which may include substance-abuse testing, treatment, suspension, or expulsion.

Testing

Children and staff may be required to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests, and other medical examinations under the following circumstances:

- When a child is suspected of attending the School with intoxicants or mind-altering substances in his or her system.
- When a child suffers an injury or is involved in an accident while at School.
- On a periodic or random basis.
- At any other time, the School deems necessary.

The presence of 0.02% alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a child to undergo testing or to cooperate fully with any of these tests is also a violation of our policy and will result in expulsion. This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs

is prohibited. Children who are taking prescription or non-prescription drugs which could affect their ability to function safely and efficiently must notify the School of this fact when they report to School.

Consequences

In addition to determining the appropriate disciplinary action under the School's Discipline Procedures, the School reserves the right to impose additional or different requirements as appropriate for the circumstances in its sole discretion.

Threats/Weapons

The School takes all threats seriously, even when children make comments in jest, on the Internet, by text, or away from School toward or about another child, employee, or the School. Children are prohibited from bringing any type of weapon (whether operable or not) to School or School-sponsored events, including knives, guns (all types), fireworks, etc. This prohibition includes, without limitation, pocket knives (even those that are part of a key chain), firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons or verbal or written comments that the administration determines in its discretion appear to be threatening in nature, or any threatening behavior will result in disciplinary consequences.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another child, an employee, or the School. If there is any communication or behavior that concerns you, report it to the Director or Owner.

Searches

Admission to our School is conditional upon consent to searches. Refusal to comply with a request for permission to search a child's possessions may result in suspension or immediate dismissal of the child.

Children must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, applications, etc. whether such message or information was sent over the school's system or any personal account such as Yahoo, AOL, Gmail, etc.). Children and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Further, the parents authorize the School to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law.

Behavior Probation

Children who are placed on behavior probation may be required, at the School's discretion, to have their family sign a probationary agreement with the School as a condition of continued enrollment. Failure to comply with the stipulations in the disciplinary probation agreement may result in dismissal.

Family Cooperation

A positive and constructive working relationship between the School and its families is essential to the fulfillment of the School's educational purpose. Thus, the School reserves the right not to extend the privilege of enrollment or re-enrollment to a child if the School reasonably concludes that the actions of the child's family make such a positive and constructive relationship impossible or otherwise seriously interfere with the School's accomplishment of its educational purpose. Moreover, the School reserves the right to expel a child at any time if, in the judgment of the Owner, the conduct of anyone directly associated with the child, including but not limited to the child's family, in or out of the School, is not in keeping with the School's accepted standards or principles. There will be no refund of tuition where such enforced withdrawal occurs and any unpaid balance is payable in full according to the terms of the child's enrollment contract.

Dress Code

All children must be fully dressed and wear closed-toed shoes, no Crocs or sandals. All personal items must be labeled (backpacks, sheets, blankets, coats, etc.). All girls must wear bike shorts underneath dresses and skirts. Please send your child dressed appropriately for the weather.

Other General Policies and Procedures

Computer /Network Policy

Members of the School community will not abuse, tamper with, or willfully damage any computer equipment; use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in the child being held responsible for replacement or repairs. Messages and materials on the School's computer systems or accessed, received, or sent through the use of the School's network are NOT private and the School may access, read, and disclose such messages and materials, as well as take disciplinary action as a result of inappropriate messages and materials. The School reserves the right to monitor its systems and network and to inspect user directories for inappropriate files and to remove them if found and take other appropriate action if deemed necessary.

All persons using the School's computers, the computer systems, or personal computers on School property or over the School's systems are required to abide by this policy. Failure to do so will result in appropriate disciplinary action determined by the School's Owner. All computers should be used in a responsible, ethical, and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary actions, up to and including dismissal.

Purpose:

The purpose of providing access to the Internet and the School's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the School's educational objectives.

Privilege:

The use of the School's systems is a privilege and not a right. Inappropriate or illegal use of the School's systems or the Internet will result in loss of the privilege and disciplinary action up to and including dismissal.

