



Parent Handbook

Kids 'R' Kids of West Allen

Learning Academy

1223 North Alma Drive

Allen, Texas 75013

(214) 667-7777

www.kidsrkidsallen.com

Table of Contents

Policy and Procedures.....1

Children Served.....1

Governing Regulations.....1

Licensing.....1

Inspections.....1

Our Mission Statement.....1

Kids ‘R’ Kids History.....2

What Makes us Different.....2

Enrollment and Getting Started.....3

Business Days & Hours.....3

Holiday Schedule.....3

Bad Weather Policy.....4

Preparing for your First Day, Week and Month4

Steps to Signing In and Out Daily.....4

What We Need From You.....5

What to Bring to the Center.....5

Suites 100-250.....5

Accommodations for Breast Feeding Mothers.....5

Suites 300- Private Kindergarten.....5

Dressing Your Child for School.....6

Please do NOT bring.....6

Communications7

Parent/Teacher Conferences.....7

Policy Changes.....	7
Photographs.....	8
Internet Access	8
Curriculum.....	8
Suites 100-250.....	8
Suites 300- Private Kindergarten.....	9
School Age Program	10
Health and Wellness Policy.....	11
Immunization Requirements.....	11
Immunization Policy for Employees.....	11
Procedures for Conducting Health Checks.....	11
School Age Children.....	12
TB Test.....	12
Vision and Hearing Screening.....	12
Guidelines for children who cannot attend KRK due to illness	12
Administering Medication	14
Medical Emergency.....	14
Financial Policy.....	14
Discount Policies.....	15
Returned Check Fees.....	15
Late Pick-up Fees.....	15
Late Payment Fees.....	15
Part time Attendance	16
School Age Tuition Exceptions.....	16

Enrollment Fee.....	16
Extracurricular Programs	16
Vacation Policy.....	16
Tuition Suspension.....	17
Positive Guidance Policy.....	17
Withdrawal.....	17
Kids Café.....	18
Transitions to a New Classroom.....	18
What we need from you.....	18
Picking Up Your Child.....	18
Custody Situations.....	19
Transportation.....	19
School Pick Up List.....	20
Field Trips.....	20
Birthday Parties.....	21
Water Activities.....	21
Animals at KRK.....	22
Severe Weather, Fire, Emergency Situations.....	23
Emergency Preparedness Plan.....	23
Overview of Child Abuse Policy.....	24
Dismissal Policy.....	25
Questions or Concerns.....	25

Additional Information Including:

Gang Free Zone Information, Emergency Preparedness, Prevention of Child Abuse and Neglect, Vaccine Preventable Diseases Policy, Procedures for Conducting Health Checks

Policy and Procedures

Welcome, and thank you for choosing Kids 'R' Kids! **Our center is open to you, the parent, anytime your child is present in the center.** This handbook describes the policies and procedures of Kids 'R' Kids of West Allen. When there is a disagreement between this handbook and the Minimum Standards as established by the Texas Legislature the more rigid standard will apply.

For the safety of all children, we do request that you make your presence known to the person in charge, and cooperate in not disrupting our program. Kids 'R' Kids of West Allen reserves the right to change or revise any policy, procedure, or tuition/fee schedule at any time. Depending upon the nature of the change, the notification process may vary. Watch for updates on the Checkpoint check-in screen and emails to parents.

Children Served

Kids 'R' Kids is 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.

Governing Regulations

The governing organization in childcare is the Texas Department of Family and Protective Services. If you would like to see a copy of the standards that govern child care, you may go online to www.dfps.state.tx.us or www.texaschildcaresearch.org.

Licensing

The Texas Department of Family and Protective Services regulate Kids 'R' Kids. If you should have any questions, concerns, or need resource information related to childcare, check out their website at www.dfps.state.tx.us. The local telephone number is 469-229-6901 or 1(800)582-6036. To report child abuse contact 1-800-252-5400.

Inspections

In an effort to help make sure that we do not overlook any regulations, we are inspected by several city and state organizations. The results of most recent inspections will be posted on the parent information board located near the front lobby. Kids 'R' Kids International also has a Quality Assurance Department that inspects our school on a recurring basis.

Our Mission Statement

At Kids 'R' Kids of West Allen, we believe that children should be "Hugged First-Then Taught." We strive to provide a nurturing, secure, and stimulating environment for young children, in which children can safely explore, learn, play and develop in all areas of growth: physically, emotionally, socially, and intellectually. We believe in being supportive of our parents, and we welcome their involvement and presence at Kids 'R' Kids of West Allen at all times. We further believe that in such a caring atmosphere, where parents and teachers have open and honest communication, children thrive and have the opportunity to blossom into responsible, considerate, and contributing members of our society.

