



# Family Handbook

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# Welcome to our School

Beginning preschool is an important step in your child's life and we are excited to partner with you in your child's education. We hope that your time at our school will be a happy and exciting experience for both you and your child.

This handbook has been prepared as an informative guide for Kids 'R' Kids Preschool so parents can know and understand our school's philosophy and policies. Please read it carefully and keep it for future reference. We hope this information will help you and your child to adjust readily and happily at this important time.

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

Kids 'R' Kids Quality Learning Centers are open to you, the parent, at anytime. We do request that you make yourself known immediately to the person in charge. Although we request cooperation in not disturbing our program, parents are permitted access to all parts of this Center at anytime their child is present. We encourage your active participation in our programs and activities.

## Our Mission Statement

### At Kids 'R' Kids Quality Learning Centers

*We believe that children should be*

**"Hugged First – Then Taught"**

Kids 'R' Kids Schools of Quality Learning provide a secure, nurturing, and educational environment for children; a place for children to bloom into responsible, considerate, and contributing members of society.

Kids 'R' Kids wants all children to have the opportunity to grow physically, emotionally, socially, and intellectually by playing, exploring, and learning with others in a fun, safe, and healthy environment.

As a family owned and operated organization, Kids 'R' Kids welcomes positive family involvement and encourages a parent-teacher approach where the need of every child comes first to obtain successful early childhood education and school-age care.

## History

Pat and Janice Vinson opened their first child care center in 1961 with 95 children, 11 staff members, and the basic philosophy that children should be "Hugged first, then taught." This heartfelt, caring philosophy brought great success. The first Kids 'R' Kids was established in May of 1985 under the careful ownership of Pat and Janice Vinson. Kids 'R' Kids International has since blossomed into a large corporation supporting franchises throughout the United States and beyond.

## **What Makes Us Different**

- Glass walls - allow all children and staff to be visible to others at all times
- Internet viewing - parents are able to view their children online at any time during the day through our secure site
- AdvancED Accredited
- Brain Waves and Kids 'R' Kids Curriculum that meets and/or exceeds state and national requirements
- Large indoor gym and covered patio for after school students, also used by the preschoolers for inclement weather activities, and extracurricular activities
- Technology Room with an interactive 78" ActivBoard
- 27,000 square feet of playground space divided into age-appropriate sections
- All staff certified in CPR and First Aid
- Highly qualified teachers with Child Development Associate Certification
- Continuing education hours provided for each staff member
- Splash Pad for water play
- On-site owners

## **Programs Available**

### **Class Assignments**

Classes are formed primarily by age. The child's age by September 1<sup>st</sup> of the current school year will ordinarily determine class placement, but developmental level will also be considered.

The following is a brief description of each of our programs. We also have more specific detailed program goals for each level that can be obtained at the front desk.

### **Infants (6 Weeks to 18 Month Olds)**

Taking care of infants is both rewarding and demanding. Each infant has individual needs. In a warm, loving atmosphere, our staff provides for these needs as well as giving special attention to developmental milestones. Music and story time are everyday activities in the infant room.

Health and safety are our top priorities. To help maintain the cleanliness of the room, our Suite 100 infant room is "shoeless" and street shoes are not worn in the room. Each baby has their own crib and toys are sanitized as needed throughout the day as well as every evening. Parents receive daily reports on feedings, diapering and napping.

We have two separate infant rooms- one for smaller babies and one for babies who are more mobile. This protects smaller infants from being crawled over and gives crawling infants the freedom to explore without hindrance. Therefore, all of the infants are given more opportunities for developmental activities.

Physical separation for baby and parent is always difficult. Kids 'R' Kids strives to help parents and children experience a calm transition of physical and emotional separation through our safe and loving environment. You can return to work with the peace of mind that your child is in good hands with us.

If your child is breast fed there are chairs in their classroom which you may use to breastfeed. You may also supply your child with breast milk.

### **Toddlers (18 Months to 2 ½ Year Olds)**

Toddlers are learning many exciting and new things, experimenting and meeting new challenges as fast as they come. They are learning new social skills and with that will come new levels of emotions. The Kids 'R' Kids toddler program is developed to provide hands-on activities which allow children to explore, inquire, and discover solutions first-hand. Daily activity plans focus on building language, creativity, fine and gross motor skills and social interaction.

