



*Franz Road*

# **Family Handbook**

**24007 Franz Road**

**Katy, Texas 77493**

**[www.krkfranzroad.com](http://www.krkfranzroad.com)**

*April 3, 2017*

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# Welcome!

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

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

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

Each Kids 'R' Kids school is individually owned and operated with the franchisee providing guidance and support.

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

Sincerely,

**Haru and Tina Karnani**

Owners

**Meredith Tritico**

Director

**Ashley Cline**

Assistant Director

**Kassandra Masingale**

Curriculum Coordinator

## **Our Philosophy**

We believe children should be **“Hug First, Then Teach.”**

## **Our Mission Statement**

Kids 'R' Kids Learning Academies provide a secure, nurturing, and educational environment for young 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 family-teacher approach where the needs of every child comes first to obtain a successful early childhood education.

## **Kids'R'Kids History**

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

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

## **Purpose of this Handbook**

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

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

**If you have any questions about the handbook or any of its policies, please contact the Owner, Director or Assistant Director.**

## **Equal Opportunity**

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

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

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

## **Communications**

### ***Family-School Involvement***

We welcome family input and encourage you to visit your child's classroom and speak with your child's teacher. We have an open door policy at our School and families are encouraged to get involved in their child's classroom including volunteer work.

If you would like to request a conference, please call during School hours to set up a convenient time. Conferences can be in person or over the phone and can be requested during school hours and will include the teachers and administration.

On a daily basis, please check the Family Communication Area in our lobby and be sure to read any correspondence that is sent home with your child such as Tadpoles and newsletters. Also, be sure to check your child's cubby box and classroom folder daily for messages and artwork. Notices and messages sent by you should be written and submitted to the teacher or front desk staff.

Infants through young two year olds will have a daily report completed by the classroom teachers to relate the day's events specific to your child will be sent electronically through Tadpoles. Please stop by the front desk or see your child's teachers from information on how to activate your account.

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

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

We welcome any questions, suggestions and comments. If there are family situations that affect your child, please discuss them with your child's teacher or the Director/Assistant Director. Remember that any information regarding a personal issue is kept confidential and we are glad to help whenever possible.

### ***Role of Families or Teachers - Our General Expectations for You***

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

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

- Sign children in and out at the front desk and then escort them to their designated class.
- Supervise your children at all times while escorting them inside the School and in the parking area.
- Drive safely through the parking area.
- Parking in the parking spots designated by the school.
- Do not leave personal belongings and children unattended in your vehicle.
- Have all forms completed promptly.
- Update forms, as needed, when changes occur (i.e., new phone number, address, etc.).
- Keep staff informed of special needs or changes that might affect your child's behavior.
- Notify the School if your child is ill.
- Notify the School if your child will be absent.
- Notify the School if you will be later than usual picking up your child.
- Provide **three** changes of clothes marked with your child's name.

***This request is for all ages. Our School is not responsible for the lost clothing. Please change clothing seasonally to accommodate the changes in weather and the growth of your child.***

- KRK is not responsible for dressing children upon arrival. Children **MUST** be dressed properly for the day.
- Do not allow children to bring in toys. If your child brings a toy to KRK, it will be kept at the front desk to be picked up at the end of the day. (This rule does not include special transition toys such as a blanket or other security items to which your child is significantly attached.)
- Participate in the School's special activities.
- Attend scheduled family meetings and conferences.
- Ask questions, make suggestions or address concerns as they arise.

### ***Parent-Teacher Conferences***

Parents are to schedule parent-teacher conferences only during school hours by calling the school and contacting the front desk. Conferences can be done in person and over the phone and is to be done while the Lead Teacher is there on his or her scheduled shift.

### ***Problem Solving or Grievances***

Differences between individuals in our community should be addressed directly whenever possible. The nature of your concern or issue will determine the person at the School that you need to contact first, as explained below:

**Billing Questions:** Contact the Accounts Receivable Manager at **281-347-5444** or by email at [gloria@krkfranzroad.com](mailto:gloria@krkfranzroad.com).

**Checking On Your Child's Day:** Call **281-347-5444** and you will be transferred to your child's class and speak to one of the teachers available in the classroom. Also, log on to the internet at [www.peanutbutterandjellytv.com](http://www.peanutbutterandjellytv.com) to view your child online.



**Concerns with Your Child's Classroom or Teacher:** Talk directly with the teacher. Our preference is for teachers and families to keep an open line of communication and work together to solve issues.

**Concerns with the Center:** Talk directly with the Director or Assistant Director or send us an email at [info@krkfranzroad.com](mailto:info@krkfranzroad.com), [Meredith@krkfranzroad.com](mailto:Meredith@krkfranzroad.com), or [Ashely@krkfranzroad.com](mailto:Ashely@krkfranzroad.com).

**Concerns with the Cameras:** Talk directly with Peanut Butter & Jelly TV at [877-722-6358](tel:877-722-6358) or by email at [contact@pbnjtv.com](mailto:contact@pbnjtv.com).

**Concerns with the Electronic Daily Reports:** Talk directly with Tadpoles at [314-229-9892](tel:314-229-9892) or [hello@tadpoles.com](mailto:hello@tadpoles.com).

**Harassment, Bullying or Hazing:** Please contact the Director/Assistant Director immediately if you believe you or your child is a victim of harassment, bullying or hazing or any other serious misconduct and we will investigate the situation.

