



# Parent Handbook

**Kids 'R' Kids Kings River  
Learning Academy  
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Humble, Texas 77346  
281-812-2882 Phone  
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**Kids 'R' Kids Eagle Springs  
Learning Academy  
18410 Timber Forest Dr.  
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## **Policy and Procedures**

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

For the safety of all children, we do request that you make your presence known to the person in charge, and cooperate in not disrupting our program.

*Kids R Kids reserves the right to change or revise any policy, procedure or tuition/fee schedule at any time. Depending upon the nature of the change the notification process may vary. Watch for updates on the Checkpoint check-in screen, the monthly newsletter or a memo/letter to parents.*

### **Children Served**

KRK is open to children ages 6 weeks to 12 years old without discrimination on the basis of political affiliation, religion, race, color, sex, mental or physical disabilities.

### **Governing Regulations**

The governing organization in childcare is the Texas Department of Family and Protective Services. If you would like to see a copy of the standards that govern child care, you may go online to [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

### **Licensing**

The Texas Department of Family and Protective Services regulate KRK. If you should have any questions, concerns or need resource information related to childcare, check out their web site at [www.dfps.state.tx.us](http://www.dfps.state.tx.us). The local telephone number is 1-800-582-6036. To report child abuse contact 1-800-252-5400.

### **Inspections**

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

### **Our Mission Statement**

***At KRK Learning Academies we believe that children should be "Hugged First-Then Taught"***

We strive to provide a nurturing, secure and stimulating environment for young children, in which they can safely explore, learn, play and develop in all areas of growth: physically, emotionally, socially, and intellectually.

We believe in being supportive of our parents, and we welcome their involvement and presence at KRK Learning Academies at all times.

We further believe that in such a caring atmosphere, where parents and teachers have open and honest communication, children thrive and have the opportunity to blossom into responsible, considerate and contributing members of our society.

## **History**

Kids 'R' Kids is a Franchise, started by Pat and Janice Vinson in 1961. They opened their first child care center with 95 children, 11 staff members and a basic philosophy that children should be "HUGGED FIRST THEN TAUGHT." This heartfelt, caring philosophy brought great success. In fact, every center they subsequently opened filled to capacity within 90 days. The first Kids 'R' Kids Quality Learning Center was established in May of 1985 under the ownership of Pat and Janice Vinson.

Pat and Janice founded Kids 'R' Kids because of their genuine love for children. With great success and the hope of having an individual involved with each center, they began a franchising company in 1988.

Kids 'R' Kids International, Inc. has since blossomed into a large corporation supporting franchises throughout the United States and beyond under the direction of Pat and Janice Vinson to this day. Through their many years of experience in childcare and reaching out with technological advances, Pat and Janice have created a concept that is unique and on the leading edge of the child care industry.

In August of 2005, Kids 'R' Kids of West Frisco located at 2660 Main St., opened under the ownership of Paul and Tammy Huff. Five years later a second Kids 'R' Kids campus opened in October of 2010. On December of 2015 The Huffs came to Humble acquiring other two schools to add to the family, Kids 'R' Kids of Kings River and Kids 'R' Kids of Eagle Springs. Paul and Tammy are involved in the business of fourth locations on a daily basis. We are one school with four campuses to proudly serve the families in Frisco and Humble areas.

## **What makes us different**

Kids 'R' Kids Kings River and Eagle Springs is much different from other Preschools in the area for many reasons:

- We give pay raises to our employees based on additional education. The more they know the better job they can do in the classroom. Our teachers are paid for the scheduled holidays that the school is closed.
- We require 30 continuing education hours annually for each staff member.
- All staff is CPR and First Aid trained.
- We support our teachers to acquire their CDA with tuition supplements.
- Our curriculum meets or exceeds state and national requirements.
- Internet accessible closed circuit video system for parents to view classroom activities.
- Activity room (GYM) for after school students, inclement weather activities and extracurricular activities.
- 42,000 square foot playground divided into age appropriate sections each having their own play structures covered by awnings to protect from the heat of the sun.
- Water Park with fun splash activities for those hot summer days.

## ***Enrollment and Getting Started***

### **Center Information**

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Kids R Kids Eagle Springs  
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Fax: 281-812-6906

Web page: [www.krkhumble.com](http://www.krkhumble.com)

## Business Days and Hours

KRK hours of operation are 6:00 am to 6:30 pm Monday thru Friday, 12 months a year.

## Holiday Schedule

New Year's Eve (close at 2:30pm)	Thanksgiving Day
New Year's Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	Day after Christmas

If a holiday falls on Saturday, the center will be closed on the Friday prior to the holiday. If a holiday falls on Sunday, the center will be closed on the following Monday. Occasionally depending on how the Christmas holiday falls in the week closing days may change. We may close early the day before the Christmas holidays so please watch for posted notices. We publish the exact closing days at the beginning of the year on a small business card for easy access. Please feel free to pick one up at the front desk.

## Bad Weather Closing

If the Humble Independent School District closes then, KRK might be closed. Watch the local news to see if the school district is closed. If you would like to confirm whether we are closed or not, please look on our website. We will also leave a voice mail for all our families to be informed.

## Preparing for your First Day, Week and Month

A positive daily transition from home to KRK is imperative. Children react differently to the separation from their parents when coming to school. Some children are full of confidence and are excited to be with other children. Some children are frightened or may seem angry. Others are afraid of being away from mom/dad. (After all, no matter how old we are, no one likes to be placed in a room full of strangers). Many behaviors are based on the age of the child, if the child has never been in a pre-school before, or any number of other factors.

If it is your child's first time in pre-school, first time to our school, or first time away from you, please be sure to make every effort to spend additional time at the school in the beginning to help your child become comfortable in his/her new environment.

1. Visit the school with your child prior to the first day of school, making sure to point out things that will interest your little one.
2. Children also feel your vibes- If you are apprehensive he/she will be apprehensive.
3. Start talking about going to a new school as early as possible with excitement and enthusiasm.
4. Quickly slide into your routine, being consistent on who brings the child to school every day.
5. Take your child to the classroom or café, give a big hug and kiss, let them know you will be returning and leave the room quickly (The longer you stay today, the longer you will stay tomorrow, and the next day.)

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

## **Steps to Signing In and Out Daily**

1. It is imperative that you sign your child in and out every day on the Checkpoint system. This is vital in giving us an accurate count in the classrooms in case of an emergency.
2. Take your older child to his or her classroom first. It is unsafe for infants and toddlers to have older children in the classroom.
3. The younger classrooms provide a daily sheet describing your child's day. Please pick this up if it applies to your child. Feel free to ask about his/her day. (We ask that you keep this as brief as possible, to ensure that the teacher stays focused on the classroom. If you would like more time with the teacher make an appointment around the end of their shift one day.)

## **What We Need From You**

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

1. All enrollment forms should be completed and turned in prior to your child starting.
2. All shots should be up to date.
3. Parent Orientation should be scheduled or completed.
4. Set up and train on Checkpoint which is our system to check children into and out of the building.
5. Watch Me Grow pass code set up and activated.
6. A Written Statement from your Doctor if your child has a food allergy as to the allergy and what food should replace the food the child is allergic to.
7. A written statement from you if your child has restricted dietary need due to religion or culture.

## **What to Bring To the Center for Your Child**

### **Infant Suite and Suite 100**

We will notify you when supplies are running low.

