



## PARENT HANDBOOK

"Policies and Procedures"

*Welcome to Kid's World Learning Center where creating a positive learning environment for your child is our priority. We know you have many choices in childcare and we value the trust you have placed in us to care for your child. We embrace the unique qualities of each child and understand that everyone learns at his/her own pace. We look forward to sharing our program by providing quality care in a clean, safe, fun, loving, nurturing and academic environment.*

### General Information

Hours of operation: Monday thru Thursday, 6:00 am to 6:30 pm & Friday 6:00 am to 6:00 pm (subject to change)

An initial non-refundable enrollment fee of \$150.00 a child and weekly tuition is required to reserve your space. **Deposits & any prepaid tuition are NON-REFUNDABLE.** Annual registration fees are assessed every year thereafter. Children should be dropped off as early as possible, but no later than 9:30 am to fully take advantage of planned daily activities.

Absolutely no drop off's after 9:30 am. **Please notify the center if your child will be absent from care. Curriculum is a crucial part of their day. In order to maximize their learning, we recommend that all children arrive prior to 8:30 am to get the most of the morning curriculum.**

**If your child is picked up Monday, Tuesday, Wednesday, Thursday after 6:30 pm or after 6 pm on Friday, a \$25.00 late fee will be assessed for the first 10 minutes and an additional \$2.00 per minute thereafter. Please call and let us know if you will be late to pick-up your child. Excessive late pickups may be grounds for termination of service.**

**1<sup>st</sup> late pick up \$25 per child - 2<sup>nd</sup> late pick up \$25 per child - 3<sup>rd</sup> late pick up is \$50 per child - 4<sup>th</sup> late pick up \$75 and grounds for termination of service. All late pick-up fees are due via Zelle pay at the time of pick up [office@kidsworldcyfair.com](mailto:office@kidsworldcyfair.com) "Kidz Biz Inc" After a long day. Your child is eager to see you and go home as our staff has a family at home waiting for them. Please pick up your child on time to avoid late fees and termination of service.**

Please dress your child in clothing that is comfortable, seasonable, manageable and ready to participate in daily activities. Please do not send your child in their best attire, as at times, our activities include paint. Staff members will do their best to ensure clothing is protected from program supplies. Children must wear shoes that remain on during center activities. Closed toed shoes, tennis shoes, and similar. Please no flip flop's, no shoes with a heel (flat shoes only) or no western boots (Except on Western dress up days). We will monitor dress for appropriateness. We do ask that shorts are worn with any skirt or dresses and that all shorts are fingertip length.

Pajamas and costumes are not allowed unless it is part of a special center dress-up day.

All parents are asked to provide an extra set of clothing (including socks and shoes) for your child, labeled with child's name, to be kept here at the center. If we must use the change of clothing, parents are required to send another the following day. Remember, children grow very quickly. Please keep clothing that is seasonal in your child's cubby.

We ask parents to keep children from bringing cell phones, gum or personal toys to the center when your child is in our care. Exceptions would be on show and tell days when your child can bring a theme-related item to share.

Parents are allowed access to all parts of the center any time your child is present and in the care of KWLC. No prior notice is required. Parents are encouraged to be an active participant in the growth and development of your child/ren. We welcome parent's visits, volunteers or any special skills/talents you would like to share with us.

We will communicate to KWLC parents via phone call, text messages, email, parent communication portal, notices posted, conferences or notes sent home.

Closures due to extreme weather or other unforeseen circumstances may be communicated via **Facebook or Instagram (social media). Join our page to stay informed. @kidsworldlearningcenter.com**

**It is the parent's responsibility to keep Kid's World Learning Center informed of any changes in enrollment information such as work and phone numbers, addresses, emergency contacts, authorized pick-up persons, medical information, etc.**

It is important that we have the most current contact information on file. Parents keep your contact information updated by emailing KWLC at [office@kidsworldcyfair.com](mailto:office@kidsworldcyfair.com)

### Admission Requirements (KWLC requires new enrollment packets annually)

Initial enrollment fee, First week's tuition, Registration form, Parent Orientation form, Enrollment Application, Parental Agreement, Discipline & Guidance Policy, Parent Handbook (on website), Sleep Safe (infants), Emergency Medical/Vehicle Permission, Admission Requirement, Immunization Record, Child Profile, Finance Agreement, Transportation agreement/bus rider, ACH payment form, CACFP form, Birth certificate of child.

