



Parent Handbook and Operational Policies

We provide a Christ-centered, quality education, nurturing the development of your child in a secure environment.

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APPENDIX (including tuition and fee information, classroom information, a detailed emergency preparedness plan, illness and injury policy, and health check operational policy) 13+

Philosophy and Goal

We strive to provide your child with a nurturing environment. Our curriculum is designed to foster social, emotional, intellectual, physical, and spiritual growth. As a Christian daycare and pre-school, we will help your child to learn about Christ and develop Godly character. Kid's Day provides a caring, compassionate, creative, and challenging atmosphere. We will treat your child with respect, individuality, and loving kindness.

We seek to:

- Help each child develop confidence
- Help children learn to be responsible for their own actions
- Prepare your child for Kindergarten

We are a privately owned and operated daycare that wants to provide a safe and loving alternative to home. We are here to serve our children, our parents, and our community.

Kid's Day, at its discretion, may change any policy contained in the Parent Handbook and Operational Policies. Parents will be notified of any changed through Brightwheel, email, or written notice distributed to children's cubbies/parent pocket files.

Curriculum

- Our program isn't limited to one teaching venue, method, or style. Age appropriate skills and concepts form the core of our curriculum.
- Hands-on activities enhance growth and development in social, emotional, physical, and cognitive areas.
- Our program includes instruction in the following: reading readiness, verbal/language development, math concepts, reinforcement of cognitive skills, science/geography, dramatic activities, creative arts, songs/games, practical life activities, and sensory integration. Some of this is accomplished in learning through play.
- We integrate Biblical concepts throughout the day.
- There is an annual fee to cover the cost of the curriculum we use in our program. The fee is based on age.

Indoor and Outdoor Physical Activity

Children participating in physical activity every day helps them to be healthy and build strong muscles and bones, while improving their strength and endurance. Another benefit is that regular physical activity helps them to reduce the risks of developing health issues, builds self-esteem, and helps to relieve stress. During physical activity, fine motor skills and cognitive skills are developed and strengthened as well.

Per minimum standards, the following ages will have physical activities as follows:

- If a child is unable to participate in the daily activities, they need to stay home.
- **Infants** will be given opportunities for physical activity, including supervised tummy time.
- **Toddler** age children will participate a minimum of 60 minutes of moderate to vigorous active play each day.
- **Preschool and Pre-Kindergarten** children will participate a minimum of 90 minutes of moderate to vigorous active play each day.
- Outdoor play is scheduled twice a day.
- **School age** children who are in attendance for a full day will participate a minimum of 90 minutes of moderate to vigorous active play each day. School age children who are only in attendance after school will participate a minimum of 30 minutes to minutes of moderate to vigorous active play each day.

The weather conditions play a factor in all outdoor activities.

- Sunny temperatures suitable for outdoor activity will range from 32 to 100 degrees Fahrenheit.
- Light precipitation and light snow may allow outdoor play.
- The Center will follow the weather to ensure the safety of all our children in our care.

Clothing

Clothing should be appropriate for the child's age and the weather conditions.

- Children's clothing should be play clothes: comfortable, allowing complete freedom of movement, washable, and suitable for daily indoor and outdoor activities. Since children spend time outdoors almost every day, parents should consider weather conditions when planning daily dress.
- To encourage development of independent bathroom skills, children's clothing should be easy for them to manipulate with a minimum of assistance.
- Closed toe/heel shoes only, please! No flip flops or sandals. Comfortable and safe.
- At least one if not multiple complete changes of clothing (every item labeled) should be kept at the Center. Place the clothes in a marked Zip-Lock plastic bag and give it to the teacher or place it in the child's backpack.

Hours of Operation

- Kid's day is open year-round from 6 am to 6:30 p.m., Monday through Friday (closed dates listed below)
- Nap or rest time lasts approximately 1 ½ to 2 hours in the early afternoon
- Daily classroom schedules are posted in each classroom.

Absences

If your child is going to be absent, please call or email the office and let us know. It is imperative that if your school age child is absent, you contact us by noon, so the bus driver is aware prior to making the afternoon pick up from the school.

Holidays and Closings

Kids Day will be closed for the following holidays and special days:

- New Year's Eve and New Year's Day
- President's Day
- Good Friday
- Memorial Day
- Fourth of July
- Comal County Fair Day
- Labor Day
- Thanksgiving
- Christmas

The Center will have abbreviated operating hours (see Holiday Calendar) on certain days:

- The Wednesday before Thanksgiving
- Specified days before/after Christmas and New Year's Day

Inclement Weather Closures

It is our intention that Kid's Day should remain open on all regularly scheduled weekdays. However, there may be occasions when weather conditions force the late opening or possible closing of the school. Our policy is to follow the same guidelines as Comal Independent School District (i.e., if the school district opens at 10:00 a.m., we do too; if they are closed for weather, so are we). Employees should listen to WOAI news/radio station for details. If in doubt, please call the center before you leave home. If there are any facilities issues that would require us to close (i.e., no water or electricity), parents will be notified.

Child Release Procedures

- **Arrival and Departure Procedures**
 - Children may not enter or leave the Center unless accompanied by an adult. Upon arrival, a staff member will complete a health inspection before accepting the child. (per State Requirements)
 - Departing children will normally be released only to parents or other persons shown on the "child release authorization list" form. Any person not known to the staff must provide a valid driver's license or ID card. The name on the ID must match a name on the authorization list.
 - Parents/guardians must provide a written note notifying the center that another person will be picking up your child/children.
 - Kid's Day is required to maintain daily attendance records. The attendance sheet is used during evacuation drills to ensure all present are safe and accounted for.