Internet Access:

The School's community - children, staff, and administrators - have the privilege of accessing the Internet. The School encourages children and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive an email, log onto remote computers, and browse databases of information. It also lets users send and receive files and programs contained on other computers. Files may only be downloaded to a portable storage device. Files are not to be downloaded to the School's local or network hard drives.

Filtering System:

The School uses a filtering system to block inappropriate content from all users of our network. No filtering system is foolproof; therefore, we expect users to act responsibly in their searches and to immediately disengage from any inappropriate materials. The child must report the situation to the teacher or administrator in charge of the activity. Although the School does filter content, some

inappropriate content may still get through via the Internet. Obtaining material that is explicitly labeled as not intended for minors will be considered a violation of the School's rules. Furthermore, making public or passing on any material that is pornographic, violent, or is in any way harassing is unacceptable and will be dealt with immediately by the appropriate administrator. The School can monitor all Internet use including E-mail and instant messaging. Users should assume that ALL activity is not private and is being monitored for content and appropriateness.

Internet Safety:

Children should never give out personal information (address, telephone number, name of School, address of School, date of birth, social security number, credit card number, etc.) over the Internet. Also, children should not meet with someone that they have contacted online without prior family approval. Safety is the responsibility of the family and child. The School is not liable in any way for irresponsible acts on the part of the child.

Pirated/Personal Software:

The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The School will not in any way be held responsible for any software brought to School by a student.

Network Access:

Accessing the accounts and files of others is prohibited. Attempting to impair the network, bypassing restrictions set by the network administrator, or creating links to the School's web page is prohibited. Obtaining another's password or rights to another's directory or E-mail on the network is a violation of School rules as well as a form of theft. Taking advantage of a child who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's log-in name is a form of dishonesty and will be treated as a violation.

School's Right to Inspect:

The School reserves the right to inspect user directories for inappropriate files, to remove them if found, and to take other appropriate action if deemed necessary, including notification of families. Do not assume that any messages or materials on your computer or the School's systems are private.

E-mail, Chat Rooms, Instant Messaging, and Social Networking Sites:

E-mail is one of the various systems that transmit some form of the electronic representation of a page or message from one location to another. It should be clear that E-mail cannot be used to harass or threaten others. The School reserves the right to randomly check Email. Email messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content that would be inconsistent with the mission and philosophy of the School or inappropriate in an educational institution. Children should be aware that deleted Emails can be undeleted. Participation in "chat rooms," instant messaging, posting messages, blogs, or browsing social networking sites using School equipment is prohibited. In addition, any person who believes that they have been harassed or threatened by any of these methods of communication should immediately

report the concern per the School's No Harassment/No Bullying/No Hazing policy. Children should also be aware that teachers and administrators may periodically check such sites and may determine that off-School property behavior violates the Disciplinary Procedures by making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.

Viruses:

Every effort is made by the School to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer lab. The School is not responsible for the transmission of any virus or damage suffered from a virus.

Computer Care:

Members of the School community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and children will be held responsible for replacement or repairs.

Reporting Requirements/Discipline:

Any child who accesses inappropriate material on the Internet or receives harassing, threatening, or inappropriate materials via E-mail or on the Internet must immediately report the concern to the teacher who is supervising the activity or to the Owner so that the situation can be investigated and addressed appropriately. Children who violate any aspect of this Computer/Network Policy will be subject to appropriate discipline, loss of computer or Internet privileges, and possibly dismissal.

Confidentiality

Information about the children enrolled at the School and the staff employed at the School is considered confidential.

To set up playdates or send party invitations, etc., families often ask for the phone numbers and/or addresses of other children in the School. We will happily pass along notes or messages from you, but we cannot release confidential contact information.