### **Pre-School (2 ½ to 3 Year Olds)**

Pre-school children love to learn new information and master new tasks. Our program is designed to facilitate this learning through many self-directed experiences. Throughout the day children have opportunities to explore the learning centers within their classrooms. Children benefit greatly from having clearly defined interest areas that are arranged to promote independence, foster decision-making and encourage hands-on learning. Each learning station enhances the child's core components of development: socio-emotional, language, cognitive, physical, and aesthetic. The curriculum enhances the learning centers through a thematic approach.

Children have many opportunities to see how reading and writing are useful before they are instructed in letter names, sounds and word identification. An abundance of these experiences provide children opportunities to develop language and literacy skills.

Physical developmental needs are met daily with opportunities to use large muscles, including: running, jumping, and balancing. Small muscle skills will be strengthened through play activities such as puzzles, painting, and cutting.

We have designed our pre-school program to be part of a nurturing and loving environment where your child is our number one priority. When children receive warm, responsive care, they feel safe and secure.

### **Pre-Kindergarten (4 Year Olds)**

The concept that children learn best through play is reflected in the setup of each classroom with learning stations designed to foster choice and independence. This environment encourages experimentation and provides comfort in freedom of choice. The atmosphere encourages independence and the building of self-esteem. We have developed our Pre-Kindergarten program using the criteria from Cy-Fair ISD to make sure our students are well prepared for Kindergarten

and First Grade. Literacy focuses on a balanced approach between phonics and whole language. Math skills are developed through hands-on experience and experimentation with manipulatives.

### **Before and After School (5-12 Year Olds)**

We provide before and after school care for children who attend public schools in our area. They have an afternoon snack, organized sports, games, art and other fun activities in the afternoons. Our program is designed to meet the interest of school age children who have completed Kindergarten. Homework assistance is given to those who request it. All day care is available for summer and other school holidays including teacher in-service days.

### **Extracurricular Activities**

Based on the interest of families enrolled in our center, we may offer a variety of extracurricular opportunities from outside providers. The fees for these programs are separate and are paid to the outside provider.

### **Hours of Operation**

The school is open from 6:00 am to 6:30 pm, Monday through Friday, twelve months a year. We are closed on major holidays including: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve and Christmas Day. If Christmas Day is on a Thursday we will be open on Christmas Eve until 3:00 pm and closed on Christmas Day and the Friday after Christmas. If the holiday falls on the weekend, the school will be closed either Friday before or the Monday after. Check with the front desk for those specific holidays.

### **Late Pick Up Policy**

Because we are licensed only for our specific hours of operation, we cannot care for children any earlier than 6:00 am or later than 6:30 pm.

You are required to contact the Center if you are not able to pick up your child before the Center closes. If you fail to notify us by 6:30 p.m. that you will be late, a \$10 fee will be assessed and we will begin calling emergency contact numbers listed for your child. In addition, if you pick up your child between 6:31pm and 6:44pm, a \$10 late fee is due. At 6:45pm an additional \$30 will be due. If your child is still in our care at 7:00pm an additional \$100 will be due. An additional \$100 will be due on every half hour. Late fees are cumulative and assessed per child. Please understand our staff has their own schedules and appointments to keep after closing time, your being late prevents them from keeping their schedules. You may rationalize that this is the only time you have been late, but if everyone thinks that way that means our staff is probably staying late every day waiting on a late pick up. Fees incurred for late pick up are due upon arrival.

If a child has not been picked up by 7:00 pm and all attempts to contact parents and emergency contacts have failed, we are obligated by state regulations to call Child Protective Services and the police.

### **Bad Weather Closing**

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

- Going to [kidsrkidscypress.com](http://kidsrkidscypress.com) and looking at the homepage

- Watching local news channels for announcements
- Calling the school
- We follow the Cy-Fair ISD guidelines with regard to weather closings.

If there are no indications in any of these places that we are closed, then we will be open. Please note that we may have a late opening or we may close early.