1. Pre-made bottles marked w/child's name and date
2. Diapers (enough for the day or an unopened bag which we will mark w/child's initials.)
3. Change of clothing clearly labeled w/child's name

### **Suite 150-500**

1. At least one complete change of clothing. (Please label each article of clothing and any other items with your child's name in permanent ink).
2. A small blanket for naptime that fits in the cubby. (Large bedding is difficult for us to store so please bring crib-sized items.)
3. Diapers or pull-ups until your child is completely potty trained.

## **Dressing your Child for School**

### **Functional Clothing**

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

### **Functional Shoes**

Young children are still working on large and small motor skills. They need sturdy footwear that they can run and play in without tripping. Close toed rubber soled shoes that Velcro or zips are preferred. Closed water shoes are required for days when the classroom will use the water park. Sandals or flip

flops expose children's toes to injury and therefore we prohibit them, closed toe sandals are acceptable.

## **PLEASE DO NOT BRING**

1. Valuable items that could get lost or damaged in a room full of children.
2. Toys from home. (Unless for Show and Tell)
3. Cell Phones—Kids R Kids Kings River and Eagle Springs will not be responsible for lost or damaged cell phones. If a child is using a cell phone at Kids R Kids we will collect it from the child and the parents may pick it up in the office or front desk. Children may bring them to school but they may not have them out and use them.

## ***Communications***

### **Procedures for Parental Notifications**

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

### **Daily Communications**

- Daily sheets are provided to parents outlining the events of the day for the younger classrooms.
- Parents receive an accident report for any minor injury; parents are called regarding any more serious injury, bites, or unusual behavior by a child.
- When checking children in or out via the Checkpoint workstations be sure to read the daily message and any other messages that pop up for you individually.

### **Weekly Communication**

- A weekly lesson plan will be posted in each classroom on the parent information board.

### **Monthly Communication**

- A monthly calendar is generated to outline the activities of the school.
- A monthly newsletter is published to further explain school related activities and issues, parent and family events, etc.
- A monthly menu is posted for your review.

All of these forms of communication are posted in the classrooms, on our website and emailed to the current email address we have on file. We also have copies printed at the front desk.

### **Semi-Annually**

A progress report will be completed every 6 months.

### **Parent Conferences**

Parents are encouraged to consult with staff whenever any problem arises regarding the child at home or school. Telephone and on-site conferences may be scheduled through the office or with the teacher directly. We urge you to take advantage of our parent conferences which are held every spring and fall. It is an important opportunity for parents and staff to share information about your child. Please keep in mind that you may schedule a conference with the Directors or teachers any time throughout the year.

## **PreschoolFirst (Coming Soon)**

Preschool First is an online skill based assessment program that we utilize in our Infant Suite through our Pre-K programs.

- Classroom teachers and special education service providers save time with PreschoolFirst, because its easy-to-use online format gives them everything they need within one complete system. The database of more than **3,100 curricular activities** – searchable by theme or standard and indexed to developmental age – works seamlessly with PreschoolFirst's **assessment tool**. Time-saving features include a clickable, online **calendar** and **planning book**. Together, these PreschoolFirst features give teachers a powerful way to find, organize, and schedule activities and perform record-keeping duties in a one-stop routine.
- PreschoolFirst includes **built-in correlations to states' early learning standards**. Teachers can view a standard, find age-appropriate behaviors and activities that address that standard, and record observations made during those activities in one seamless process.
- PreschoolFirst is an ideal solution to managing instruction for Pre-K or primary age children with **developmental delays**. If they choose, child study teams can **set separate developmental ages** for a child in each of five developmental domains. This lets children remain an active part of their class while providing the teacher with individualized activities, at each child's level, that can document his or her progress during these activities.
- **Classroom teachers, administrators and parents** alike can access PreschoolFirst from any Internet-connected computer -- anytime, anywhere. It's easy to stay in touch with busy parents using PreschoolFirst's two-way communication tool, and at-home activities complement and enhance their child's classroom experience.

## **Policy Changes**

Policy changes are required from time to time with minor changes being published in the monthly newsletter. Major changes will be emailed or handed out by the front desk.

## **Photographs**

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

## **Internet Access**

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

## **Curriculum**

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

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

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

### ***Our Kids 'R' Kids Infant-Toddler Program includes:***

Kids 'R' Kids knows the importance of nurturing when it comes to babies. Providing plenty of hugs, love, and personal attention is something we include throughout our Infant-Toddler Program. Your baby will enjoy singing, giggling, reading, cuddling and of course Tummy Time in our safe, secure state-of-the-art facility.

- a **comforting place** that focuses on love and trust
- **sign language** techniques to maximize communication skills
- **daily exercises** and activities designed to coincide with physical development
- Daily reports and **weekly lesson plans** to keep you informed of your child's development.

## **Adventure and Growth**

Learning centers, with educational and developmentally appropriate toys designed for learning, create a bright and exciting environment for your child. Expanding the imagination and strengthening the muscles has never been more fun!

Weekly lesson plans provide activities designed to develop skills necessary to accomplish developmental milestones. Our extensive Infant-Toddler Sign Language Program, which is known to eliminate frustration for children who have yet to form their verbal vocabulary, introduces age appropriate language skills for non-verbal communication.

## **The Infant Program**

There are four essential components to our Infant program:

- language development
- physical development
- cognitive development
- social and emotional development

Kids 'R' Kids believes in balancing fun with fitness and learning with laughter. Communicating, crawling, creating and exploring underscore the meaning behind developing the whole child.

## **Breastfeeding**

Families are able to provide premade breast milk bottles for their infants while in care. The bottles will be marked with the child's first and last name and a red label to specify that it contains breast milk. We provide a quiet space and nursing covers for mothers who wish to breastfeed in our schools.

## **Love and Laughs**

At this tender age, there's no such thing as too much love, too many hugs, or too many giggles. As babies grow into toddlers, it's imperative to create strong bonds with families and caregivers. At Kids 'R' Kids, you know your child is being loved, hugged and nurtured from the very beginning and as she continues to develop. That's the Kids 'R' Kids difference!

The sign language program we implement at Kids 'R' Kids was developed by Joseph Garcia. When he began working as an Interpreter in the late 1970's, he noticed that hearing babies of deaf parents could communicate their needs and desires at a much earlier age than children of hearing parents. Joseph began to research the use of American Sign Language with hearing babies of hearing parents at Alaska Pacific University in 1987. The results were extraordinary. His research showed that hearing babies who are exposed to signs regularly and consistently at six to seven months of age can begin expressive communication by their eighth or ninth month. This process helps to accelerate the acquisition of verbal language as well.

Incorporating signs into your daily routine does not require fluency in American Sign Language. Rather, it teaches that even a few simple gestures can make a big difference in empowering and meeting the needs of a child. Parents and caregivers should start slowly by introducing several ASL signs that represent ideas babies can understand, like "more", "eat", and "milk". When babies are able to replace some of the screaming, whining, and crying with a few simple hand gestures, it can dramatically improve their relationships with caregivers and parents.

With each day, more and more people are coming to recognize the power of signing as it changes the way they view and interact with preverbal children.

## **Suite 250-Private Kindergarten**

The educational philosophy of the Kids 'R' Kids Curriculum is based on the theories of Swiss psychologist, Jean Piaget. Piaget believed that children learn best by reacting to objects. The importance of play in our classrooms is supported through learning opportunities that focus on exploring, manipulating, experimenting, and analyzing.