Provision of Outside Services (i.e. Babysitting services)

The teachers in our Center are professionals or are in training to become professionals. As such, we expect all teachers and all other staff in our Center to abide by the following principle set forth by NAEYC: "We shall not use our relationship with a family for private advantage or personal gain, or enter into a relationship with family members that might impair our effectiveness in working with children." As a result, our teachers and staff members are prohibited from providing babysitting, transportation, tutoring, and other services to our families.

We ask for your cooperation and support by refraining from asking any of our teachers or staff to provide care for your child at any time other than when they are in the Center. We understand the level of

comfort that you feel with our teachers and staff and how hard it is sometimes to find quality after-hours care; but, we also know that you expect excellence and high quality from us and we expect it of ourselves. Your support helps us achieve those goals.

Diapering

Children are checked at scheduled intervals throughout the day and changed at the first sign of wetness or soiling. No child is knowingly left in wet or soiled clothing. For children who wear diapers or toilet training pants, each family must provide an ample supply for each day/week. We do not supply these items and families will be notified if a child is running low on supplies.

Field Trips

Throughout the year, classes may organize field trips to introduce children to community resources and provide educational experiences that complement classroom learning. In addition to the necessary transportation paperwork, it is essential for each field trip that families submit a signed participation and release form. A child cannot attend a field trip unless a designated family member or guardian has provided this signed form. Families are encouraged to reach out to their child's teacher to inquire if additional chaperones are needed.

Children who are scheduled for field trips will wear a Kids 'R' Kids t-shirt to identify them as students of Kids 'R' Kids. Unless the Owner authorizes another mode of transportation, classes will always use the Kids 'R' Kids bus for field trips. Occasionally, there will be supervised field trips for children aged four to eleven years. Families must sign Permission Slips for each trip.

When preparing your child for field trips, please ensure they are dressed appropriately for the season, and they should wear comfortable walking shoes. Sandals and flip-flops are not suitable for walking and can be problematic. The safety of children and staff is a top priority in all childcare activities. Proper restraint systems, such as seat belts, are crucial during travel to and from the childcare program, as well as during field trips. Texas State rules prohibit children under the age of four from participating in field trips or outings that require transportation.

Lost and Found

All items turned into Lost and Found will be held for 30 days. If not claimed, they will be discarded or donated to a charitable organization.

Meals and/or Snacks

Our School will provide a nutritious breakfast and lunch every day along with a snack in the morning and afternoon. Meals and snacks served at our School comply with state and USDA's Child and Adult Care Food Program (CACFP) guidelines.

We are a peanut-free School. Absolutely no peanut products may be brought into our School. This includes food products that are cooked with or near peanut oil.

- **Infants**

To ensure proper care for infants and young children, families must create and submit a written feeding plan for children under twelve months of age. This plan should be updated monthly to reflect any changes in the child's diet, such as the introduction of new foods.

When it comes to baby bottles, they must be clearly labeled with the child's name and the current date. Formula or expressed milk should be provided in the right amounts for each feeding. Any warmed milk must be used within an hour, or it will be discarded. We do not allow glass bottles or glass baby food jars. For children over 12 months old, bottles are not permitted unless accompanied by a doctor's note.

Dry cereal and unopened jarred baby food can be kept at the school until they are consumed. All infant food must be unopened and labeled with the child's first and last name. We cannot accept food jars that have already been opened. Please bring foods that the child has tried at least twice at home to reduce the risk of food allergies.

- Infants will be held during bottle-feeding until they can hold the bottle themselves; propping bottles is not allowed.
- Feeding is done on demand, usually every 4 hours, but not more than hourly, by a consistent caregiver/teacher. Please specify your wishes on an infant feeding plan.
- We support breastfeeding by providing a space for nursing mothers. Expressed breast milk can be brought from home if it's frozen or kept cold during transport. All breast milk and formula should be taken home or discarded at the end of each day. Thawed breast milk must be used within 24 hours and labeled with the child's name and date of expression. No more than three frozen breast milk storage bags will be stored in the freezer. We can store frozen breastmilk for up to 30 days.
- Breast milk and formula from home must be dated and labeled with the child's first and last name.
- Labels on all milk and formula containers should resist fading during washing and handling.
- Introducing solid foods will only happen after consulting with the child's family.