## **Enrollment/Paperwork Procedures**

Before enrollment, you will need to complete all forms provided by Kids 'R' Kids. The following are especially important:

- Current immunization records must be furnished before a child can attend (Please see the "Immunization Requirements" page in this handbook.) Anytime your child is given a new immunization, please bring the updated record to the school and we will make a new copy for our files.
- At the time of enrollment, we must have an updated doctor's health care statement for each child.
- Anytime there is a change of address or phone number, remember to inform the front desk so records can be updated. Also inform us if there is a change in who is authorized to pick your child up from the school.
- Your signature on the enrollment application indicates your understanding and agreement to abide by the policies and procedures outlined in the hand book.
- Any and all records maintained by the school remain the property of the Center.

When children are present at the school, whether that is with their parents or in the absence of their parents, children are expected to follow their classroom's rules as well as their teachers' instructions/expectations.

## **Discontinued Enrollment**

Parents may withdraw their child (ren) from Kids 'R' Kids by giving a 2-week written notice of intent to withdraw (a dis-enrollment form may be picked up at the front desk). Charges are incurred until the end of the 2-week notice. If you choose to re-enroll at a later time, we cannot guarantee there will be space available in the same program. If space is available, another registration fee will be required for enrollment. If no notice is given, charges are incurred equal to two weeks of your regular tuition. If your child is absent for two weeks and we have not heard from you, we will dis-enroll your child. Tuition for those two weeks is charged to your account.

Forms are available at the front desk for withdrawing your children and must be given to a member of management. Notifying your child's teacher does not satisfy the requirement of this policy. Please keep us informed of their enrollment.

Kids 'R' Kids reserves the right to discontinue enrollment of a child. Reasons include, but are not limited to:

- Parents failing to cooperate reasonably with Kids 'R' Kids in the provision of educational services to their child, in the payment of tuition and fees, or in picking up their child promptly.

- The child representing a danger to himself or others
- The child being destructive of school property or disruptive in ways that impairs the education of other students.
- The child requiring another educational setting more appropriate to his/her needs such as one- on-one care.

## **Standards of Care**

We are licensed by the Texas Department of Family and Protective Services and meet or exceed all licensing requirements. Our license, as well as the Director's License, is always displayed in the front lobby. A copy of the minimum standards is available at our school for parents to review. A copy of our latest inspection report from licensing is always posted and also available for parents to review.

For information about local day care licensing offices look on the DFPS website at: <http://www.dfps.state.tx.us> or call the Child Care Information Line at 1-800-862-5252.

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

Each staff member will receive training annually in prevention techniques for and the recognition of symptoms of child abuse or neglect. Texas Law requires caregivers to report suspected child abuse or neglect to the Texas Department of Protective and Regulatory Services or law enforcement. Failure to report suspected abuse or neglect is a crime. Anyone suspecting abuse or neglect should call 1-800-252-5400.

## **Baby-Sitting**

Kids 'R' Kids expects parents and employees to avoid activities that create a conflict of interest to the school.

Our teachers are prohibited from baby-sitting for families that attend Kids 'R' Kids.

Kids 'R' Kids employees are prohibited from transporting children to and from the center who do not belong to them.

## **Procurement Fee for Hiring Our Teachers**

Hiring our teachers is highly discouraged, because it presents a conflict of interest for the teacher. If a parent does hire a teacher for a position (i.e. nanny or caregiver) that competes with Kids 'R' Kids during enrollment or for a period of 12 months after withdrawal from the school, then parents shall have 30 days to notify the center and pay the center a \$3500 placement fee, since you were

introduced to the teacher through our school. Understand that this fee is common and in line with what many nanny agencies charge for placement.

## **Tuition and Other Fees**

### **Enrollment Fee**

A registration fee is required upon enrollment. This fee is non-refundable and will hold a space for your child for up to two weeks. This is an annual registration fee and will be charged at each anniversary of your enrollment. Suite 100 & 150 also require a non-refundable first week tuition payment at time of enrollment.

### **Tuition Payments**

Kids 'R' Kids requires that tuition be paid in advance each Friday for the following week. Payments may be made by ACH, Cashier's Check, personal check, or online at kidsrkidscypress.com. For security purposes, cash will not be accepted.

Once you enroll, your tuition is due continually each week regardless of whether or not your child attends. Tuition is charged for all weeks from the time a child starts until a proper two-week withdrawal notice is given.

Since staffing and other operational costs are incurred on the basis of fixed levels of enrollment and because few of these costs are eliminated when the child is temporarily absent, we cannot give tuition refunds or discounts for days your child is absent.

