



FAMILY HANDBOOK

KD Kiddie Care



Table of Contents

ABOUT OUR CENTER

- Our Philosophy
- Our Mission/Goal
- KD Kiddie Care History
- KD Kiddie Care Family Engagement
- Purpose of this Handbook
- Statement of Expectations
- Non-Discrimination Policy

MEDICAL NEEDS & ACCOMMODATION REQUESTS

- General Policy
- Request and Documentation
- Release for Communications with Physician
- Assessment of Request
- Limitations on Requests

COMMUNICATIONS

- Family-Center Involvement
- Family Supervision

CLASSROOM EXPERIENCE

- Curriculum
- Infant through One-Year-Old’s
- Two through Three-Year-Old’s
- Four through Five-Year-Old’s
- Kindergarten through Fifth Grade
- Transitions to a New Classroom

PROCEDURES & GUIDELINES

- First Day
- Records and Information
- Admission and Re-Enrollment

FINANCIAL POLICIES

- Registration Fees
- Tuition
- Before and After Center Care Fees
- Optional/Extracurricular Programs
- Changes in Enrollment

ATTENDANCE

- Center Hours
- Holidays
- Arrival
- Departure
- Late Fee
- Vacation

5 HEALTH & SAFETY

- 5 General Safety Statement 21
- 5 Classroom Safety 21
- 5 Playground Safety 21
- 5 Sun and Heat Safety 21
- 6 Sick Policies 22
- 6 Infectious Diseases 22
- 7 Medication Policy 23
- Food Allergy Emergency Plan 23
- Emergency Medical Care 23
- 8 Health Information Sharing 24
- 8 Immunizations 24
- 8 Accident Reports 24
- 8 Reporting Abuse and Neglect 24
- 8 Child Safety from Sexual Offenders and Predators 25
- 9 Reporting of Accidents and Hazards 26
- Inclement Weather Information/Weather 26

10 Advisory Plan

- 10 Emergency Procedures 26

CHILD CONDUCT

- 13 Basic Expectations 27
- 13 General Conduct 27
- 13 Discipline and Behavior Management Policy Child 28
- 13 Behavior 28
- 13 Biting 28
- 13 Harassment and Bullying 29
- 14 Drugs, Alcohol, Tobacco 30
- Threats/Weapons 30
- 15 Searches 30
- 15 Dress Code 30

OTHER GENERAL POLICIES & PROCEDURES

- 15 Computer / Network Policy 31
- 17 Provision of Outside Services 31
- 17 Diapering 31
- 18 Lost and Found 32
- 18 Meals and/or Snacks 32
- 18 Infants 32
- PreCenter 32
- 19 Center-Age 32
- 19 Allergies and Special Diets 33
- 19 Naptime 33
- 19 Personal Belongings 33
- 19 Pets 33
- 19 Media Release 33
- 19 Prohibited Items 34

Safeguarding Valuables	34
Special Events	34
Telephones	34
Toilet Training	34
Toys	35
Local Center Transportation	35
Parking	35
Visitors and Volunteers	35
Smoking	36
FINAL STATEMENT	37
ACKNOWLEDGMENT & RECEIPT OF FAMILY HANDBOOK	38



Welcome to KD Kiddie Care!

We are Kia and Shawn Phillips, proud Army veterans, and we are thrilled to welcome you to our brand-new daycare center here in Buna. As newcomers to this community, we are excited to establish roots and provide a space where children can grow and thrive in a safe, loving, and educational environment.

At KD Kiddie Care, our mission is to offer top-quality educational childcare, ensuring that every child in our care receives the best start possible. We are committed to fostering a nurturing atmosphere where both children and staff feel supported and valued. We trust that you will embrace this mission and share in our dedication to providing excellence in care.

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

Thank you for joining our team at KD Kiddie Care. We are excited for what the future holds, and we look forward to building a positive, enriching experience together.

Warm regards,

Kia & Shawn Phillips

KD Kiddie Care Owners



About Our Center

OUR PHILOSOPHY

At KD Kiddie Care, we believe that every child is a unique and capable individual with the potential to grow, explore, and develop in a nurturing, safe, and stimulating environment. Our philosophy centers on providing and welcoming space where children can discover their world through hands-on experiences, guided by dedicated, caring educators who honor each child's development journey.

OUR MISSION/GOAL

KD Kiddie Care goal is to strives for every child in our care to feel safe, loved, and inspired. We are committed to providing a solid educational foundation, well-trained teachers, and a secure environment where children can flourish intellectually, socially, emotionally, and physically.

By fostering strong connections between families, our Centers and communities, we pledge to challenge and prepare all children for a positive impact in every step of their lives.

KD KIDDIE CARE FAMILY ENGAGEMENT

Family engagement is defined as the mutual responsibility of families, Centers, and communities to build relationships that support student learning and achievement, family well-being, and the continuous learning and development of children, families, and educators. Family engagement is fully integrated into the child's educational experience, supports the whole child, and is both culturally responsive and linguistically appropriate.

The Family Engagement Plan at KD Kiddie Care creates a foundation for the collaboration of mutual partners, embraces the individuality and uniqueness of families, and promotes a culture of learning that is child-centered, age-appropriate, and family-driven.

Our Family Engagement Plan shall facilitate family-to-family support using strategies such as:

- Creating a safe and respectful environment where families can learn from each other as individuals and in groups.
- Inviting former program participants, including families and community volunteers, to share their education and career experiences with current families.
- Ensuring opportunities for continuous participation in events designed for families by families such as training on family leadership.

PURPOSE OF THIS HANDBOOK

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

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

STATEMENT OF EXPECTATIONS

At the heart of our KD Kiddie is a culture defined by respect, balance, integrity, curiosity, leadership as well as our commitment to the safety and health of our children. All members of the community have an obligation to know and uphold the KD Kiddie Care values and strive to embody them in word and deed.

We therefore expect that all members of the community will:

- Respect other people and their privacy and property, both within and beyond the center.
- Treat all human beings with dignity, refraining from behavior that intimidates, insults, threatens, bullies, coerces, abuses, exploits, harasses, humiliates, or demeans, acting with tolerance, courtesy, and thoughtful regard.
- Have an open mind and heart to the views and experiences of others, creating space for all to belong and thrive.
- Support and promote a center climate that does not discriminate against any individual or group.
- Use words constructively, avoiding gossip and other inappropriate or unproductive sharing of information.
- Maintain high standards of honesty, avoiding deception, half-truths, and deliberately misleading words or behavior.
- Exemplify principles of responsibility and fairness in daily life.
- Observe safe behavior and report unsafe conditions or practices.
- Cultivate caring and compassion, seeking to serve others, both within and beyond the center.