Our complete preschool learning program is designed by professional educators exclusively for Kids 'R' Kids and includes:

- Standards driven, year-round core curriculum
- Integrated subject areas: Language Arts, Math, Science, Social Studies
- Theme-based units with weekly lesson plans
- Value words in English and Spanish
- Sports and fitness instruction
- Music and movement
- Weekly Spanish instruction
- Sign Language
- Supplemental units are updated quarterly

Our curriculum coordination works two weeks in advance of the lesson plan. The lesson plan is formatted into weekly segments. Each week has a main focus with objectives and a value word of the week. The focus and objectives are introduced through group time, daily enrichments, group time reviews and center additions. Additional activities are organized around outdoor fun, rainy day alternatives and special activities.

Group time activities are designed to introduce educational concepts and provide language rich experiences by promoting reading and early literacy. Children will build confidence and social skills through participation.

Each classroom is organized into learning stations that offer real-life learning experiences and assist with classroom management. Through the learning centers children are encouraged to make positive choices while teaching organization and responsibility. The learning stations focus the children's attention on theme-based play by defining classroom areas. Children experience "I Can Do It" moments everyday as they explore learning centers.

The Learning Stations:

- Construction Station
- Creation Station
- Discovery Station
- Exploration Station
- Imagination Station
- Music Station
- Sensory Station
- Story Station
- Writing Station
- Alphabet Station
- Dramatic Play Station
- Number Station
- Reading Station

So nowadays, you rarely see children sitting in chairs reciting their A-B-C's and 1-2-3's. Instead, they focus on real-life, hands-on learning. For example, the teacher might have them "write" the letter "Pp" on the cutout of a pig using glitter, dried beans, and beads.

## **School Age Program**

Our before and after school program offers the school-age child a welcome break from the structured academic learning environment. The school –age children follow the G.Y.M. curriculum with many different clubs to choose from:

- Action Club
- Artistry Club
- Be A Star Club
- Computer Whiz Club
- Page Turners Club
- Weird Science Club
- CrossFit Challenge Club
- Ooey, Gooney, & Gross Club
- Snack Attack Club
- Homework Club and many more

Our teachers are available for any tutoring your child may need and strengthening study habits in the Homework Center. Full week seasonal units are used to provide focus. The School Age Program flows into Super Summer Adventures. A new topic is introduced every summer. Individual and group projects are designed around interesting themes and daily meeting topics. Field trips are provided and tie into the Summer Program.

### **Curriculum Support**

A curriculum once implemented becomes a living entity that will change and grow. Kids 'R' Kids publishes a quarterly newsletter "The Curriculum Connection" with supplemental units that provide motivating techniques, helpful hints, and updates on current industry standards.

Partnership with families is critical to the success of any learning environment. We provide detailed lesson plans, Our Week in Review and year-round family functions to communicate with and involve parents in our school.

A Curriculum Compendium is produced to serve as a guide for writing standards-driven, play-based learning activities.

We have Curriculum Coordinators on staff at all of our locations and are responsible for curriculum distribution, staff training, observation, follow-up and encouragement for the teachers.

## Developmental Accomplishment Chart

	Age	Cognitive	Language	Behavioral	Fine Motor	Gross Motor	Self-Help Skills
Infant	1-3 mos.	<ul style="list-style-type: none"> <li>Follow objects with eyes.</li> </ul>	<ul style="list-style-type: none"> <li>Cooing, gurgling</li> <li>Turns to face source of sounds</li> <li>Crying, burping, sneezing</li> </ul>	<ul style="list-style-type: none"> <li>Can maintain 5 seconds of eye contact</li> <li>Quieted by being held or talked to</li> <li>smiles</li> </ul>	<ul style="list-style-type: none"> <li>Holds objects</li> </ul>	<ul style="list-style-type: none"> <li>Turns head</li> <li>Lifts head shortly</li> <li>Props up on forearms</li> </ul>	<ul style="list-style-type: none"> <li>Sucks and swallows</li> </ul>
	4-6 mos.	<ul style="list-style-type: none"> <li>Looks and Reaches</li> </ul>	<ul style="list-style-type: none"> <li>Responds to name</li> <li>Associates objects with routines(bottle=feeding)</li> <li>Makes sounds to interact</li> </ul>	<ul style="list-style-type: none"> <li>Recognizes strangers</li> <li>Laughs in social play</li> <li>Reaches for a familiar person</li> </ul>	<ul style="list-style-type: none"> <li>Opens hands</li> <li>Brings hands together</li> <li>Reaches for and grasps objects</li> </ul>	<ul style="list-style-type: none"> <li>Holds head up in supported sitting</li> <li>Roles from back to stomach</li> </ul>	<ul style="list-style-type: none"> <li>Reaches for bottle</li> <li>Opens mouth during feeding</li> </ul>
	6-8 mos.	<ul style="list-style-type: none"> <li>Able to hold and shake rattle purposefully</li> <li>Pulls toy</li> </ul>	<ul style="list-style-type: none"> <li>Babbles (dada)</li> <li>Recognizes "bye, bye", "mama", "dada"</li> </ul>	<ul style="list-style-type: none"> <li>Recognizes self in mirror</li> <li>Plays independently with an adult in sight</li> <li>Plays simple social games(peek a boo, pat a cake)</li> </ul>	<ul style="list-style-type: none"> <li>Picks up tiny objects (cereal)</li> </ul>	<ul style="list-style-type: none"> <li>Touches hands to feet</li> <li>Brings feet to mouth</li> </ul>	<ul style="list-style-type: none"> <li>Holds bottle</li> </ul>
	9-12 mos.	<ul style="list-style-type: none"> <li>Squeaks toy</li> <li>Pushes toy car or train</li> <li>Moves objects</li> </ul>	<ul style="list-style-type: none"> <li>Responds to music with movement</li> <li>Nods head "yes"</li> <li>Uses few words, such as "mama", "dada"</li> </ul>	<ul style="list-style-type: none"> <li>Separation anxiety</li> <li>Gestures to indicate wants</li> <li>Waves bye-bye</li> </ul>	<ul style="list-style-type: none"> <li>Uses pincher grasp(thumb and index finger)</li> <li>Grasps and holds objects</li> </ul>	<ul style="list-style-type: none"> <li>Sits independently</li> <li>Crawls</li> <li>Pulls self to standing</li> <li>Rolls ball</li> </ul>	<ul style="list-style-type: none"> <li>Feeds self with fingers</li> <li>Lifts arms for dressing</li> </ul>
Toddler	12-16 mos.	<ul style="list-style-type: none"> <li>Gets adult to operate toy</li> </ul>	<ul style="list-style-type: none"> <li>Follow simple directions (look, come here)</li> <li>Asks for more</li> <li>Says own name</li> <li>Names familiar objects</li> </ul>	<ul style="list-style-type: none"> <li>Uses caregiver for emotional comfort</li> <li>Cries at the loss of a toy</li> <li>Initiates activity with an adult caregiver</li> </ul>	<ul style="list-style-type: none"> <li>Stacks 2 blocks</li> </ul>	<ul style="list-style-type: none"> <li>Stands independently</li> <li>Kneels independently</li> <li>Takes step</li> <li>Crawls up steps</li> </ul>	<ul style="list-style-type: none"> <li>Holds cup with 2 hands to drink</li> <li>Shows discomfort over soiled pants</li> </ul>
	16-18 mos.	<ul style="list-style-type: none"> <li>Attempts to operate toys</li> </ul>	<ul style="list-style-type: none"> <li>Points to or names familiar objects</li> <li>Identifies body parts by pointing</li> <li>Identifies family members by pointing</li> </ul>	<ul style="list-style-type: none"> <li>Accepts familiar adult as a caregiver instead of mom</li> <li>Plays independently 15-30min. with an adult in sight</li> </ul>	<ul style="list-style-type: none"> <li>Scribbles with crayon</li> <li>Turns 2-3 book pgs at a time</li> </ul>	<ul style="list-style-type: none"> <li>Throws small ball</li> <li>Seats self in chair</li> <li>Climbs on and off adult furniture</li> <li>Walks up steps with support</li> </ul>	<ul style="list-style-type: none"> <li>Identifies edible and non-edible objects</li> <li>Imitates simple grooming such as brushing hair or teeth(not effectively)</li> </ul>
	18-24 mos.	<ul style="list-style-type: none"> <li>Pushes push toy</li> <li>Sorts shapes with a shape box</li> <li>Completes a 4 piece puzzle</li> </ul>	<ul style="list-style-type: none"> <li>Tells own name</li> <li>Identifies mine, yours, me, and you</li> <li>Names family members</li> <li>Names body parts</li> </ul>	<ul style="list-style-type: none"> <li>Puts toys away when asked</li> <li>Engages in parallel play</li> </ul>	<ul style="list-style-type: none"> <li>Draws lines and circles in finger paint</li> <li>Stacks 6 blocks</li> <li>Strings 3-4 large beads</li> <li>Turns door knobs</li> </ul>	<ul style="list-style-type: none"> <li>Kicks a ball</li> <li>Walks backwards a few steps</li> <li>Runs several steps (looking down)</li> </ul>	<ul style="list-style-type: none"> <li>Sits on potty chair with assistance</li> <li>Undresses with help</li> <li>Pulls pants up</li> </ul>
	2 yrs.	<ul style="list-style-type: none"> <li>Matches colors</li> <li>Winds up toys</li> <li>Completes 6 piece puzzle</li> </ul>	<ul style="list-style-type: none"> <li>Identifies basic colors</li> <li>Uses 3 word sentences</li> <li>Says first and last name</li> </ul>	<ul style="list-style-type: none"> <li>Acts shy with strangers</li> <li>Clings to parent</li> <li>Begins pretend play</li> <li>Attends to a short story</li> </ul>	<ul style="list-style-type: none"> <li>Opens doors</li> <li>Draws line with crayon</li> <li>Pulls and rolls play dough</li> <li>Snips with scissors</li> </ul>	<ul style="list-style-type: none"> <li>Jumps with both feet</li> <li>Walks up and down steps</li> <li>Rides a push tricycle</li> </ul>	<ul style="list-style-type: none"> <li>Indicates the need to potty</li> <li>Uses a napkin</li> <li>Uses a fork to eat (held in fist)</li> </ul>