Fees are based on enrollment, not attendance. No tuition adjustments will be made due to illness, holidays, school closings, or transfers. Days cannot be exchanged or made up for other days.

### **Late Fees**

Since tuition and fees are due on Friday before the upcoming week, a late fee of \$25.00 will be charged on accounts not paid by 6:30 pm Monday. If not paid by Wednesday AM your child/children will be denied care until your account has been paid in full. This includes ALL fees (late fees, school holiday fees, etc.).

### **Multiple Child Discount**

A discount of 10% off the oldest child's tuition is provided for families with more than one child enrolled full-time and 20% off the oldest child's tuition for 3 or more children enrolled full-time.

### **Payment Return Fee**

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

### **School Age Fees**

We welcome our school age children to attend additional days and times when needed, such as in-service days and school holidays. There are additional fees for attendance outside the program time your child is enrolled in. Kids 'R' Kids will assume your child will need to be picked up every day from school including those days they are released early from school. It is very important that

you inform us if your child does not need to be picked up from school for any reason including those early release days. If you fail to notify the Center of your child's absence you will be charged \$10. We will also assume enrollment will continue during the summer unless you inform us of withdrawal. Tuition rates are adjusted for summer (all day) care.

## **Vacation Policy**

Each child enrolled at Kids 'R' Kids #48TX is allowed four weeks per calendar year at half rate tuition for vacation purposes. The following rules apply:

- You have entered the vacation information in the Vacation Notebook.
- Your child is absent all 5 days in a single week (Monday-Friday). Discounts are not given on a per day basis.
- Vacation credit cannot be carried over to the next year.
- Accounts must be current and paid in full to be eligible for the vacation.

## **Part Time**

We offer both full time and part time programs for families. For children younger than 2 ½ years we offer only full-time. For children ages 2 ½ years and older and who are completely potty trained, we offer a 3 day program scheduled on Monday/Wednesday/Friday or a 2 day program scheduled on Tuesday/Thursday. If your child is enrolled in a part time program, they may not attend on unscheduled days except on a space available basis only. There will be an extra charge for those days.

If you would like to change your enrollment status at any time (from full-time to part time...etc.) you must notify the center in writing two weeks in advance and remain in that status for at least six (6) weeks. That enrollment change can only happen on a space available basis.

## **Drop - In**

We do not accept drop-ins in the infant or toddler rooms. For children over 2 ½ and potty trained, we offer a drop-in program on a space available basis. An annual registration fee will be charged at each anniversary of your enrollment. A family who would like to utilize the center on a drop-in basis must call each time they need care to see if we have space available in that age group. A child enrolled on a drop-in basis is not guaranteed a space on a regular basis. Paperwork must be completed, and drop in fees should be paid before the child is left in our care.

## **Tuition Rate Changes**

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

## Attendance

If your child is going to be absent, or your child is ill, please contact the school and let us know. An unexplained absence of two weeks with no payment may mean that your child will be dis-enrolled and that place given to another child on our waiting list. To re-enroll, we would require the prior balance be paid and the full registration fee be paid again. Please refrain from bringing your child to a classroom during naptime as it is very disruptive to the other children.

## Checking In and Out

At Kids 'R' Kids, Parents/Guardians must sign their children in and out each day using the computer at the front desk. This is very important because state regulations require that we know who is in the building at all times. If you forget to check your child in or out, please let a manager know immediately.

At Pick-up and Drop-off times please do not allow your child to wander around the school without you. Please be sure to escort your child into the center and into their classroom, making sure that you leave them in the direct care of a faculty member. Do not leave a child in any room, including the café alone. Make sure your child is under the supervision of either yourself or a Kids 'R' Kids staff member at all times. If you have more than one child at our center with a baby in the infant room, we ask that you take your older child to their classroom first. It can be unsafe for our infants and toddlers to have older children in their rooms. Parents are welcome to visit at any time and may participate in all center activities and field trips. Please refrain from bringing your child or visiting during naptime as this can be very disruptive to the other children.

In order to minimize the spread of germs and illnesses we will be teaching your child clean hygiene habits. We will require your child and strongly urge you to wash your hands upon entering the classroom in the mornings.