Our Center cultivates a Center environment in which all members of the community feel valued and safe. Part of living our values includes every member's responsibility to support a safe Center environment by refraining from harmful and unsafe behavior and reporting such behavior when observed. In addition, we prohibit all boundary crossing behavior between adults and Children (as outlined in our Children/Adult Interaction and Communication Policy) and sexual misconduct (whether between children or adults and children). Adults are expected to identify and report suspicions of harassment, abuse, and sexual or other misconduct and will not engage in such behavior themselves. In addition,

Center employees are mandated reporters of suspected as specified by Texas law. The Center has conducted and will continue to conduct training for adults on these important issues and encourages all children and their parents to report any concern about boundary crossing behavior, sexual misconduct, or any other situation that impacts the safety, health, or security of any member of our community to the Owner.

All adults have an obligation to model through both language and behavior the values and expectations we have as a Center, being especially conscious of their actions at times and places when our children can observe them. Children must be mindful of the power they have in various roles at Center. They must use their roles constructively, always avoiding intimidation and abuse of authority. Older and returning children must take seriously the power of their example on younger and newer children, accepting the responsibility to model and transmit our Center values.

These community standards apply to our words and behavior not only in personal interactions, but also in all forms of electronic media and communications.

All members of the community help others to develop a sense of belonging, encourage empathy and compassion, and promote an environment that is safe, kind, and inclusive. As members of this community, we acknowledge that our actions reflect not only on ourselves, but also on the Center as a whole and therefore strive to live in a way that is consistent with our values.

NON-DISCRIMINATION POLICY

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

Medical Needs & Accommodation Requests

We understand that there may be circumstances in which a parent may request that the Center provide an adjustment or accommodation for a child's medical needs or physical, mental, or learning disability. As the range of requests has grown over the years, the Center believes that it is appropriate at this time to outline the Center policy and general guidelines for addressing such requests.

GENERAL POLICY

In general, it is our Center policy to provide accommodations or adjustments for a child's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the classroom or Center order and discipline, will not require a threat of harm to the safety of other children or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on Center employees for which they are not trained. We also ask parents to realize that, given the size of our Center and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation. Parents must complete a medication authorization form, in order for medicine to be given to a child. This medicine must be prescribed by a doctor and have the prescription number and label on the medication container.

REQUEST AND DOCUMENTATION

For any type of accommodation (including administration of medication at Center), the parent must contact the Owner to discuss the need. The Owner will then advise the parent of the type of medical documentation needed, which generally will state the child's diagnosis, how the condition limits the child, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

RELEASE FOR COMMUNICATIONS WITH PHYSICIAN

Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the Center to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

ASSESSMENT OF REQUEST

Once the parent's request and medical documentation has been received by the Center, the Owner will meet with the parents to clarify information and to discuss whether the Center will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the Center staff, or other associated matters. In addition, the Center may advise the parent that the Center will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the child needs to be tested or have certain types of medicines administered during the day that the Center believes are beyond the scope of the Center responsibility, the Center may allow the parent to make arrangements to visit the Center for the purpose of testing and administering.

LIMITATIONS ON REQUESTS

Please understand that the Center is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the parent or physician.

Communications

FAMILY-CENTER INVOLVEMENT

We welcome family input and encourage you to visit your child's classroom and speak with your child's teacher. We have an open-door policy at our Center and families are encouraged to get involved in their child's classroom. Please see our Visitor and Volunteers policy for additional information.

If you would like to request a conference, please call during Center hours to set up a convenient time. Conferences can be requested at any time and may include the teachers, administration or both.

On a daily basis, please be sure to check your child's cubby box and classroom folder for messages, daily reports and artwork. Notices and messages sent by you should be written and submitted to the teacher or front desk staff.

Infants through four-year olds will have a daily report completed by the classroom teachers to relay the day's events

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

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

We welcome any questions and suggestions. If there are family situations that affect your child, please discuss them with your child's teacher, supervisor, or the Owner. Remember that any information regarding a personal issue is shared only on a need-to-know basis and we are glad to help whenever possible.

FAMILY SUPERVISION

The Center expects that when a parent or guardian or adult family member is in the room, he or she is in charge of their child. Parents, guardians or adult family members are not responsible for other children in the room. In general, the teacher assumes you will care for your own child while in the room, but if for some reason you wish the teacher to do so, please make sure this is clearly communicated to the teacher.

Role of Families or Other Caregivers: Our General Expectations for You

The relationship between families and Center staff is vital to the success of a child's experience. We hope to form a partnership with you where open communication and the development and growth of your child is our top priority.

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

- Sign children in and out using the ProCare app, then escort them to their designated class.
- Supervise your children at all times while escorting them inside the Center and in the parking area.
- Drive safely through the parking area.
- Have all forms completed, and connect to WatchMeGrow and ProCare, before your child's first day of Center.
- Update forms, allergies, and diet preferences as needed, when changes occur (i.e., new phone number, address, etc.).
- Keep staff informed of special needs or changes that might affect your child's behavior.

- Notify the Center if your child is ill.
- Notify the Center if your child will be absent.
- Notify the Center if you will be later than usual picking up your child.
- Provide two changes of clothes marked with your child's name. This request is for all ages. Our Center is not responsible for the lost clothing. Please change clothing seasonally to accommodate the changes in weather and the growth of your child.
- Dress your child appropriately for weather and play.
- Do not allow children to bring in toys. (This rule does not include special transition toys such as a blanket or other security to be used at naptime.)
- Participate in the Center special activities.
- Attend scheduled family meetings and conferences.
- Ask questions, make suggestions, or address concerns as they arise.

PARENT/FAMILY COOPERATION

As stated elsewhere, the Center believes that a positive and constructive working relationship between the Center and family member (defined as parent, child, or other person associated with the child) is essential to the fulfillment of the Center educational purpose and responsibilities to its children. If the parent's or other family member's behavior, communications, or interactions on or off campus (including during Center-sponsored events) is disruptive, intimidating, overly aggressive, or reflects a loss of confidence or disagreement with the Center policies, methods of instruction, or discipline, or otherwise interferes with the Center safety procedures, responsibilities, or accomplishment of its educational purpose or program, the Center reserves the right to dismiss the family or family member from the community. In addition, the Center reserves the right to place restrictions on parents' or other family members' involvement or activity at the Center property, or at Center-related events for reasons that the Center deems appropriate.

FAMILY-TEACHER CONFERENCES

Family/teacher conferences may be scheduled any time during the Center year at the request of the family or teacher. Arrangements should be made directly with the Director.

PROBLEM SOLVING OR GRIEVANCES

Differences between individuals in our community should be addressed directly whenever possible. The nature of your

Billing Questions Contact

Deshawn Phillips, Finance Director
 Phone: (502) 424 – 8677
 Email: KDKIDDIECARE@gmail.com

Concerns with Your Child's Classroom or Teacher

Talk directly with your child's teacher. Our preference is for teachers and families to keep an open line of communication and work together to solve issues. If you do not feel comfortable in talking with the teacher, please talk with the Director, who will work towards addressing your concerns.

Harassment or Bullying

Please contact the Directors or Owner immediately if you believe you or your child is a victim of harassment or bullying, or any other serious misconduct.

Ideas and Suggestions

We are always open to your input. Our goal is to team up with our families to make KD Kiddie Care the best preCenter it can be.

