

Operational Policies and Procedures

All information herein is current as of January 8, 2017. Our policies are reviewed annually and updated if necessary. If policies or procedures change, we will provide timely written notice to parents.

PHILOSOPHY

It is the thought of Kids Academy, that early childhood should be a time of fun, security, education, exploration and discovery. Kids Academy will provide an atmosphere that encourages social, emotional, physical, and intellectual growth through the children's play and small group instruction. Monthly curriculum will be administered to each classroom teacher, with specific weekly detail administered by each teacher. Indoor and outdoor activities will be encouraged and practiced.

Daily Activities

The activity plan is designed for a variety of activities daily which include indoor / outdoor play, a balance of active / quiet play, and child initiated activities / caregiver initiated activities.

Hours and Fees

We have made every effort to make tuition affordable for our families. However, rates are subject to increase. Parents of any rate changes will be notified in writing.

Hours of Care 746.501 (1)

Full-time care hours are 7:00am-6:00pm

Monday – Friday

January - December

Holidays/Closings

The Center will be closed on the following days.

New Year's Day

Good Friday

Independence Day

Labor Day

Memorial Day

Thanksgiving (Thursday and Friday)

Christmas Eve

Christmas Day

Day After Christmas

Holidays that land on Saturday or Sunday will be observed on an alternative day or days during the week before or after the holiday. Anytime the center will be closed a notice will be posted as a reminder.

Enrollment Forms 746.501 (12)

Parents are responsible for completing enrollment forms prior to admission to the child care center. Forms include an Enrollment Form, Health Forms, and center's operational policies.

The Admission form contains all the general information needed to enroll your child at the center. Some of the information is required by the Texas Department of Human Services, which licenses our facility. All of the information is essential to the well-being and safety of your child. You must completely fill in all areas of the form on both pages, sign, and return it to the Center at the time of enrollment.

Parents may update their child's enrollment information at any time by completing / submitting a new admission form to the director.

The Health Form includes questions about your child's immunizations and medical needs. If you have any additional medical concerns, please talk to your child's teacher or one of the Center's staff. This form must be signed by your child's physician. We must have this form signed and on file prior to your child's enrollment in the Center. With this form, we also need a copy of your child's immunization records.

Tuition and Fees

Tuition is based on facility and staffing that we must have available in order to care properly for your child. Therefore, if your child does not attend for any reason, tuition is NOT reduced. No reduction is given for unexpected closings, holidays, severe weather closings, absences, vacations, or domestic problems.

Tuition is payable in advance. Parents may pay for the entire month, or they may pay weekly. Payments are considered late the following Monday after the due date. A fee of \$5.00 will be assessed for each day payments are received late.

To help keep payments on time we are encouraging all families to use auto-draft. Auto-draft allows for Kids Academy to take care of your weekly payments. No cash/check necessary! Auto-draft papers are available in the office to make payments simpler (there will be an additional \$5 weekly fee if you do not sign up for auto-draft) - please talk to Amber in the office if you have questions

Full Time Tuition:

Infant 1 & 2	\$140
Infant 3	\$130
Toddler	\$125
2 years	\$120
PreK Prep	\$115
PreK	\$110
School Age	\$95 (Full time summer care)
After School (3:30-6:00)	\$60

Part Time Tuition (3x week):

Infant 1 & 2	\$95
Infant 3	\$89
Toddler	\$84
2 years	\$80
PreK Prep	\$75
PreK	\$73
School Age	\$64
After School (3:30-6:00)	\$36

Part Time Tuition (2x week)

Infant 1 & 2	\$70
Infant 3	\$65
Toddler	\$60
2 years	\$57
PreK Prep	\$54
PreK	\$51
School Age	\$46
After School (3:30-6:00)	\$24

Drop In Rates(Upon Availability)

6wk – 2years	\$40
2yr – 5yr	\$35
School Age	\$30
After School	\$20

*An annual tuition rate of \$30 will be applied to each child enrolled.

*After school children that need a full day of care due to holidays, etc., will be charged an additional \$5 per day

A late pickup fee of \$5.00 is incurred for every 5 minutes (or portion thereof) that a parent is late in picking up a child past the designated pickup time. The pickup time is 6:00pm.

A returned check fee of \$25.00 is assessed for every check. In addition, if the return causes your payment to be late, you are also assessed the appropriate late payment fee.

In the event that Kids Academy terminates child care services, a refund will be issued at a pro-rated amount for services that have not been rendered.

Chain of Concern 746.501 (17)

When you have a concern, question, or comment, you should consider your child's teachers as your first resource. They are usually able to answer questions, not only about classroom procedure, but also more general questions about your child's development.