- **Drop Off**

For the convenience of our parents, Kid's Day opens daily at 6:00 a.m.

Children cannot be dropped off later than 9:00 a.m. each day they attend. Arrival before 10:30 a.m. is allowed with a doctor's note.

- Many of the most important activities of each day take place during the morning hours starting at 8:00 a.m. Children who arrive late often "miss out" on an important play period, circle time, story time, or art project.
- These morning hours usually include planned group activities, which are important in helping children develop social skills and abilities involving interaction with their peers as well as self-discipline.

- Equally important is the opportunity for a personal greeting from their teacher. These personal greetings are crucial elements of the bonding process between children and teachers, where friendship and trust are established and nurtured. Once planned activities are underway, teachers must devote their attention to the other children in the class.
- Please make every effort to have your child arrive prior to 9:00 a.m. so he/she can enjoy this vital settling period. These precious early moments allow your child to interact with friends and have an opportunity to explore and adjust to the physical environment, setting the tone for the day.
- **Saying Goodbye/Separation**
To help achieve the goal of allowing your child to become independent, emotionally healthy, and well-adjusted, we recommend the following practices in children age two and older:
 - If possible, the children should be walked in, not carried.
 - Present your child to the teacher on arrival. The greeting between teacher and child is invaluable. Many things about the child's health and state of mind can be determined in that brief time, and nothing should interfere with it. The teacher will then help the child join into the classroom activities.
 - Good-byes at school should be part of a normal everyday routine every child goes through. Separation should be sweet and brief, with reassurance about the planned pick-up time.
 - Parents should encourage children to make friends with the teachers and look forward to being at school without feeling guilt or disloyalty to a parent.

Illness

If a child appears ill while at the Center, parents will be contacted and asked to pick up the child.

The main reasons for excluding children from the center are:

- An illness prevents the child from participating in routine activities
- An illness requires more care than the staff can provide without compromising the needs of the other children in the group
- A child's presence poses an increased risk to others with whom the child may come into contact

The Center cannot admit any child appearing to be sick, without a written statement from a doctor or registered nurse certifying no contagious disease is present.

Children should be kept at home when they meet the following exclusion criteria:

- If the child is unable to participate in group care.
- Ear/oral temperature of 100 degrees Fahrenheit or higher, or under the arm temperature of 98.4 degrees or higher in the past 24 hours.
- Conjunctivitis ("pink eye"), redness of the eye and/or lids, usually with yellow discharge and crusting.
- Bronchitis, which begins with hoarseness, cough, and a slight elevation in temperature. The cough may be dry and painful but gradually becomes productive.
- A rash you cannot identify which has not been diagnosed.
- Impetigo: red pimples, which become small vesicles surrounded by a reddened area. When blisters break, the surface is raw and weeping. Look for signs in neck creases, groin, underarms, face, hands, or edge of diaper.
- Diarrhea two or more times within 24 hours (watery or greenish BM's that look different and are more frequent than usual).
- Vomiting within 24 hours (more than usual "spitting up").
- A severe cold with fever, sneezing, and nose drainage.
- An unknown illness without obvious symptoms other than unusual paleness, irritability, tiredness, or lack of interest.
- A contagious disease, including measles, chicken pox, mumps, roseola, strep throat, etc.

Children with a diagnosed bacterial infection may return 24 hours after beginning treatment with antibiotic medication, with a doctor's note, if they are able to participate normally in the program.

While we regret the inconvenience caused by strict adherence to these guidelines, our concern for all the children dictates a very conservative approach when dealing with health matters. Because of conflicting medical opinions about the advisability of re-admitting children receiving treatment who still appear ill, the Center will err on the side of safety/caution when making such decisions and ask for your tolerance and understanding.

Should your child contact a contagious illness, please notify the Center immediately so other parents can be alerted to the possibility of exposure. Guidelines issued by the Texas Department of Health dictate re-admission criteria. Contact the office for details.

Medication

- *The Center and its staff accept no responsibility or liability for any error or omission regarding administration of medication.*
- *The Center does not administer any over the counter medication without a doctor's prescription.*
- All medication must be furnished in the original prescription container, with an appropriate dispenser, marked with the child's name, date, and directions for use; placed in a labeled plastic ("Zip-Lock") bag.
- Any prescription requiring continuous long-term medication requires a statement from parents.
- Bring medication to the Office with a fully completed MEDICATION AUTHORIZATION FORM.
- The Office will see that the medication is dispensed.

Special Needs

- Our facility is not equipped to provide for all special needs children. The director and the teacher will evaluate each child on an individual basis. Kid's Day wants the best for each child, and realize that we may not be the best fit.
- **Undiagnosed:** An enrolled child that exhibits behaviors concerning to the classroom teacher and director may be asked to have the child seen/evaluated by their pediatrician and/or a specialist.
- **Diagnosed:** If the child is eligible for enrollment they are asked to provide
 - A doctor or qualified school district/ECIP professional recommendation.
 - An IEP or ISFP plan to incorporate into the child's daily plan.