All children who have not yet entered kindergarten are required to provide current immunization records as well as a "Admission's Statement" signed by their physician; which states that your child has been examined in the past year and is fit and able to participate in a childcare program. (Parents of school age children must fill out the admission statement-school age statement on our admission form, no records are needed if your child is registered in a school district or private school)

As your child receives additional immunization shots, parents are required to furnish updated copies of immunization records. Pursuant to Texas Department of State Health Services requirements. Additionally, pursuant to Texas Department of State Health Services requirements, upon your child turning four years old, a vision and hearing screening is required.

### Accommodating Families and Children

Our program supports families and children who may need additional accommodations to include home language, special needs/differing abilities, and cultural backgrounds.

### Custody Issues

Please let the Director know if there are custody orders concerning your children. We do not have the right to withhold a child from any parent having custody or joint custody. In order to deny a parent from picking up their child, there must be a current, signed court order stating that they should not have access to the child, and we must have a copy of the order in the child's file. The center cannot become involved in custody disputes; we cannot mediate or keep track of which parent can pick up on which days. If the parents of a child are separated or divorced and both are authorized to pick-up, each parent may add his/her own additional pick-ups and contacts if necessary.

### EMERGENCY PROCEDURES

In any emergency the safety and security of the children and employees is of the utmost concern at Kid's World Learning Center! The following emergency procedures apply to Kid's World Learning Center.

**Fire:** If it becomes necessary to temporarily leave the classroom. We will follow the evacuation maps that are posted in our classroom near the exit door! We will line the children up along the back fence. If we must exit the playground, we will use the gate key provided in your emergency exit binder to safely evacuate to the parking lot adjacent to the Center. Infant rooms will be placed 4 children in each evacuation crib to exit the building.

Upon evacuation from the building, the person in charge will leave the building with our Center's "Emergency Binder" containing every student's "Vehicle Emergency Permission/ Medical Information form", a cellular phone and a roll sheet. In addition, the caregiver of each classroom will also depart the classroom with their emergency binder, the daily roll call sheet indicating all those students in attendance.

**Hurricane/Tornado:** In the event of a hurricane or tornado, we will exit into the hallways and line the children up along the walls of the lunchroom; we will be as far away from exterior windows as possible. Each child will sit down with their hands on their heads. Infant rooms will exit into the hallways by placing them in the evacuation cribs. Children in the gym will file into the lunchroom filling in empty spots along the wall.

**Chemical/Gas Leak:** We will use the exit procedure for our fire drills, but move towards the parking lot using the key provided in your emergency exit binders, if we are unable to re-enter the center due to safety reasons.

We will relocate to: St Cuthbert Church, 17020 West Rd, @Queenston, Houston TX 77095 (281) 463-7330.

We will utilize our three buses, (2) 14 passenger buses, and a 33-passenger bus to transport them, should it become necessary. We will be transporting the children in several shifts in an attempt to ensure all kids are moved to a safe space. We will attempt to contact all parents if we cannot return to the center for safety reasons.

Upon evacuation from the building, the person in charge will leave the building with our Center's "Emergency Binder" containing every student's "Vehicle Emergency Permission/ Medical Information form", a cellular phone and a roll sheet. In addition, the caregiver of each classroom will also depart the classroom with their emergency binder, the daily roll call sheet indicating all those students in attendance.

### Intruders with weapons: Lockdown

When an intruder invades the premises or there is an imminent danger to the campus, lockdown procedures may be implemented.

#### During lockdown:

- o All doors, windows, and classrooms will be locked
- o Students and teachers will remain in their classrooms
- o No one will be allowed to enter or leave the building
- o Parents will not be allowed to pick up children from school
- o Local authorities will provide assistance, if needed

Once the "ALL CLEAR" is given, students and teachers will return to their regular activities or parents may pick-up at this time as well.

**In a prolonged situation**, if temporary shelter is needed due to damage to our building, we will relocate to: St Cuthbert Church, 17020 West Rd, @Queenston, Houston TX 77095 (281) 463-7330.

We will utilize our three buses, (2) 14 passenger buses, and a 33-passenger bus to transport them, should it become necessary.

Upon arrival at this off-site location, the children will be entertained via songs and games while staff members reach out to the parents to inform them of the situation. Upon the parents' arrival at the temporary location, they will be requested to provide identification and sign out each child.

#### **Pandemic/Emergency/Virus outbreak; Local, County, State, National & Global**

In the event of a local, county, state, national & global emergency/ pandemic and/or a virus outbreak at KWLC .... KWLC will follow the guidelines of the local county, state & US government guidelines. KWLC will follow Texas Health & Human Services & CDC guidelines. KWLC will comply with Governors Executive Orders. KWLC will always do our due diligence to providing a CLEAN, SAFE & HEALTHY environment.