**Ideas and Suggestions:** We are always open to your input. Our goal is to team up with our families to make Kids 'R' Kids the best preschool it can be. You can email the school or use our suggestion box located at the front desk.

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

If we do not know of your concern or problem, we cannot help resolve it. So, please contact us immediately if you have any concerns or issues.

### **Web Page**

The School's official website is [www.krkfranzroad.com](http://www.krkfranzroad.com). The Kids 'R' Kids International website is [www.kidskids.com](http://www.kidskids.com). Families are encouraged to check these websites at least weekly.

## **Classroom Experience**

### ***Curriculum***

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

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

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

### ***Birth through Two***

Taking care of infants is demanding but rewarding and we recognize that each infant has individual needs. We believe that once a trusting relationship is built, teachers can better assist children in reaching developmental milestones. In a warm, loving atmosphere based on trust and respect, our staff can provide for these needs. In aiding with this transition, our student to teacher ratio is the following in attempts to provide each child with the attention they deserve:

- Suite 100 (6 weeks to 6 months): 1 to 4 and 3 to 10
- Suite 150 (6 – 12 months): 1 to 4 and 3 to 10
- Suite 200 (12 – 18 months): 1 to 5 and 3 to 13
- Suite 250 (18 – 24 months); 1 to 9 and 3 to 18

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

### ***Two through Four***

Two and three year olds are naturally curious. Building off this natural curiosity, children are given the opportunity to explore their world safely. Children are encouraged to develop their self-help skills, such as feeding themselves and toilet training. Each child is treated as an individual during this important time as a way to help them develop their independence and self- management skills. The teacher to child ratio in this age group is as follows:

- Suite 300 (2 – 2 ½ years): 1 to 9 and 3 to 22
- Suite 350 (2 ½ - 3 years): 1 to 9 and 3 to 22
- Suite 400 (3 – 3 ½ years): 1 to 15 and 3 to 30
- Suite 450 (3 ½ - 4 years): 1 to 15 and 3 to 30

### ***Four through Five***

The concept that children learn best through play is reflected in the environmental design of each classroom. Our environment encourages experimentation and freedom of choice. The atmosphere also encourages independence and the building of self-management skills. In addition, the use of a daily schedule helps children feel secure and independent as they

anticipate activities and the opportunity of making choices on an individual basis. The teacher to child ratio in this age group is as follows:

- Suite 500 (4 & 5 years): 1 to 18 and 3 to 30
- Suite 550 (4 & 5 years): 1 to 18 and 3 to 22
- Suite 650 (4 & 5 years): 1 to 18 and 3 to 20

***Kindergarten through Fifth Grade***

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

- Gym (Juniors 5 – 8 years): 1 to 22 and 2 to 36
- Gym (Seniors 9 – 12 years): 1 to 26 and 2 to 36

## **Admission and Related Processes**

### ***Enrollment Process***

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

To reserve space in our program you must submit a completed application and tuition fee schedule as well as the non-refundable registration fee of \$75. If you are reserving a space with a start date of 4 weeks or more into the future, a \$100 reservation is required along with the \$75 registration fee to hold the spot. The reservation fee stays on your account as a credit and can be used for your weekly tuition or annual supply fee. Amounts of all fees are found on the fee schedule.

### ***Age Ranges of Children Accepted***

We accept children ages 6 weeks through 12 years of age. All children must be observed by the School prior to admission to assure that our program can effectively meet their needs.

### ***First Day***

On your child's first day of School the following forms must be completed, signed and reviewed by the administrative staff:

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

**No child will be able attend our program without having a current immunization record on file. This does not apply for families who opt out of immunizations; however, a completed and original "Request for Exemption from Immunizations for Reasons of Conscience" form must be on file before your child can attend.**

Please let the administrative staff know of any allergies or special dietary requirements prior to your child's first day.

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

### ***Admission and Re-Enrollment***

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

1. All deposits, registration and other required forms, must be submitted, completed and evaluated. Any false or misleading statements made during the time of enrollment or on any submitted documents shall be grounds for denial of admission or immediate dismissal.
2. All financial obligations must have been met according to Kids 'R' Kids policies.

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

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

## Financial Policies

### **Registration Fees**

- **New Families:** The registration fee is due after the student has been officially accepted based on admission requirements. This fee is **\$75 per child** and is due at the time of enrollment. If you are reserving a space with a start date of 4 weeks or more into the future, a \$100 reservation is required along with the \$75 registration fee to hold the spot. The reservation fee stays on your account as a credit and can be used for your weekly tuition or annual supply fee. Amounts of all fees are found on the fee schedule.
- **Returning Families:** The registration fee is **\$75 per child**.
- **Suspension:** If your child will not be attending KRK for 4 weeks or longer, you can suspend your child and pay **one week of tuition** to hold your child's spot and you will not have to pay the \$75 registration fee.
- **Supply Fee:** This is an annual fee due every September. **This is for full-time and part-time students.** The cost is \$200 per child or \$300 per family. If your child starts after September, the supply fee will be pro-rated. This does not apply to drop-ins and morning only school age students.
- The registration fee is due at the time of registration and is a non-refundable fee unless admission is denied.

### **Tuition and Other Fees**

Tuition will increase by \$5 the beginning of a new year (January).

Tuition includes educational programs, internet viewing system, lunch, morning snack and afternoon snack and Tadpoles. For ages two and up, this also includes a music and gymnastic program.