	Age	Cognitive	Language	Behavioral	Fine Motor	Gross Motor	Self-Help Skills
Preschool	3yrs	<ul style="list-style-type: none"> <li>Completes 12 piece puzzle</li> <li>Sorts big and little objects</li> <li>Imitates songs</li> </ul>	<ul style="list-style-type: none"> <li>Names Shapes</li> <li>Sings songs</li> <li>Asks who, where, when, why, what questions</li> </ul>	<ul style="list-style-type: none"> <li>Separates from parents without crying</li> <li>Engages in cooperative play</li> <li>Greets familiar people</li> <li>Plays independently for 20 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Cuts with scissors</li> <li>Uses a pencil grip</li> <li>Traces shapes</li> </ul>	<ul style="list-style-type: none"> <li>Walks on tiptoes</li> <li>Runs</li> <li>Walks heel to toe</li> <li>Rides a tricycle</li> </ul>	<ul style="list-style-type: none"> <li>Puts toys away</li> <li>Wipes up spills</li> <li>Puts on shirt</li> <li>Unties shoes</li> <li>Gains more independence in toileting</li> </ul>
	4yrs	<ul style="list-style-type: none"> <li>Counts objects (1-10)</li> <li>Builds large block structures</li> </ul>	<ul style="list-style-type: none"> <li>Counts in imitation</li> <li>Names textures</li> <li>Names all body parts</li> </ul>	<ul style="list-style-type: none"> <li>Sings and dances to music</li> <li>Interacts in groups of 2-3</li> <li>Plays dress up</li> <li>Shows concern and sympathy for others</li> </ul>	<ul style="list-style-type: none"> <li>Folds papers</li> <li>Draws letters by copying a picture</li> <li>Cuts and pastes</li> </ul>	<ul style="list-style-type: none"> <li>Hops on one foot</li> <li>Rides and steers a tricycle</li> <li>Pumps legs to swing</li> </ul>	<ul style="list-style-type: none"> <li>Fastens large buttons and snaps</li> <li>Puts on socks and shoes</li> <li>Uses silverware with fingers instead of fist</li> </ul>
	5yrs	<ul style="list-style-type: none"> <li>Starts to understand abstract ideas (death, emotions)</li> <li>Writes letters and numbers</li> <li>Adds using numbers 0-5</li> </ul>	<ul style="list-style-type: none"> <li>Follows two to three step directions</li> <li>Names materials needed for an activity</li> </ul>	<ul style="list-style-type: none"> <li>Able to talk about feelings</li> <li>Plays games with rules</li> <li>Helps adults with simple tasks</li> </ul>	<ul style="list-style-type: none"> <li>Writes name</li> <li>Cuts out magazine or outline pictures</li> </ul>	<ul style="list-style-type: none"> <li>Skips</li> <li>Stands on one foot for 5 seconds</li> </ul>	<ul style="list-style-type: none"> <li>Fastens buttons, buckles, and snaps</li> <li>Ties shoes</li> </ul>
School Age	6-8 yrs	<ul style="list-style-type: none"> <li>Tells time using a clock</li> <li>Writes numbers in order</li> <li>Understands money</li> <li>Measures with a ruler</li> <li>Reads simple passages</li> <li>Identifies characters, main ideas, and plot in a story</li> </ul>	<ul style="list-style-type: none"> <li>Retells story in own words</li> <li>Associates words with their definitions</li> <li>Names opposites and rhyming words</li> </ul>	<ul style="list-style-type: none"> <li>Works in small groups for 20min</li> <li>Admits responsibility for errors</li> <li>Has a close friend of same sex</li> <li>Understand rules</li> </ul>	<ul style="list-style-type: none"> <li>Uses clothes pin to pick up small objects</li> <li>Cuts out figures within 1/4in of borders</li> </ul>	<ul style="list-style-type: none"> <li>Walks heel to toe on balance beam</li> <li>Does 10 jumping jacks</li> <li>Jumps rope</li> <li>Walks backwards</li> </ul>	<ul style="list-style-type: none"> <li>Able to dress self</li> <li>Able to assume more responsibility for chores at home and school</li> </ul>
	9-12 yrs	<ul style="list-style-type: none"> <li>Divides wholes into halves, thirds, and quarters</li> <li>Adds numbers, including re-grouping</li> <li>Rounds 2 or 3 digit numbers to the nearest ten</li> <li>Understands fractions</li> <li>Multiplies 2 and 3 digit numbers</li> <li>Recognizes errors in written sentences</li> </ul>	<ul style="list-style-type: none"> <li>Recognizes errors in spoken sentences</li> <li>Alphabetizes to the second letter</li> <li>Identifies nouns, verbs, and adjectives in sentences</li> <li>Reads text fluently at grade level</li> </ul>	<ul style="list-style-type: none"> <li>Seeks help for handling conflicts</li> <li>Assesses social situations to determine appropriate responses</li> <li>Can participate on a team</li> <li>Sensitive to the feelings of others</li> <li>Cautious around strangers</li> </ul>	<ul style="list-style-type: none"> <li>Collates and staples 4 pages</li> <li>Uses hole punch</li> </ul>	<ul style="list-style-type: none"> <li>Changes gait easily between walking, running, and skipping</li> <li>Able to do 10 push ups</li> </ul>	<ul style="list-style-type: none"> <li>Shows ability to care for self independently for longer periods of time</li> <li>Gains more independence and autonomy in making choices</li> </ul>