- **Preschool and Pre-Kindergarten**

Meals and snacks are provided by the School and are according to the schedule posted. Mealtime is seen as a part of the learning process. Children are served in the Kids Café and are encouraged to display proper table etiquette. They are also encouraged to taste all the food that is served but are not forced to eat anything. At no time is food withheld as punishment.

- **School-Age**

Children enrolled in our Before-and After-School program will be served breakfast and an afternoon snack while in our care. Lunch is also provided if the school-age child is present during lunchtime (summer and school holidays, etc.).

Allergies and Special Diets

A weekly menu is posted in the Kids Café including all food that will be served for snacks and meals. Any special diets for food allergies, not available by the School, must be provided by the family and accompanied by a physician's note. This includes children who prefer water instead of milk during meals. No tuition discount is given for food brought in by families with a doctor's note. Food from home may not be brought in glass containers. No food shall be brought in for your child or the class without prior approval from the administration, and a doctor's note. Please see a member of the administrative team if your child has special dietary needs.

Naptime

All younger children are required to have a quiet time following lunch and are encouraged to sleep during this time. Children who are five years of age and older are not expected to nap (unless required under state regulations) but are provided with quiet time. Children who fall asleep will be allowed to sleep until the end of the rest period, as designated by the daily schedule. Children may bring a small item to comfort them and help them rest. The item, including pillows, must be small enough to fit into their cubby (this does not apply to Infants. The school follows federal "safe-sleep" regulations that require no items in the crib other than a sheet or approved sleep sack. Swaddling is allowed with a doctor's note). We are not able to accept any requests to force your child to NOT fall asleep during rest time.

Personal Belongings

Upon enrollment in our program you should bring the following for your child:

- At least two complete changes of clothing appropriate for the weather with each item labeled with the child's name or initials, including socks and underwear
- A supply of disposable diapers for children who are not yet toilet-trained
- You may bring a lightweight blanket or soft toy for rest time that is labeled with the child's full name (does not apply to infants).
- Any prepared food for infants or toddlers who are not yet able to eat items listed on the weekly menu
- All children will be outside during the day, weather permitting. Please make sure your child has adequate clothing for outside play. (This includes a jacket or coat, closed-toe shoes only. No open-toe shoes – flip flops or sandals – will be allowed at School.)
- If your child is too sick to go outside, a physician's note explaining the reason should accompany the child before the exclusion is accepted.

Pets

Because of health and safety concerns, pets may not be brought to School without the Owner's advance consent. When picking up or dropping off your child, please keep pets in the vehicle.

Photo/Media Release Policy

Upon enrollment, you will receive a copy of our Media Release to read and sign. This section serves as receiving prior notice from the Center that your child may be viewed in the background of a video that is

being inspected for an alleged incident of abuse or neglect. Parents have the right to inspect any video recordings involving their child in a alleged incident of child abuse or neglect provided that: recordings of the alleged incident are available; The parent of any other child in the video receives prior notice from the Center. Parents may not retain any part of the video. Requested copies of the recording will only be released by a court ordered subpoena. Many pictures will be taken in your child's class and throughout the School during the time that your child is at our School. Other families and teachers may take snapshots of parties and special events within the program. If for any reason you do not want your child photographed, please let the Director/Owner know as soon as possible. Also, be sure you make the classroom teachers aware of your wishes.

Prohibited Items

The following items should not be brought to the School by children:

- Cell phones
- CDs, DVDs, iPods, PS2s, and similar items
- Wearable technology, such as smartwatches
- Cameras and video cameras
- Skateboards
- Electronic games
- Inappropriate reading material
- Any other items that would distract from learning
- Chewing gum or candy

Safeguarding Valuables

Children should not bring excessive amounts of money (over \$5.00 is considered excessive) or other valuables to the School. Valuables such as expensive clothing, blankets, toys, electronics, jewelry (necklaces, bracelets, earrings, etc.) should not be brought or worn to School. The School will not be responsible for lost, stolen, or damaged valuables.