#### **Pandemic Emergency Plan – In the Event of Covid-19/pandemic exposure**

In the event a child or staff member becomes sick during the school day

- We will have them isolate under supervision waiting for a safe ride home
- must be picked up within 30 minutes of being notified KWLC

plan of action for cleaning

- KWLC will have the area or school cleaned, sanitized & disinfected after 24 hours of the exposure

How parents will be notified

- Parents will be contacted by KWLC management if their child has been affected
- via parent communication app, text, email or phone call

First Aid kits are located at:

- all classrooms
- buses
- front office

KWLC will receive guidance from:

- Texas Department of Health & Human Service
- Child Care Licensing

Closure:

- determined on the level of exposure
- guidance received by Texas Department of Health & Human Service
- guidance received by Child Care Licensing
- may close immediately if deemed necessary
- will act on an abundance of caution for health and wellbeing of the children and staff of KWLC
- if closure is necessary; duration of closure will depend on the guidance of Texas Department of Health and Human Services Re-opening

procedure:

- will be under the guidance of Texas Department of Health & Human Services

Tuition:

- Tuition will be charged during the closure for the first 2 weeks
- KWLC management will reevaluate if our closure extends beyond 2 weeks

#### **Transportation**

We provide transportation for children enrolled in our before and after school program. Our KWLC passenger buses will be used to transport children to and from your child's school to Kid's World Learning Center. These same vehicles are used on field trip days, for which a separate "Field Trip Authorization" will be required for each field trip. (All buses are equipped with seat belts and meet licensing requirements within the state of TX)

Parents are required to notify Kid's World Learning Center by 2:30 pm if and when your child will NOT be picked up at school by Kid's World Learning Center. Failure to notify Kid's World Learning Center may result in a \$25 fee being assessed to your account.

#### **Field Trips**

Parents will have access to information regarding your child's field trip on our monthly calendar. Information about the field trip, what to bring, where we are going and all other information pertaining to the field trip will be provided at the front desk and on our classroom door. "Field trip authorization" forms are required in order for your child to participate in the field trip for the day, **no exceptions will be made if that form is missing**, and this is for the safety of each child in our program.

**Any child, who is unable to participate in a scheduled field trip for any reason is precluded from attending Kid's World Learning Center during field trip hours. Extra Field Trip Fees will apply.**

#### **Water Activities**

During the summer months, children two years and up will be participating in our weekly "Splash Days". Our "Splash Pad" consists of water spray structures that our children enjoy immensely.

Parents are required to provide:

- swimwear, towel, water shoes, 2 large freezer style ziploc bags

Children who are not prepared with the proper swimwear and water shoes will not be able to participate until proper swimwear and approved shoes are provided.

KWLC staff will not apply sunscreen or bug spray on your child. If your child is in need of either sunscreen or insect repellent please apply at home prior to arrival at KWLC.

\*PLEASE LABEL EVERYTHING! We are not responsible for any lost items

#### **Signing children in and out of our care**

Upon enrollment, parents will be invited to Brightwheel our parent engagement app. Parents are to sign up using their phone number to create a user name. **Do not use your email address**, it will not sync up, please add your email address once you have signed up on the Brightwheel app. To sign in and out your child, Scan Brightwheel QR code is on the front glass of the building and follow the prompt to sign in and out your child. All children must be checked in and out using the app. \*Relatives and/or friends who drop off or pickup intermittently will be asked to show identification and will sign in/out manually. Have them ring the doorbell for front door entry.

**Please notify the center if your child will be absent from care.**

#### **Parent communication**

Brightwheel messaging is predominately set up for KWLC to communicate to our parents, while we are busy attending to your children. With best intention, at times we are unable to respond in a quick fashion, so Please call KWLC for any questions that may deem our immediate attention. Please allow 24-48 hours for KWLC staff member to respond to a parent's Brightwheel message.

#### **Emergency pick-up**

If someone other than those whose names are listed on authorized pickup lists is going to pick-up your child, parents must call to notify Kid's World Learning Center and email a letter which includes the name and relationship of the emergency pickup. Proper identification (driver's license) must be presented upon their arrival. Email a letter to [office@kidsworldcyfair.com](mailto:office@kidsworldcyfair.com)

#### **\*General Information regarding tuition and fees\***

Please understand that the standards we have set for the care and education of our children makes it vitally important that parents have a clear understanding of what our policies are regarding the payment of tuition.

