



“Hugged First ~ Then Taught”

FAMILY HANDBOOK

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FAMILY HANDBOOK

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The Center provides electronic devices such as computers, Smartboard, and video game systems for the children to use while in our care.

Electronic devices brought from home are strictly prohibited and will be held at the front desk for parent pick up if they are brought into the school. If devices are continuously confiscated from a student, a \$15.00 device fee will be charged to the account.

DIAPERS

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

EXTRA CURRICULAR ACTIVITIES

Please, refer to your child’s daily sheet/ PRIDE folder, and Student Involvement Calendar for information regarding these programs.

IMPORTANT CONTACT INFORMATION

Local Childcare Licensing Office 713-940-5200
 Child Abuse Hotline 1-800-252-5400
 TDPRS Website www.tdprs.state.tx.us

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

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WELCOME

Kids ‘R’ Kids Centers are open to you, the parent, at any time. We do request that you make your presence known immediately to the person in charge. Although we request cooperation in not disrupting our program, parents are permitted access to all parts of this Center at any time their child is present. We encourage your active participation in our programs and activities.

Our Mission Statement

Kids ‘R’ Kids Learning Academies provide a secure, nurturing, and educational environment for children; a place for children to bloom into responsible, considerate, and contributing members of society. Kids ‘R’ Kids wants all children to have the opportunity grow physically, emotionally, socially, and intellectually by playing, exploring, and learning with others in a fun, safe, and healthy environment. As a family owned and operated organization, Kids ‘R’ Kids welcomes positive family involvement and encourages a parent-teacher approach where the need of every child comes first to obtain successful early childhood education and school-age care.

MANAGEMENT TEAM

Kids 'R' Kids is family-owned and operated by Ronnie & Connie Hutson. Both owners are on site. They will be at the Center daily overseeing the management and care of your child. The Director of the Center is responsible for the daily operations of the Center. We also have an Assistant Director and front office assistants.

OPEN DOOR POLICY

If at any time you have ANY questions or concerns, we strongly encourage you to contact the Director. However, you may at any time ask to speak directly to either Ronnie or Connie. Parent input and feedback is vital in running a quality program.

Children Served/Class Placement

Kids 'R' Kids is open to children ages 6 weeks through 12 years old regardless of race, creed, religion, sex, or national origin.

Classes are formed primarily by age. The child's age by September 1st of the current school year will ordinarily determine placement, but developmental level will also be considered. Please note that students who are not potty trained by 2 ½ years old will not be promoted to the next classroom. Additional potty training fees apply. See Tuition & Fees for details.

HOURS OF OPERATION

Kids 'R' Kids is open Monday through Friday, 12 months a year, from 6:00 a.m. to 6:30 p.m. Since the Center is licensed for specific hours of

MISCELLANEOUS

CLOTHING

Please dress your child in comfortable, washable play clothes that are okay to get dirty. The children do lots of messy, fun activities such as gardening, painting, playing in the sand and water table, and outdoor play. Clothing should be non-revealing and girls should wear shorts under their dresses/skirts.

Children must wear sturdy closed toed rubber soled shoes. Sandals or flip flops expose children's toes to injury, so we strongly advise against them.

Parents are required to provide the Center with at least two changes of clothing for their children for all ages through Kindergarten. All clothing must be marked with the child's first and last name. The Center is not responsible for lost clothing.

When field trips are scheduled, children participating in the field trip must wear their Kids 'R' Kids T-shirt, comfortable pants/shorts, socks and tennis shoes. The T-shirts are available for purchase at the front desk. If your child is not dressed appropriately for the field trip he or she will not be able to attend.

TOYS

The Center provides many toys for the children's playtime. Other than on "Show and Tell" days, we request that parents do not allow their child to bring toys from home. The Center is not responsible for lost or broken toys or other items brought in from home.

ELECTRONICS

any vehicle used for the transportation of children. This rule applies not only to staff but also to parents and visitors.

GANG FREE ZONE

Our facility is a gang free zone. All gang related activity is prohibited (within 1,000 ft.) and is subject to increased penalty under Texas law.

WITHDRAWING

A written two-week notice is required to withdraw your child from the Center and must be given to a member of management. If written notification is not provided, you will be responsible for all fees for the program in which your child was scheduled to attend. If you wish to re-enroll, an additional Registration Fee is due and payable. Vacation weeks cannot be used for the last two weeks. Withdrawal forms are available at the front desk. Notifying your child's teachers does not satisfy the requirement of this policy.