The paperwork you fill out upon enrollment regarding your child lists family members or friends who you authorize to pick up your child. When friends or family come to pick up, we will ask them to present a picture ID and compare the name to the name in the child's file. We will then release your child to them. Please make sure that only those people whom you are comfortable with having this privilege are on that list. The front desk is always monitored and a faculty member admits visitors. This helps to maintain the security of our facility.

## Discipline

We believe that most discipline problems can be avoided through a combination of:

- Knowledge of developmental growth patterns and needs of children at different ages and stages
- Environments that facilitate emerging skills without causing frustration and competition
- Activities that encourage and gently stimulate children's natural curiosity
- Routines that are consistent and give children security and stability.

All discipline used must be:

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

Discipline techniques that are NEVER used include:

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

If a child's behavior is dangerous to himself/herself or if the child is unable to calm down, the child will be briefly separated from the group until he/she is ready to continue the class activity. While the child is briefly separated, an adult will do calming activities with the child. These may include a walk around the school, reading a book, or cuddling with a stuffed animal or blanket.

Continual discipline problems will be referred to the Director, who will schedule a conference with the parents.

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

## **Custody Issues**

Please let the school know if there are custody orders concerning your children. We do not have the right to withhold a child from any parent having custody or joint custody. In order to deny a parent from picking up their child, there must be a current, signed court order stating that they should not have access to the child and we must have a copy of the order in the child's file. The center cannot become involved in custody disputes; we cannot mediate or keep track of which parent can pick up on which days. We would be forced to dis-enroll a child if the school has to become involved in such disputes.

## **Clothing**

Please dress your child in comfortable, washable play clothes that are okay to get dirty. The children do lots of messy, fun activities such as gardening, painting, playing in the sand and water table, and outdoor play.

Clothing also needs to be easily managed by the child. Please avoid belts, snaps or buttons if your child cannot manage them. Shorts or pants with an elastic waist are best.

Young children are still working on large and small motor skills. Therefore, they need sturdy footwear like close toed rubber soled shoes that Velcro or zip. Water shoes are required for days when the classroom will use the water park. Sandals or flip flops expose children's toes to injury, so we strongly advise against them.

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

The Center does not provide diapers. If your child wears diapers, please provide disposable diapers and be sure your child has plenty on hand at the center at all times. The teacher will notify you on your child's daily sheet when additional diapers are needed.

## **What Not to Bring to School**

We have mats and mat sheets for nap time but if your child has a special blanket that makes them feel more comfortable they may bring it as long as it is a small one (crib size). We discourage pillows of any type but if you feel your child must have one, then the small travel-size pillows are allowed (the type used on airplanes). Everything (blanket, pillow and change of clothes) must be able to fit inside the child's cubby and must be labeled with the child's first and last name.

Please do not allow your child to bring toys from home to school unless it is a specific "show and tell" day. Expensive, easily broken items or family keepsakes should never be brought to school. Kids 'R' Kids will not be responsible for any items brought into the school.

No weapon type toys of any kind are allowed at school. This includes guns, knives, swords, sabers, etc. We discourage aggressive behavior. If we feel a toy is dangerous or in some way inappropriate, it will be kept in the front office for parents to collect.

## **Water Activities**

The Center has an onsite water playground splash pad. A swimsuit, water shoes and towel are required to participate. A separate permission form is required for your child to participate in the water play activities.

## **Nutrition**

Breakfast, lunch, and an afternoon snack are provided with the tuition (Suites 100-250 are provided additional snacks). Check with a member of management for what time your child's class eats. All lunches and snacks fulfill the Federal Nutrition Guidelines. The menu is a rotating menu and is posted in the lunchroom as well as in each classroom. Any necessary changes will be posted in the cafe.

We cannot provide food other than the posted menus; if a child requires a special diet, parents may furnish that child's food and we will serve it at snack or lunchtime. In this case, the parent must understand that the lunch they provide may not meet the nutritional value for the child's daily food needs, and that the food served at the school is always available for their child to eat. Do not send donuts, candy, soda, drinks with added sugar or other unhealthy items. We do not serve peanut or pork items in consideration of the large number of children who cannot have these foods. Kids 'R' Kids reserves the right to have a written approval from the child's physician or a registered/licensed dietician for any special diet.