Family discount includes a \$10.00 discount for the oldest sibling.

We do offer a 10% discount for military, law enforcement, and Methodist Hospital personnel.

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

Families are responsible for any special diet required for their child with a written physician's note and "**Special Diet Nutrition Waiver**" with no adjustment to tuition given (refer to Meals and Snacks).

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

Tuition is paid weekly or monthly in advance with no deductions for absence, holidays, teacher workdays and days the School is closed for inclement weather. Tuition is due by the close of business Tuesday for the current week. **If the tuition and fees are not paid in full by close of business on Tuesday, a \$25 late fee will be added to your child's account. If your child's account is not paid in full by the close of business on Friday, the child**

**will be subject to dismissal.** Monthly tuition is calculated by determining the number of Mondays in the month and multiplying by the weekly rate.

We reserve the right to change tuition and/or program fees due to unforeseen increases in expenses. Any additional services such as late pick-up, late payment, returned checks, etc. must be paid the same day the services are rendered.

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

We will be closed the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Day After and Christmas Day. We will be closing at 12:00pm on Christmas Eve and at 3:00pm on New Year's Eve. If one of the above mentioned holidays is on a Saturday, we will be closed that Friday. If a holiday falls on a Sunday, we will be closed the following Monday.

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

### **Vacation**

Kids 'R' Kids Franz Road allows you a vacation rate of 50% off your regular tuition if your child is out the entire week. If your child attends ONE day or more, your regular tuition still applies. We encourage you to pay this vacation in advance. Vacation is only remitted for a full week and cannot be broken into days. If you refuse to follow this policy, KRK reserves the right to dis-enroll your child from our school program.

### ***Before- and After-School Care Fees***

Before- and After-School Care is available for all children attending local public and private elementary schools. We provide transportation using Kids' R' Kids School transportation vehicles equipped with seat belts and safety alarms. Fees for this program vary according to the school calendar. Please check with the front desk staff for additional fees regarding seasonal breaks.

### ***NSF Charges***

If your check is returned for any reason, a NSF (Non-Sufficient Funds) charge of \$30 will be applied to your account. This will be due in addition to any late charges prior to the beginning of the next week. **Returned checks must be covered by a cashier's check, money order or cash.**

### ***Withdrawal***

Families are responsible for initiating the child withdrawal process. Kids 'R' Kids requires a 2-week written notice of withdrawal. The financial obligation is due at the time of withdrawal and will be based upon your child's attendance.

***Dismissals***

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

However, this School reserves the right to ask families to make alternative arrangements for care if it is determined that a child's needs cannot be met or the child has not adjusted to group care provided by the School. In the event behavior becomes disruptive to the program or poses an unsafe situation for the child or other children in the School, alternative arrangements may be required.

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

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



## **Attendance**

### ***School Hours***

This School is open Monday through Friday, 12 months per year, from 6:00 a.m. until 6:30 p.m. Please refer to the tuition fee schedule for holidays the School will be closed, as they may change from year to year. Since we are licensed only for specific hours of operation, no early drop-off or late pick-up can be allowed.

### ***Arrival***

**We recommend all children arrive by their classroom's morning group time at 8:00am.** Morning activities usually begin at this time and this will help your child to be a fully participating group member. All children must be escorted into a classroom by an adult. Upon arrival into the classroom, we ask that you wash your hands as well as your child's hands but with minimal disruption. This will help us minimize the spread of illness. Your child's arrival must be acknowledged by the classroom teacher before you can leave your child. Please note that if your child arrives after breakfast time at 7:41am, we will not be able to provide this service.

### ***Departure***

To pick up a child from our School, an adult must come into the building, sign the child out, let the teacher be aware of your presence and escort the child out of the building. The family or guardian must supervise their child at all times after leaving the classroom, both inside the building and in the parking area. If someone new or without a code for the computer to code, will be asked for a picture ID to match the person to the name given by the family. If you are contacting the school by phone and giving verbal authorization for someone to pick up your child, you will be asked for you 4 digit sign in number for safety precautions. If you do not know your 4-digit pin number, we will not authorize the release of your child.

### ***Late Fee***

If you will be late arriving to the School for pick up, please call and notify the administration. There is a charge of \$20 fee if you pick up between the hours of 6:36 and 6:44 p.m. Between 6:45 – 6:59 p.m., an additional \$30 late fee will be added to your account. If you pick up at 7:00 p.m. or later, an additional \$100 will be added to your child's account. The late charge is due on the same day. This payment is made in cash. If children are left at the School 30 minutes after closing and no attempt to contact the School has been made or the School cannot get in contact with the parent/guardian or anyone authorized to pick up, legal authorities will be contacted.

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. This late pick-up fee can only be waived by the Director and/or Assistant Director. If you have not contacted us by 6:45 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 by 7:00pm, 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 afterhours 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 and/or Assistant Directors permission and a new registration fee.

### ***Inclement Weather***

During inclement weather the School makes every effort to remain open during regular hours. However, the School takes into consideration several factors when making a judgment as to whether we will open later in the day or close early or close all day due to inclement weather. We do our own assessment of the conditions including local authority recommendations, local road conditions and forecasted weather and temperatures. Please call the School, check our website or Tadpoles or your email for announcements about closings due to inclement weather or other unforeseen circumstances.