POLICY UPDATES

Kids 'R' Kids reserves the right to change any of the policies included in this handbook at any time. In addition, new policies may be developed as needed. Written notification of changes and updates to policies will be given to parents.

NOTIFICATION

Children are more successful in our program when there is active parent involvement. We will do our best to keep you informed of upcoming events at our Center. We will periodically distribute calendars, newsletters, flyers, and other notes via your child's PRIDE folder, or attached to his/her daily sheet. Please, review this information regularly. We will also periodically send out information via email. If you would like to receive notices via email, please, include your email address on your child's enrollment form.

operation, early drop-off or late pickup cannot be allowed. Late pick-up fees will be assessed if your child remains in our care after 6:30p.m.

ENROLLMENT REQUIREMENTS

Your child's enrollment in the Center will not be granted until all necessary documentation has been received by the Center Staff. Among the forms needed are an enrollment application, health and emergency forms, a signed doctor's statement, complete and current immunization records, infant information sheet (if applicable), and school transportation agreement (if applicable). ***Your child cannot begin our program until all forms are completed and received.*** The information on your child must be updated as needed allowing for the continued quality care of your child. In addition, we will ask that you complete new health and emergency forms and school transportation forms annually. There may be additional forms that our Center will need completed for your child. After your child's 4th birthday, documentation of hearing and vision screenings is required.

Your signature on the enrollment application indicates your understanding and agreement to abide by the policies and procedures outlined in this handbook. If you have any questions or concerns regarding any of the information in this handbook, please contact the Director.

IMMUNIZATION REQUIREMENTS

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

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

This documentation may be the original record or a photocopy

Any exemptions from the immunization requirements must meet criteria specified by the Texas Department of Health. For more information, check out www.tdh.state.tx.us/immunize.

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

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

RECORDS

All records maintained at our Center remain the property of the Center.

DROP OFF & PICK UP

Our front entrance remains locked during business hours for the safety of our children. Personnel at the front desk will open the front door for you. Children must be escorted by a parent or authorized adult to their classroom. Children cannot be dropped off before 6:00 a.m. and must be picked up no later than 6:30 p.m. to avoid late pick

Cypress, TX 77433. Parents will be notified as soon as possible of the situation and what arrangements need to be made to pick up their children.

If Cy-Fair ISD closes due to inclement weather, Kids ‘R’ Kids will be closed unless parents are notified otherwise.

DISCIPLINE/SUSPENSION/EXPULSION

The use of physical punishment or harsh language is prohibited at our Center. At Kids ‘R’ Kids we use a method of ‘positive re-direction’ to guide children towards appropriate behavior. If a child is engaged in behavior non-conducive to a safe and happy learning environment, the teachers will “re-direct” the child towards an appropriate behavior. If necessary, your child will be removed from the group setting for a “quiet time” until he or she can calm down and re-join the group. Quiet Time will not exceed one minute per age of the child. If a child is unable to calm down and return to the class, we may ask a parent to pick up their child. Students can be suspended from care if their behavior puts them or others at risk or if inappropriate behavior persists.

In order to provide the best care for your child, we encourage you to notify us of changes in the child’s environment that might affect the behavior of the child. Our being aware of changes in your child’s life will help us in implementing the adjustment.

However, Kids ‘R’ Kids reserves the right to ask the parent to make alternative arrangements for the care of their child in the event that their child cannot adjust to a group childcare setting after a justifiable period of time.

ALCOHOL, DRUGS, TOBACCO & FIREARMS

It is Kids ‘R’ Kids policy that drugs, alcohol, tobacco products and firearms are prohibited in the building or anywhere on the grounds or in

SCHOOL TRANSPORTATION & FIELD TRIPS

Transportation is provided to and from school and on planned field trips with parental permission. Separate forms are required for these services. School transportation forms must be completed each school year. Field trip forms must be signed before each trip and are located at the front desk. ***You must notify us each time your child does not need transportation to or from school when we normally provide this service to you.*** Please have your child/children at the Center no later than 7:15 a.m. for before transportation. We also ask that you notify Kids “R” Kids by 2:00 p.m. if your child/children will be absent for after school care. If you fail to notify Kids ‘R’ Kids a \$10.00 fee will be assessed per child. Appropriate behavior from students is required to maintain the safety of all students and the driver. If a student’s behavior puts others at risk, they will be suspended from being transported to and from school.