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

If we do not know of your concern or problem, we cannot resolve it. Please contact the Administration or the Owner immediately if you have any concerns or issues.

WEB PAGE

The Center official website is www.kdkiddiecare.com. Families are encouraged to check these websites monthly.

Classroom Experience

CURRICULUM

Educational priorities are well defined at KD Kiddie Care Learning Academy. Our comprehensive curriculum materials are research-based and include developmentally appropriate activities.

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

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

INFANT THROUGH ONE-YEAR-OLD'S

Taking care of infants is demanding but rewarding and we recognize that each infant has individual needs. We believe that once a trusting relationship is built, teachers can better assist children in reaching developmental milestones. Our staff can cater to these needs in a warm, loving atmosphere based on trust and respect. In aiding with this transition, our child to teacher ratio is 1 to 5, in attempts to provide each child with the attention they deserve.

We recognize that physical separation from baby and family is always difficult. Our Center helps families and children experience a calm transition of physical and emotional separation through our safe and loving environment.

TWO THROUGH THREE-YEAR-OLD'S

Two and three -year old children are naturally curious. Building off this natural curiosity, we give our children the opportunity to explore their world safely. Children are encouraged to develop their self-help skills, such as feeding themselves and toilet training. Each child is treated as an individual during this important time as a way to help them develop their independence and self- management skills. The teacher to child ratio for 2 years old is 1 to 11, and for three years old is 1 to 15. Children must be potty-trained to go to the next class, beginning at 2 years old. We do not accept children that are not potty-trained, over the age of 2.

FOUR THROUGH FIVE-YEAR-OLD'S

Our environment encourages experimentation and freedom of choice. The atmosphere also encourages independence and the building of self-management skills. In addition, the use of a daily schedule helps children feel secure and independent as they anticipate activities and the opportunity of making choices on an individual basis. The teacher to child ratio in this age group is 1 to 18.

KINDERGARTEN THROUGH FIFTH GRADE

At our Center, we understand the changing needs of older children and their families. A variety of programs are available: before and after Center care, holiday camps, and summer camp. Each program is designed to allow for free choice as well as teacher-facilitated activities. Children are encouraged to increase their knowledge, develop as individuals, and expand their social skills. The teacher to child ratio in this room is 1 to 25.

TRANSITIONS TO A NEW CLASSROOM

As your child grows and matures, he/she will become ready to transition to a new classroom. We look at several factors when deciding if a child is ready. Some components of the decision are based on maturity level, developmental level and the age of your child.

Transitioning a child is a decision made collectively by the teacher, parent, and the administrative staff. Although we have a plan for transitioning a child, there are also times where the transition time is lengthened or shortened based on how the child is adjusting. Your family will receive an e-mail regarding your child's transition two weeks in advance.

No pacifier and bottles pass the infant classroom. Shoes must be worn at all times pass the infant classrooms. Must be potty trained to go in the three year old classroom.

Procedures & Guidelines

FIRST DAY

by the administrative staff to allow for enrollment:

- Enrollment Application
- Enrollment Contract
- Immunization Report
- Health and Emergency Form
- Emergency Information Card
- Center Transportation Form (if applicable)
- Infant Information Form (if applicable; must be updated every 30 days)
- Acknowledgment of Receipt of Family Handbook
- Acknowledgment of Receipt of Discipline and Behavioral Management Policy
- Acknowledgment Forms Found in the Enrollment Pack

No child may continue enrollment in the Center for more than 30 days without a current immunization report. Please make the administrative staff aware of any allergies or special dietary requirements **prior** to your child first day [Note: check state and local laws for any requirements on length of time the child may be in Center without a current immunization report.]

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

RECORDS AND INFORMATION

records for non-payment of tuition or fees (including Federal tax forms). The Center will also require the parent to sign a consent form before a child's records/information will be released.

The Center makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (records, appointments, etc.). The Center must rely upon the correctness and completeness of parental information when the child is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided from receiving such information.

ADMISSION AND RE-ENROLLMENT

Admission and/or re-enrollment is dependent on the following:

- All deposits, registration and other required forms must be submitted, completed and evaluated.
- All Financial obligation must have been met in a timely manner.

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

With regard to re-enrollment, if the above conditions are not met, re-enrollment may not be offered. In some circumstances, as determined in the center. sole discretion, parents may receive a letter of conditional re-enrollment from the Director or Owner. In such case, a meeting will then be scheduled to establish a course of action.

The Owner reserves the right to place children in a classroom, to determine the teachers for a child, and to determine whether a particular child continues to meet the center. requirements.

Financial Policies

REGISTRATION FEES

New Families

The registration fee is due at the time of registration. Thereafter, the annual registration fee, in an amount to be determined by the Center, that is subject to change and is due on every anniversary of registration.

Returning Families

The registration fee is same as above.

The registration fee is due at the time of registration each year and is **non-refundable and non-transferable**. This fee serves to ensure your child's placement in addition to covering the costs of processing registration, supplies and educational materials. If space is not available at the time of registration, your child will be placed on our waiting list. We will contact you when space becomes available.

Family discount includes a 10% discount for the oldest sibling.

Program options are Infants, Toddlers, 2, 3 & 4-year-old Pre-school, Pre-K and Before and After school care.

Families are responsible for any special diet required for their child with no adjustment to tuition given (refer to Meals and Snacks).

TUITION

Tuition is paid weekly or monthly in advance with no deductions for absence (voluntary or involuntary), holidays and teacher workdays. In addition, if our Center must close due to unexpected circumstances, such as inclement weather, then full payment of tuition for that time period is still required. We reserve the right to close any additional days needed and full tuition payment is expected. We accept check, credit card and ACH payments. **Tuition is due Fridays. If the tuition and fees are not paid in full by close of business Monday, a late fee will be assessed, and the child will be subject to dismissal.**

Monthly tuition is calculated by determining the number of Mondays in the month and multiplying by the weekly rate. A \$40 fee will be assessed for any returned checks, declined credit card payments, and ACH transaction rejections, in addition to any late payment fees charged to your account.

When a payment is delinquent for one week, the space can no longer be reserved for your child. Your child will not be permitted to attend center as of Wednesday of any week that tuition is not paid in full.

Traditionally, parents can expect holiday for school-age children, etc. must be paid the same day the services are rendered.

Late Pick-Up Fees

After 6:31pm there will be a charge of \$5 for every minute until the time of pick up.

When a child has **transitioned full time** into an older classroom the new tuition rate will become effective on that day of transition.

No portion of your weekly paid outstanding tuition will be refunded or canceled in the event of absence, withdrawal or dismissal from center. We reserve the right to dismiss any child at the discretion of the Center Director or Owner.