## **Health and Safety**

### ***General Safety Statement***

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

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

### ***Classroom Safety***

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

### ***Playground Safety***

A safe, age-appropriate outdoor environment is provided for our children. The following rules are enforced for indoor and outdoor play areas:

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

### ***Sick Policies***

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

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

- For infants: fever of 101 degrees or higher
- Children ages 1-12: fever of 101 degrees or higher
- Diarrhea episodes of three in a day
- Skin rashes that are not diagnosed by a physician’s note
- Vomiting episodes of more than two a day
- Nose drainage that is thick and green or excessive for the comfort of the child
- Eye drainage of any type accompanied by red eyes or mucus crusted around the eyes
- Pink eye or symptoms similar to those of pink eye
- Chicken pox or measles sores are suspected
- Scabies systems are suspected
- Respiratory problems including uneven breathing or severe coughing with wheezing or croup
- Sore throat, especially if swollen glands are suspected
- Strep throat symptoms are suspected
- Head lice or nits are found
- Appearance or behavior is unusual and the teachers agree that the child is not feeling well enough to participate with the rest of the class including lack of appetite, confused or irritable
- Unusual color is noticed in the child such as jaundiced eyes or skin, pale in the face, stool or urine is an unusual color

**All of these conditions will require 24-hour treatment or a doctor’s note for the child to resume their normal attendance schedule. Children must be completely fever-free for 24 hours without the aid of medication before returning to school.**

If your child becomes ill at Center, we will contact you and isolate your child from other children in the Boo-Boo Room until she/he is picked up from School. If your child is absent, please contact us and let us know the reason. We will need this information to prevent the spread of contagious disease in the facility.

### ***Vision and Hearing Screening***

In compliance with the special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, Kids 'R' Kids requires children to have a screening or a professional examination for possible vision and hearing problems. Children who are in the first, third, or fifth grade must complete 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.

### ***Infectious or Communicable Diseases***

If a child or staff member is diagnosed with an infectious or communicable disease, you will be notified by a sign on your child's classroom door. The sign will contain the name of the disease, the date it was diagnosed, and any symptoms that would alert you to the presence of the disease. It is your responsibility to report to the School any infectious or communicable disease for which your child is diagnosed.

The School should be notified by the family if your child or sibling has contracted a communicable disease such as measles, pink eye, strep throat, head lice, hepatitis, meningitis, mononucleosis, or any other communicable diseases.

**The student with the communicable disease must be cleared by a doctor in a written form before returning to school.**

### ***Medication Policy***

Kids 'R' Kids Franz Road will no longer administer medications, as recommended by the Texas Department of Family and Protective Services.

The only exceptions will be for emergency or life threatening situations such as:

- Epi-pens
- Asthma (such as inhaler, etc.)
- Diabetes
- Seizures

Parents/Guardians are welcome to come to the school at any time to administer over the counter or prescription medication, breathing treatments, etc. If a parent needs to send someone other than themselves to administer the medication, the Parent will need to send an email giving written permission for this individual to administer the medication or fax the request with the parent's picture ID. For safety purposes, the parent needs to send the email from the email address currently on file at the school. Also, the person administering the medication on your behalf must present Kids R Kids with a valid picture ID.

### ***Emergency Medical Care***

Each child, upon enrollment, must have emergency care information on file. It is the family's responsibility to keep this information current. In the case of a medical emergency, you will be notified immediately.

If warranted, emergency medical personnel will be contacted to provide transportations to the nearest hospital specified on the Health and Emergency Information form. If possible, a member of the School administration or the child's teacher will accompany the child.

Our designated medical facility is:

**Memorial Hermann Hospital of Katy**

**23900 Katy Freeway Katy, Texas 77494  
281-644-7000**

### ***Immunizations***

The School must have on file the Immunization Records for each child with specific dates recorded. These forms are obtained from a private physician or the local Health Department. The immunizations must include:

- a series of 5 DPT doses (age appropriate)
- 4 doses of polio (OPV)
- 2 doses of measles, mumps, rubella (MMR) (age appropriate)
- Completed 3-shot hepatitis series
- Varicella (chicken pox) shot
- All forms must be dated and signed by a physician before the child's first day of School.

### ***Accident/Incident Reports***

Staff members may apply simple first aid at the School for minor injuries such as cuts, abrasions, bruises and insect bites. If any of these occur and first aid is administered, an "Incident Report" will be completed. This report will state the nature of the injury, the cause and the treatment. It will be signed by the teacher who completed the report, a member of administration and the family. The School will then log the incident in the child's file. If an accident is caused by or involves another child, that child's name cannot be given out and will not appear on the report. Families will be notified immediately if a child receives any injury other than a minor one.

### ***Reporting Abuse and Neglect***

In the event a trained staff member feels a child has been abused or neglected, that staff member has responsibility to report his/her suspicion to the Texas Department of Family and Protective Services and the School's Administration. All activity will be documented, including the initial report by the staff member. The staff member may choose to remain anonymous.

All allegations of abuse or neglect will be received by the state agency overseeing child care as well as Kids 'R' Kids International, Inc. The county department of social services will determine if an investigation is needed within the 24 hours of the complaint. Even if the county department of social services determines the allegation does not warrant investigation, the complaint shall be investigated by the state child care service and Kids 'R' Kids International, Inc.

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the School's mandatory reporting obligations, please consult the Owner/Director/Assistant Director.