Kids 'R' Kids History

Kids 'R' Kids is a Franchise, started by Pat and Janice Vinson, who opened their first child care center in 1961 with 95 children, 11 staff members, and a basic philosophy that children should be "HUGGED FIRST, THEN TAUGHT." This heartfelt, caring philosophy brought great success. In fact, every center they subsequently opened filled to capacity within 90 days. The first Kids 'R' Kids Quality Learning Center was established in May of 1985 under the ownership of Pat and Janice Vinson. They founded Kids 'R' Kids because of their genuine love for children. With great success and the hope of having an individual involved with each center, they began a franchising company in 1988. Through their many years of experience in child care and reaching out with technological advances, Pat and Janice have created a concept that is unique and on the leading edge of the child care industry.

In March of 2009, Kids 'R' Kids of West Allen located at 1223 North Alma Drive, Allen, TX opened under the ownership of Dena Soliman and Malak Agha. The center is licensed for 300 children and employs approximately 40-50 staff members. Dena Soliman is the on-site owner.

What makes us different?

- We give pay raises to our employees based on additional education. The more they know the better a job they can do in the classroom.
- Our teachers are paid for scheduled holidays when the school is closed.
- We require at least 24 continuing education hours annually for all staff members.
- All staff members are CPR/First Aid Certified.
- Our program is AdvanceEd accredited.
- We include an internet accessible closed circuit video system for parents to view classrooms, playgrounds, the computer lab, and the cafeteria.
- We are equipped with 36,000 square feet of playground area that is divided into age appropriate sections which are connected to each classroom. The playgrounds are also covered by awnings.
- We have a splash pad for summer water play.
- We have been in partnership with Allen ISD since 2010.

Enrollment and Getting Started

Center Information-

Address: Kids 'R' Kids of West Allen, 1223 North Alma Drive, Allen TX 75013

Phone: 214-667-7777

Fax: 214-667-7770

Web Page: www.kidsrkidsallen.com

Main Email: info@kidsrkidsallen.com

Business Days and Hours

We are open Monday through Friday from 6:30am to 6:30pm.

Holiday Schedule

If a holiday falls on Saturday, the center will be closed on the Friday prior to the holiday. If a holiday falls on Sunday, the center will be closed on the following Monday. Kids 'R' Kids of West Allen is an international school and is not affiliated with any specific faith or religion. Please help us by not bringing stories, paper products, or other items with religious or holiday based themes. If you would like to invite your child's classmates to celebrate with you outside of school, you are welcome to distribute invitations to the class so that the parents of each child may choose what is best for their family.

Thanksgiving Day

Day after Thanksgiving

Christmas Eve (If it falls on a weekend we will not observe this holiday.)

Christmas Day

New Year's Eve (close at 2:30pm)

New Year's Day

Memorial Day

Independence Day

Labor Day

Bad Weather Policy

The decision to close or delay our opening time will be posted on our website by 5:45am or sooner if possible. We do not follow Allen ISD closures.

Preparing for your First Day, Week, and Month

A positive daily transition from home to Kids 'R' Kids is imperative. Children react differently to the separation from their parents when coming to school. Some children are full of confidence and are excited to be with other children. Some children are frightened or may seem angry. Others are afraid of being away from mom/dad. (After all, no matter how old we are no one likes to be placed in a room full of strangers). Many behaviors are based on the age of the child, if the child has never been in a pre-school before, or any number of other factors. If it is your child's first time in pre-school, first time to our school, or first time away from you, please be sure to make every effort to spend additional time at the school in the beginning to help your child become comfortable in his/her new environment.

1. Visit the school with your child prior to the first day of school.
2. Children also feel your vibes- If you are apprehensive he/she will be apprehensive.
3. Start talking about going to a new school as early as possible with excitement and enthusiasm.
4. Quickly slide into your routine, i.e. be consistent with who brings the child to school every day, what time you come to school, and what time you pick-up.
5. Take your child to the classroom, give a big hug and kiss, let them know you will be returning, and leave the room. (The longer you stay today, the longer you will stay tomorrow, and the next day.)

If your child is upset when you leave the classroom, take it in stride, they have usually calmed down by the time you make it to your car. Remember, you can call and check on your child at any time or use the internet viewing capability.

Steps to Signing In and Out Daily

1. It is imperative that you sign your child in and out every day. This is vital in giving us an accurate count in the classrooms in case of an emergency.
2. Take your older child to his or her classroom first. It is unsafe for infants and toddlers to have older children in the classroom.
3. Pick up your child's daily sheet, and feel free to ask about his/her day. (We ask that you keep this as brief as possible to ensure that the teacher stays focused on the classroom.)