# Health and Wellness Policy

## Immunization Requirements

Each child enrolled at KRK must meet applicable immunization requirements specified by the Texas Department of Health. This applies to children in early care from birth through school age. The documentation must be validated by a physician or other health-care professional with a signature or rubber stamp, and include the child’s name and birth date, the number of doses and vaccine type, and the month, day and year the child received each vaccination. This documentation may be the original record or a photocopy.

Any exemptions from the immunization requirements must meet criteria specified by the Texas Department of Health. Below is a copy of the Texas Department of Health immunization chart. For more information, check out the Texas Department of Health immunization information at [www.dshs.state.tx.us/immunize](http://www.dshs.state.tx.us/immunize).

### Recommended Immunization Schedule for Persons Aged 0 Through 6 Years—United States • 2010

For those who fall behind or start late, see the catch-up schedule

Vaccine ▼	Age ►	Birth	1 month	2 months	4 months	6 months	12 months	15 months	18 months	19–23 months	2–3 years	4–6 years
Hepatitis B <sup>1</sup>		HepB	HepB									
Rotavirus <sup>2</sup>				RV	RV	RV <sup>2</sup>						
Diphtheria, Tetanus, Pertussis <sup>3</sup>				DTaP	DTaP	DTaP	<small>see footnote<sup>9</sup></small>	DTaP				DTaP
<i>Haemophilus influenzae</i> type b <sup>4</sup>				Hib	Hib	Hib <sup>4</sup>		Hib				
Pneumococcal <sup>5</sup>				PCV	PCV	PCV		PCV			PPSV	
Inactivated Poliovirus <sup>6</sup>				IPV	IPV			IPV				IPV
Influenza <sup>7</sup>								Influenza (Yearly)				
Measles, Mumps, Rubella <sup>8</sup>								MMR	<small>see footnote<sup>8</sup></small>			MMR
Varicella <sup>9</sup>								Varicella	<small>see footnote<sup>9</sup></small>			Varicella
Hepatitis A <sup>10</sup>								HepA (2 doses)				HepA Series
Meningococcal <sup>11</sup>												MCV

Range of recommended ages for all children except certain high-risk groups

Range of recommended ages for certain high-risk groups

## School Age Children

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

## Vision and Hearing Screening

In compliance with the special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, KRK requires children to have a screening or a professional examination for possible vision and hearing problems. Children, who are enrolled for the first time, four years of age or older, must be screened within the first 120 days of enrollment.

Children who are in the first, third, or fifth grade must complete a screening or examination within the school year. 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.

## Guideline for children who cannot attend KRK due to illness

If your child should become ill, we ask that you make alternate arrangement for care.

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

## **Fever**

Section 746.3601 of the Texas Minimum Standards for Licensed Child Care Centers defines the admission policies for children with a fever. 746.3601 states that a child may not be allowed admission if they have an underarm temperature of 100° or an oral temperature of 101°. Kids R Kids of Kings River and Eagle Springs normally uses an ear registration thermometer whose readings are commonly accepted as oral temperatures. If a child is sent home with a fever, he/she may not return to the center for until they have been fever free for 24 hours, without medication.

### **Fever less than 100°**

Parents will be notified by a phone call of the situation and will be allowed to decide whether to pick up their child early or let their child stay in the Boo-Boo room for monitoring and possible return to the class.

### **Fever over 101°**

Parents will be notified by phone call to pick up their child. We will make every attempt to notify the parents by calling all of the phone numbers we have on file, leaving a voice mail on each number. If the parents are not available to be reached, we will start calling the alternate contacts that are listed in the files. We will continue calling until we actually speak to a person. Children with fevers over 101° degrees will not be allowed to stay at the school. They must be picked up and cared for by a parent or emergency contact. If we cannot establish contact with a parent or alternate contact, we may at our discretion transport the child to emergency medical care if we believe medical attention is necessary.

### **Signs of Possible Severe Illness**

Includes unusual lethargy, irritability, persistent crying, difficulty breathing, mouth sores with drooling, a rash with or without fever, behavior changes or other unusual signs.

### **Uncontrolled Diarrhea**

If a child has two or more loose, watery stools within 24 hours, they must be picked up from the center. The child may return to the center when the diarrhea has subsided for 24 hours.

### **Vomiting**

If a child vomits two or more times within 24 hours they must be removed from the center. The child may return to the center when the vomiting has subsided for 24 hours.

### **Pinkeye (conjunctivitis)**

Children must be excluded from care until 24 hours after antibiotic therapy for the pinkeye has begun.

### **Infestation (i.e. Scabies, head lice)**

Children with lice must be excluded from care until hair has been completely treated. Hair must be totally free of "nits" or eggs.

### **Strep Throat**

Children diagnosed with strep throat must be excluded from care until 24 hours after treatment has begun and 24 hours after fever is gone without the use of fever reducing medication.

## Other Illnesses

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

## Administering Medication

KRK will give your child medication as a service to you. We do however take this job very seriously and must ask for complete cooperation from the parents in following the guidelines as outlined by the Texas Department of Human Services, Standard 8200.

All medication is to be checked in at the front desk with a member of management. No one else is allowed to check in medication. A form must be completed for each medication to be administered.

**Medications are given at 11:00 am and 3:00 pm only for medications requiring administration three or more times per day. If a medication is only required once or twice a day, it is our policy that parents administer medication at home.**

Medication forms: Medication forms must be filled out completely and include the following:

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

The medication to be administered to the child must have written parental permission and be given as stated on label directions, or as amended by a physician.

Any medication brought by parents for their child must be as follows:

1. In the original container
2. Labeled with the child's name
3. Labeled with the date
4. Directions to administer the medication must be clear.
5. Prescribed medication must include the name of the physician prescribing the medication.
6. Over-the-counter medication will be signed in and given only in the dosage recommended on the container and with a note from the child's doctor.
7. Notes must be updated monthly by the child's physician to ensure that dosage recommendations are accurate.

## Medical Emergency

If a child becomes ill, injured, or has an adverse reaction to prescribed medications while at the center, the parent(s) or emergency contact person will be notified immediately.