WATER ACTIVITIES

The Center has an on-site water playground with sprinklers. A swimsuit and water shoes are required. Crocs and sandals are not permitted. A separate permission form is required for your child to participate in the water play.

SEVERE WEATHER & EMERGENCY SITUATIONS

If there is a power failure at the Center and it is determined that it is necessary to close the Center, parents will be notified to make arrangements for early pick up for their child.

If an emergency situation develops, and it is determined that the building or premises is unsafe, the children will be transported to a safe shelter. Our safe shelter is Kids R Kids of Cypress (#48), located at 7410 Fry Rd,

up fees. ***Children cannot be dropped off or picked up by anyone under the age of eighteen years old.***

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

Each day your child comes into the Center they must be checked in and out through the touch screen computer at the front desk.

For your children’s safety, we will only release your child to a parent/legal guardian or an authorized pickup person designated by you in the enrollment paperwork. ***All authorized persons must make themselves known at the front desk, be at least eighteen years of age, and have valid identification.***

CUSTODY ISSUES

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

INTERNET ACCESS

Internet access to your child’s classroom is by password only. For the safety of our children, your user name and PIN must be treated with the

same safeguards as a bank account PIN number. Please do not give the code to anyone other than the authorized viewers you list on the Internet agreement sheet. By enrolling your child in Kids 'R' Kids you consent that your child's image may be seen on the Internet by other parents or persons with access to such password.

SCHEDULES/PROGRAMS AVAILABLE

We currently offer full time, part time (12 months & older), and drop in (unsecured, 12 months & older) schedules. Please see the front desk for more information regarding availability and fees.

We currently offer programs for infants (6 weeks to 18 months), toddlers (18 months to 2 ½ years), Preschool (2 ½ to 3 years), Prekindergarten (4 years), and School Age (5 to 12 years). For more specific program goals, please see the front desk.

TUITION & FEES

ANNUAL ENROLLMENT FEE

There is an annual enrollment fee due upon registration and enrollment and annually thereafter for each child. The fee is due and non-refundable at the time of enrollment. Each time your child re-enrolls in the Center, the enrollment fee will be due. Please refer to the current tuition pricing sheet.

CURRENT TUITION RATES

Please refer to the current tuition-pricing sheet for the current weekly tuition fees for full time, part time and drop-in schedules. **Kids 'R' Kids reserves the right to change any fees at any time.**

expectation is that your child will never have any accidents while under our care and that we will see everything, then your expectations of what can be accomplished in a group care setting may be unrealistic. One-on-one care (i.e. a nanny) may be the best for your family. Please see the Director if you have any concerns regarding this matter.

BITING POLICY

In even the best preschool settings, periodic biting occurs among infants, toddlers, and sometimes even among preschoolers. When this happens, it can be very scary, frustrating, and stressful for the children, parents, and teachers. Understand that this is not an unusual phenomenon among children who are going through the oral stage of development. **It is also not something to blame in children, parents, or teachers. There are no quick and easy solutions o it.**

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

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

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

We must have a food allergy action plan, completed by a doctor, on file for any known food allergies. Respiratory aerosol treatments, inhalers, allergy shots and behavioral medication require a physician's letter or prescription for each medication used. The letter or prescription must contain (1) the dosage, (2) the frequency of the treatments, and (3) the specific dates/instances to administer the treatment. If the physician indicates that a specific treatment or medication is needed only when medical changes have occurred in the child, for example wheezing or frequent coughing, the treatment or medication will only be given during those times and not daily unless specifically requested in writing by the physician.

While taking prescribed medication, if a child becomes ill or has an adverse reaction that does not require immediate professional medical attention, the reaction will be written down and the parent will be notified immediately

All over the counter ointments, bug repellents and sunscreens require a Topical Ointment form to be filled out and signed before these items can be applied. The use of aerosol sprays is prohibited. However, pump sprays for sunscreen and/or bug repellent are permitted. Expired ointments and pump sprays will be discarded.

ACCIDENTS AND BOO-BOO REPORTS

Even in the highest quality preschools, accidents can and do happen as children explore the world around them. Many precautions are taken to ensure a safe environment. If an incident or injury occurs, first aid is administered and a boo-boo report is filled out. You will sign this report at pick up. The report will describe the nature of the incident and the follow up care that was provided. Please understand that in a group-care setting, we do witness most incidents, but occasionally, there may be an incident that we do not see. Our teachers simply cannot see everything. If your

LATE PAYMENT FEES

Weekly tuition fees are due in advance on Friday for the upcoming week. If tuition is not paid by 6:30 p.m. Monday evening, a \$25 late fee will be charged. If not paid by 6:30 p.m. Tuesday evening, we reserve the right to dis-enroll your child/children from the Center and/or assess an additional \$25 late fee for each day tuition remains unpaid.