What We Need From You

In order to get your child off to a great start there are some things that need to happen.

1. All enrollment forms should be completed and turned in prior to your child starting.
2. All shots must be up to date.
3. Set up and train on Checkpoint System.
4. Watch Me Grow set up and active (optional)
5. A Written Statement from your Doctor if your child has a food allergy as to the allergy and what food should replace the food the child is allergic to.
6. A written statement from you if your child has restricted dietary needs due to religion or culture.

What to Bring To the Center for Your Child

Suites 100 - 250

We will notify you when supplies are running low.

1. Bottles marked with child's first and last name and date
2. Formula labeled with child's first and last name and date
3. Diapers (enough for the day or an unopened bag which we will mark with child's name)
4. Change of clothing clearly labeled with child's name
5. Baby food or cereal if child is not on a regular menu

Accommodations for Breast Feeding Mothers

Nursing mothers may nurse their child in the classroom if they are comfortable doing so. Infant rooms are equipped with rocking chairs and boppy pillows. If a nursing mother does not feel comfortable in the classroom, she may use a quiet, private area upstairs.

Suites 300 - Private Kindergarten

1. At least one complete change of clothing. (Please label each article of clothing and any other items with your child's name in permanent ink.)
2. A small pillow and blanket for naptime that fits in the cubby. (Large bedding is difficult for us to store. Please bring crib-sized items.)
3. A back pack for children in pre-K and up is allowed but not required.

Dressing you Child for School

Functional Clothing

Please dress your child in comfortable, washable play clothes that are okay to get dirty. We do lots of messy, fun activities such as gardening, painting, playing in the sand and water table, and outdoor play. We also require girls to wear shorts under dresses or skirts.

Functional Shoes

Young children are still working on large and small motor skills. They need sturdy footwear that they can run and play in without tripping. Closed toe, rubber soled shoes that Velcro or zip are preferred. Crocs are strongly discouraged. Water shoes are required for days when the classroom will use the splash pad. **Sandals or flip flops expose toes to injury, and therefore we prohibit them.**

PLEASE DO NOT BRING

1. Valuable items that could get lost or damaged in a room full of children.
2. Toys from home, except on designated show & tell day.
3. Cell Phones—Kids 'R' Kids of West Allen will not be responsible for lost or damaged cell phones. If a child is using a cell phone at Kids 'R' Kids, we will collect it from the child and the parents may pick it up in the office or at the front desk. Children may bring them to school but they may not have them out and use them.

Communications

Procedures for Parental Notifications

As with any partnership, communication is vital. Kids 'R' Kids uses email extensively, so please inform the director if you do not have an email address where you can receive school related communications.

Daily Communications

Daily sheets are provided to parents of infants and toddlers outlining the events of the day.

Parents are called daily regarding any injury, bites, or unusual behavior by a child.

When checking children in or out via the Checkpoint workstations be sure to read the daily message and any other messages that pop up for you individually.

Monthly Communication

We email a monthly overview of your child's curriculum at the beginning of every month. We also send information about upcoming events each month via email.

A monthly menu is posted in the café, online, and copies are available at the front desk.

Quarterly Communication

Your child's progress is updated every 3 months utilizing Teaching Strategies Gold online system.

Semi-Annual Communication

Parent/Teacher conferences are held every six months. However, you may request a conference at your convenience.

Parent Conferences

Parents are encouraged to consult with staff whenever any problem arises regarding the child at home or school. Telephone and on-site conferences may be scheduled through the office. We urge you to take advantage of our parent conferences. It is an important opportunity for parents and staff to share information about your child.

Policy Changes

Policy changes are required from time to time. Changes will be emailed.

Photographs

We take lots of pictures of activities the children participate in daily. These pictures may be printed and posted on the doors of the classroom or sent out to our parents in the form of an email. By enrolling your child in the center, you consent that other parents whose children attend Kids 'R' Kids may see your child's image. No names will be used on any photographs leaving the center. You will be required to sign a release as a condition of enrollment.

Internet Access

Kids 'R' Kids offers the Watch Me Grow system for parents to be able to view their child's activities throughout the day. The program is password protected and free to all parents. By enrolling your child at KRK you consent that people with passwords may see your child's image on the Internet. You will be required to sign a release as a condition of enrollment.

Curriculum

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

Educational stimulation

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 establishes 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 was 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 is comprised of 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 on 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 implement 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 are able to 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.

Suite 300 – Private Kindergarten

The educational philosophy of the Kids 'R' Kids Curriculum is based on the theories of 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, and French

Sign Language

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 station enhancements.

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 theme-based play by defining classroom areas. Children experience "I Can Do It" moments everyday 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 enjoy "clubs."