### ***Reporting of Accidents and Hazard***

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

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

### ***Emergency Procedures***

If an emergency situation develops such as severe weather, fire, physical problems with the building, or power failure, the children's safety is our first concern. Evacuation route diagrams are posted throughout the facility. **If the School is without power and water for an hour, we are required by the State to contact the parents/guardians for immediate pick-up.** If the power and water resume, we will contact you to let you know the time your child can return to school.

The School is equipped with a fire alarm system, a sprinkler system, fire extinguishers in each room, and a weather alert radio.

Fire drills are performed on a monthly basis and all staff members are instructed on proper tornado procedures. In the event of a natural disaster such as a hurricane, snow storm, etc., the families will be notified as soon as possible to pick up their child. If the family cannot be reached, the emergency contact will be called (this person should be local to the School).

### ***Emergency Preparedness Plan***

In the event of an actual emergency:

1. The first responsibility of our teachers is to move the children to a designated safe area.
  - a. In the event of a fire: children will follow fire drill procedures to relocate outside of the building into the rear playground as quickly as possible.
  - b. In the event of severe weather: children will follow severe weather procedures to relocate to the designated safe areas in the building; the cafeteria.
2. The emergency evacuation location is the ***Faith West Academy at 2225 Porter Road, Katy, TX 77493.*** The phone number is **281-391-5683.**
3. Emergency evacuation diagrams are located in each classroom, in the cafeteria, and in the lobby.
4. Children in attendance are kept track of on the "Headcount Form" and classroom roster along with a tablet with the Parent Portal carried by each teacher. All teachers are required to have this attendance tracker current at all times.
5. The emergency number that parents and Childcare Licensing may call is **281-347-5444.**
6. The Person in Charge will be responsible for communicating with local authorities via cell phone and in person staying at KRK until authorized state otherwise.
7. All essential information is kept in our "Emergency Preparedness" binder, and will be taken by the Persons in Charge to relocate in an emergency situation.

### ***Boo-Boo Room***

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

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

***Emergency Contact List***

Kids 'R' Kids Center #37 **281-347-5444**

Fire **911**

Police Department **911**

Hospital **Katy Hermann Memorial 281-644-7000**

Health Department **832-393-4906**

Poison Control **1-800 -222 - 1222**

Kids 'R' Kids Corporate Office **770 - 279 - 7777**

## **Child Conduct**

### ***Basic Expectations***

Our discipline policy at Kids 'R' Kids is built around our understanding of child development. Our goal is to allow each child to find and develop their own personal self-management skills. As teachers and staff, we offer children choices so they feel powerful in their ability to gain self-control. We use positive behavior management techniques such as positive phrasing and "I" statements as ways to further develop self-discipline. In situations where children are having a difficult time managing negative emotions, they may be removed from the over-stimulating environment to a quiet area where a teacher or member of the administrative staff can work one-on-one to resolve the situation. Families will always be informed if a situation such as this has occurred. If a child continues to have a difficult time, a team meeting or parent/teacher conference with the family may be requested. This meeting will consist of the team developing a plan of action to best meet the needs of the child and the family.

### ***Discipline***

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

At Kids 'R' Kids Learning Academies we use a method of 'redirection' to guide children toward appropriate behavior. If a child is engaged in behavior that is not conducive to a safe and happy learning environment, the teacher will "redirect" the child toward appropriate behavior.

"Above all, we shall not harm children. We shall not participate in practices that are disrespectful, degrading, dangerous, exploitative, intimidating, emotionally damaging, or physically harmful to children." (NAEYC Code of Ethics – Principle-1.1)

### ***Child Behavior***

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

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



### ***Biting***

The School understands that occasional displays of aggression, like biting, are typical in young children and are part of normal early childhood development. Repeated incidents of biting will not be tolerated. Our objective is to ensure that our School maintains the highest level of safety within our environment and our staff members respond appropriately to aggressive behaviors.

After a biting incident, your child's Lead Teacher will communicate with you on ways to help prevent future biting incidents. After the third biting incident, you will be required to have a parent-teacher conference with the Director and/or Assistant Director and your child's Lead Teacher. If a parent-teacher conference cannot be scheduled, your child is eligible for dis-enrolled at the discretion of the Director and/or Assistant Director.

After two parent-teacher conferences have occurred and the biting is continuing, your child may be dis-enrolled from Kids 'R' Kids at the discretion of the Director and/or Assistant Director.

The School requires all families of children under 3 years old to review the guidelines outlining how our staff will handle a biting incident. These guidelines will be presented with enrollment materials.

### ***Harassment, Bullying or Hazing***

Our School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, we will not tolerate any type of harassment, bullying or hazing.

Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, religion, color, sex, national origin, citizenship, or disability.

Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, name-calling, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others). The School also prohibits cyber-bullying (creating websites, instant messaging, e-mails, text messaging, using camera phones or other forms of technology to engage in harassment or bullying).

Any of these types of offensive conduct can create an uncomfortable learning environment.

All concerns relating to harassment, bullying or hazing should be reported immediately to the Director and/or Assistant Director. When the School administration becomes aware of harassment, bullying or hazing, the situation will be promptly investigated. Any child found to have violated this policy will be subject to disciplinary action, including an immediate parent teacher conference and if the behavior is not corrected, dismissal from School. If the behavior is warranted, Kids 'R' Kids holds the right to dismiss a child without a parent teacher conference. No retaliation or adverse action will be taken against any person who makes a good faith report of harassment, bullying or hazing.