Medical Emergency

In the event of an injury or medical emergency, trained staff will immediately administer first aid and notify a Director if further assistance is needed. If we believe the situation may call for parent involvement or professional medical attention, the Center will attempt to contact a parent or other authorized emergency contact. If the condition is serious, the Center will call 911 for an EMT response or will transport the child to a hospital Emergency Room.

Discipline and Guidance

Our philosophy is to have positive guidance, incorporating creative teaching and involvement, to help children develop self-discipline and inner control over their actions. This approach is based on mutual respect and an understanding of children's needs and development.

See Appendix for Texas HHS Operational Discipline and Guidance Policy, Form 1099, for details. (You read and signed this form at enrollment.)

- Positive guidance uses redirection, verbalization of misunderstandings, consistency, and acceptance of feelings, firmness, and fairness.
- Children are encouraged to express their feelings verbally as well as discuss and resolve conflicts rather than "act out" their feelings.
- In certain situations, a brief "quiet time" is used to allow a child to calm down and recover self-control before resuming group activities.
- Corporal punishment is prohibited. It is defined as biting, spanking, slapping, pinching, shaking, kicking, and flicking. Parents are not allowed to issue corporal punishment on our campus, per Texas State Licensing.

If these actions do not help in reducing or changing behavior, the following will take place:

- Staff will report behavior and what strategies have been attempted to the Director.
- The Director will observe the child and meet with the teacher to develop a behavior management plan.
- The behavior management plan will be discussed with the parent and then put into practice.
- The Director, Teacher(s), and parents will evaluate the behavior management plan and if needed, adjustments will be made.

**If a child's behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the classroom and possibly from the program for a period of time.

Biting Policy – Biting is natural, expected, and temporary. Kid's Day will advise parents when this occurs. See Appendix for Biting Policy for more details.

Termination of Enrollment (Suspension/Expulsion)

Enrollment will be considered terminated if:

- The center receives **two weeks** written advance notice of withdrawal, effective last day of the second week. Tuition will be charged during this period.
- Payment is delinquent for two or more weeks.
- The parents fail to comply with this agreement, the parent handbook, or any other rules of the center.
- An event occurs that makes the Center unable to continue to provide adequate care for a child (this could include behavior).

Parents will be notified of any termination of enrollment not initiated by themselves in writing. Terminations due to behavior will be preceded by behavior notes signed by the teacher and parent as well as at least one phone call from or meeting with the director to discuss the behaviors with the parent.

Infant Safe Sleep

- Kids Day follows Texas HHS minimum standards for infants 12 months and younger.
- See Appendix for Operational Policy on Infant Safe Sleep Form 2550.
- Parents of infants will be required to read and sign this form.

Naptime

- Every child older than infants must have their own nap mat.
 - Infants (up to 12 months) – crib and clean sheets are provided by the center.
 - All other children – the parents provide the nap mat.

Meals and Snacks

- Parents supply formula, all baby foods, and lunch for children under the age of 12 months.
- Morning and afternoon snacks and milk are provided by the center.
- Notify the director of any special dietary restrictions. The center must receive a written statement from a licensed physician or a licensed dietician for special therapeutic diets.
- Meals are served family style, allowing children to participate in setting and clearing tables.
- Parents are welcome to send their child with a lunch.
- We strive to provide a balanced nutritional meal plan. We want you to be aware that, periodically, we will not meet the nutritional requirements.
- Our menu is on a 2-week rotation and is posted in all classrooms and on Brightwheel.
- Second portions of vegetables, fruits, grains, and milk are encouraged.
- Foods and Liquids hotter than 110 degrees are kept out of reach of children.

Nutritional Education

Twice a year, parents will be provided with a copy of nutritional information sourced from the USDA. A copy will also be available on the parent resource board in the lobby.

Immunizations and Health

The Center is required to have on file a Health Care Professional's Statement verifying overall good health and current list of immunizations. Current information on immunization status must be maintained while the child is enrolled. Children four and older are required to have a vision and hearing screening. Children will be checked upon arrival each day for any visible and physical indications of illness.

Vision and Hearing Screening Requirements

- Vision and hearing testing is required for any child 4 years old or older upon enrollment.
- Children currently enrolled will be notified and asked to provide vision and hearing testing when their child turns 4 years old.
- This is a Texas HHS requirement.

Enrollment Procedures

- **Pre-Registration/Waitlist**
 - Pre-registration for Fall can be arranged several months in advance by completing the enrollment record application and submitting the non-refundable fees.
 - Children can be waitlisted at any time. Due to space limitations, infants should be waitlisted at the earliest possible time. The siblings of children currently enrolled receive priority.
 - The Registration Fee is required to be put on the Waitlist. The Registration Fee is non-refundable.
 - Expiration of the waitlist enrollment date is up to the discretion of the Director, based on the circumstances.
- **Registration**
 - Schedule an appointment to tour the facility.
 - Fill out, sign, and return forms to the office one week prior to enrollment.
 - Immunizations and Doctor's signature will be required for enrollment.
 - Hearing and Vision Screenings are required for children 4 years and above.
- **Re-Enrollment**
 - Based on availability.
 - Payment of Re-Enrollment Fee.
 - Increase in tuition rate may apply.
 - Fill out Re-Enrollment forms.
 - If re-enrollment begins 6 months or more after previous enrollment, enrollment forms are required.