Potty Training

There is an additional \$5.00 weekly charge for any student that is not completely potty trained at 2 ½ years old. The fee will increase by \$5.00 on the child's birthday until he or she is potty trained. Students will not be promoted to the next classroom if they are not potty trained.

ATTENDANCE

If your child is going to be absent, or your child is ill, please contact the school and let us know. An unexplained absence of two weeks with no payment may mean that your child will be dis-enrolled and that place given to another student on our waiting list. To re-enroll, we would require the prior balance be paid and the full registration fee be paid again.

ABSENTEEISM/VACATIONS

If your child attends one to five days during a given week, the full weekly tuition fee must be paid. If your child will not be in attendance any days during a given week, one half the weekly tuition fee is due in advance to guarantee your child's slot. A maximum of 6 weeks per calendar year are allowed at half rate. If payment is not received in advance, you will be responsible for the full tuition for the week. Tuition is not pro-rated and days from different calendar weeks cannot be combined for missed days due to illness, vacation, school holidays, or days the Center is closed for holidays or uncontrollable factors (such as weather, power loss, etc.).

EXTENDED CARE UP CHARGES

School-age children in attendance for early-release school days, teachers' in-service days, or school holidays are billed an additional up-charge for extended care. This charge is due by Friday of the week such charges are incurred. Refer to the current tuition-pricing sheet for the up-charge amount.

LATE PICKUP FEES

You are required to contact the Center if you are not able to pick up your child before the Center closes. If you fail to notify us by 6:30 p.m., that you will be late, a \$10 fee will be assessed and we will begin calling emergency contact numbers listed for your child. In addition, if you pick up your child between 6:31 p.m. and 6:44 p.m., a \$25 late fee is due. At 6:45 p.m., an additional \$30 will be due. If your child is still in our care at 7:00 p.m., an additional \$100 will be due. An additional \$100 will be due on every half hour. Late fees are cumulative and assessed per child. Late pickup fees are payable when you pick up your child. Your child will not be permitted to return to the Center until the parent's account is paid in full. If late pick-up situations persist, we reserve the right to terminate your child's care. In the event your child is in our care after 6:30 p.m. and we cannot contact a parent or other emergency contact, we will notify local authorities.

RECEIPTS & RETURNED CHECK FEES

Upon request, you may receive a receipt for your payment. If you pay by cash, request a receipt to validate your payment. Year-end statements are available upon request for taxes. If your check is returned for any reason, a returned check fee of \$25 will be charged.

- fever is gone and temperature has been normal for at least 24 hours, without the aid of fever-reducing medication
- energy level has returned to normal for at least 24 hours
- active signs of illness (vomiting/diarrhea, etc.) are no longer present and the child has been symptom free for a 24 hour period. Children do not have to remain at home until all secondary
- symptoms disappear. For example, some nasal and bronchial
- congestion may linger for several weeks following a cold or the
- flu, but the child is generally no longer contagious.

Strict adherence to this illness policy will minimize the time you spend away from work. We appreciate your cooperation.

MEDICATION

Dispensing of medicine at Kids 'R' Kids is a service. As such, we will require that any medication administered only once or twice daily be administered at home and not brought into our Center. This includes aerosol treatments, inhalers, allergy shots and behavior medications.

All medicine whether over-the-counter or prescribed must be in the original container and labeled with the child's name and currently dated. Medicine will be dispensed as directed on the container. All medicine must be given to the Director or Assistant Director when you enter the Center for proper handling. No medication should ever be taken to the child's room. ***Over-the-counter medication must be accompanied by a written prescription from the child's doctor.***

We must have a medication form signed by a parent or guardian on file for your child to administer ANY medication. Medication will be dispensed twice daily at 11 AM and 3 PM. Please start your child's medication in the mornings to fit into this schedule.

In the event of the occurrence of any communicable disease, as outlined by the Department of Health, parents will be notified of the illness in writing within 24 hours or by the next working day. Likewise, if your child has been exposed to a contagious disease outside of our Center, please notify us so that we can be alert for early symptoms.

If your child contracts a communicable disease, we *MUST* have a written note from a physician indicating the child may return to the Center and which *SPECIFICALLY STATES* the child is no longer contagious.