Not unlike your family's own personal budget, our school also operates on a budget that is based on payments of tuition. We rely heavily on parents following the tuition payment policies and schedules. Understand that other fees may occur example: supply fee, field trip fee, extra-curricular fee etc.

#### **Tuition**

**Tuition is billed on a weekly basis and is due Friday, prior to the upcoming week of care. Parents are welcome to pay their tuition weekly, bi-weekly or monthly as long as the payments include the upcoming week and stay ahead of tuition due dates.** Payments may be submitted ACH auto draft, or cash. Credit card and debit card usage incur a service fee.

**Fees are due and payable regardless of weather conditions, illness, pandemic, vacation or an event that may affect the center's opening or closing. NO PORTION of your weekly paid or outstanding tuition will be refunded, cancelled or pro-rated in the event of absence, holiday, and school closings.** If your child is absent for the entire week, Monday thru Friday, full tuition is due to ensure your child's continued enrollment. Full tuition is due the Friday prior to your vacation or any absence to avoid any late fees. **All paid tuition or fees are non-refundable**

#### **Tuition during a Natural Disaster, National/State Emergency or Covid 19/Pandemic closure**

In the event that KWLC has to close due to a natural disaster, national/state emergency or Covid 19/pandemic. Tuition will be charged during the closure for the first 2 weeks. KWLC management will reevaluate if our closure extends beyond 2 weeks.

### Tuition increases and policy changes

\*Tuition increases are based on costs of operating the business, (i.e. increase of labor costs, insurance, interest, utilities, gas, cost of groceries, etc.) But not limited to the said items. Tuition increases will be evaluated a minimum of twice a year or as need be. Tuition increases will be notified in writing via one of these communication vehicles either parent communication app messaging, email (last known email given to KWLC by the parent) or a phone call at least two weeks prior to any changes in policies and tuition. A broad announcement will be made.

### Notices of change

This information was compiled for you to keep and review as needed. Please feel assured that we have your child's best interest at heart and will strive to provide a safe, happy and healthy environment. Kid's World Learning Center reserves the right to update, change and/or amend these policies and/or tuition schedule at any time. Parents will be notified in writing if and when these changes occur. Failure to enforce these terms does not constitute a waiver.

### Discounts

No discounts are offered at this time.

### Late Fees

Tuition not paid by the end of the day on Tuesday will incur a \$25.00 late fee. Tuition not paid by the close of day Thursday, will incur an additional \$25.00 late fee. Account balances not received by close of day of Friday will prevent your child from returning to Kid's World Learning Center until the account is brought to a zero balance. Failure to stay current in your child's tuition fees may result in the loss of your child's space at Kid's World Learning Center and will constitute a default which will entitle Kid's World Learning Center to all legal remedies as prescribed by law including reasonable attorney's fees.

### Returned Payments ACH/Checks/Credit Card, etc.

A service charge of \$35.00 per returned item will be assessed for any unpaid returned transactions via ACH/checks/credit card etc. Families with excessive amount of returned transactions via ACH/checks/credit card, etc. may be asked to submit tuition payments in cash or money order. No checks accepted. Multiple returned items or late payments would constitute suspension or termination in service until all fees and payments are current.

### Vacation

All tuition is due whether your child attends or not. If your child is absent for the entire week, Monday thru Friday, full tuition is due, to ensure your child's continued enrollment. Full tuition is due the Friday prior to your vacation or any absence to avoid any late fees. All paid tuition or fees are non-refundable.

### Please notify the center in advance if your child will be absent from care.

### School Age Camp School Age Tuition

School age children in attendance for school holidays or teachers' in-service days are billed at an additional up-charge for extended care. The additional costs are as follows:

- before school children – extra fee per day
- after school children - extra fee per day
- before and after school children - extra fee per day

Additional fee is only assessed when, during a school week, your child attends Kid's World Learning Center due to an in-service day, etc. A minimum of two-week notice is required

\*Tuition rates for spring, summer and winter breaks will be posted prior to the vacations.

\*Additional fees for activities, field trips and camp shirts

### Holidays

KWLC will be closed on the following Holidays:

New Year's Day, President's Day,

Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve, and Christmas Day \*Not necessarily observed when it falls on Sat or Sun. Inclement weather days – KWLC will follow CFISD calendar; if CFISD is closed KWLC will be closed as well. (Subject to change at managements discretion).