Action Club, Artistry Club, Be a Star Club, Computer Whiz Club, Crossfit Challenge Club, Ooey-gooley & Gross Club, Page Turners Club, Snack Attack Club, and Weird Science Club

We also have a designated time for guided homework.

Full week seasonal units are used to provide focus. Value Words of the Week in English and Spanish 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.

Health and Wellness Policy

Immunization Requirements

Each child enrolled at Kids 'R' Kids 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 with a signature or rubber stamp, and include the child's name and birth date, the number of doses and vaccine type, and the month, day and year the child received each vaccination. This documentation may be the original record or a photocopy.

Any exemptions from the immunization requirements must meet criteria specified by the Texas Department of Health.

For more information, visit www.tdh.state.tx.us/immunize.

Immunization Policy for Employees

1. We have determined that NO vaccines are REQUIRED for employees to work with children based on the routines within our center permitting:
 - a. Teachers do not come to work with any symptoms of disease including fever, undiagnosed cough, rash, or eye irritation.
 - b. Teachers returning to work have been symptom free for at least 24 hours.
 - c. Teachers returning to work have doctor's permission.**
 - d. Teachers follow proper hand washing techniques.
 - e. Teachers follow proper gloving and other PPE techniques.
2. We recommend teachers receive:
 - a. Whooping cough vaccination to protect infants
 - b. Hep B vaccination to protect employees

Procedure for Conducting Health Checks

A health check is defined as a visual and physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last day of attendance.

At Kids 'R' Kids of West Allen, Health Checks will be conducted the day a child returns to school from: being sent home sick, parents' reporting a child's illness, or a child sustaining an injury at home or school.

The Health Check will be completed by the manager or teacher receiving the child first.

Form 10B entitled "Daily Child Care Health Check" will be used to document observations.

If a child is ill or injured and it is determined by management that the child should not stay in care, management will notify the parent to keep the child home. This determination will take into account current health standards as outlined in our Parent Handbook.

Staff will be trained on conducting Health Checks during pre-service training.

School Age Children

When the child's records are on file at a public school, Kids 'R' Kids will have the parent sign a form verifying the immunization record is on file, as well as the address of the school at which the health record may be obtained if necessary.

TB Test

Requirements for tuberculosis screening and testing vary across the state. TB testing is not required in our region but is recommended.

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 a 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.

Guidelines for children who cannot attend Kids 'R' Kids due to illness:

If your child should become ill, we ask that you make alternate arrangements for care. The following are locations that will care for sick children:

Kid Med at Presbyterian
8200 Walnut Hill
Dallas, TX
214-345-7155

Presbyterian of Plano
Coughs and Cuddles
6200 West Parker Rd. Plano, TX 75093
972-981-8585

Because the health and welfare of all our children is a concern, we are unable to care for children who are ill. The following is an outline of children that are too sick to attend school; this is not intended to be a comprehensive list but to cover the most common issues.

Fever

Section 746.3601 of the Texas Minimum Standards for Licensed Child Care Centers 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 temperature of 100°, oral temperature of 101° or rectal temperature of 102°. 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.**

Fever less than 100°

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 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 phone numbers. A voicemail 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 actually speak to a person. Children with fevers over 100° degrees 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.

Signs of Possible Severe Illness

Includes unusual lethargy, irritability, persistent crying, difficulty breathing, mouth sores with drooling, and rash with fever, behavior changes or other unusual signs.

Uncontrolled Diarrhea

Two or more loose, watery stools within 24 hours. The child may return to the center when the diarrhea has subsided for 24 hours.

Vomiting

Two or more episodes within 24 hours. The child may return to the center when they have been symptom free for 24 hours.

Pinkeye (conjunctivitis)

Excluded from care until 24 hours after antibiotic therapy has begun.

Infestation (i.e. Scabies, head lice)

Excluded from care until 24 hours after treatment has begun. Hair must be totally free of "nits" or eggs even if already treated.

Strep Throat

Excluded from care until 24 hours after treatment has begun and 24 hours after fever is gone.

Other Illnesses

If your child exhibits signs of illness while at the center, you will be contacted immediately and asked to pick up your child as soon as possible. When contacted by the school, you will be asked to provide an estimated time of arrival. This is for your child's information and comfort. Please try to be as accurate as possible.

Administering Medication

Kids 'R' Kids will give your child medication as a service to you. We do however take this job very seriously and must ask for complete cooperation from the parents in following the guidelines as outlined by the Texas Department of Human Services, Standard 8200. All medication is to be checked in at the front desk with a member of management. No one else is allowed to check in medication. A form must be completed for each medication to be administered. Medications are given at 11:00 am and 3:00 pm and/or as directed by the physician. Medication forms must be filled out completely and include the following:

1. Full name of the child to whom the medicine was prescribed.
2. Name of the medication.
3. Date, time, and amount of medication to be administered; and
4. Name (not initials) of staff administering the medication.