Should it become necessary to withdraw your child for any reason, a two-week written notice must be given to the Director. The notice must (a) be dated, (b) state your child's name, (c) provide a reason for the withdrawal, and (d) be RECEIVED BY the Director. The Director or Owner will reach out to you to discuss the reasoning for the withdrawal and what issues (if any) may have contributed to it. The family is responsible to pay full tuition for those two weeks. In addition, if the notice ends on a Monday, Tuesday, Wednesday or Thursday, tuition for the entire week is also due. For example, if your written notice is provided to the Director on a Tuesday, you are responsible that full week's tuition (Monday through Friday), as well as the following two weeks' full tuition. Upon separation (whether a withdrawal or a dismissal), the family must ensure that any Center property in the possession of the child or child's

BEFORE AND AFTER CENTER CARE FEES

Before and After-Center Care is available for all children attending local public and private elementary centers. We do not provide transportation. Fees for this program vary according to the center calendar. Please check the fee schedule for additional fees regarding center holidays, early-release days, and seasonal breaks.

EXTRACURRICULAR PROGRAMS

There are extracurricular programs offered at our center that your child may wish to be a part of. Extracurriculars are included in tuition fees. Please see the Administrative team at the front desk for a current list of programs offered at our Center.

CHANGES IN ENROLLMENT

If you would like to change your enrollment status at any time (from full time to part time, etc.) you must notify the center in writing two weeks in advance. That enrollment change can only happen on a space available basis. For instance, if a full-time student wishes to go part time Mon/Wed/Fri and the only space we have available for part time is Tues/Thurs., we cannot accommodate you until that opening becomes available.

Attendance

CENTER HOURS

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

HOLIDAYS

Generally, we will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. Early closure is at 2:00 PM on Christmas Eve and on the day before Thanksgiving; late fees still apply. We will also be closed for two teacher workdays annually. Please see the annual tuition schedule, as the holidays may change from year to year.

ARRIVAL

All children must arrive by their classroom's morning group time, which begins at 9:00 AM. This will help your child to be a fully participating group member. Calls or messages about a doctor's appointment and bringing a note from the physician are required. All children must be escorted into the classroom by an adult. Upon arrival into the classroom, we ask that you wash your hands as well as your child's hands. This will help us minimize the spread of illness. Your child's arrival must be acknowledged by the classroom teacher before you can leave your child. Please note that if your child arrives after breakfast concludes at 8:00 AM, we will not be able to provide this service.

DEPARTURE

To pick up a child from our Center, an approved pick-up adult must come into the building, sign the child out on our computer system, let the teacher know of your presence and escort the child out of the building. The family or guardian must supervise their child at all times after leaving the classroom, both inside the building and in the parking area. To ensure safety and security, all family members as well as approved pick-up individuals may be asked for a picture ID.

LATE FEE

If parent will arrive to the Center for pick up, please call and notify the administration. After 6:30pm there is a charge of \$5 for each minute until pick up. This charge is due on the same day, or a payment arrangement must be made. If this occurs 3 times, the Center may dismiss child from program. If child is left at the Center one hour after closing and no attempt to contact the Center has been made, legal authorities will be contacted.

VACATION

In order to receive a week of vacation credit, a **Full Time Family** must be enrolled for at least 1 year. After 1 year of continual enrollment, a full-time family will receive \$100.00 vacation credit. Vacation credit may not be used one day at a time. and credit will only be given for a full week of absence. Vacation credit is only extended to those times when child is not in attendance, and does not carry over from year to year. There is no vacation credit for housecleaning days, or holidays when our Center is closed.

to accounts that are current and paid in full. If you plan on taking a vacation, please fill out forms at the front desk 2 weeks prior to your vacation.

Part Time Families

In order to receive a week vacation credit, a part-time family must be enrolled for at least 1 year. After 1 year of continual enrollment, a full-time family will receive \$50.00 vacation credit. Vacation credit may not be used one day at a time, and credit will only be given for a full week of absence. Vacation credit is only extended to those times when child is not in attendance. Vacation credit does not carry over from year to year. Vacation time can only be credited to accounts that are current and paid in full. If you plan on taking a vacation, please fill out forms at the front desk 2 weeks prior to your vacation.

Pre-K students must use their vacation credit while still enrolled in the Pre-K program. Once your child exits the program, any unused vacation credit will not transfer and cannot be used for summer camp.

Our Center will be closed the week before Center start for heavy housecleaning and housekeeping activities and allow the staff to prepare the classroom for your child for the new Center year. Families will receive vacation credit for this week as well.

Our Center is closed during the holidays to allow our staff to enjoy the holidays with their family. Families will receive the vacation credit for the holiday week that the Center is closed.

See the KD Kiddie Care Center Calendar for holidays and Center closures.

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

Health & Safety

GENERAL SAFETY STATEMENT

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

- All exits and entrances are locked and only accessible by keypad code entry or key.
- Frequent observations of the classrooms are performed by the administration.
- All common areas of the Center are able to be viewed via the closed-circuit internet camera system which is password protected.

CLASSROOM SAFETY

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

PLAYGROUND SAFETY

A safe, age-appropriate outdoor environment is provided for our children. Outdoor play is a requirement for our enrolled children and may only be skipped with a doctor's note. The following rules are enforced for indoor and outdoor play areas:

- When a class has outdoor time, all children must stay with their class.
- Teachers will supervise the children on the playground at all times.
- In case of an accident, one teacher may bring a child in for first aid.
- At no time will the class be left on the playground without appropriate supervision.
- The administration and the teachers will inspect the playground daily and report any unsafe conditions immediately.
- An outside activity must be played for 15-20 minutes.

SUN AND HEAT SAFETY

We ask that parents apply sunscreen in the morning to all children over the age of 6 months before coming to Center for the child's morning outside activity. Parents who wish that the teacher apply sunscreen to their child for afternoon outdoor time, and/or that their child wears a hat for outdoor play at any time, must complete a Topical Ointment Form and submit it to the front desk Admin. You must supply the hat and sunscreen you would like to be used on your child. Teachers will apply sunscreen to your child before any afternoon outdoor activity and provide your child with his or her hat prior to going outside. Children under 6 months old are kept in the shade; however, parents are invited to bring a hat or other protective sun wear.

Ideally, children will have an opportunity to play outside at least twice a day. However, there are some days where it could be unsafe for children to be outside for any period of time due to the heat index. Our Center follows the National Health and Safety Performance Standards composed by the American Academy of Pediatrics and where these guidelines determine that it is unsafe to be outdoors, indoor play time will be provided.

SICK POLICIES

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

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

- For infants: fever of 100.5 degrees or higher
- Children ages 1-12: fever of 100.5 degrees or higher
- Two diarrhea episodes in a day
- Skin rashes that are not diagnosed by a physician's note
- Vomiting episode — (2) in a day
- Nose drainage that is thick and green or excessive for the comfort of the child
- Eye drainage of any type accompanied by red eyes or mucus crusted around the eyes
- Pink eye or symptoms similar to those of pink eye
- Chicken pox or measles sores are suspected
- Scabies are suspected
- Respiratory problems including uneven breathing or severe coughing with wheezing or suspected croup
- Sore throat, especially if swollen glands are suspected
- Strep throat symptoms are suspected
- Head lice are found
- Unusual color is noticed in the child such as jaundiced eyes or skin, pale in the face, stool or urine is an unusual color
- Appearance or behavior is unusual, and the teachers agree that the child is not feeling well enough to participate with the rest of the class including lack of appetite, confusion or irritability

All of these conditions will require the child to be away from the Center for 24-hours. If the child has seen a doctor and that doctor has determined that the child is not contagious and allows for entrance back to Center before the 24-hour period, a doctor's note will be required for the child to resume their normal attendance schedule. Children must be completely fever-free for 24 hours without the aid of medication before returning to Center.