If the holiday falls on a weekend, it will may be observed on Friday or Monday. Holiday closures are subject to change with prior notification. Inclement weather days: KWLC will follow CFISD calendar for inclement weather days, or as deemed necessary (subject to change). \*Tuition is not prorated any closures. KWLC recognizes all US Holidays

### Termination

After regular child care is confirmed, a two weeks' advance notice, in writing, will be required in order to terminate a child's enrollment from the center. Full tuition is due whether the child attends the two weeks' notice or not. Kid's World Learning Center reserves the right to terminate clients should the situation deem it necessary at any time. If there is an issue with behavior, immediate dismissal without prior notice may be enforced.

### Workforce families

Please understand that workforce spaces are limited. Prior to attending KWLC your child must have prior workforce approval and center availability. Co-payments are due for the month on the 1<sup>st</sup> of the month. If co-payments are not timely, your child will not be able to attend until co-payments are current for the month and may incur a late fee. Late fees are applied on the 4<sup>th</sup> of the month and every 2 days thereafter until you are current. You child may not attend if the monthly co pay are not paid by the 7<sup>th</sup> of the month.

### Physical Activity gives the children opportunities for physical development through indoor & outdoor activity

Developmental Activities and Activity Plan:

(A) The benefits of physical activity and outdoor play;

Exposure to outdoor play and physical indoor activity is found to improve cognitive health in preschool aged children. In addition, this experience is critical for overall growth and development. Outdoor play increases the body's vitamin D levels, reduces anxiety, improves mood, concentration and focus. Enhances imaginative and creative play promoting problem solving and leadership skills.

(B) The duration of physical activity at your operation, both indoor and outdoor; Frequency (2-4 times) 20-30 minutes increments

(C) The type of physical activity (structured and unstructured) that children may engage in at your operation; dancing, fun parachute games, go for an indoor walk and practice movements such as go-skip, gallop, and leap. Use musical instruments as you march in a parade. Turn on relaxing music, stretch your body in different ways. Between each stretch relax and breathe.

(D) Each setting in which your physical activity program will take place; Dancing, indoor walk and practice movements, musical instruments, outdoor play, running, skipping

(E) The recommended clothing and footwear that will allow a child to participate freely and safely in physical activities;

Comfortable clothing is recommended, no clothing with long strings, no belts & no scarfs. Closed toe shoes at all times, no crocs or flip flops, no boots with loops that can be a hazard and get caught on play equipment. Athletic shoes are recommended.

(F) A plan to ensure physical activity occurs on days when extreme weather conditions prohibit or limit outdoor play.

Physical activity on rainy day, include, but not limited to activities such as dancing, fun parachute games, go for an indoor walk and practice movements such as go-skip, gallop, and leap. Use musical instruments as you march in a parade. Turn on relaxing music, stretch your body in different ways. Between each stretch relax and breathe.

**Activity plan:** The activity plan is designed to meet the children's cognitive, language, social emotional & physical development, strength & needs. The activity plan includes all children in the group regardless of special care needs.

Parents are asked to notify Kid's World Learning Center if you child has been exposed to a contagious disease so that we may be on alert for early symptoms. Children who have been exposed to or have contracted serious communicable/ infectious diseases may not return to the center until the disease is no longer contagious. Kid's World Learning Center reserves the right to request a physician's statement prior to being re-admitted. **For everyone's safety, it is imperative that you DO NOT attempt to mask a fever with aid of a fever reducer or medication – please be transparent.**

**In the event any of the following symptoms are noticed, you will be asked to pick up your child from care:**

- Fever or 100.4 degrees or higher, taken by ear
- persistent stomach ache, diarrhea or vomiting
- deep, hacking cough even if fever is not present
- continuous runny nose that contains yellowish or greenish mucous
- a rash that has not been diagnosed by a physician
- undiagnosed and untreated pink, swollen, matted or runny eyes
- suspected case of childhood disease
- lethargy, malaise or inability to participate in regular classroom schedule
- Head lice
- The illness results in a greater need for care than our staff can provide safely, without compromising care for other children in the room.

**A child may return to school when:**

- fever is gone and temperature has been normal for at least 24 hours without the aid of a fever-reducer
- energy level has returned to normal for at least 24 hours
- active signs of illness are no longer present
- Physician has cleared your child for return to daycare (**accompanied by Doctor's note**).
- Children have been free of head lice, vomiting, and diarrhea for 24 hours

## Health check

We will do a visual or physical assessment of each child to identify potential concerns about a child's health, including signs or symptoms of illness and injury.

**Proper attendance tracking** - Check in your child on a daily basis on our attendance tracking software

## Health & Well Being

Children in our care must be able to participate in all daily activities, including outside time. Children who cannot participate in outside time should not be in our care until they are able to participate in all activities. Must agree with the health questions on Brightwheel app prior to dropping off your child. Your child may not attend if you are not able to answer yes on health questions.