If it is necessary to seek immediate medical attention for a child, the child will be transported to:

Memorial Hermann NE  
18951 Memorial N.  
Humble, TX 77336

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

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

## ***Child Abuse and Neglect***

Child abuse can occur in all families and communities. Abuse can be physical, such as when a child is injured on purpose or mistreated sexually. Emotional abuse includes placing excessive or unrealistic demands on a child. Verbal abuse includes name calling, unnecessary criticism and excessive yelling-all of which damage a child's self-esteem. Physical and emotional bullying by other children also can be abusive. Child neglect includes failing to provide a child with food, shelter, supervision, education or medical care. Children rely on adults to report suspected abuse. Child victims may be afraid to tell someone they are being abused. Many children mistakenly believe they deserve the abuse. If a child tells us about abuse, it is our responsibility to pay attention.

There are various characteristics that suggest child abuse and neglect. While these signs may indicate other problems, they can help you determine if abuse or neglect is occurring.

Child-related signs of possible abuse or neglect:

- Suspicious burns, bruises, injuries
- Often tired, hungry, or not clean
- Needs glasses or dental/medical care
- Extreme aggression and/ or passivity
- Lags in development
- Afraid of parents or adults
- Unpleasant, demanding
- Often does not obey
- Mood swings
- Unusually shy, avoids other children and adults
- Avoids physical contact
- Apt to seek affection from any adult
- Reports being hurt or abused
- Unusual sexual awareness or behavior

Remember it is the responsibility of anyone who suspects child abuse to report and document immediately. If we suspect child abuse in any form, it is our responsibility to report this to CPS. In order to help prevent and respond to abuse and neglect of children our staff are required annual training including training with a focus on prevention, recognition, and reporting of child abuse and neglect.

## ***Financial Policy***

Tuition is charged for your child's space and is due whether or not your child is present. Since the expenses of KRK are based on fixed enrollment levels, the center cannot give credit for days absent, vacation, or holidays. The current tuition rate will be charged to your account on Monday for the week. All accounts are set up on an ACH withdrawal program. When filling out your child's paperwork, please fill out the ACH form in its entirety and attach a voided check to the top of the form. Parents may choose whether tuition is taken out weekly, bi-weekly or monthly.

**A security agreement is required when the child is enrolled. A credit card is normally required as a part of the security agreement. If you do not have a credit card this requirement may be waived by payment of a security deposit of two weeks tuition.** Applicants authorize KRK, or its agents or representatives, to obtain such credit reports as KRK deems reasonable and necessary,

and regardless of whether the credit reports are obtained before, during, or after applicant's enrollment, if any, at the center.

**If the tuition for your child and all accrued late fees are not paid by 6:30 pm on the following Friday your child will be dropped and will not be allowed to attend until full tuition is paid including late fees and a new registration fee.**

## **Discount Policies**

Kids 'R' Kids Kings River and Eagle Springs offer three discount programs, if you qualify for more than one you may choose one. Discounts are not cumulative. The default discount will be the one most advantageous to the customer.

- A discount of 5% of the oldest child's tuition is provided for families with two children enrolled (This discount does not apply to students enrolled in the Before School Only class or for children in the Infant Suite – Suite 250.)
- For families with three or more children a discount of 10% of total tuition is provided.
- If you are a teacher in the HumbleISD school system, a policeman, a fireman or on active duty in the armed services you are eligible for a 10% discount on the oldest child's tuition (age 2 and above).

If your spouse is on active duty in Iraq or Afghanistan, please see the owner.

## **Returned Payment Fees**

If a payment is returned from the bank a \$30 NSF fee is charged. If this is the first returned payment, we will represent the payment. If the represented payment is returned an additional \$30 NSF fee, plus late fees will be charged until the payment is received in full. We will then require money order payments for a 90-day time period. Once the 90 days is up you can return to ACH payments. However, if there is another returned payment the account will be required to be paid by money order. Money orders will be due on the Friday before the week of service.

Returned checks that are not paid will be sent to the Harris County District Attorney, or our own attorney, for prosecution and turned over to any commercial NSF reporting service deemed necessary.

Check payments are only accepted for the initial enrollment fee. All weekly transactions must be made via ACH.

## **Late Pickup Fees**

KRK expects parents to respect and abide by our hours of operation. We recognize that it is not always possible to predict work schedules or traffic. If it is not possible to pick up your child by 6:30 pm we ask that you call us NO LATER than 6:00 pm so we can tell your child when to expect you so they don't worry.

If you have called by 6:00 pm there will be a charge of \$10.00 for the first 5 minutes and \$1 per minute after 6:35 pm payable upon arrival. This may be waived by the Office Manager or a Director.

If there is no phone call there will be a charge of \$25.00 for the first 5 minutes and \$1 per minute after 6:35 pm payable upon arrival. This fee may not be waived.

If you have not contacted us by 7:00 pm our first assumption is that something accidental in nature has occurred. In this case we will make every effort possible to contact parents, guardians or other adults who have permission to pick up a child. If we are not successful in contacting anyone we will first contact the police and request that they attempt to determine if something accidental has occurred and to assist us in locating a guardian who has permission to take custody of your child.

Only as a LAST resort will we contact CPS to come and take custody of your child. We are not licensed for after-hours care, the state has a special license for this, and our employees are not allowed to take custody of your child by removing them from the premises.

If there are three or more incidents within one quarter, your child may be dropped and not allowed to return without the Directors permission and a new registration fee will be applied.

### **Late Payment Fees**

#### **First Week**

A late fee of \$25 will be charged to your account if tuition is not paid by 12:00 pm on Tuesday. An additional charge of \$5 per day will be assessed for each day after Tuesday that tuition is late.

#### **Second Week**

If tuition is not brought up to date by the following Tuesday at noon your credit card will be charged as per the security agreement for all outstanding tuition and late fees. If the credit card charge is denied you will be notified and an additional \$25 late fee will be charged and you will be contacted by management to make arrangements for payment. Other collection methods may also be involved.

### **Drop In Fees**

Drop In rates as openings allow are available refer to current tuition sheet.

### **Part time Attendance**

Part time programs are available only as openings allow for children enrolled in Suites 250 and older. The part time program is primarily made available for children to transition into a full time program smoothly. Special exceptions may be made on a case by case basis. Tuition discounts of any kind are not allowed for part time students

### **School Age Tuition Exceptions**

If a child attends for a full week the tuition charge is equal to the current summer program rate. Tuition for the week of Thanksgiving and Christmas will be the current Before/After School rate. Tuition for the week of New Year's or spring break will be the current Summer Camp rate. Please keep in mind that if your child is on the after school care program only additional fees may apply.

### **Enrollment Fee**

An enrollment fee is charged at initial enrollment.

### **Annual Enrollment Fees**

An annual enrollment fee is charged at the beginning of the Humble ISD school year, due the week of the first day of school.

### **Optional/Extracurricular Programs**

There are some optional programs that your child may wish to be a part of. There is an additional charge for these programs. However, Spanish, Music and Gym Station are included in our core curriculum and included in your fee. Please see your director or assistant director for a current list of parent paid opportunities.