If your child becomes ill at the Center, we will contact you and remove your child from other children until she/he is picked up from Center. If your child is absent, please contact us and let us know the reason. We would like to send your child well wishes and prevent the spread of contagious disease in the facility.

INFECTIOUS DISEASES

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

The Center should be notified immediately by the family if a child or sibling has contracted a communicable disease such as measles, pink eye, strep throat, head lice, hepatitis, meningitis, mononucleosis, or any other communicable diseases. The child with the communicable disease must be cleared by a doctor or nurse before returning to Center.

MEDICATION POLICY

In order for the Center to administer any medication to your child, you and your child's physician must complete the Medication Authorization Form available at the front desk. You must then give the completed form to the Director or Owner. This form is valid for one week at a time. Additional forms will need to be filled for additional weeks.

- When filling out the medication form, you must include:
 - The full name of the child
 - The name of the medication
 - The date, time and amount of the medication to be administered
 - The prescription number
 - Any potential adverse reaction to the medication so that the child can be properly monitored, and families notified accordingly.
 - The duration of the medication (this authorization is required at the beginning of each calendar week.)
- We will not administer any non-prescription, over the counter medication or topical, non-medical ointment, repellent, lotion, cream or powder without written authorization from the child's parent or pediatrician in the form of a Topical Ointment and Cream Authorization.
- Medicine is administered by a member of the administrative staff.
- We will not administer any medication after its expiration date or for non-medicated reasons.
- We will not accept a Medication Authorization Form that states the medication to be given "as needed." Parents and physicians must indicate the exact conditions under which the medication should be given and a date and time.
- Only ONE medication can be listed on each Medication Authorization Form.
- If your child receives an antibiotic from his/her doctor that specifies a 2 times per day dosage, those doses should be administered both before and after Center. If the antibiotic should be given 3 times per day, we will gladly include it in our afternoon medications.
- Prescription medication must be in its original container bearing the pharmacist's label and labeled with the child's first and last name and date.
- All medications must be dropped off and picked up at the front desk, each day (life-saving medications such as an epi-pen or inhaler can be left on-site for emergencies). These medications will be stored in a locked secure area inaccessible to the children. Medication may not be transported to the classroom by families. **NO MEDICATION MAY BE PLACED IN THE CHILD'S BAG OR TAKEN INTO THE CLASSROOM FOR ANY REASON.**
- Medication should not be sent with a child to administer themselves.
- Any child needing life-saving medications such as breathing treatments or epi-pens for allergies will be required to submit an "Individual Care Plan" completed by the child's doctor. Any "Care Plan" currently in use will remain so until renewal time (at least every 6 months).

FOOD ALLERGY EMERGENCY PLAN

If your child has a known food allergy, you will need to provide a food allergy emergency plan prepared and signed by the doctor. A food allergy emergency plan is an individualized plan prepared by the child's healthcare professional that includes the following:

- List of food(s) that the child is allergic to;
- Possible symptoms if exposed to a food on the list; and
- The steps to take if the child has an allergic reaction

EMERGENCY MEDICAL CARE

Each child, upon enrollment, must have a Health and Emergency Permission Form on file. It is the family's responsibility to keep this information current. In the case of a medical emergency, you will be notified as soon as possible.

If a medical emergency happens to your child while at the Center, 911 will be called, followed by the parent/emergency contact. **If it is necessary to seek immediate medical attention for your child, he/she will be transported to Local Hospital.**

The child's emergency medical permission form as well as the health information on file will accompany the child. If possible, a member of the Center administration or the child's teacher will accompany the child also.

HEALTH INFORMATION SHARING

Parents are required, and as a condition of continued enrollment, to consent to the release of any of their child's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the Center, as determined by the Owner or his or her designee, to meet the medical or safety needs of the child and the community or the legal responsibilities of the Center.

The Center will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the Center to safeguard child medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our children and our community. Thus, parents/guardians' consent to allow employees and agents of the Center, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the child and/or community. In the event of a disclosure required by law, every effort will be made to notify the parents/guardians in advance.

IMMUNIZATIONS

The Center must have on file the Immunization Records for each child. This is required for children in early care from birth through Center -age. These forms are obtained from a private physician or the local Health Department. If a child is not immunized due to a medical condition, religious preference, or personal preference, a waiver is required and must be in the child's file. Please see the front desk staff with any questions in relation to immunization requirements.

ACCIDENT REPORTS

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

REPORTING ABUSE AND NEGLECT

Center teachers and staff are mandatory reporters under the state's child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment. We will also make a report to KD Kiddie Care International. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care. If you have any questions regarding the Center mandatory reporting obligations, please consult the Owner.

CHILDREN/ADULT INTERACTION AND COMMUNICATION

Our children and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and children. Although our adults can and should be friendly with the children, becoming too friendly with each other sometimes results in confusion and anxiety.

If a child or the child's parents become aware of any adult's communications or actions toward one or more children that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the Director or Owner.

Further, children and their parents should promptly notify the Director or Owner if they believe an employee has engaged in any of the following prohibited behaviors or similar activities:

- Initiating or continuing communications with children for a non- Center matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications, etc.
- Touching children or their clothing in non-professional ways or inappropriate places, or touching a child with aggression or in frustration;
- Making comments that are too personal (about a child's clothing, hair, personal habits, etc.);
- Giving gifts to a child or exchanging cards and letters;
- Inviting a child into their home;
- Taking children off Center property other than for approved field trips and Center activities;
- Excessive attention shown toward a child or children or calling or referring to children by pet names or inappropriate nicknames;
- Asking children to sit on a teacher's lap;
- Telling secrets or telling the child not to tell something that's a secret; or
- Swearing, making inappropriate sexual, racial/or ethnic comments.

Parents should not address, for the purpose of correction or discipline, a child that is not their own. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own children, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Director in a private setting.

Furthermore, it is inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or Director's attention in a private setting. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, please do not ask us to disclose that information to you. We would not discuss consequences/discipline of your child with others and expect that you understand that same principle applies to all of our children.