## Communicable Infectious Disease/Covid-19 Guideline (local/national/global virus)

Inform KWLC admin staff if your child has a fever of 99.9 degrees or higher. Inform KWLC admin staff if your child or someone in the household has been exhibiting any symptoms of illness or has been exposed to someone exhibiting illness such as but not limited to a respiratory infection, cough, shortness of breath, sore throat & runny nose or been confirmed or has been exposed to someone who has a confirmed diagnosis of a communicable infectious disease/Covid-19 in the past 14 days. Any children exhibiting signs of illness will also be required to leave KWLC immediately and will only be able to return with a physician's clearance & at the discretion of KWLC management. If your child develops a fever or sign or symptoms, please have an adult prepared to pick up your child within 30 minutes of being notified.

Again, **for everyone's safety**, it is imperative that you **DO NOT attempt to mask a fever with aid of a fever reducer or medication – please be transparent.**

## Medication

Kid's World Learning Center will administer medication at 11 am and 3 pm only if the medication requires to be administered 3 or more times a day. Prescription medication must be in its original container with doctor's name, child's name and dosage clearly visible. Due to state licensing policies, Kid's World Learning Center will only administer over the counter medication as the written recommendation dosage allows, if your child is under the age and it states consult a physical or in need of a larger dosage due to weight/height a written authorization, with the proper dosage, from a physician must be provided before any over-the-counter medication can be administered by Kid's World Learning Center. All medication must be signed in by the parent at the front desk weekly in our medication log; the medication will be stored in the front office; refrigerated medication will be kept under refrigeration. Medication dispensed in baby bottles are not permitted.

**If your child needs medication less than 3 times a day. It is required that the parents administer medication at home. If your child needs medication more than 3 times a day. KWLC will administer the medication once.**

## NUT FREE ENVIRONMENT

We are a **NUT FREE environment**. Please do not bring any peanuts, tree nuts or food or milk containing nuts. Thank you for keeping our students safe.

## Nutrition

Our nutrition & food program meets the guidelines outline in Child Care Licensing Minimum Standards.

No sugary foods such as but not limited to; donuts, pop tarts, cookies, fruit snacks, juice pouches etc. Intake of extra calories from nutrient poor foods and drinks are associated with weight gain and obesity. Additional information posted in our bistro and DFPS Child Care Licensing Minimum Standards for your convenience.

## Meals

Your weekly tuition includes all meals; breakfast, lunch and two snacks each day. Breakfast is served 6:30 am to 7:45 am. If your child has any dietary restrictions or special dietary needs, please notify the front desk and provide an alternative for your child on those days. We are unable to refrigerate or heat up meals brought from outside of KWLC.

Infant bottles must be fully prepared by the parents ready for consumption. Baby bottles allowed with liquids only. Oatmeal and Rice cereal served in a bowl not in baby bottles. Please do not dispense oatmeal in infant formula, breast milk or milk bottles or sippy cups to avoid a choking hazard.

## Home lunch practices

Parents who choose to provide a home lunch for their child are encouraged to include healthy lunch items. Our menus meet child care minimum standards guidelines and are examples of healthy lunches. These menus along with information on nutrition and foods that may cause allergic reactions is available. **If the parent chooses to provide the child's meals and/or snacks from home the parent understands that KWLC is not responsible for its nutritional value or for meeting the child's daily food needs.** All home lunches must be in disposable paper goods. All food must be ready to eat and food that does not require heating or preparation. No fast food to avoid conflict with other children.

-On days that KWLC serves meals; milk, fruit and vegetables are provided for all children with a main course.

-Healthy snacks that meet minimum standards guidelines are available for school aged children as children arrive from their elementary school.

-Any outside food brought into the program to be shared among children need to be commercially prepared or prepared in a kitchen inspected by health officials. And remember we are a nut free environment.

-Liquids and food hotter than 110 degrees Fahrenheit are kept out of reach.

## Food Allergies and Other Medical Concerns

Parents are asked to disclose any food allergy, severe food allergy, or other serious medical condition that you believe should be disclosed to KWLC. This is to enable us to take necessary precautions for your child's safety.

Food Allergy Action Plan (form) is required for severe allergies that require Epi Pen, Antihistamine, Other (e.g., inhaler-bronchodilator if asthmatic). Physician/ Healthcare Provider Signature is required.

All staff members are educated on food allergies and they take precautions to ensure children are protected. Additional Food Allergy –

Food Facts posted in the bistro for you to view.