Transportation Policy

Transportation will be provided in vehicles equipped with proper safety restraints and driven by center staff, a licensed and trained driver. All riders will always use seat belts. Kid's Day currently has 2 vans for transporting students to and from area schools and for field trips. These vehicles will also be used in case of an emergency.

- Parents cannot provide their own car seat for center field trips.
- Kid's Day will use TXDOT/AAP for determining who needs a car seat or booster.

Water Play "Splash Days"

The Center celebrates "Water Play Day" with a water hose, sprinkler, buckets, cups, etc. All children (except infants) need a labeled towel, swimsuit, and "water shoes" at the Center during the warm season. Please alert the staff if your child has ear tubes or needs ear protection! We will notify parents of upcoming Splash Days through the Brightwheel App.

Field Trips

- Field trips encourage broad awareness of the environment and develop self-assurance in children. They also provide opportunities to improve social skills and discover exciting new worlds. Preschool children will periodically travel on field trips.
- A notice (through Brightwheel, the classroom door, or a flyer) will be posted at least forty-eight hours in advance.
- Parent participation in these excursions is encouraged and appreciated.
- When a class goes on a field trip, all children present that day must participate.
- For safety and identification, each child must wear a Kid's Day t-shirt.
- A first aid kit is always taken, and attendance is checked often.
- The Director/Teacher may decide a child is not allowed to attend the field trip, if the child's behavior may cause a safety issue to themselves or others.
- A parent may receive a Field Trip Incident Report if you child's behavior warrants it.
- Water feature field trips will not include any body of water, to reduce risks.

Sunscreen and Insect Repellant

- Parents will provide all sunscreen and insect repellant.
- This is to avoid any allergic reactions.

Handling Parent Concerns

If a problem exists, the Center wants it corrected as quickly as possible. This can only be achieved if it is identified immediately. Parents are asked to refrain from discussing their concerns with other parents, instead following the procedure below.

- Parents with concerns should first discuss them with the Lead Teacher of their child's class. Other staff will not discuss any concern with a parent that has not been addressed by the classroom lead teacher.
- If the classroom Lead Teacher cannot resolve the concern independently and to the satisfaction of the parent, the Lead Teacher should bring the matter to the attention of the Director.
- If a parent brings a concern to the Director without first consulting the Lead Teacher, the Director will use their discretion about how to proceed.

Parent/Teacher Conferences

- Participation in parent teacher conferences is an important activity. This is a time of sharing which benefits the child, the parents, and the teacher. Kid's Day believes in a strong partnership between the home and the Center to assure the best experience for the children.
- Lead teachers will invite you to participate in a parent teacher conference twice a year to discuss your child's developmental progress.
- Guidelines to help you prepare for the conference are available in the office.
- A parent or teacher may request a conference anytime a need arises.

Parent Notification/Involvement

Kid's Day strives to assist parents in understanding the developmental stages of their children, enabling them to contribute most effectively to the child's growth and enrichment.

Brief conversations with teachers are always welcome, while longer discussions should be arranged by appointment. If you call in advance, you will be assured of having adequate time for discussion with individual teachers or the director.

There are communication bulletin boards in the lobbies and in each classroom. Parents can expect to receive a "Daily Report," through our Brightwheel App, detailing certain experiences that you child has had throughout the day. Phone

calls to parents are made in some instances, such as when a child becomes ill while at the Center and must be picked up.

Parent Participation

Kids Day has an open-door policy on parent visits. We recognize and support parent's desires to see and spend time with their children whenever they can. Unfortunately, there are unintended negative consequences of such visits when they disrupt resting children or naptime routines.

The following guidelines ensure open access for parents while respecting children's requirements for uninterrupted rest:

- Parents who pick up during nap should be respectful of other sleeping children.
- Parent visits at naptime must meet the developmental needs of the child. If a child is at a stage where separations are causing stress, teachers may request to not visit during nap hours.
- Please let our office know that you are coming in advance.

Additional Family Participation

Kid's Day does occasionally host events or parties in the classrooms, outside the building, or at other off-site locations. Parents and family members will be invited to these events in advance. The events will be listed on the calendar posted on the Kid's Day website, and reminders will be sent to parents and family members through Brightwheel preceding the event. These events can include but are not limited to, Christmas Parties, Thanksgiving Feasts, and Graduation Ceremonies. Parents are also welcome to participate in their child's care through parent-teacher or parent-director conferences.

Child Care Regulations / Notices / Contact Information

The office has posted copies of the Center's license, most recent licensing inspection report, and other required notices, including the publication "Parents' Guide to Daycare." A copy of the Texas "Minimum Standard Rules for Licensed Child Care Centers" is available in the office. Parents should also be aware of the following important contact information:

Local Child Care Licensing Office (Region 8) 210-304-3958
Child Care Licensing 800-862-5252
Texas Child Abuse Hotline 800-252-5400
Child Care Licensing Web Site www.tdps.state.tx.us/child_care/

Emergency Preparedness (detailed procedures in Appendix)

For the safety of all children and staff at Kid's Day, we have an Emergency Preparedness Plan. The complete plan is in the Appendix.

The following safety precautions have been established to help ensure the safety of children and staff:

- Emergency evacuation drills are held regularly without notice. Parents present should participate in the drill.
- Emergency exit plans are posted in every classroom.
- The daily record of children's arrivals and departures is used as an attendance checklist during safety drills.
- All classroom staff is trained in First Aid and CPR.