### ***Gang Free Zone***

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

### ***Drugs, Alcohol, Tobacco***

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

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

### ***Threats/Weapons***

The School has a zero-tolerance policy in regard to threats and weapons. The possession of dangerous weapons, such as guns and knives, or the display of any item that may be perceived as threatening, whether on or off School property, may be cause for immediate dismissal. Similarly, threats will be addressed as a serious issue. The School will determine the appropriate consequences depending on the circumstances.

### ***Searches***

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

### ***Behavior Probation***

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

### ***Family Cooperation***

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

### ***Dress Code***

For our Pre-Kindergarten and Kindergarten Prep classrooms we require that Monday - Thursday all children and staff wear a red polo shirt. Any color shorts, skirts, or pants is allowed, but must be age appropriate. Friday, children and staff may wear a fun shirt.

Closed-toed shoes are required for all walking children. All girls must wear bike shorts underneath dresses and skirts. In order for us to maintain the highest level of comfort, it is very important for children to wear appropriate clothing to our center. All clothing must be weather appropriate. Shoes need to be comfortable and safe. Please do not send your child to the center in flip-flops, sandals without straps, cleats, crocs or any shoe that does not have proper traction on the bottoms as this poses a safety concern. Please make sure that you bring **three** or more changes of clothes for your child. We do not provide extra clothing in this center. The clothing needs to be properly labeled with the child's name. It should be weather appropriate.

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

## Other General Policies and Procedures

### ***Computer and Systems Usage Policy***

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

- **Purpose:** The purpose of providing access to the Internet and the School's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the School's educational objectives.
- **Privilege:** The use of the School's systems is a privilege and not a right. Inappropriate or illegal use of the School's systems or of the Internet will result in loss of the privilege and disciplinary action up to and including dismissal.
- **Internet Access:** The School's community - children, staff and administrators - have the privilege of accessing the Internet. The School encourages children and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive e-mail, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files may only be downloaded to a portable storage device. Files are not to be downloaded to the School's local or network hard drives.
- **Filtering System:** The School uses a filtering system to block inappropriate content from all users of our network. No filtering system is foolproof; therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate. The child must report the situation to the teacher or administrator in charge of the activity. Although the School does filter content, some inappropriate content may still get through via the Internet. Obtaining material that is explicitly labeled as not intended for minors will be considered a violation of the School's rules. Furthermore, making public or passing on any material that is pornographic, violent in nature or is in any way harassing is unacceptable and will be dealt with immediately by the appropriate administrator. The School has the ability to monitor all Internet use including E-mail and instant messaging. Users should assume that ALL activity is not private and is being monitored for content and appropriateness.
- **Internet Safety:** Children should never give out personal information (address, telephone number, name of School, address of School, date of birth, social security number, credit card number, etc.) over the Internet. Also, children should not meet with someone that they have contacted on-line without prior family approval. Safety is the responsibility of the family and child. The School is not liable in any way for irresponsible acts on the part of the child.
- **Pirated/Personal Software:** The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no

justification for the use of illegally obtained software. The School will not in any way be held responsible for any software brought to School by a student.

- **Network Access:** Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the School's web page is prohibited. Obtaining another's password or rights to another's directory or E-mail on the network is a violation of School rules as well as a form of theft. Taking advantage of a child who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's log-in name is a form of dishonesty and will be treated as a violation.
- **School's Right to Inspect:** The School reserves the right to inspect user directories for inappropriate files, to remove them if found, and to take other appropriate action if deemed necessary, including notification of families. Do not assume that any messages or materials on your computer or the School's systems are private.
- **E-mail, Chat Rooms, Instant Messaging, and Social Networking Sites:** E-mail is one of the various systems that transmit some form of electronic representation of a page or message from one location to another. It should be clear that E-mail cannot be used to harass or threaten others. The School reserves the right to randomly check E-mail. E-mail messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content that would be inconsistent with the mission and philosophy of the School or inappropriate in an educational institution. Children should be aware that deleted E-mails can be undeleted.
- Participation in "chat rooms," instant messaging, posting messages, blogs, or browsing social networking sites (such as MySpace, U-Tube, EZBoard, or any other similar sites) using School equipment is prohibited. In addition, any person who believes that they have been harassed or threatened by any of these methods of communication should immediately report the concern in accordance with the School's No Harassment/No Bullying/No Hazing policy. Children should also be aware that teachers and administrators may periodically check such sites and may determine that Off-School-property behavior violates the Disciplinary Procedures by making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.
- **Viruses:** Every effort is made by the School to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer lab. The School is not responsible for the transmission of any virus or for damage suffered from a virus.
- **Computer Care:** Members of the School community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and children will be held responsible for replacement or repairs.
- **Reporting Requirements/Discipline:** Any child who accesses inappropriate material on the Internet or receives harassing, threatening, or inappropriate materials via E-mail or on the Internet must immediately report the concern to the teacher who is supervising the activity or to the Owner so that the situation can be investigated and

addressed appropriately. Children who violate any aspect of this Computer/Network Policy will be subject to appropriate discipline, loss of computer or Internet privileges, and possibly dismissal.

- **Electronic Devices:** We have zero tolerance on children using any electronic devices while attending Kids 'R' Kids. If they have to use a cell phone to call or text a parent/guardian, it must be done at the front desk in direct supervision of an adult.