The medication to be administered to the child must have written parental permission and be given as stated on label directions, or as amended by a physician. Any medication brought by parents for their child must be as follows:

1. In the original container
2. Labeled with the child's full name
3. Labeled with the date of prescription
4. Clear directions to administer
5. Physician name on prescription
6. OTC medication must be accompanied by a doctor's note with dosing instructions.

Medical Emergency

If a child becomes ill, injured, or has an adverse reaction to prescribed medications while at the center, the parents or emergency contact person will be notified immediately. If it is necessary to seek immediate medical attention for the child, the child will be transported to:

Texas Health Presbyterian Hospital
1105 Central Expressway
Allen, TX 75013
972-747-1000

The child's emergency medical permission form as well as the health information on file will accompany the child.

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

Financial Policy

Tuition is charged for your child's space and is due whether or not your child is in attendance. Since the expenses at Kids 'R' Kids are based on fixed enrollment levels, the center cannot give credit on days absent or holidays. The current tuition rate will be charged to your account on Friday for the next week.

Tuition is due on Friday for the upcoming week and is not refundable. A deposit is required when the child is enrolled. If the tuition for your child and all accrued late fees are not paid by 6:30 pm on Wednesday your child will be dropped and will not be allowed to attend until full tuition is paid including late fees and a new registration fee. A copy of the current tuition sheet is provided upon enrollment.

Discount Policies

Kids 'R' Kids of West Allen offers three discounts, if you qualify for more than one you may choose one. Discounts are not cumulative. The default discount will be the one most advantageous to the customer. A discount of 10% off the oldest child's tuition is provided for families with two children enrolled. For families with three or more children a discount of 10% of total tuition is provided. If you are a teacher in the public school system, a policeman, or fireman, or on active duty in the armed services you are eligible for a 10% discount off of tuition.

Returned Check Fees

A \$30.00 fee for any returned check in addition to any late payment fees will be charged to your account. After two returned checks, cash or money order or credit card only will be accepted for 6 months. Returned checks that are not paid will be sent to the Collin County District Attorney for prosecution and turned over to any commercial NSF reporting service deemed necessary or sent to our attorney for collection.

Late Pickup Fees

Kids 'R' Kids expects parents to respect and abide by our hours of operation. We recognize that it is not always possible to pick up your child by 6:30 pm. We ask that you call us NO LATER than 6:00 pm so we can tell your child when to expect you so they don't worry. If you have called by 6:00 pm, there will be a charge of \$10.00 for the first 5 minutes and \$1 per minute after 6:35 pm payable upon arrival. This may be waived by the Office Manager or a Director. If there is no phone call, there will be a charge of \$25.00 for the first 5 minutes and \$1 per minute after 6:35 pm payable upon arrival. If you have not contacted us by 7:00 pm, our first assumption is that something accidental in nature has occurred. In this case we will make every effort possible to contact parents, guardians, or other adults who have permission to pick up a child. If we are not successful in contacting anyone, we will first contact the police and request that they attempt to determine if something accidental has occurred and to assist us in locating a guardian who has permission to take custody of your child. Only as a LAST RESORT, we will contact CPS to come and take custody of your child. We are not licensed for after-hours care. The state has a special license for this, and our employees are not allowed to take custody of your child by removing them from the premises. If there are three or more incidents within one quarter, your child may be dropped and not allowed to return without the Director's permission and a new registration fee.

Late Payment Fees

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- If tuition is not brought up to date by Friday your deposit will be applied to your current balance. Other collection methods may also be involved.

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.

School Age Tuition Exceptions

There is an additional charge of \$25.00 per day for school age children who attend Kids 'R' Kids when school is out, such as Teacher in-service days or holidays. If they attend for a full week the tuition charge is equal to the current summer program rate.

Enrollment Fee

An annual enrollment fee is charged at initial enrollment as well as the last week of tuition which will be held in escrow on your account. The week of tuition will not be refundable if your start date is post-poned. The annual enrollment fee will be charged yearly on your anniversary date.

Extracurricular Programs

Extracurricular activities will be available to all children enrolled at our center. All programs are included in your tuition. There are no extra fees for these activities as we believe no child should be left out.

Vacation Policy

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. 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.

Vacation weeks do not accumulate and will not carry over from year to year, (a year is based on an enrollment year).

Vacation time must be applied for by written request or email to the Director two 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.