In accordance with State Standards, we will notify you to pick up your child immediately if he/she exhibits any of the following conditions:

- An auxiliary (armpit) temperature of 100 degrees or higher,
- Two or more episodes of vomiting or diarrhea within a 24 hour period
- Deep or hacking cough, even if fever is not present,
- Continuous runny nose,
- Yellowish/greenish mucous,
- A rash that has not been diagnosed by a physician,
- Undiagnosed/untreated pink, swollen, matted, or teary eyes,
- Any symptoms or signs of possible severe illness such as lethargy, abnormal breathing, mouth sores with drooling, behavior changes or other signs that the child may be severely ill,
- If the illness prevents your child from participating comfortably in the daily activities, including outdoor play,
- If the illness results in a greater need of care than can be provided without compromising the health, safety, and supervision of the other children in care,
- Any symptoms of a communicable disease

A child can return to school when

DISCOUNTS

Families with two or more children receive a discount off the family's weekly tuition. Please refer to the current tuition pricing sheet for the family discounts.

Families employed in the medical, educational, or military field receive a discount off the family's weekly tuition. Please refer to the front desk for discounts.

DROP IN PROGRAMS

When available, drop-in arrangements may be made. There is a daily charge for this service. Please, see the Center Director for current rates. All regular enrollment forms and fees must be completed and paid.

ALL INCLUSIVE PROGRAMS

Our tuition is "all-inclusive." There are very limited additional charges with the exception of school age children's holidays or early release, and outside services such as dance and other extra-curricular classes and picture and book sales. Any commissions earned by our Center from these outside services are returned directly into the school's budget.

MEALS

A nutritious breakfast, lunch, and afternoon snack are included in the tuition fee. Breakfast is served from 6:30 a.m. to 7:15 a.m. for School Age and 8:00 a.m. to 8:30 a.m. for the Center. Your child must be at the Center by 7:55 a.m., if they will take part in the breakfast program. You will be asked to sit in the café with your child while they eat if you bring your child in with food after their designated meal times to avoid disrupting the instructional day.

The school provides formula for infants but parents are responsible for providing water for infant formula or other special food. A designated area

is available for breast feeding mothers. If your child requires a special diet for medical or religious reasons, we ask that you provide your child's lunch while he/she is at the Center. If your child chooses to bring his/her lunch, it must meet the State nutritional guidelines. A copy of the guidelines can be obtained from the Director.

PEANUT/NUT FREE SCHOOL

We may have children enrolled in the school with peanut/nut allergies ranging from mild to life threatening. Children with life threatening peanut/nut allergies can be affected simply by smelling a peanut/nut laden product. It is for this reason that we have decided to make our school a **Peanut/Nut Free School**. Your conscientious help can make Kids 'R' Kids a safe environment for these children and is appreciated by the staff and parents alike.

BIRTHDAY PARTIES

We would be happy to acknowledge your child's birthday in their classroom. Please let your child's teachers know, in advance, if you wish to send a birthday snack for classmates. All food and drink must be store bought, packaged, and have a label that describes the nutritional content. This rule must be strictly adhered to so that we may insure that safe foods are always being served to children and those with food allergies will be protected. Birthdays are celebrated during the afternoon snack. Elaborate birthday celebrations should be held outside of school on private time.

Please do not bring presents, balloons or costumed characters.

PARENT INFORMATION CENTER

Across from the director's office is the parent's information center. Information regarding current events, special events, and extracurricular programs offered, and state inspection results are posted here. Please check the center board regularly to keep current on upcoming events. In addition, we have a monthly newsletter and calendar which are posted throughout the center. Copies are available upon request. Occasionally we will have fundraisers; all money from the fundraisers will always go back to the children towards the goals they or their teachers have specified.

HOLIDAYS

Kids 'R' Kids observes the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve and Christmas Day. In addition, we will close at 3:00 p.m. on the day before Thanksgiving, New Year's Eve and Good Friday. Parents will be given at least 30 days' notice if the Center will be closed for any other holidays.

ILLNESS

If a child becomes ill or injured at any time while at the Center, the parent or emergency contact person will be notified immediately. Specific written instructions from the parent or emergency contact person will be followed.

If it is necessary to seek immediate medical attention for a child, the Center will transport the child to the nearest medical facility along with the child's emergency health information form. The parent or emergency contact person will be notified as soon as possible for further instructions.