Breastfeeding Provisions

- The infant room at Kid's Day provides comfortable seating for a mother to breast feed her child in the classroom.
- Mothers are welcome to come to the Center and breastfeed their child, as needed.
- The infant room has provisions to feed your child with pumped breast milk. The milk must be in plastic bottles and labeled.

Child Abuse

Kid's Day is required by law to report any apparent incidence of child abuse or neglect defined as "non-accidental infliction or threat of infliction of physical, emotional, or mental harm to a child.

The Federal Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C.A. § 5106g), as amended by the CAPTA Reauthorization Act of 2010, defines child abuse and neglect as, at minimum:

- "Any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation"; or
- "An act or failure to act which presents an imminent risk of serious harm."

We provide pre-service training for all our new employees and annual training for all staff.

Texas provides many opportunities to increase awareness regarding both the prevention and warning signs of abuse.

- Texas Department of Family and Protective Services https://www.dfps.state.tx.us/contact_us/report_abuse.asp
- TexProtects: Champions for Safe Children <https://www.texprotects.org/>

Parents of a child who is a victim, call the Texas Abuse Hotline at 1-800-252-5400 if the situation is urgent. Urgent means someone faces an immediate risk of abuse or neglect that could result in death or serious harm. If it is an emergency situation, call 911. If it isn't urgent, please contact: <https://www.txabusehotline.org/>.

Gang free Zone

Under the Texas Penal Code, any area within 1000 ft of a childcare center is a gang-free zone, where Criminal offenses related to organized criminal activity are subject to harsher penalty.

Non-Discrimination

Kid's Day does not discriminate against children or staff of any race, nationality, or religion.

Kid's Day is an Equal Opportunity Employer.

Adding Contact Information

Parents can add or update contact info, new emergency contacts, and approved pickups at any time without staff assistance through Brightwheel. Parent's have direct access to their child's pickup list and associated contact information and are free to edit it at any time through their Brightwheel account. This can be done through the app on their smartphone, or through the website on a laptop or desktop computer.

Screen Time

We do not use screen time activities for children under the age of two years. We may occasionally use a screen time activity to supplement, but not to replace, an activity for a child who is two years old or older.

When we use a screen time activity for children at the center, we ensure that the activity:

- Is related to the planned activities that meet educational goals
- Is age-appropriate
- Does not exceed one hour per day
- Is not used during mealtime, snack times, naptimes, or rest times
- Does not include advertising or violence
- Is turned off when not in use

A school-age child may use screen time without restriction for homework.

Provider's Guide to Parent's Rights

Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
 - Video recordings of the alleged incident are available;
 - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
 - The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

Required Notifications

- The child care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.
- The child care facility must provide a parent or guardian with a written copy of the rights no later than the child's first day at the facility.

Helpful Tips

Since a parent may perceive an action taken by a child care facility as retaliatory, keep in mind:

- Documentation is essential in supporting your actions; and
- Follow the suspension and expulsion policy outlined in your operational policies and update your policy, if needed.

Kid's Day Daycare and Preschool Tuition Rates and Parent Agreement 2023-2024

Classroom	Infant Classroom	Walker/Crawler Classroom	2 years Classroom	3-5 years Classroom <i>potty trained*</i>	School Age B/A School	Summer Program	
Rate	285.00	265.00	250.00	240.00	150.00	225.00	Rates Change Yearly

** potty trained - skill needed to move to this class*

FEES

- **Registration:** \$150.00 **Annual** Registration per family (non-refundable)
- **Supply:** \$60.00 **Annual** fee per child
- **Curriculum:** \$75.00 Under 3 years
\$130.00 3yrs – Pre-K
- **Summer Program:** \$300.00 annual activity fee

DISCOUNTS

(Discount will be taken off the oldest child's tuition)

- **Military:** 10% off weekly tuition for all active-duty military families
- **Family:** 10% discount off tuition for each additional child

POLICIES

- Tuition is due every Monday for the current week.
- Automated Payment Processing for tuition/fees is required for enrollment.
- A late fee of \$35.00 will be assessed if payment is not received by noon on Thursday of the current week.
- When an Account is overdue by two weeks, the parent will receive notification that the child will not be able to return to class unless full payment is made in full by the end of the week.
- Two weeks written notice is required for withdrawal. You will be charged tuition during that time.
- Tuition Fees will increase every year to cover cost of living increase. (August of each year)
- **There is no reduction in tuition or makeup days for absences due to illness, vacation, school closure, severe weather, facility problems, or holidays/closures observed by the Center.**
- Kid's Day reports delinquent tuition to SARMA (a credit reporting agency) and a collection agency.
- CCS families will be responsible for the above fees that are not covered by CCS.
- CCS families will be responsible for tuition should their CCS be cancelled.
- CCS payments and co-payments will be automatically processed monthly on the first of each month.
- All tuition and fees are subject to change, and are non-refundable.
- If a child leaves the center after 6:30 pm for any reason, a late pick-up charge of \$25/child for the first minute and \$1.00/child after the first minute will be collected. If a parent fails to call the center and does not show up within 30 minutes after closing (7pm), we are obligated to call the police and have them pick up the child. Calling the center to let us know you will be late to pick your child up will not prevent the late fee from being assessed. Please call the center if you know you will be late or have difficulty arranging pick-up of your child. We will do what we can to work with you.
- There are no refunds or credits allowed for time missed from school for any reason.