Tuition Suspension

1. DURING THE SCHOOL YEAR- No *suspension* of tuition will be given to **any** families for time out during the school year, August through May.
2. DURING SUMMER BREAK - *suspension* is available for periods of planned absence of **more than two** weeks. We require a two week notice, tuition and accounts must be current before suspension can be activated. When suspension is used, one week's tuition is required to keep your account active. This tuition will go toward your child's first week back from suspension. A return date must be given prior to leaving.

Positive Guidance Policy

At Kids 'R' Kids we strive to develop meaningful relationships with each child. We want each child to feel loved and have a strong self-worth. We understand that to accomplish this goal it is imperative the children are given positive guidance to ensure self-discipline. We believe that children will develop self-discipline and control when they are treated with dignity and respect and when they are given clear consistent, fair limits for classroom behavior. With the older children we work to help them set and understand their own limits and the consequences of the decisions they make. We understand the importance of developing a warm and positive learning environment where children's feelings are validated, and positive behavior is always encouraged. In addition, KRK adheres to the discipline policy of the Texas Department of Family and Protective Services Minimum Standards which states:

1. Individualized and consistent for each child.
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control. A teacher may only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction.

This is done by:

1. Using praise and encouragement of good behavior rather than focusing only upon unacceptable behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statements.
3. Redirecting behavior using positive statements.

Withdrawal

You may withdraw your child at any time for any reason. We require two full weeks' notice of your child's last day of attendance. Notice must be given to the Director in writing. Notifying your child's teacher does not satisfy the requirements of this policy. Tuition is paid in advance; if notice is not given or tuition is not paid in advance, your deposit will be applied to your current balance.

Kids' Café

All snacks and meals provided by KRK meet or exceed the requirements of the USDA guidelines.

The Kids' Café is where nutrition begins. Meal times can vary due to daily circumstances but generally KRK offers the following dining opportunities:

Breakfast

6:30 to 7:15am- School age children

6:30 to 8:30am- All other students

AM Snack, Lunch, PM Snack

A monthly menu cycle is planned and may be picked up at the parent information station in the front lobby and is posted on our web page. KRK provides a Vegetarian Menu for children who do not eat meat. No peanuts are allowed in the school and no peanut products are used. For children who require bottles and baby food, it is the responsibility of the parent to bring clean bottles labeled with the child's full name and formula or breast milk. We are required to feed children using fresh bottles for each feeding. Parents are also responsible for bringing baby food for children who require baby food. KRK will provide the meals when the children can begin to eat chopped up food offered to the remainder of the school. The teachers will work with the parents to make the determination as to when your child is ready to begin enjoying some of the table foods.

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 making a determination if a child is ready or not. Some components of the decision are based on maturity level, developmental level, and the age of your child. Transitioning a child is a decision that should be made by teachers, parents, and the administrative staff.

Our standard transitions for infants and toddlers occur about every 6 months per the age of the child. Transitions for children 2 years and up occur every August and February. Student groupings are based on birthdate.

What we need from you:

As with anything, children feed off of the vibes of their parents. Begin talking to your child and they will have a much easier time in the transition process.

Picking Up Your Child

We want to do everything we can to keep the children in our care safe. We are very cautious about releasing your child to someone other than yourself. It is important to give KRK proper information on who is allowed to pick up your child. Everyone who is on your pick up list will be placed in our computer system. Each person will need to bring a copy of their driver's license the first few times they pick up your child. Even though a person is on your pick up list, it is imperative that you notify the front desk with the proper information as to who will be coming. Simply placing them on your pick up list does not permit them to pick the child up. We must have your permission for them to pick up your child. It is very important to keep your pick up information current. Please submit a notice in writing if someone needs to be removed from your list.

The person picking up the child will need:

1. Their driver's license and to stop by the front desk before going to the child's classroom.
2. To log the child out of the computer.
3. Pick up the child, the child's belongings and their daily sheet.

Custody Situations

From time to time the staff at KRK is placed in a difficult situation regarding a custody dispute. Without a court order, KRK cannot deny a parent access to his or her child. If a custody document is present, KRK will notify the guardian/parent of any contact made by the unauthorized parent. KRK will also notify the authorities, no exceptions. Staff Members will be instructed not to put themselves or the other children in jeopardy to mediate a family dispute or to attempt to enforce a court order. Non-custodial parents cannot act as parent volunteers on field trips or other center events without written permission from the custodial parent.