## Uh-Oh reports/injuries

KWLC will administer first aid in case of minor injuries and notify parents in the form of our "Uh-oh Report" which will describe the incident which occurred as well as treatment provided. Such injuries include: bites, bruises, scratches, bumps, red marks, or falls that cause bodily injury. Our intent is to keep children safe; however, due to their growing bodies, limited gross motor abilities and curious nature, accidents arise. Our staff will provide TLC, ice, band aids and report the incident as needed.

In the event of a serious injury, we will first render aid, then depending on the severity of the situation, either notify parents first or summon emergency medical personnel. Any and all medical expenses incurred will be the responsibility of the parents or legal guardian.

**KWLC does not maintain records of staff members vaccinations.**

## Frog Street Press Curriculum Ages 6 weeks – 12 years of age

Frog Street Early childhood programs are built on four key cornerstones:

Early Brain Development Research, Intentional Instruction, Developmental Learning Domains, & Social and Emotional Development Emphasis. Our Curriculum is to support social and emotional intelligence and in turn cognitive performance.

KWLC uses a developmentally appropriate curriculum that aligns with early learning guidelines/ standards. (Infant and toddler curriculum /Based on Curriculum Rubric/ Preschool curriculum (TEA approved)/ Based on TEA's Texas Resource Review Pre-K Curriculum Rubric/School-Age curriculum/ Emergent Curriculum with activities linked to objectives or early learning guidelines)

## Parent Conferences

A scheduled conference is offered to parents to exchange information twice a year. Also available as needed with an appointed time.

Parent have opportunities year-round to provide input that may influence the program by submitting a survey located in the lobby of KWLC or sending an email to [office@kidsworldcyfair.com](mailto:office@kidsworldcyfair.com)

## Discipline

The goal of our discipline policy is to help children manage their own behavior through "**conscious discipline**". Consistent limits will be based on common sense rules appropriate to the child's level of understanding and will be directed toward teaching children acceptable behavior and self-regulating their choices. Children will not be humiliated, ridiculed nor will sarcasm be used in corrective or redirected attempts with behavior; corporal punishment or threat of corporal punishment is prohibited at Kid's World Learning Center.

We offer a

positive approach to re-direction; our focus is to teach empathy, create a school family and teach respect for the child, teachers, classrooms and property at KWLC.

## Challenging Behaviors

Teachers, Directors and/or Admin Staff have ongoing conversations with parents to express concerns and discuss strategies in addressing challenging behaviors. Conversations are framed around the objective of the program. Parents are kept informed as to their child's progress.

## School aged children and problem behavior

If your child's behavior has been deemed disruptive and persistent and/or unresolved behavior issues are occurring with school aged children, KWLC will also restrict him/her from attending field trips.

**Any school-aged child, who is unable to participate in a scheduled field trip for any reason is precluded from attending Kid's World Learning Center during field trip hours.**

## Suspension and expulsion policy

KWLC will make every effort and attempt to bridge, redirect and correct children's behavior to an acceptable level while in our care; however, in the event that we are unsuccessful in this attempt we will restrict a child's attendance from Kid's World Learning Center for a predetermined length of time. If all attempts fail, Kid's World Learning Center does reserve the right to request your child's withdrawal from Kid's World Learning Center's program. Kid's World Learning Center does reserve the right to request your child's withdrawal from Kid's World Learning Center's program.

## Cell Phones

While in attendance at Kid's World Learning Center, students are prohibited from using all telecommunication devices such as, but not limited to, cellular phones & camera/video phones. Such devices must not be visible and must remain turned off while in attendance at KWLC. Placing the cell phone into silent/vibrate mode and text messaging is not considered "turned off" and is prohibited. Using any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is prohibited.

**Note:** Parents are requested not to contact their child during the instructional school day via cell phone. If an emergency occurs and parents need to speak to their child, please contact the school for assistance. **For the safety of our children.....** Please refrain from using your cell phone at KWLC and in the parking lot of KWLC.

**Screen Time** - Screen time is permitted when it is related to our curriculum or learning. No more than 2 hours a day.

**Photo Release**

I hereby assign Kid's World Learning Center and grant to the photographer, or those for whom the photographer is acting as indicated above, the right and permission to copyright and/or use and/or publish, and republish, photographic pictures and portraits of my child/children in which said may be included in whole or in part, in color or black and white, made through any media by the photographer at his studio or elsewhere, including but not limited to Social Media, i.e. Facebook, Instagram, Twitter, KWLC google page, etc. And the use of any printed matter in conjunction with such photographs. Photographs will also be utilized for in house use.