CHILD SAFETY FROM SEXUAL OFFENDERS AND PREDATORS

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for child safety, all employees, and those parents who volunteer for Center activities with unsupervised access to our children, are screened through the Center's criminal background process. Although the Center performs such screenings, the Center cannot attest to the background of the various parents whom their child may associate with away from Center. To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Texas may be obtained by visiting <https://publicsite.dps.texas.gov/SexOffenderRegistry> . To view a map of registered sex offenders living within a five mile radius of any given address, parents should visit <http://www.familywatchdog.us>

REPORTING OF ACCIDENTS AND HAZARDS

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

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

INCLEMENT WEATHER INFORMATION/WEATHER ADVISORY PLAN

This Center takes into consideration several factors when making a judgment as to whether we will open late or close early due to inclement weather. We do our own assessment of the conditions including local authority recommendations, local road conditions and forecasted temperatures. Please call the Center, check our website or Facebook page, listen to the radio or watch television for announcements about closings due to inclement weather or other unforeseen circumstances. We will be informing you through email, TV, Facebook, ProCare Website. If the weather is over 95 degrees an indoor activity must be planned pertaining to curriculum. This applies to morning and afternoon time. If a weather or heat advisory is in effect no outside time is permitted. Cold temperatures under 50 degrees also applied.

EMERGENCY PROCEDURES

If an emergency situation develops such as severe weather (hurricane, snowstorm, etc.), fire, physical damage or problems with the building, power failure, or any other situation that poses a threat, the children's safety is our first concern. Evacuation route diagrams are posted throughout the facility and the Center is equipped with a fire alarm system, a sprinkler system, fire extinguishers in each room, and a battery-operated weather alert radio. Safety drills are performed on a monthly basis and all staff members are instructed on proper procedures.

In an emergency situation, if the Center determines that the building or premises is unsafe, the children will be transported to: Keller Williams 6310 Delaware Street, Beaumont, TX 77706 (409-860-3170). In the event there is an emergency situation and the Center closes, families will be notified as soon as possible to pick up their child. If the family cannot be reached, the emergency contact will be called (this person should be local living in the state).

Emergency Contact List

KD Kiddie Care (409) 699-2843
 Fire Department 911
 Police Department (409) 994-3711 or 911
 Baptist Hospital 409-212-5000
 Poison Control 1-800-222-1222

If the Center's telephones are not working, you can reach us on our cellular phones:
 (502) 424-8677 or (502) 424-8679

Child Conduct

BASIC EXPECTATIONS

Our goal is to maintain a secure, challenging, and nurturing Center environment. Another equally important goal is to help children mature and learn a sense of self-responsibility. Our discipline policy at KD Kiddie Care is built around our understanding of child development. Our goal is to allow each child to find and develop their own personal self-management skills. As teachers and staff, we offer children choices, so they feel powerful in their ability to gain self-control. When appropriate, we use positive behavior management techniques to further develop self-discipline. In situations where younger children are having a difficult time managing negative emotions, it may be appropriate to have the child work one-on-one with a teacher or member of the administrative staff to resolve the situation. Families will always be informed if a situation such as this has occurred. If a child continues to have a difficult time, a team meeting with the family may be requested to develop a plan of action to best meet the needs of the child and the family.

GENERAL CONDUCT

Children and parents should be considerate and show respect toward other children, faculty, all guests, and visitors. Children should respect Center property and the personal property of other people. Children and parents, whether as participants or spectators, are required to show good conduct and courtesy at all Center-sponsored events (on and off campus). Any person showing negative conduct may be asked to leave the event and may not be allowed to attend future events.

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

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

Where appropriate, we will use positive reinforcement, time-away, and re-direction with children to guide children toward appropriate behavior. Guidance will be appropriate, respectful, not tied to food or toileting and within appropriate developmental expectation. At times a verbal reprimand, parent conference, or more serious discipline, up to and including dismissal, may be warranted. Corporal punishment is not permitted. We follow the NAEYC Code of Ethics

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

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

In some circumstances, a child may be placed on probation. Children who are placed on behavior probation may be required, at the Center discretion, to have their family sign a Behavior Action Plan with the Center as a condition of continued enrollment. Failure to comply with the stipulations in the disciplinary probation agreement may result in dismissal.

Children may be dismissed for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member causing disruption to the Center or the Center's educational mission; non-payment of tuition or fees. Any matter taken under consideration by the Owner directly may be grounds for expulsion. The Center reserves the right to dismiss any child at the sole discretion of the Center Director or Owner.

In addition, the Center may report to the appropriate governmental authorities any actions that appear to violate law.

CHILD BEHAVIOR

Our standards of conduct are designed to provide children with guidance to help them meet the goals and expectation of our community. The list of rules and policies should be read carefully. Violations will result in serious consequences, up to and including suspension or dismissal from Center (suspension and dismissal actions will be based on child's age). Children may also be held responsible for any damage or harm that they cause to individuals and/or the Center community at large. These policies and standards apply any time a child is enrolled in this Center, including when a child is on campus, is participating in or attending a Center-sponsored event on or off campus, and in the evening, on weekends, and during Center breaks, including summer break. In addition, the Center regards any behavior prejudicial to the best interests of the Center, whether at Center or elsewhere, as sufficient grounds for a disciplinary response. The policies and rules outlined in this handbook should not be read as an all-inclusive description of the Center standards, which are based on honesty, respect, trust and safety. Any behavior that constitutes a breach of these Center values may be treated as a Center rule violation.

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

- Abuse or damage of Center property
- Bullying/Harassment
- Committing a serious breach of conduct inside or outside of the Center
- Disrespect
- Dishonesty
- Disruption of Center functions
- Failure to cooperate with staff
- Fighting or Horseplay
- Hitting
- Lewd or obscene behavior
- Leaving campus without authorization
- Possession or sale of tobacco, alcohol, drugs, or drug related items
- Possession or use of a weapon, among other things
- Use of profane, obscene, bigoted or other type of offensive language
- Sexual misconduct
- Stealing
- Threatening behavior
- Verbal or physical assault or battery
- Violation of Center "Computer/Network Policy"
- Inappropriate use of the Internet.
- Willful disobedience

BITING

The Center understands that biting is very common among children ages 18 months to 3 years. Biting can reflect not only a toddler's feelings, but also their limited expressive language which is a part of normal early childhood development. The Center will make every effort to work with the family and the classroom teacher to provide additional support and help identify triggers, however, **repeated incidents of biting may result in the withdrawal of the child. Our objective is to ensure that our Center maintains the highest level of safety for every child enrolled.** 3 Bites in a week can result in suspension for three days. The Center requires all families of children under 3 years old to review the guidelines outlining how biting incidents are handled. These guidelines will be presented with the enrollment materials.

HARASSMENT AND BULLYING

The Center is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the Center will not tolerate any type of harassment or bullying by a child, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors). Children should be aware that their off-campus behavior (on field trips or on the bus) is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the child's inappropriate behavior. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of children and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship, or disability. Harassment also includes sexual harassment.

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried out, physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called “cyber-bullying” (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others).