Transportation

At KRK we provide transportation to and from school and on field trips for children ages four and up. The children are transported on our busses, WE DO NOT USE VANS. These air conditioned buses complete with seat belts that adjust to each child's size. We follow all the safety procedures outlined by the Texas Department of Family and Protective Services and carry specific equipment on our vehicles, to include:

1. A list of all children being transported.
2. Emergency medical transport and treatment authorization forms for each child being transported.
3. The name of the Center and telephone number on the outside of the bus, the director, and the telephone number inside the bus.
4. Parent's names, telephone numbers, and emergency telephone numbers for each child being transported.
5. A fire extinguisher approved by the local or state fire marshal, secured in the passenger compartment and accessible to the adult occupants.
6. A first-aid kit.
7. The driver must have a current commercial driver's license when applicable.

Buses receive regular maintenance, and these records are available for inspection upon request.

School Pick Up List:

Boon Elementary School
Kerr Elementary School
Evans Elementary School
Green Elementary School
Cheatham Elementary School
Norton Elementary School
Olson Elementary School
Marion Elementary School
Lindsey Elementary School
Ogle Elementary School

If your child will be riding the bus to school, they will need to arrive at KRK no later than 7:00 am. If your child does not need to be picked up after school, it is the responsibility of the parent to notify the front desk no later than 1:45 pm.

If your child is not transported to school in the morning you will need to inform us so that we know to pick them up in the afternoon.

Field Trips

Field trips are such a great part of learning. There are so many aspects of our community that assist our children in the learning and exploring process.

Field Trip Permission Forms must be signed and dated for each field trip, or your child will not be permitted to attend. The field trip permission form will be at the front desk 48 hours prior to the date of the field trip. The form will outline the place, date, time of departure, location, special instructions or items to bring, and the anticipated time of arrival back at the center. All children going on a field trip must wear a KRK T-shirt. T-shirts will be distributed by the front office.

1. We must have a signed permission form from you to take your child on a field trip.
2. Emergency Medical consent forms and emergency contact information for each child will be taken on the field trip.
3. Teachers must have a written list of all children on the field trip and must check the list frequently to account for the presence of all children.
4. Teachers must have a first-aid kit immediately available on field trips.
5. Each child must wear a KRK T-shirt that has the name and telephone of KRK clearly legible.
6. Each teacher must be easily identifiable by all children on the field trip, by wearing easily spotted identification and/or clothing.
7. Each teacher supervising a field trip must have a communication device such as a cellular phone, message pager, or two-way radio in case of emergency.
8. Teachers with training in CPR and first aid with rescue breathing and choking must be present on the field trip.

It is our goal to keep everyone safe and to have fun on fieldtrips. We invite parents to participate in all aspects of our program and you are welcome to join us on fieldtrips. Parents must travel in their own vehicles. If they want their child to ride with them to and from the field trip, Kids 'R' Kids of West Allen must have written notice no later than the day before the field trip. The parent must also sign their child in and out with the teacher in charge during the field trip.

Birthday Parties

Parents may bring birthday cakes as long as they are store bought and do not contain any nut products. Small goodie bags may also be brought to their class to be handed out at the end of the day and taken home.

Water Activities

Children ages 18 months to age 12 years will have the opportunity to participate in splash day from May to September. On splash days, send your child to school in their swimming suit and water shoes. Bring a labeled bag with their towel and change of clothes including regular shoes. Remember to label all items with your child's name.

Animals at KRK

Some of the classrooms may have pets, such as fish, guinea pigs, hamsters, etc. There is an aquarium in the reception area at the front of the school. There may also be times that your child may have the opportunity to interact with a pet as part of a curriculum unit, which may include field trips to the zoo, petting farms, or a portable zoo that brings pets to the center.

The following policies will be followed in relation to pets:

1. Parents must notify KRK of any animal allergies your child may have.
2. KRK must ensure the animals do not create unsafe or unsanitary conditions
3. KRK must ensure that children do not handle any animals that show signs of illness.
4. Good hygiene and hand washing after handling or coming in contact with animals are practiced by children and teachers.
5. If a dog, cat, ferret or any other animals, with the exception of small rodents, such as guinea pigs, mice and hamsters area at KRK, there must be documentation at the center showing proof of vaccinations. There must also be a statement of health from a local veterinarian at the center.

Severe Weather, Fire or Emergency Situations

If an emergency situation develops such as severe weather, fire, physical damage to the building, or any other situation that poses a threat, the safety of the children is our first concern. The center is equipped with a weather band radio, a fire alarm system and fire extinguishers. Fire drills are conducted monthly and severe weather drills are conducted quarterly. If there is an emergency situation and it becomes necessary to close the center, parents will be notified to make arrangements for early pickup. Parents will be notified as soon as possible of the situation and you will be required to make arrangements for pick-up of your child. If there is inclement weather and it is determined that the center will not open, parents will be notified on the website. If an emergency situation develops and it is determined that the building or premises is unsafe, the children will be transported to a predetermined off-site location.