AGREEMENT

By signing your name, you admit that you understand and agree to follow the tuition policies set forth in this document, as well as all CCS policies that apply to you. You agree to pay tuition each week or month as it may apply. You understand that if you do not pay the amount owed by Thursday of each week no later than noon, then you will be charged a \$35 late fee. You understand that if the tuition is not paid, the delinquency may be reported to SARMA and turned over to a collection agency.

Print Full Name

Signature

Date

February 2024



CLASSROOM INFORMATION

Classroom Assignments

Children are initially assigned to a classroom based on their age, skills, and overall level of development as evaluated by the director and lead teachers involved. Class re-assignments can occur at any time when recommended by the director, based on reassessment of developmental progress and availability of space, following a consultation among the lead teachers, parents, and director.

Clothing/Toys/Personal Items

- Children's clothing should be play clothes: comfortable, allowing complete freedom of movement, washable, and suitable for daily indoor and outdoor activities. Since children spend time outdoors almost every day, parents should consider weather conditions when planning daily dress.
- To encourage development of independent bathroom skills, children's clothing should be easy for them to manipulate with a minimum of assistance.
- **Closed toe/heel shoes only, please! No flip flops or sandals.** Comfortable and safe.
- At least one if not multiple complete changes of clothing (every item labeled) should be kept at the Center. Place the clothes in a marked Zip-Lock plastic bag and give it to the teacher or place it in the child's backpack.
- Except for special items needed to smooth the transition from home, toys and personal belongings from home should be limited to "show-and-tell" days. This will avoid lost possessions and hurt feelings.
- The Center will make reasonable efforts to safeguard children's personal belongings and clothing, but will not be responsible for lost or damaged items. **Everything your child brings or wears to school should be permanently labeled.**

Don'ts and NO-NO's

- No gum or candy
- Don't send money with a child
- No toys of any kind
- No glass containers
- No hard candy, popcorn, or nuts
- No latex balloons
- No birthday (or any) candles or matches
- No pets or live animals may be brought to the Center
- Don't leave medicine in a child's bag
- Don't remain in the Center after closing hours
- Don't fail to supervise children when leaving

Parties

Birthdays and holidays are an especially exciting time for young children, and the Center will be pleased to help your child celebrate with classmates and staff, if arrangements are made in advance. Parent participation is welcome but not required. Party plans should attempt to minimize disruption of routine and prevent unwarranted anxiety for the children. Balloons are a choking hazard and are not allowed. Since licensing regulations prohibit any type of open flame in the center, birthday candles are not permitted. If birthday invitations are distributed at the center, all children in the class are to be invited. If you wish to bring food, it must be store bought.

Photo Release

The Center is authorized to photograph the child and use the resulting photos for any school related use. Parents release all rights, title, and interest in the finished photos and negatives.



Illness and Injury Policy

Well Child Assessment

Every child should be assessed when entering the center. This is a state rule. We owe this to the families who pay for a state-licensed facility. If your child appears to have an infectious or contagious condition, i.e. pink eye, head lice, etc., you will be asked to take him or her home or to a pediatrician to get checked out. Please do not be offended if your child is too ill to stay at the center and you are asked to take them home.

If your child has a rough night or previous day, please assess them before bringing them to the center. If you ever have any doubts about whether or not your child should be at childcare, please do not hesitate to call us at (830) 438-6732 and ask. The center opens at 6:00 am, and we would be more than willing to help you make that decision before you have to drop off your child for the day.

Fever

Fevers are common in young children and are often a signal that something is wrong. *If your child has a fever of 100 or higher before medication please keep him or her at home.* If the child has a fever of 100 or higher the night prior, please keep that child at home from school the following day. If your child develops a fever of 100 or higher while here at the center in conjunction with one or more other symptoms, you will be called to pick him or her up.

Our policy is that your child must remain free of fever for 24 hours before returning to childcare without the assistance of any medication. *This means that if your child is picked up at any point during the day at the center, he or she cannot return to the center the next day (a doctor's note does not exempt you from this policy).* The 24 hours begins when your child's fever has broken and their temperature remains in normal range without medication assisting.

Diarrhea and Vomiting

Diarrhea due to illness is highly contagious. If your child has diarrhea, please keep him or her at home. If your child has two or more diarrhea episodes or any uncontained diarrhea while at the center, you will be called to pick him or her up. Our care providers use gloves while changing diapers and use proper hand washing techniques between diaper changes. The changing table is also disinfected after every diaper change. Please understand that germs from diarrhea can be spread through carpets, toys, swings, and direct contact. It is very difficult to keep from spreading these germs to other children. Your child will need to be kept at home for a minimum of 24 hours from the last diarrhea episode (a doctor's note does not exempt you from this policy). *If the child is returned to school and has another diarrhea episode you will be asked to pick up the child and keep them out for an additional 48 hours from the last diarrhea episode.*

If your child vomits while in our care you will be notified. Please keep your child at home until 24 hours after the vomiting has stopped. If your child has been vomiting the night prior, please keep the child at home until they have been free of vomiting for 48 hours. When your child returns too soon there is a much higher rate of recurrence and contagiousness.

Rash

A rash may be a sign of many illnesses, such as measles or chicken pox. In infants, an external rash may be a sign that something is going on internally. Please do not send your child to the center with a rash without a doctor's note stating what the rash is from, that the child is not contagious, and that they can attend daycare.