### **Vacation Policy**

Vacation time is 2 weeks per year after the first year of enrollment. Vacation time may only be accrued by children who are enrolled full-time at KRK for a consecutive year. (i.e.: 2 weeks' vacation

available after 1<sup>st</sup> year of enrollment.) If you have been enrolled for a consecutive six months you may borrow one week of vacation, however if you leave before you have been here a full year this week will be charged to your account and may not be used in lieu of notice. A vacation day consists of a child being absent for a full day and the tuition is waived for that day. Children must be absent from KRK in order to receive a vacation credit. Vacation time must be applied for by completing a vacation form at the front desk. These vacation weeks will only be approved and credited to accounts that are current. If a student applies for vacation during a holiday week, they will still have to use vacation days if the school is closed for the holiday. Vacation weeks do not accumulate and will not carry over from year to year. (A year is based on an enrollment year).

## **Withdrawal**

You may withdraw your child at any time for any reason. **We require two full weeks' notice of your child's last day of attendance. Notice must be given to a member of management by filling out a withdrawal form. Notifying your child's teacher does not satisfy the requirements of this policy.** Tuition is paid in advance; if notice is not given or tuition is not paid in advance your credit card may be charged.

## ***Positive Guidance Policy***

At KRK we strive to develop meaningful relationships with each child. We want each child to feel loved and have a strong self-worth.

We understand to accomplish this goal it is imperative that the children are given positive guidance to ensure self-discipline. We believe that children will develop self-discipline and control when they are treated with dignity and respect, when they are given clear consistent, fair limits for classroom behavior.

With the older children we work to help them set and understand their own limits and the consequences of the decisions they make.

We understand the importance of developing a warm and positive learning environment where children's feelings are validated, and positive behavior is always encouraged.

In addition, KRK adheres to the discipline policy of the Texas Department of Family and Protective Services Minimum Standards which states:

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

A teacher may only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction. This is done by:

1. Using praise and encouragement of good behavior rather than focusing only upon unacceptable behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statements.
3. Redirecting behavior using positive statements.
4. Using brief supervised separation from the group, when appropriate for the child's age and development, which is limited to one minute per year of the child's age. Separation should only be used after 2 or more attempts at re-direction are made.

## ***Biting Policy***

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between 12 and 24 months of age. However, this habit can begin in some children as soon as children get teeth or in children as old as three to three and a half. This center's biting policy addresses the actions that we will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experiencing or trying to get the attention of the teacher or his peers. Toddlers have verbal skills that have not quite developed and are by nature very impulsive without a lot of self-control. Sometimes biting can occur for no apparent reason. Our teachers encourage children to "use their words" if they become angry or frustrated. The teachers will maintain close and constant supervision of the children at all times. Children bite other people for different reasons, depending on their age.

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

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

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

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

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

Our policy is as follows:

- If your child bites three times in one day or makes attempts to bite (as long as the skin on the other person is not broken) then the child will be sent home for the remainder of the day. We will provide the parent with a book to read to the child to try and reinforce the idea that children should not bite and that biting hurts. This tactic is taken for bites that are unprovoked. We will use discretion for each bite to be fair for each situation. For example, if a child shows an act of aggression towards another (grabs a toy, hits or pushes) and a bite occurs as a result of the action, the decision to send home the "biter" will be at the discretion of the management team. The goal is to prevent biting and help to change behavior, **not** to send children home.
- If at any time the skin is broken due to a bite then the child will be asked to go home immediately for the remainder of the day and the following day.
- If biting is unable to be managed or curtailed or your child has been sent home three times then it may be necessary for the child to take a "break" from class for a week. Although we realize this can be an inconvenience for parents, we feel that this additional step must be

made in order to protect the other children in the class. This is not something that our school likes to do and please know that this would be a last resort.

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

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

In the event that a biting incident does occur, our school will do the following:

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

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

## **Meals and Snacks**

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

Meal times can vary due to daily circumstances but generally KRK offers the following dining opportunities:

Breakfast	6:00 to 7:00 am—school age children 6:00 to 8:00 am—all other children
Morning Snack	9:00 am
Lunch	11:00 am- 12:00pm

Afternoon Snack	2:30 pm
Snack for School Age children	3:00-4:00 pm

An 11-week menu cycle is planned and may be picked up at the parent information station in the front lobby and is posted on our web page.

KRK provides a Vegetarian and or Chicken Menu for children who do not eat meat or beef. No nut products of any kind are allowed in the school and no peanut products are ever used in meal preparation.

For children who require bottles, it is the responsibility of the parent to bring prepared formula, placed in bottles and labeled with each child's name.

KRK will provide the meals when the children can begin to eat chopped up food offered to the remainder of the school. At this point no outside food is allowed. We strictly enforce this policy due to the children who attend our school who have various food allergies. If your child has a severe food allergy and cannot eat what is on our menu due to dietary restrictions, we must have a doctor's note on file stating exactly what the food allergy is. You may bring in store bought and wrapped food items for birthdays and parties. Please remember that there are no nuts allowed in the building at any time for any purpose. The teachers will work with the parents to make the determination as to when your child is ready to begin enjoying some of the table foods.

### ***Transitions to a New Classroom***

As your child grows and matures, he/she will become ready to transition to a new classroom. We look at several factors when making a determination if a child is ready or not. Some components of the decision are based on maturity level, developmental level, the age of your child and space in the classroom.

Transitioning a child is a decision that should be made by teachers, parents, and the administrative staff. Although we have a plan for transitioning a child, we also observe the child's behavior during the process and either lengthen the transition time or decrease the time taken to make the change. Below is our standard policy.

1. Transition meeting between parent(s), the current teacher and the new teacher.
2. Transition begins on a Monday:
  - a) Monday—child will spend 1-2 hours in new classroom
  - b) Tuesday—child will spend 3-4 hours in new classroom
  - c) Wednesday—child will have lunch with new classroom
  - d) Thursday—child will nap with new classroom
  - e) Friday—child will spend the full day in new classroom

If the child is struggling, the transition cycle will be rolled into a two-week period. If the child is happy and content in the new classroom, he/she is not required to return to the old classroom.

### **Transition Meeting**

We will arrange a transition meeting to help acquaint everyone if desired. The outgoing teacher can give vital information to the incoming teacher. He/She can also review with the parents the accomplishment and progress they have seen in the child.

The incoming teacher can review with the parent the schedule of the classroom, the expectation of what the children will be learning and the rules that apply to that particular classroom.

### **What we need from you:**

As with anything, children feed off of the vibes of their parents. Begin talking to your child about moving to the next room. Let them see your excitement and they will have a much easier time in the transition process.

## ***Picking Up Your Child***

We want to do everything we can to keep the children in our care safe. We are very cautious about releasing your child to someone other than yourself. It is important to give KRK proper information on who is allowed to pick up your child.

Everyone who is on your pick up list will be placed in our computer system. Each person will need to bring their driver's license.

Even though a person is on your pick up list, it is imperative that you notify the front desk with the proper information as to who will be coming. We must have your permission for them to pick up your child. It is very important to keep your pick up information current. Please submit a notice in writing if someone needs to be removed from your list.

The person picking up the child will need:

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

## **Custody Situations**

From time to time the staff at KRK is placed in a difficult situation regarding a custody dispute.

Without a court order, KRK cannot deny a parent access to his or her child.

If a custody document is present, KRK will notify the guardian parent of any contact made by the unauthorized parent. KRK will also notify the authorities, no exceptions.

Staff Members will be instructed not to put themselves or the other children in jeopardy to mediate a family dispute or to attempt to enforce a court order.