### ***Confidentiality***

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

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

### ***Diapering***

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

### ***Field Trips***

Classes may plan field trips during the year to acquaint children with community resources and to provide educational experiences that will enhance classroom-learning activities. **A signed participation and release form is mandatory for field trips. A child will be unable to attend a field trip unless a parent/guardian signs the field trip authorization located at the front desk.**

For the safety and welfare of all children, we only transport those who are four years and older. If a child does not meet the 40 lb. weight requirement enforced by the state of Texas, he or she may not attend.

Children scheduled to go on a field trip will wear a Kids 'R' Kids t-shirt identifying the child as a student of Kids 'R' Kids. This policy is to help the staff keep an accurate count of the children.

Classes will use the School's vehicles for trips unless another means of transportation is authorized by the Owner/Director/Assistant Director.

### ***Lost and Found***

All items turned in to the Lost and Found will be held for 30 days. If not claimed, they will be discarded or donated to a charitable organization. Kids 'R' Kids Franz Road is not responsible for any lost clothing or toys.

### ***Meals and/or Snacks***

Our School will provide a nutritious breakfast from 6:00 – 7:40am and lunch every day along with a snack in the morning and afternoon. Meals and snacks served at our School comply

with the Meal Patterns for Children in Child Care Standards which are based on the recommended nutrient intake judged by the National Research Council to be adequate for maintaining good nutrition.

We are a nut-free School. Absolutely no peanut products may be brought into our School. This includes food products that are cooked with or near nut oil. Also, no strawberries or homemade food is allowed.

- Infants

A written feeding plan for children under twelve months of age must be completed and submitted by the families. This plan should be updated regularly as new foods are added or other dietary changes are made.

All baby bottles (including the cap) must be clearly labeled with the child's name and current date. Formula or expressed milk must be brought in appropriate amounts for feeding. Any milk warmed must be used within an hour or it will be discarded. All of the bottles MUST be pre-mixed as well.

Dry Cereal and unopened jar food may be left at the School until consumed. Infant food must be commercially prepared and unopened. These jars must be labeled with your child's first and last name. We are unable to accept any food jars which have already been opened. Please bring in foods that have been tried at least two times at home in order to protect against food allergies.

At 15 months, your child will be required to eat the food the school provides unless you have provided the school with a written doctor's note and food nutrition waiver form.

- PreSchool

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

- School-Age

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

- Allergies and Special Diets

A weekly menu is posted in the Kids Café including all food that will be served for snacks and meals. Any special diets for food allergies, not available by the School, must be provided by the family and accompanied with a physician's note and the parent/guardians must sign a nutrition waiver stating that Kids 'R' Kids is not responsible for children not receiving their nutritional needs designated by the State.

**We do not allow children to bring: candy, donuts, any foods containing nuts or strawberries, or home-made.** No tuition discount is given for food brought in by families. No food shall be brought in for your child or the class without prior approval from the administration.

Our children are served in a family style dining. They are taught to set the table, serve themselves and clean their surroundings, in a fun environment.

### ***Naptime***

All younger children are required to have a quiet time following lunch and are encouraged to sleep during this time. Children who are attending Pre-Kindergarten and up are not expected to nap (unless required under state regulations) but are provided with quiet time. Children who fall asleep will be allowed to sleep until the end of the rest period, as designated by the daily schedule. Children may bring a small item to comfort them and help them rest. The item, including pillows, must be small enough to fit into their school cubby. **We are not able to accept any requests to force your child to NOT fall asleep during rest time.**

### ***Personal Belongings***

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

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

### ***Pets***

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

### ***Photo Release Policy***

Upon enrollment, you will receive a copy of our Photo Release Policy to read and sign. Many pictures will be taken in your child's class and throughout the School during the time that your child is our School. Other families and teachers may take snapshots of parties and special events within the program. If for any reason you do not want your child photographed, please let the KRK Administration know as soon as possible. Also, be sure you make the classroom teachers aware of your wishes.

### ***Prohibited Items***

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

- Cell phones



- CDs, DVDs, iPods, PS2s and similar items
- Cameras and video cameras
- Skateboards
- Electronic games
- Beepers
- Inappropriate reading material
- Any other items that would distract from learning.
- Chewing gum or candy
- Toys

### ***Safeguarding Valuables***

Children should not bring any money or other valuables to the School. Valuables such as expensive clothing, blankets, toys, electronics, jewelry (necklaces, bracelets, earrings, etc.) should not be brought or worn to School. The School will not be responsible for lost, stolen or damaged valuables.

### ***Special Events***

Arrangements should be made with the teachers regarding a birthday or holiday party. If you are bringing a cake or special snacks to the class, they will be served in addition to snack/meals required by the general nutrition policy, and they must be purchased from the store and have an ingredient label. No home-made food will be accepted for School parties due to possible food allergies present in the classroom. If any children in your child's classroom have an egg allergy, cake cannot be served.

Holiday parties will take place in the classroom throughout the year. Generally, a note is posted to notify families of an upcoming party and many times families are asked to volunteer to bring food or drink. If at any time you object to a party for religious or other reasons, please notify your child's teacher as soon as possible so we can make arrangements to otherwise care for your child during that time. We will assume that all children can participate unless notified to the contrary.

YES, to...

- Planning a party at our School and coordinating with the classroom teacher
- Commercially purchased food may be brought in, but remember, the food:
  - Must be commercially made
  - Must have an ingredient label
  - Must NOT contain nuts
  - Must NOT be processed near nut oil
  - Must NOT contain raw eggs
  - Must NOT contain strawberries
  - Must NOT be home-made

NO to...