Special Events

Arrangements should be made with the teachers regarding a birthday or holiday party. If you are bringing cupcakes or special snacks to the class, they will be served in addition to snacks/meals required by the general nutrition policy, and they must be purchased from the store and have an ingredient label. No homemade food will be accepted for School parties due to possible food allergies present in the classroom. Holiday parties will take place in the classroom throughout the year. Generally, a note is posted to notify families of an upcoming party, and many times families are asked to volunteer to bring food or drink. If at any time, you object to a party for religious or other reasons, please notify your child's teacher as soon as possible so we can make arrangements to otherwise care for your child during that time. We will assume that all children can participate unless notified of the contrary.

YES to...

- Planning a party at our School and coordinating with the classroom teacher
- Commercially purchased food may be brought in, but remember the food:
 - Must be commercially made

- Must have WHITE icing only (colored icing stains clothing and skin & is not permitted)
- Must have an ingredient label
- Must NOT contain nuts
- Must NOT be processed near nut oil
- Must NOT contain raw eggs

NO to...

- Pizza deliveries (as they do not come with an ingredient list)
- Small trinkets or items as party favors
- Latex balloons
- Cakes or items that must be cut up
- Colored icing on cupcakes, cookies, etc.
- Ceramic plates or glass in classrooms or Kids Café
- Goodie bags in the classroom - these must be delivered to the front office and can be collected at home time

Telephones

Children are allowed to use the office phones for an emergency with a note from a teacher. Cell phones may only be used with the permission of the administration.

Toilet Training

When you believe that your child is ready to begin toilet training, please discuss this with your child's teacher. A member of management will review the Potty Training Contract with you to help you decide if your child is ready. We will assist by encouraging your child to visit the toilet between diaper changes. With the first signs of success, we will recommend that you send your child to school in training pants. Because toilet training can result in many soiled clothing items at school, please be sure your child comes to school with several (two to three) changes of clothing. Be sure extra clothes are appropriate to the present season and are labeled with your child's full name. All soiled clothing will be sent home the same day for laundering. The School is prohibited from laundering any child's soiled clothing within the School's laundry.

Toys

The School provides many toys for the children's learning Center's. Therefore, we request that toys not be brought from home. Please note this does not include special transition objects such as blankets or other security items to which your child is significantly attached.

Transportation

Transportation is provided to and from the school only with parental permission. The Kids 'R' Kids transportation forms must be signed once a year. Field trip forms must be signed before each trip. If we take your child to school in the morning, then we will pick up your child at dismissal time unless otherwise notified. If we do not take your child to school, then we assume that she/he is absent and we will not expect to pick up your child unless it is agreed upon in advance that you will provide morning transportation and we will provide afternoon transportation. You must notify us each time your child does

not need transportation to or from school when we normally provide this service to you. If we are not notified that your child does not need transportation from school to Kids 'R' Kids in the afternoon before the bus leaves our facility, a \$10 fee will be charged. Please have your child at Kids 'R' Kids by 7:00 a.m. for the morning bus run if they are eating breakfast with us OR by 7:15 a.m. if they are not eating breakfast with us.

Visitors and Volunteers

Families and visitors are welcome at the School during school hours while their child is present. Families and visitors must first report to the staff at the front desk before visiting any class or any other location on School property during School hours. Families who want to help in the classroom, Kids Café, playground, or during field trips are asked not to bring siblings or other children with them. Children have a dress code that stresses attractiveness, cleanliness, and modesty. Families are requested to be an example of these ideals when visiting Kids 'R' Kids and attending field trips. Former families, children, or guests of children are not permitted to visit during School hours.

Exception: Prospective children who would like to “shadow” a child at the School may do so by contacting the administrative staff in advance to set up an appointment.