For parents of younger children, these words are not always meaningful. Therefore, in explaining the concepts, you should stress that the Center needs to know whenever anyone at Center makes your child feel uncomfortable. In that regard, you should remind your child that it is not nice or permitted to call other children by mean names or to tease them in ways that are hurtful. It is also not nice or permitted to grab or touch another child’s “private parts,” to pull down another child’s pants, to look up a girl’s dress, or to intentionally open the door on a child who is using the bathroom. You should explain that your child should not engage in these types of hurtful behaviors when your child talks, writes, draws, or plays with other children. We like to remind the children of the Golden Rule: “Treat others at the Center the same way you would like to be treated.”

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a bus, or at a Center-related event, can create an uncomfortable Center environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a “prank” or “joke” do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to the Director or Owner. We also expect that anyone, whether child, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to the appropriate individual identified above.

When the Center administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any child found to have violated this policy will be subject to disciplinary action, including dismissal from Center for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the Center expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

DRUGS, ALCOHOL, TOBACCO

Although it should go unstated, children must abstain from the use or possession of alcoholic beverages, illegal drugs (which includes medical marijuana), or tobacco products (which includes e-cigarettes and vaping/juicing, whether or not nicotine is present), both on and off Center property. In the event that the Center becomes aware of a child’s involvement in any of the above-mentioned activities, the Owner will determine appropriate action, which may include substance-abuse testing, treatment, suspension, or expulsion.

With the exception of medical marijuana, which is always prohibited, this policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Children who are taking prescription or non-prescription drugs which could affect their ability to function in a safe manner must notify the Center of this fact when they report to Center.

Consequences

In addition to determining the appropriate disciplinary action pursuant to the Center Discipline Procedures, the Center reserves the right to impose additional or different requirements as appropriate for the circumstances in its sole discretion.

THREATS/WEAPONS

The Center takes all threats seriously, even when children make comments in jest, on the Internet, by text, or away from Center toward or about another child, employee, or the Center. Children are prohibited from bringing any type of if appropriate, turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion appear to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences.

All members of our community are required to immediately report any comment, posting, text, or other form of about another child, an employee or the Center. If there is any communication or behavior that concerns you, report it the Director or Owner.

SEARCHES

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

Children must provide any passwords or other access required to inspect such places or items upon request by a Center administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, applications, etc. whether such message or information was sent over the Center's system or any personal account such as Yahoo, AOL, Gmail, etc.). Children and their parents' consent to the Center logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Further, the parents authorize the Center to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the Center rules, community standards, and/or local, state, or federal law.

DRESS CODE

All children must be fully dressed and wear shoes(close-ted Crocs are acceptable).. All personal items must be labeled (backpacks, sheets, blankets, coats, etc.). No bracelets or necklaces are to be worn.

Other General Policies & Procedures

COMPUTER /NETWORK POLICY

Members of the Center will not abuse, tamper with, or willfully damage any computer equipment; use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in the child being held responsible for replacement or repairs. Messages and materials on the Center computer systems or accessed, received, or sent through the use of the Center network are NOT private and the Center may access, read, and disclose such messages and materials, as well as take disciplinary action as a result of inappropriate messages and materials. The Center reserves the right to monitor its systems and network and to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary.

CONFIDENTIALITY

Information pertaining to the children enrolled at the Center and the staff employed at the Center is considered confidential. To set up play dates or send party invitations, etc., families often ask for the phone numbers and/or addresses of other children in the Center. We will happily pass along notes or messages from you, but we cannot release confidential contact information.

PROVISION OF OUTSIDE SERVICES (I.E. BABYSITTING SERVICES)

The teachers in our center are professionals or are in training to become professionals. As such, we expect all teachers and all other staff in our center to abide by following principal set forth by NAEYC: "We shall not use our relationship with a family to private advantage or personal gain, or enter into relationship with family members that might impair our effectiveness in working with children." As a result, our teachers and staff members are prohibited from providing babysitting, transportation, tutoring, and other services to our families.

We ask for your cooperation and support by refraining from asking any of our teachers or staff to provide care for your child at any time other than when they are in the center. We understand the level of comfort that you feel with our teachers and staff and how hard it is sometimes to find quality after hours care; but we also know that you expect excellence and high quality from us, and we expect it of ourselves. Your support helps us achieve those goals.

DIAPERING

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

LOST AND FOUND

All items turned in to the Lost and Found will be held for 30 days. If not claimed, they will be discarded or donated to a charitable organization.

MEALS AND/OR SNACKS

Our Center will provide a nutritious breakfast and lunch every day along with a snack in the morning and afternoon. Meals and snacks served at our Center comply with state and USDA's Child and Adult Care Food Program (CACFP) guidelines.

We are a nut-free Center. Absolutely no peanut products may be brought into our Center. This includes food products that are cooked with or near nut oil.

INFANTS

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

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

We provide commercially prepared cereals and jar foods.

PRECENTER

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

CENTER-AGE

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

ALLERGIES AND SPECIAL DIETS

A weekly menu is posted in the Kids Café including all food that will be served for snacks and meals. Any special diets for food allergies, not available by the Center, must be provided by the family and accompanied with a physician's note. This includes children who prefer water or juice instead of milk during meals. No tuition discount is given for food brought in by families with a doctor note. No food shall be brought in for your child or the class without prior approval from the administration. Please see a member of the administrative team if your child has special dietary needs.

NAPTIME

All younger children are required to have a quiet time following lunch and are encouraged to sleep during this time. Children who are five years of age and older are not expected to nap (unless required under state regulations) but are provided with quiet time. Children who fall asleep will be allowed to sleep until the end of the rest period, as designated by the daily schedule. Children may bring a small item to comfort them and help them rest. The item, including pillows, must be small enough to fit into their Center bag (this does not apply to Infants. The Center allows federal "safe-sleep" regulations that require no items in the crib other than a sheet or approved sleep sack. Swaddling is allowed with a doctor's note).

PERSONAL BELONGINGS

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

- At least two complete changes of clothing appropriate for the weather with each item labeled with the child's name or initials, including socks and underwear
- A supply of disposable diapers for children who are not yet toilet-trained
- You may bring a lightweight blanket or soft toy for rest time that is labeled with the child's full name (does not apply to infants).
- Any prepared food for infants or toddlers who are not yet able to eat items listed on the weekly menu
- All children will be outside during the day, weather permitting. Please make sure your child has adequate clothing for outside play. (This includes a jacket or coat, closed-toe shoes only No open-toe shoes – flip flops or sandals – will be allowed at Center.)
- If your child is too sick to go outside, a physician's note explaining the reason should accompany the child before the exclusion is accepted.

PETS

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

MEDIA RELEASE

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

PROHIBITED ITEMS

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

- Cell phones
- CDs, DVDs, iPods, PS2s and similar items
- Wearable technology, such as smart watches
- Cameras and video cameras
- Skateboards
- Electronic games
- Inappropriate reading material
- Any other items that would distract from learning
- Chewing gum or candy
- Jewelry

SAFEGUARDING VALUABLES

Children should not bring excessive amounts of money (over \$5.00 is considered excessive) or other valuables to the Center. Valuables such as expensive clothing, blankets, toys, electronics, jewelry (necklaces, bracelets, earrings, etc.) should not be brought or worn to Center. **The Center will not be responsible for lost, stolen or damaged valuables.**

SPECIAL EVENTS

Arrangements should be made with the teachers regarding a birthday or holiday party. If you are bringing a cake or special snacks to the class, they will be served in addition to snack/meals required by the general nutrition policy, and they must be purchased from the store and have an ingredient label (label must not say "nuts" or "nut products" at all). No home-made food will be accepted for Center parties due to possible food allergies present in the classroom. No pizza or other food deliveries are permitted.