Coughs and Colds

Colds are a common occurrence. However, there are some symptoms that warrant keeping a child home. These include but are not limited to a bad cold with hacking or persistent cough, green or yellow nasal drainage, and a productive cough with green or yellow phlegm being coughed up. These symptoms may be present with or without a fever. If the child has a cold and is obviously sick and uncomfortable, you will be asked to pick the child up from the center even if the child does not have fever.

If your child has just a cold please notify their teacher. We encourage extra fluids and proper handwashing. Please do not expect or ask a teacher to keep a child with a cold indoors. If your child cannot participate in the ordinary daily routine including outside time, he or she is probably too sick to be in childcare. Fresh air with proper attire is always healthy.

Other communicable diseases

If your child has any other communicable diseases (for example, Hand Foot Mouth, Impetigo, Fifth Disease, etc.), they will need to stay home for a minimum of 48 hours from diagnosis. These and other communicable diseases not named will be dealt with on an individual basis and may require your child to remain out of school for a week to ensure the health of your own child as well as the other children in the center.

Injury

In case of minor injury, basic first aid will be performed, and you will receive an incident report to read and sign from your child's teacher. If your child receives a serious injury, we will call 911 and notify the parents. If parents cannot be reached, we will call the emergency contacts listed for your child.

Vaccinations

If your child receives immunizations (shots), they will not be admitted for 12 hours after the injection. This is to prevent any possibility of a bad reaction happening while the child is in our care.

Medications

If your child goes to the pediatrician and is prescribed antibiotics, please keep your child home until they have completed 24 hours of antibiotic treatment. If your child is to receive antibiotics at childcare, please bring in the labeled bottle from the pharmacy as well as a syringe or other measuring device. We can administer antibiotics and other prescription medications prescribed by a doctor to your child with your written and signed consent. We do not administer any over the counter products. We do not administer any medication without a doctor's prescription.

Emergency Contacts

Please make sure your contact information is current so that we are able to reach both parents when a child is ill or injured. If you are notified of your child's illness or injury, please pick them up within one hour of being notified. Please understand that an injured or ill child requires one-on-one care. We are unable to provide the proper care an ill child needs.

We do understand and empathize with parents when their children are ill. It can be a very difficult, frustrating, and emotionally challenging situation when you are torn between a sick child and other obligations. Our staff also experience these emotions and situations when they or their children are ill. These policies are designed to be fair to the ill child and their family, as well as to our healthy children and their families. Please understand that we love your children and provide the best care possible for them, but we are not equipped to care for children who are ill. We hope to control the amount of illness at the center and to keep everyone healthy and happy.

As always, if you should have any questions, please feel free to call us or stop by the office. Thank you for your trust in the care we provide for your children.



Emergency Preparedness Plan and Policy

General Information

The safety of the children in our care as well as that of our staff at **Kid's Day Daycare** is our highest priority. The purpose of this Emergency Preparedness Plan is to ensure our staff members follow procedures and understand the importance of keeping children safe in the event of an emergency.

- In the event of an emergency, the Director will be notified as soon as possible and respond accordingly to the emergency.
- Director or staff person in charge will call 911, if needed.
- Director will notify staff immediately so they can take the appropriate action to keep everyone safe.
- Director or staff person in charge will notify parents of the emergency and details regarding the situation and outcome in case relocation is required or closure is demanded.
- Parents will be contacted via Brightwheel in case of any emergency.
- Facility emergency map is posted in each classroom.

Staff Responsibilities

- Make sure all children are accounted for and take attendance take often using Brightwheel.
- Under no circumstances are staff to stop for any of their own or children's personal belongings, including, jackets, shoes, purses, etc.
- Make sure the children and all adults have shoes on
- Determine the safest location for continued operations until children can be picked up and the safest path for all staff and children to get there in case of a real emergency
- Care will continue as normal inside the facilities or where we relocate
- Take emergency backpack which includes parent contact information, parent authorization for emergency care, and first aid supplies
- All parents will be notified via Brightwheel/phone, if pick-up is required, which will include;
 - Location
 - Best route and where to go for pick up
 - Reminded to bring ID for pick up

Evacuation Process: (Fire, Weather, etc.)

When the decision is made to evacuate Kids Day Daycare, the Director will make the announcement to all persons and give further instruction. The building is to be evacuated completely. The Director will notify appropriate personnel and communicate what type of emergency is present.

In the event of an actual fire, the Director or Staff in Charge will be responsible for notifying 9-1-1 from a cell phone outside the building once the evacuation is complete.

Director/staff will evacuate their children as follows:

- The teachers shall be responsible for gathering their classes in a group and supervising an orderly evacuation to the designated area
- The teachers are also responsible for bringing their backpack and tablet (with parent information)
- All children must be physically accounted for against the log, and the results must be reported to the Director immediately
- Children 24 months and younger will be transported by their teacher in an evacuation crib and moved to the designated evacuation assembly area

Emergency Preparedness Plan and Policy

- *Note: Under no circumstances is staff to stop for any of their own or children's personal belongings, including, jackets, shoes, purses, etc.

Relocation: If Evacuation OFF PROPERTY is required, all buildings will evacuate to:

**Grace Fellowship Church
32445 US 281S
Bulverde, TX 78163**

Transportation will be in the three Kid's Day vans and Personal Vehicles (as needed).