For bottle-fed children, parents must provide prepared formula, placed in bottles, labeled with the child's first and last name. We do not mix formula at the school. Parents also provide baby food for children not yet on table food. It is the parent's responsibility to label all food and formula with the first and last name at home before bringing them to Kids 'R' Kids. Teachers cannot label items for you. Food and formula will not be fed to a child that doesn't have a name label on it. Weekly menus for infants on table food are available for review. All infant items should be marked with the child's name. To help us better meet infants feeding requirements, all infants should have an 'Infant Feeding Plan' form filled out. These should be updated every 30 days.

**If your child has any food allergies, please be sure to include that information in the enrollment packet.**

## **Peanut/Nut Free School**

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

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

## **Birthday Parties**

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

## **Illness**

Because the health and welfare of all our children is our primary concern, we are unable to care for children who are ill. We follow the criteria from the Texas Department of Family and Protective Services regarding when children should be excluded from childcare. That policy is that children with the following signs or symptoms should be picked up promptly:

**-Fever:**

- Oral temperature of above 101 degrees
- Armpit temperature of above 100 degrees
- If a child is sent home with a fever, he/she cannot return until he/she has been fever free for 24 hours (without fever reducing medication)

**-Diarrhea:** Three or more loose stools in one day.

**-Vomiting:** Two or more episodes in one day.

**-Pinkeye:** Conjunctivitis must be excluded from care until 24 hours after antibiotic treatment has begun.

**-Head Lice:** Excluded from care until after treatment has begun.

**-Strep Throat:** Excluded from care until 24 hours after treatment has begun.

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

### **Returning to School**

Children must be symptom-free for 24 hours without the use of acetaminophen or other fever-reducing medicines before returning to the center. This will allow the child to fully recover and return rested and able to participate in all activities. A physician's medical clearance to return to the center, stating your child is not contagious and able to participate in daily activities, is required if your child will be returning within 24 hours. A medical clearance also is required for all illnesses that are either communicable or contagious, regardless of the time the child is away from the center.

## **Immunization Requirements**

Each child enrolled at Kids 'R' Kids #48TX must meet applicable immunization requirements specified by the Texas Department of Health. This applies to children in early care from birth through school age. The documentation must be validated by a physician or other health care professional and include:

- A signature or rubber stamp
- Child's first and last name
- Child's birth date
- The vaccine type and number of doses
- The month, day, and year the child received each vaccination

This documentation may be the original record or a photocopy.

Information about immunization requirements can be found on the Texas Department of Health website.

<http://www.dshs.state.tx.us/immunize/>

For school age children, the immunization record may be on file at the child's school. However, parents must fill out and sign the "School Age Immunization Verification" form.

We encourage, but do not mandate, employees of Kids R Kids receive recommended vaccinations for their protection and the protection of others. We encourage them to check with their primary care physician about the recommended vaccinations.

## **Vision and Hearing Screening**

In compliance with the special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, Kids 'R' Kids #48 TX requires children to have a screening or professional examination for possible vision and hearing problems. All children (who are 4 years of age by September 1), will need to provide documentation of screening.

## **Medication**

Please understand that Kids 'R' Kids is NOT required by law to administer medicine. However, as a convenience to parents, we will give medications to children while at the center under certain conditions. Please understand that these medication policies are in place for the protection and well-being of your child while he/she is in our care.

- Medicine is administered once daily- at 10:00am.
- A physician's prescription accompanies medications and clearly states the child's name and dosage.
- All medications are left at the front desk with the person in charge (no medications can be left in the classroom or in diaper bags)
- Parents sign-in any needed medications by filling out the Medication Authorization Form at the front desk. (This must be filled out completely before medications can be administered).
- All medications are taken home after they are no longer being administered (if not picked up after a certain amount of time, medication will be thrown away)
- Medications are in the original container. We cannot give a medication that is not in an original container or is prescribed for someone other than the child.
- Medicine is not expired.

A Medication Authorization Form must be filled out for over-the-counter medications and it will need to be renewed annually. The medication must be given as stated on the label directions.

### **Nebulizer Treatments**

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

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

### **Epi-pens**

If your child has severe allergic reactions, you must leave a prescribed EpiPen at the school. Written instructions from a physician on administering it must be provided, as well as written permission from the parent for us to administer it in an emergency situation.