Holiday parties will take place in the classroom throughout the year. Generally, a note is posted to notify families of an upcoming party, and many times families are asked to volunteer to bring food or drink. If at any time you object to a party for religious or other reasons, please notify your child's teacher or a member of administration as soon as possible, so they can make arrangements to care for your child during that time. We will assume that all children can participate unless notified to the contrary. Please remember that no latex balloons are permitted, and "goody" bags must be given as the child goes home with their parent.

TELEPHONES

Children are allowed to use the office phones for an emergency with a note from a teacher. Cellphones may only be used with the permission of administration.

TOILET TRAINING

When you believe that your child is ready to begin toilet training, please discuss this with your child's teacher. We will assist by encouraging your child to visit the toilet between diaper changes. With the first signs of success, we will recommend that you send your child to Center in training pants. Because toilet training can result in many soiled clothing items at the Center, please be sure your child comes to the Center with several (two to three) changes of clothing. Be sure extra clothes are appropriate to the present season and are labeled with your child's full name. All soiled clothing will be sent home the same day for laundering.

TOYS

The Center provides many toys for the children's learning centers. Therefore, we request that toys not be brought from home. Please note this does not include special transition objects such as blankets or other security items to which your child is significantly attached.

LOCAL CENTER TRANSPORTATION

- Buna Elementary
- Couger
- Stadium
- Evadale Elementary
- Faith Christian Academy

PARKING

The drive through in front of the Center should only be used to park for a maximum of 3 minutes. If you require more time than 3 minutes to escort your child to class or pick them up, please make use of the parking lot.

When parking in the drive through area, please make sure your car is clear of the crosswalk. This will allow an easy entrance for parents and children who are parked in the parking lot. Never leave a young child alone in a parked car, and never leave your car running while you come inside the building. Do not leave purses or valuable items in your car, and always lock your car. Observance of these rules will facilitate everyone during the busy time of day.

VISITORS AND VOLUNTEERS

While your child is in our care, you can always be assured that the door is open to you. Parents of children enrolled in our programs are NOT required to call prior to arriving and may visit unannounced at any time during our business hours. Please understand, however, we need to balance our open-door policy with maintaining the safety of the children on our campus - a top priority for our faculty and staff. As such, families and visitors **must** first report to the administrative staff and sign in at the front desk before visiting any class or any other location on Center property during Center hours. Only parents and Emergency Contacts may remove a child from the Center. If you are asking to see your son or daughter, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children.

Families who want to help in the classroom, Kids Café, or playground must have a complete comprehensive background check and any additional paperwork required by the state.

SMOKING

For the health of all Center employees, children, and other members of the community, smoking and the use of tobacco products is **not permitted anywhere on our campus** (including the parking lot). All individuals are prohibited from smoking or using tobacco products in the buildings, on the grounds, and in the parking lot. Parents who smoke in their cars must dispose of cigarettes prior to entering the parking lot. This policy also applies to electronic cigarettes, also known as e-cigarettes, e-cigs, digital cigarettes, alternative cigarettes and “vaping.”

Final Statement

At KD Kiddie Care, LLC, our mission is to offer you and your child the highest standard of care. We believe that fostering a nurturing, loving, and educational environment plays a key role in a child's success. That's why we are dedicated to delivering exceptional childcare and early education services to support your family's needs.

Acknowledgment & Receipt of Family Handbook

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

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

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

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

Child	Age	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Parent or Guardian	Relationship	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

(Center File Copy)

Acknowledgment & Receipt of Family Handbook

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

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

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

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

Child	Age	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Parent or Guardian	Relationship	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

(Family Copy)

Acknowledgement & Receipt of Discipline and Behavior Management Policy

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

Where appropriate, we will use positive reinforcement, time-away, and re-direction with children to guide children toward appropriate behavior. Guidance will be appropriate, respectful, not tied to food or toileting and within appropriate developmental expectation. At times a verbal reprimand, parent conference, or more serious discipline, up to and including dismissal, may be warranted. Corporal punishment is not permitted. We follow the NAEYC Code of Ethics – Principle-1.1: "Above all, we shall not harm children. We shall not participate in practices that are disrespectful, degrading, dangerous, exploitative, intimidating, emotionally damaging, or physically harmful to children."

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

In some circumstances, a child may be placed on probation. Children who are placed on behavior probation may be required, at the Center’s discretion, to have their family sign a Behavior Action Plan with the Center as a condition of continued enrollment. Failure to comply with the stipulations in the disciplinary probation agreement may result in dismissal.

Children may be dismissed for serious offenses, repeat infractions (even if not related), conduct resulting in harm, damage, or disruption to the educational environment, parent or family member causing disruption to the Center or the Center’s educational mission, non-payment of tuition or fees. Any matter under consideration by the Owner directly may be grounds for expulsion. The Center reserves the right to dismiss any child at the sole discretion of the Center’s Director or Owner.

In addition, the Center may report to the appropriate governmental authorities any actions that appear to violate law.

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

Parent or Guardian’s Signature

Date of Child’s Enrollment

Signature of Director (or designated staff member)

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

(Center File Copy)

Acknowledgment & Receipt of Discipline and Behavior Management Policy

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

Where appropriate, we will use positive reinforcement, time-away, and re-direction with children to guide children toward appropriate behavior. Guidance will be appropriate, respectful, not tied to food or toileting and within appropriate developmental expectations. At times a verbal reprimand, parent conference, or more serious discipline, up to and including dismissal, may be warranted. Corporal punishment is not permitted. We follow the NAEYC Code of Ethics – Principle-1.1: "Above all, we shall not harm children. We shall not participate in practices that are disrespectful, degrading, dangerous, exploitative, intimidating, emotionally damaging, or physically harmful to children."

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

In some circumstances, a child may be placed on probation. Children who are placed on behavior probation may be required, at the Center’s discretion, to have their family sign a Behavior Action Plan with the Center as a condition of continued enrollment. Failure to comply with the stipulations in the disciplinary probation agreement may result in dismissal.

Children may be dismissed for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member causing disruption to the Center or the Center’s educational mission; non-payment of tuition or fees. Any matter taken under consideration by the Owner directly may be grounds for expulsion. The Center reserves the right to dismiss any child at the sole discretion of the Center’s Director or Owner.

In addition, the Center may report to the appropriate governmental authorities any actions that appear to violate law.

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

Parent or Guardian’s Signature

Date of Child’s Enrollment

Signature of Director (or designated staff member)

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

(Family Copy)