I hereby waive my right to inspect and/or approve finished photograph or advertising copy or printed matter that may be used in conjunction with such photographs, or to the eventual use that it might be applied.

I hereby release and discharge the above, its assigns, and all persons acting under its permission or authority or those for whom it is acting, from and against any liability as a result of any distortion, blurring, alteration, or optical illusion that may occur in the taking of the picture, or processing or reproduction of finished product.

The building is equipped with closed circuit surveillance cameras which is used for training purposes.

I hereby warrant that I am of full age and competent to contract for the minor in so far as the above is concerned. I have read the foregoing release and warrant that I fully understand the contents thereof. You may notify us in writing if you do not agree with the Photo Release.

Parent's will need to request special permission to photograph or video any children or KWLC team member on KWLC grounds or KWLC event off grounds i.e. field trip, graduation etc.

**Abuse & Neglect**

KWLC staff receives annual training on child development, signs and symptoms of abuse and neglect and the prevention of abuse. In addition, a health check assessment is conducted on a daily basis. If at any time you as a parent ever suspect your child to be the victim of abuse or neglect please contact: Abuse Hotline toll-free 24 hours a day, 7days a week, nationwide. **1-800-252-5400** or [www.txabusehotline.org](http://www.txabusehotline.org)

**State Regulations**

Our center is licensed with the Texas Department of Family and Protective Services, as required by law. The license certificate as well as our most recent inspection report is posted for inspection. We comply with the Minimum Standards established by the State of Texas. You may obtain a copy of the Minimum Standards here at Kid's World Learning Center or on childcare licensing website <https://hhs.texas.gov/>. Our local Licensing Office is located at 1330 E. 40<sup>th</sup>, Houston, TX 77022. They may be reached at (713) 287-3238

If your child has not been picked up by 7:00 p.m. and all attempts to contact the child's parents and the child's entire emergency contacts fail, Kid's World Learning Center will call Child Protective Services and the Police.

Our operating hours are 6:00am-6:30pm M-F. Late fees will apply for late pick up.

Kid's World Learning Center periodically applies pesticides. Information concerning these applications may be obtained from the front office management staff.

**Gang-Free Zone**

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations included day care centers. The gang-free zone is within 1000 feet of Kid's World Learning Center. Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity or engaging in organized criminal activity within 1000 feet of the center is a violation of this law and is therefore subject to increased penalty under state law. The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and updated maps for the purposes of persecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

**Breastfeeding**

Our facility supports that human milk is the best source milk for infants providing them with optimal health and development, in so doing we provide a chair for nursing moms to breastfeed her child in our infant room. Additional breastfeeding education & resources are posted in our Infant & Crawler room. <https://www.womenshealth.gov/files/documents/your-guide-to-breastfeeding.pdf>

**Health and Nutrition Practices**

Our program has listed additional health support and/or resources to families and staff regarding the overall health and safety of the child.

Click on the links below:

Oral health [Houston Health Department](http://HoustonHealthDepartment.com) - Bureau of Oral Health — Dental Program ([houstontx.gov](http://houstontx.gov))

CHIP benefits [CHIP | Texas Health and Human Services](http://TexasHealthandHumanServices.com)

Child development courses [Child Care | Texas A&M AgrLife Learn \(tamu.edu\)](http://ChildCareTexasA&MAgrLifeLearn.tamu.edu)

Promoting health for Children and Adolescents [Promoting Health for Children and Adolescents | CDC](http://PromotingHealthforChildrenandAdolescents.CDC)

**Shaken Baby Syndrome** <https://www.cdc.gov/violenceprevention/pdf/SBSMediaGuide.pdf>

**Sudden Infant Death Syndrome**

[https://www.texaschildrens.org/sites/default/files/IP\\_CribSafety.pdf](https://www.texaschildrens.org/sites/default/files/IP_CribSafety.pdf)

**Center for disease control and prevention**

[www.cdc.gov](http://www.cdc.gov)

Kid's World Learning Centers "Parent's Handbook which clearly states its "Policies and Procedures".

**This handbook supersedes all previous ones. KWLC policies are reviewed annually and updated if necessary. Subject to change.**

*We appreciate this opportunity to provide child care services to your family, and sincerely hope that you will be satisfied. If at any time you have concerns, comments or suggestions, please do not hesitate to bring it to the attention of the management staff that is on site daily and directly involved in the daily operation of Kid's World Learning Center.*

*Kid's World Learning Center..... Your child's home away from home..... Our #1 priority is your child's safety & well-bei*