- Latex balloons
- Ceramic plates or glass in classrooms or Kids Café

### ***Telephones***

Children are allowed to use the office phones for an emergency with a note from a teacher. There is no pay phone at the School.

### ***Toilet Training***

When you believe that your child is ready to begin toilet training, please discuss this with your child's teacher. We will assist by encouraging your child to visit the toilet between diaper changes. With the first signs of success, we will recommend that you send your child to school in training pants. Because toilet training can result in many soiled clothing items at school, please be sure your child comes to school with several (three) changes of clothing. Be sure extra clothes are appropriate to the present season and are labeled with your child's full name. All soiled clothing will be sent home the same day for laundering. The School is prohibited from laundering any child's soiled clothing within the School's laundry. If your child is not potty trained by 3 years 2 months, we will schedule a parent-teacher conference to set up a potty schedule. **All children must be fully potty trained before transitioning to Suite 400.**

### ***Toys***

The School provides many toys for the children's learning centers. Therefore, no toys are allowed at school. If your child brings a toy to school, the toy will be placed on our toy basket for to pick up at the end of the day. If your classroom has show-n-tell, it needs to be an education item or book. Please note this does not include special transition objects such as blankets or other security items to which your child is significantly attached. The Center is not responsible for lost or damaged toys.

### ***Transportation***

Transportation is provided to and from the school only with parental permission. The Kids 'R' Kids transportation forms must be signed once a year. Field trip forms must be signed before each trip.

If we take your child to school in the morning, then we will pick up your child at dismissal time unless otherwise notified or your child only attends before school. If we do not take your child to school, then we assume that she/he is absent and we will not expect to pick up your child unless it is agreed upon in advance that you will provide morning transportation and we will provide afternoon transportation.

You must notify us each time your child does not need transportation to or from school when we normally provide this service to you. If we are not notified that your child does not need transportation from school to Kids 'R' Kids in the afternoon before the bus leaves our facility, a \$10 fee will be charged.

Kids 'R' Kids will leave promptly at 7:30a.m. If your child is going to participate in our breakfast program, please have your child at Kids 'R' Kids no later 7:15a.m.

Schools Serviced by Kids 'R' Kids:

- Aristoi Classical Academy
- Faith West
- Franz Elementary
- Golbow Elementary
- Katy Elementary
- King Elementary
- Morton Ranch Elementary

- Hutsell Elementary
- Winborn Elementary

### ***Visitors and Volunteers***

Families and visitors are welcome at the School during school hours while their child is present. Families and visitors **must** first report to the staff at the front desk before visiting any class or any other location on School property during School hours. Families who want to help in the classroom, Kids Café, playground or during field trips are asked not to bring siblings or other children with them.

Children have a dress code that stresses attractiveness, cleanliness, and modesty. Families are requested to be an example of these ideals when visiting Kids 'R' Kids and attending field trips.

Former families, children or guests of children are not permitted to visit during School hours.

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

### ***Breastfeeding***

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

### ***Notification for Pesticide Applications***

Administrators of school or daycare centers shall notify the parents of children attending the facility in writing that pesticides are periodically applied indoors and that information on the times and types of applications is available upon request. This school periodically applies pesticides. Information concerning these applications may be obtained from Southwest Exterminating at **281-498-3232**.

### ***Texas Department of Family and Protective Services***

Kids 'R' Kids #37 TX is licensed through the Texas Department of Family and Protective Services (TDFPS). This organization sets the rules and regulations for all child care entities. We are responsible for meeting or exceeding the minimum standard guidelines on our center at all times. You are welcome to view it when you choose. If you would like a copy, you may call TDFPS and request a copy. All Child-Care Inspection Forms are posted for two months (60 days) after the inspection date in a place visible to all parents, staff and visitors.

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

## **Final Statement**

We at Kids 'R' Kids want to provide you with the highest quality care for your child. We believe that nurturing children in a loving, wholesome environment is a community need that we do best, because we commit ourselves to providing superior child care and early education services.



## **Acknowledgement and Receipt of Family Handbook**

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

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

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

We have read, understood and agree to abide by and honor all statements and provisions set forth in the Family Handbook or as they may be changed from time to time by the School.

\_\_\_\_\_  
Child's Full Name

\_\_\_\_\_  
Age

\_\_\_\_\_  
Family Member or Guardian's Signature

\_\_\_\_\_  
Date

**(School File Copy)**

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\_\_\_\_\_

Child's Name

\_\_\_\_\_

Age

\_\_\_\_\_

Family Member or Guardian

\_\_\_\_\_

Date

**(Family Copy)**

# **Acknowledgement and Receipt - Discipline and Behavior Management Policy**

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

At Kids 'R' Kids Learning Academies we use a method of 'redirection' to guide children toward appropriate behavior. If a child is engaged in behavior that is not conducive to a safe and happy learning environment, the teacher will "redirect" the child toward appropriate behavior.

"Above all, we shall not harm children. We shall not participate in practices that are disrespectful, degrading, dangerous, exploitative, intimidating, emotionally damaging, or physically harmful to children." (NAEYC Code of Ethics – Principle-1.1)

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

Signature of Parent or Guardian: \_\_\_\_\_

Signature of Director (or designated staff member):

\_\_\_\_\_

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

**(School File Copy)**



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Signature of Director (or designated staff member):

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**(Family File Copy)**