## **Accidents and Boo-Boo Reports**

Even in the highest quality preschools, accidents can and do happen as children explore the world around them. Many precautions are taken to ensure a safe environment including routine staffing that exceeds the minimum state standards. If an incident or injury occurs, first aid is administered and a Boo-Boo report is filled out. You will sign this report at pick-up. This report will describe the nature of the incident and the follow-up care that was provided. Please understand that in a group-care setting, we do witness most incidents, *but occasionally, there may be an incident we do not see.* Our teachers simply cannot see everything. If your expectation is that your child will never have any accidents while under our care and that we will see everything, then your expectations of what can be accomplished in a group care setting may be unrealistic. One-on-one care (i.e. a nanny) may be the best for your family. Please see our Director if you have any concerns about this matter.

## **Biting Policy**

In even the best preschool settings, periodic biting occurs among infants, toddlers, and sometimes even among preschoolers. When this happens, it can be very scary, frustrating, and stressful for children, parents, and teachers. Understand that this is not an unusual phenomenon among

children who are going through the oral stage of development. *It is also not something to blame on children, parents, or teachers. There are no quick and easy solutions to it.*

The primary reason that children bite is because they have no way to communicate verbally or get someone's attention. Kids 'R' Kids believes that by teaching children ways to communicate to teachers and other children, some biting incidents will be eliminated. Therefore, we practice the following daily in the classroom:

- Sign language
- Attention Getting Skills
- Calming Down Activities
- Sharing Skills
- Teacher Shadowing (teacher has close proximity control to children who are likely to bite)

For more details on how biting is handled once it occurs, please speak with a member of management.

## **Medical Emergency**

If a child becomes injured or ill while at the center, the parents will be notified immediately. If parents cannot be reached, emergency contacts will be notified.

If it is necessary to seek immediate medical attention for a child, emergency medical technicians will be called to transport an ill or injured child to an emergency medical facility. The child's Vehicle and Emergency Medical Permission Forms, as well as the Health Information on file will accompany the child.

*Kids 'R' Kids #48 TX uses North Cypress Medical Center as its designated emergency care center.*

North Cypress Medical Center  
21214 Northwest Fwy  
Cypress, TX 77429  
832-912-3500

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

## **Transportation**

Transportation is provided for a variety of elementary schools. Please check with the front desk to see if we pick up from your child's school. Schools serviced may vary, and may be added or dropped depending on enrollment from those schools.

Transportation agreements must be signed every school year. Vehicle Emergency Forms must be filled out completely and information kept up to date.

We need parents to help us ensure that every child is accounted for between public school and Kids 'R' Kids.

**If your child is absent from school or you pick them up early, it is imperative that you inform us that they will not be on the afternoon bus. Please call us by noon that day so we can inform our bus drivers of that information. If you fail to notify us a \$10.00 fee will be charged to your account for each incident.**

## **Field Trips**

School Age children will be given the opportunity to participate in field trips during the summer. You will be notified in advance of any field trips that are planned for your child's group. A field trip permission form must be signed and dated for your child to attend the field trip. Children will be required to wear Kids 'R' Kids t-shirts and tennis shoes on every field trip. Your child will be required to bring a **nut free** sack lunch.

## **Parking**

**The drive through in front of the school should only be used to park for a maximum of 3 minutes. If you require more time than 3 minutes to escort your child to class or pick them up please make use of the parking lot.**

Please avoid backing your car up and/or maneuvering around other cars in the drive through. Small children are hard to see while you are in your vehicle and we should take this precaution for their safety. If you are in a hurry, do not use the drive through to park your car, so you will not feel tempted to back-up or squeeze around cars.

When parking in the drive through area, please make sure your car is clear of the crosswalk and only park in the outside lane. This will allow an easy entrance for parents and children who are parked in the parking lot and will also keep our fire lane clear for emergency vehicles. **Never leave a young child alone in a parked car. Do not leave purses or valuable items in your car, and always lock your car.** Observance of these rules will help everyone during the busy time of day.

Enter and exit only in the direction the signs indicate.

Kids 'R' Kids #48TX is not responsible for damage to vehicles or items left in your car.

## **Animals**

There may or may not be animals at our school. Any animals present will be healthy and properly vaccinated. If your child has allergies, please see that we are informed of this. When dealing with animals, Kids 'R' Kids #48TX will follow the state licensing guidelines.