Parents will be contacted via Brightwheel/phone in case of any emergency.

Intruder/Lock Down Procedure:

Director/staff in charge will confirm that the situation warrants a lock down. Teachers will be notified immediately.

Teachers and Assistant Teachers will take the following action:

- Gather all children under their care. Use evacuation procedures listed above
- Make sure the children and all adults have shoes on
- Grab backpack and tablet (Teacher's responsibility)
- Take attendance to confirm all children are with you
- Do not take time to gather any belongings for staff or children
- Proceed to the designated location
- Teachers will continue taking count, to confirm they have all the children in their care
- Wait with children until given further instructions
- If at any time there is a discrepancy in the child count, notify the Director/Assistant Director immediately
- Remember to stay calm. The children will stay calm if you are calm

The Cook and any Assistant Teachers not assigned to a classroom will report to the Office for assignments.

Parents at the Daycare at the time of the Lock Down will join their child's class in the center of the building, until the all-clear is given. The Parent may be asked to help the Teacher during this time.

In the event of a Lock Down, the Director or Staff in Charge will be responsible for notifying 9-1-1 from a cell phone.



Health Check Operational Policy

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

Daily health checks seek to identify potential concerns about the child's health including recent illness or injury to the child and family. Health checks may serve to reduce transmission of infectious diseases in child care settings by identifying children who should be excluded. Effective December 01, 2012, as per licensing amendment to 746.501, every day the teacher receiving the child should conduct a health check of each child. This health check should be conducted as soon as possible after the child enters the child care facility and whenever a change in the child's behavior or appearance is noted, while the child is in their care. The health check should address:

1. Reported or observed illness or injury affecting the child or family members since the last time of attendance;
2. Reported or observed changes in behavior of the child (such as lethargy, drowsiness, irritability, fussiness, or constant crying) or in the appearance (e.g. sad) of the child from the previous day at home or the previous day's attendance at child care;
3. Skin rashes, impetigo, itching or scratching of the skin, itching or scratching of the scalp, or the presence of one or more live crawling lice;
4. A temperature check if the child appears ill (a daily screening temperature check is not recommended);
5. Other signs or symptoms of illness and injury (such as drainage from eyes, vomiting, diarrhea, cuts/lacerations, pain, or feeling ill).

Upon examination, if the child appears that they will not be able to participate comfortably in ALL daily activities including outside play, then the child may not be admitted into care on that day.

Teachers are to conduct health checks respectfully to the child. Teachers should be conscious that parents may become upset if their child is not admitted into school. Teachers should be compassionate and professional when addressing parents in regard to this issue. If there is a question as to whether a child should be excluded from care or not, teachers should ask the director for assistance. In the absence of the director, if a teacher makes a determination based on physical appearance and behavior that child cannot be admitted, the director will concur with the teacher.

The caregiver/teacher should gain information necessary to complete the daily health check by direct observation of the child, by querying the parent/guardian, and where applicable, by conversation with the child.



BITING POLICY

Even in the best childcare programs, an outbreak of biting occurs in the baby, toddler, and 2-year-old rooms, and sometimes even among preschoolers. This is an unavoidable consequence of young children in group care. But however unfortunate, it is a natural phenomenon, not something to blame on children, parents, or staff, and there are no quick and easy solutions to it.

Children bite for a variety of reasons: simple sensory exploration, panic, teething, frustration, seeking to be noticed, or the intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it achieves results: the desired toy, excitement, attention. This usually a temporary behavior.

Why do kids bite?

- Young children have not fully mastered the skill of communication. They are unable to tell you how they feel and get really frustrated. They lack the verbal skills they need to express themselves.
- Biting is a very powerful release of frustration, leadership, or anger.
Most children stop biting around the age of 3, when they are better able to acquire their verbal skills.
- Biting often results from frustration. Toddler hood is frustrating as toddlers learn new physical and social skills.
- They could be teething.
- A child may be hungry or tired. They lack good judgment when they are either of these.
- They may have seen another child do it and want to try it too.
- They know it gets a great reaction, and use it as a way to express leadership.
- Maybe an adult has bit or nibbled them during play. A child does not know his own strength and thinks that he/she is playing when they bite. When in fact, they are actually harming them.
- They have never been corrected for doing this in the past.

What we do after a child has been bitten?

- The biting child is calmly removed and given "quiet time" alone. Statements such as "We do not bite. It hurts." Or "Biting is not allowed. It hurts people." Are used.
- The bitten child is consoled and the bite is quickly cleaned. Ice is placed on the bite to decrease the likelihood of swelling or bruising.
- Write an incident report so the parents are made aware of it when they pick up their child.
- The child who has bitten is "shadowed" to help understand what may be causing the child to bite so those further incidents can be prevented.

When you will be involved:

- If your child bites more than 2 times in one day, you will receive a phone call to come pick up your child and then your child will be suspended for 24 hours from Kid's Day.
- If your child breaks the skin of another child after biting them, you will receive a phone call to come pick up your child.
- Our policy does not remove your child from the daycare, we are just simply suspending the child for 24 hours in hopes of maintaining a positive environment for all children.
- If biting becomes excessive, we may need to consider other arrangements, and the Director will discuss these with you before anything is final.

Things you should not do:

- Bite the child back.
- Encourage the other child to bite the child back.
- Call the child names such as "bad" or "naughty."
- Spank or threaten the child.