If a parent chooses to leave a child in the care of KRK with a court order in force, the custodial parent will be required to sign an acknowledgement stating the center's inability to physically obstruct a hostile effort to take the child from the center.

In the case of joint custody with limited visitation, each parent must sign an acknowledgment waiver to that effect.

Non-custodial parents cannot act as parent volunteers on field trips or other center events without written permission from the custodial parent. Non-Custodial parents may not be afforded the same privileges as custodial parents based upon individual circumstances and management discretion.

## ***Transportation***

At KRK we provide transportation to and from school and on field trips for children ages four and up. The children are transported on our busses, WE DO NOT USE VANS. These air conditioned buses come complete with seat belts that adjust to each child's size.

We follow all the safety procedures outlined by the Texas Department of Family and Protective Services and carry specific equipment on our vehicles, to include:

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

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

## **School Pick Up List**

KRK picks up from the elementary schools assuming there are at least three students attending KRK in our local area. Please ask management for a list of schools we pick up at after school and drop off at in the morning before school.

If your child will be riding the bus to school, they will need to arrive at KRK no later than 7:00 am. **If your child does not need to be picked up after school, it is the responsibility of the parent to notify the front desk no later than 2:00 pm. If your child is not transported to school in the morning you will still need to notify us if we do not need to pick up in the afternoon.**

## **Field Trips**

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

Field Trip Permission Forms must be signed and dated for each field trip, or your child will not be permitted to attend. The field trip permission form will be hanging on the classroom door 48 hours prior to the date of the field trip. The form will outline the place, date, time of departure, location, special instructions or items to bring, and the anticipated time of arrival back at the center.

All children going on a field trip must wear a KRK T-shirt. We must have a signed permission form from you to take your child on a field trip.

For Summer Camp participants you will be required to sign a permission form for all field trips at enrollment. If you don't want your child to participate in a specific field trip and would like them to stay at the school, please see the front desk.

1. Emergency Medical consent forms and emergency contact information for each child will be taken on the field trip.
2. Teachers must have a written list of all children on the field trip and must check the list frequently to account for the presence of all children.
3. Teachers must have a first-aid kit immediately available on field trips.
4. Each child must wear a KRK T-shirt that has the name and telephone of KRK clearly legible.
5. Each teacher will be easily identifiable by all children on the field trip, by wearing the same T-shirt as the children. Usually children are separated into small groups with different colored T-shirts and the teacher assigned to that group has the same T-shirt on.
6. Each teacher supervising a field trip must have a communication device such as a cellular phone, message pager, or two-way radio in case of emergency.
7. Teachers with training in CPR and first aid with rescue breathing and choking must be present on the field trip.

It is our goal to keep everyone safe and to have fun on fieldtrips. We invite parents to participate in all aspects of our program and you are welcome to join us on fieldtrips. Parents must travel in their own vehicles. All parents who wish to participate in the field trip must pass the state approved background check.

## ***Birthday Parties***

Parents may bring birthday treats as long as they are store bought and do not contain any nut products. Small goodie bags may also be brought to their class as long as they do not contain food products to be handed out at the end of the day and taken home. Please plan for birthday celebrations to be held after nap time.

## ***Water Activities***

Children ages 2 to 12 years old will have the opportunity to participate in our water park during the hot months.

What you need to bring on splash days:

1. Swimming suit
2. Towel
3. Water shoes
4. Sunscreen should be applied before the child is brought to school

## ***Animals at KRK***

Some of the classrooms may have pets, such as fish, guinea pigs, hamsters, etc.

There may also be times that your child may have the opportunity to interact with a pet as part of a curriculum unit, which may include field trips to the zoo, petting farms, or a portable zoo that brings pets to the center.

The following policies will be followed in relation to pets:

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

## ***Severe Weather, Fire or Emergency Situations***

If an emergency situation develops such as severe weather, fire, physical damage to the building, or any other situation that poses a threat, the safety of the children is our first concern.

The center is equipped with a weather band radio, a fire alarm system and fire extinguishers. Fire drills are conducted monthly and severe weather drills are conducted quarterly.

If there is an emergency situation and it becomes necessary to close the center, parents will be notified to make arrangements for early pickup. Parents will be notified as soon as possible of the situation and you will be required to make arrangements for your child to be picked up.

If there is inclement weather and it is determined that the center will not open, parents will be instructed by the center's voice mail system. We will follow the Humble Independent School District. For a detailed copy of our Emergency Plan procedures, please ask your center Director.

If an emergency situation develops and it is determined that the building or premises is unsafe, the children will be transported to:

Kids 'R' Kids Kings River  
The Overlook  
20114 Pinehurst Dr.  
Humble, TX 77346  
281-812-0193

Kids 'R' Kids Eagle Springs  
The Overlook  
20114 Pinehurst Dr.  
Humble, Texas 77346  
281-812-0193

## ***Becoming a Parent Volunteer***

KRK welcomes volunteers. Volunteers are assigned to do a variety of tasks within their child's activity rooms, special events, etc. Volunteers who are regularly here at KRK are required to comply with the Minimum Standards for employees and pass a state required background check.

If you are interested in being a parent volunteer, please see the director for a brief orientation.

## ***Questions or Concerns***

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

Our Management Team is as follows:

Paul & Tammy Huff—Owners

Email address [paul@krkwestfrisco.com](mailto:paul@krkwestfrisco.com); [tammy@krkwestfrisco.com](mailto:tammy@krkwestfrisco.com)

Misha Tritsch-Business Director of all four campuses

Email address [misha@krkwestfrisco.com](mailto:misha@krkwestfrisco.com)

### **Kings River Management Team**

Kristy Surguy- Director of Kids R Kids Kings River

Email address [kristy@krkhumble.com](mailto:kristy@krkhumble.com)

Christina Berryhill -Administrative Director at Kids R Kids Kings River

Email address- [tina@krkhumble.com](mailto:tina@krkhumble.com)

Terri Lawson- Curriculum Director at Kids R Kids Kings River

Email address-[terri@krkhumble.com](mailto:terri@krkhumble.com)

### **Eagle Springs Management Team**

Jeannette Encinosa -Director at Kids R Kids Eagle Springs

Email address [jeannette@krkhumble.com](mailto:jeannette@krkhumble.com)

Denise Love- Curriculum Director at Kids R Kids Eagle Springs

Email address-[denise@krkhumble.com](mailto:denise@krkhumble.com)

Janette Rodriguez-Administrative Director at Kids R Kids Eagle Springs

Email address- [janette@krkhumble.com](mailto:janette@krkhumble.com)

## ***Dismissal Policy***

The staff will work with each child to fulfill the needs of that child and every effort will be made to provide a positive learning experience. Special needs will be accommodated when possible. KRK reserves the right to ask parent(s) to make alternative arrangements for care if it is determined that a child's needs cannot be met, or the child has not adjusted to group care provided by the center. In the event behavior becomes disruptive to the program or becomes a problem that poses an unsafe situation for the child or other children in the class, alternative arrangements will be required.

If you, as a parent, are uncooperative in completing and returning forms, fail to pay your tuition on time, fail to follow any state or county regulations, or fail to follow any KRK Policy or Procedure it may be necessary to dismiss your child(ren) from care.

The two weeks' notice is waived if your child is dismissed from our school. We will work with you to provide a smooth transition to alternative arrangements if possible.

Thank you so very much for sharing your child(ren) with us!