Smoking

For the health of all School employees, children, and other members of the community, smoking and the use of tobacco products is not permitted anywhere on our campus (including the parking lot). All individuals are prohibited from smoking or using tobacco products in the buildings, on the grounds, and in the parking lot. Parents who smoke in their cars must dispose of the cigarette before entering the parking lot. This policy also applies to electronic cigarettes, also known as e-cigarettes, e-cigs, digital cigarettes, alternative cigarettes, and “vaping.”

Breastfeeding

Breastfeeding mothers, including employees, shall be provided a private and sanitary place to breastfeed their babies or express milk. This area will have an electrical outlet, a comfortable chair, and nearby access to running water.

Release of Records

No records may not be released without a court ordered subpoena. Behavioral records may be released directly to a physician if the request is on physician's letterhead and parents have provided written permission. Copies of written records, files, immunizations, reports, etc. may be reviewed by the parents by scheduling a meeting with the director.

Final Statement

Our goal at Kids 'R' Kids of West West Allen is to provide you and your child with the highest quality care. We believe that nurturing children in a loving and learning environment contributes to their overall success in life, therefore we commit ourselves to providing superior childcare and early education services to your family.

Acknowledgment and Receipt of Family Handbook

The registration of your child is considered an acceptance, on his/her part and the part of his/her families or guardians, of the terms and conditions of the Family Handbook and all of our School's rules and regulations, including the School's judgment on disciplinary sanctions or dismissal of a child.

The rules and regulations contained in this Handbook are not meant to be comprehensive. Rather, they presuppose the goodwill and judgment of a child in all circumstances in which he/she may find himself/herself and are subject to the School's ultimate discretion, judgment, and interpretation.

Children and families or guardians are asked to familiarize themselves with all of the information contained in this Family Handbook, ask questions, and then sign this form.

We have read and understood all statements and provisions outlined in the Family Handbook or as they may be changed from time to time by the School. You have the right to obtain a copy of the child care Center's family handbook, which includes our policies and procedures, online from our schools webpage. This Handbook can be found under the parent section of our website.

Child Name, Age, & Date:

Family Member or Guardian Name, Relationship, Date

(School File Copy)

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Acknowledgment and Receipt - Discipline and Behavior Management Policy

Praise, positive reinforcement, and redirection are often effective methods for the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy taken from Kids 'R' Kids, International operational guidelines, and the NAEYC Code of Ethics.

Where appropriate, we will use positive reinforcement, time-away, and redirection with children to guide children toward appropriate behavior. Guidance will be appropriate, respectful, not tied to food or toileting, and within appropriate developmental expectations. At times a verbal reprimand, parent conference, or more serious discipline, up to and including dismissal, may be warranted. Corporal punishment is not permitted. We follow the NAEYC Code of Ethics – Principle-1.1: "Above all, we shall not harm children. We shall not participate in practices that are disrespectful, degrading, dangerous, exploitative, intimidating, emotionally damaging, or physically harmful to children."

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

In some circumstances, a child may be placed on probation. Children who are placed on behavior probation may be required, at the School's discretion, to have their family sign a Behavior Action Plan with the School as a condition of continued enrollment. Failure to comply with the stipulations in the disciplinary probation agreement may result in dismissal.

Children may be dismissed for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member disrupting the School or the School's educational mission; non-payment of tuition or fees. Any matter taken under consideration by the Owner directly may be grounds for expulsion. **The School reserves the right to dismiss any child at the sole discretion of the School's Director or Owner.**

In addition, the School may report to the appropriate governmental authorities any actions that appear to violate the law.

I, the undersigned parent or guardian of _____ (print child's full name), do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's director (or other designated staff member) has discussed the facility's Discipline and Behavior Management Policy with me.

Date of Child's Enrollment: _____

Signature of Parent or Guardian: _____

Signature of Director (or designated staff member): _____

Distribution: One copy to parent or guardian, signed copy to be kept with child's facility records

(School File Copy)

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