## **Pest Control**

The TCPCB Act requires childcare centers to post the use of pesticides prior to treating. Our school is treated monthly. Extenuating circumstances may require unplanned treatments. To confirm treatment dates or methods, please speak to the front desk.

## **Bullying**

We will not tolerate bullying in our school. A child can be suspended or dis-enrolled for bullying. Bullying can be defined as the following:

- **Physical**- this involves physically contacting another child by pushing, kicking, hitting etc. It may also include hiding or stealing another child's personal belongings
- **Verbal**- this form includes name calling, threatening or offensive language, and insults
- **Intimidation**- this form may include spreading rumors/stories, graffiti, defacing property and inappropriate gestures or comments.

## **Gang Free Zone**

As a result of House Bill 2086 that passed during the 81<sup>st</sup> Legislature, Regular Session, Chapter 42 of the Human Resource Code will be amended to include Section §42.064 requiring that information about gang-free zones be distributed to the parents and guardians of children in care at licensed child care centers. A gang free zone is a designated area around a specific location (within 1000 ft) where certain gang related activity is prohibited and is subject to increased penalty under Texas law. Specific locations where certain gang related criminal activity is now prohibited include, but not limited to daycare facilities.

## **Alcohol, Drugs, Tobacco and Firearms**

It is Kids 'R' Kids policy that alcohol, drugs, tobacco products and firearms are prohibited in the building or anywhere on the grounds or in any vehicle used for the transportation of children. This rule applies not only to staff but also to parents and visitors.

## **Dismissal Policy**

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

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

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

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

## **Communication**

### **Daily Reports and Lesson Plans**

Each day in classrooms 100, 150 and 200, you will receive a Daily Report that has details about your child's day, including how they ate, slept, played, and what they learned. The report also includes information about diaper changes. Since everything about your child's day cannot be put on paper, we encourage you to contact your child's teacher if you have any specific questions.

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

### **Parent Information Board**

This bulletin board in the lobby contains current information about the school and other topics of general interest. You may also post your own business services in this area. Kids 'R' Kids #48TX reserves the right to refuse the advertising of your business services in our school.

### **Family/Teacher Conferences**

You can request a conference with your child's teacher at any time. We will work with both the teacher's schedule and your schedule to make it convenient for each of you to attend. In preschool rooms, expect conferences each spring.

### **Internet Cameras**

Included in your tuition is access via a secure Internet Server to your child's classroom so that you may view the activities and your child's participation in these activities. This is a very popular feature in the center, and it gives parents a peace of mind as well as allowing another way to participate in your child's day. Access to our system is limited by password protection. Parents are prohibited from giving out passwords to anyone else.

### **Parent Grievance Procedure**

We encourage you to discuss any classroom issue with your child's teacher if needed. We strive to provide the highest quality of care and education to the families we serve. We welcome parent input and will make every effort to resolve concerns. However, we ask that concerns always be communicated in a professional and courteous manner and that all our staff be treated with the respect they deserve as partners with you in caring for your children. For concerns that require lengthy conversations, please schedule an appointment with the teacher as well as management. If at any time you feel that issues are not being resolved, please feel free to talk to the Director or Asst. Director. If the Director or Asst. Director is not available to address your concerns immediately, an appointment will be made as soon as possible. The relationship between parents and center staff is vital to the success of a child's experience. A partnership must be formed with open communication and understanding that the development and growth of the child is our top priority.

## **Consumer Product Safety**

We monitor the United States Consumer Product Safety Commission recall list to ensure there are no unsafe products present in our center. Information on product recalls can be found on the U.S. Consumer Product Safety Commission website at: <http://www.cpsc.gov/>. You can sign up from the site to get recall updates via E-Mail.

## **Important Contact Information**

Local Childcare Licensing Office

713-940-5200

Child Protective Services

1-800-252-5400

Texas Dept. of Family and Protective Services

[www.dfps.state.tx.us](http://www.dfps.state.tx.us)

***A COPY OF THE STATE'S MINIMUM STANDARDS AND GUIDELINES IS AVAILABLE FOR YOUR REVIEW AT THE CENTER***

\*Whenever center policies or procedures are changed you will be notified and may request a hardcopy or view the changes in the Family Handbook online at [www.kidsrkidscypress.com](http://www.kidsrkidscypress.com) in the Parent Area/ Online Forms section.