Emergency Preparedness Plan

In the event of an emergency:

1. The first responsibility of our teachers is to move the children to a designated safe area. The designated safe areas outside of the building are the field in front of the school off of Alma and the West Allen Church of Christ at 1414 W. Exchange. The designated safe areas inside the building are the restrooms, cafeteria, and media room.

Such as fire or gas leak:

2. Children will follow fire drill procedures to relocate outside of the building as quickly as possible. Children **18-24 months** of age will evacuate on foot. If they don't walk, they will be carried. Children **under 18 months** of age will be placed in cribs for safe and quick evacuation. The designated safe place for this type of evacuation is the field in front of the school off of Alma.

Such as flood, hurricane, medical emergency, or communicable disease outbreak:

3. Emergency evacuation location is the West Allen Church of Christ at 1414 W. Exchange in Allen. The phone number is 972-727-5355. To get to this or any other safe location away from the school, all children including those **under 24 months** of age will be loaded into school busses and personal vehicles as needed to ensure their safe evacuation. In an emergency situation, car seats will be used as possible but will NOT be a first priority as time is the first priority in an evacuation. Children with special needs will also be transported using available, safe vehicles.
4. 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 current at all times.
5. Teachers will be responsible for keeping children engaged and gathered during the emergency.
6. ONLY the administrator in charge will release children to their guardians when the emergency situation has been resolved.
7. Children will be released to approved guardians on their Health and Emergency form.
8. Children's release will be notated on each classroom attendance tracker.

Such as tornado and severe weather:

9. Children will follow bad weather procedures to relocate inside the building.
10. Emergency evacuation diagrams are located in each classroom at the back door which indicate safe locations within the building per classroom.
11. 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 current at all times.
12. Administrator in charge will notify teachers when it is safe to return to their classrooms.

Such as volatile person IN the center:

13. Children will follow fire drill procedures to relocate outside of the building as quickly as possible. Children **18-24 months** of age will evacuate on foot. If they don't walk, they will be carried. Children **under 18 months** of age will be placed in cribs for safe and quick evacuation. The designated safe place for this type of evacuation is the field in front of the school off of Alma.

(At the time of this policy being written, there are no areas where children can be under "lock-down" if someone is IN the building. All inner doors are unlocked, and many walls are made of glass.)

14. Administrator in charge will pull the fire alarm to notify teachers of necessary evacuation and to most quickly alert emergency services. Administrator will notify teachers to evacuate through perimeter doors over the intercom. Teachers are trained to evacuate through perimeter doors unless blocked by fire.
15. All other emergency procedures previously noted will be in place for tracking and release of students.

Such as endangering person in the AREA:

16. No persons will be admitted into the building until local authorities lift "lock down."
17. No children will be released until local authorities lift "lock down."
18. Children and staff will go to designated safe areas such as restrooms, café, and media room as done for severe weather.
19. All other emergency procedures previously noted will be in place for tracking and release of students.
20. 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 current at all times in all scenarios.

Communication:

21. The emergency number that parents and Childcare Licensing may call is (214) 516-5400.
22. The Person In Charge will be responsible for communicating with local authorities via cell phone.
23. 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 situation. "Employee Emergency Information" binder will also be taken in an emergency situation.

Child Abuse Awareness, Prevention, and Reporting Policy

Our Child Abuse Policy is included in this handbook and is also located at the front desk for you to review. It includes how we train our employees, how you can recognize child abuse, and resources for child abuse prevention and reporting.

Dismissal Policy

The staff will work with each child to fulfill the needs of that child and every effort will be made to provide a positive learning experience. Special needs will be accommodated when possible. KRK reserves the right to ask parent(s) to make alternative arrangements for care if it is determined that a child's needs cannot be met, or the child has not adjusted to group care provided by the center.

If a child is struggling with aggressive behaviors that put that child or other children at risk, KRK reserves the right to send the child home. If a child continues to have significant behavioral issues, KRK reserves the right to suspend or dismiss the child from the program.

If a parent or guardian becomes a disturbance to the program, KRK reserves the right to dismiss the family from our program and refuse further service.

Questions or Concerns

It is the goal of KRK to partner with our families in providing the best possible care and education for your child. The KRK Management Team is ready and willing to assist you with any questions or concerns you may have. We are available by phone, email, or will be happy to set up a conference.

Our Management Team is as follows:

Dena Soliman, On-Site Owner

dena@kidskidsallen.com

Krista Rodriguez, Director

krista@kidskidsallen.com

Nicole Wegrzyn-Tyler, Preschool-Kindergarten Curriculum Coordinator

nicole@kidskidsallen.com

Amber Malcolm, Office Manager

amber@kidskidsallen.com