● If you have a question or concern which your child's teachers cannot address, or if you feel more comfortable talking to someone else, please feel free to schedule a parent conference with the Director, Amber Konvicka

Non-discrimination Policy

The Center is in compliance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), The Age Discrimination Act of 1975 (Public Law 94-135), and the Rehabilitation Act of 1973 (Public Law 93-112). This is an equal opportunity program. No person, in the United States shall, on the grounds of race, color, national origin, age, sex, disability, political beliefs, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination. If you believe you

have been discriminated against because of race, color, national origin, age, sex, a disability, political beliefs, or religion, you may lodge a complaint against Kids Academy by immediately writing and/or calling the Civil Rights Department, Texas Department of Human Services, P.O. Box 19030, Austin, Texas 78714-9030 512/450-3630.

Arrival Sign In & Departure Sign Out 746.501 (2)

Teachers are required to sign children in and out of attendance upon arrival and departure. Every child must be signed out. Our responsibility begins when you place your child in the care of a staff member and ends when you take him/her from the care of a staff member. Please do not allow your child to wander off unattended or leave the building ahead of you. For safety purposes, only those listed on the enrollment forms as designated person for pick up will be permitted to leave with your child/children. If a circumstance should arise for someone other than those on your list to pick up your child/children, a written notice must be provided (or please call Amber, the director to let her know). We will require a Valid ID for identification of an individual we do not recognize.

- ❖ Please make sure to drop your child/children off before 10:00am each day. The reason for this is that by this time some classes are beginning naps and lunches are shortly after. Bringing your child during these busy times makes it hard on the teachers and disrupts the other children's schedules. We understand that there may be certain circumstances and we do want to be available to our families, but please do not make it a habit. Please let us know if something comes up and we need to accommodate.

Transportation

Children will not be transported by Kid's Academy without signature approval from a parent or legal guardian. Busing to and from Hallettsville Independent School District and Sweet Home is available. You may contact the Center Director for more information.

Water Activities

Kid's Academy will occasionally have water activities during the summer months. These include sprinkler play, wading pools and a slip and slide. If you do not wish for your child to participate or you have any special instructions for these activities, please note this on your child's Admission Form and share this with your child's teacher and the Center Director. We may also ask parents to provide bug spray or sun block for their child during these times.

Parent/Child Interaction 746.501(18 & 19)

Parents are welcome to visit the Center any time during the Center's hours of operation to observe their child, the Center's operation and program activities, without having to secure prior approval. Parents may also participate in the Center's operation and activities.

Parents have the right to breastfeed or provide breast milk for their child while in care. A rocking chair is available in infant rooms for comfortable seating. **746.501 (24)**

Injuries 746.501 (5 &6)

The staff makes every effort to ensure the safety of your child while in our care. Unfortunately, accidents may occur. Teachers and Center Staff are trained in CPR and basic first aid procedures. We have implemented the following procedures, should your child experience an injury while at our center.

The teacher will immediately advise the child care director. The director will determine the severity of the injury (i.e., scrapes, bumps, bruises, etc.) We will administer first aid and forward an accident report home with the person that picks up your child at the end of the day.

In case of a serious accident or injury, EMS (911) will be contacted first. Within the limits of their ability, the staff will administer first aid. We will make every attempt to contact you immediately. If we cannot reach you, we will call the person you have indicated on the forms to make medical decisions for your child. If we cannot reach you, we will release your child into the custody of the emergency paramedics to transport your child for immediate medical care. Staff is prohibited from transporting an injured child. A staff member will remain with your child until you arrive.

Any medical bills that may arise from an accident are the responsibility of the parent.

Children's Illness 746.501(3 & 26)

Every effort is made by Center staff to prevent the spread of disease. Even with precautions, children entering care are likely to experience an increase in mild illnesses. The frequency and severity of these will vary from child to child.

If your child exhibits a change in mood or behavior after arriving at the center, a health check may be conducted to determine if your child is ill. The health check may include a visual or physical assessment of the child and/or the use of a thermometer to determine the child's temperature.

In the event that a child becomes ill, we will attempt to contact the child's parents. If we cannot contact the parents, we will contact the person(s) designated as the emergency contact on the child's admission form, and ask them to pick up the child. Ill children are expected to be picked up within 30 minutes from the time of notification.

The administrative staff makes the final decision of whether the child can remain in care or if the child should be excluded from care.

The following conditions are causes for exclusion from the Center:

Fever over 100 degrees. Children should stay at home at least 24 hours after a normal temperature is achieved WITHOUT the help of fever-reducing medications. For example, if your child goes home on Monday with a fever, they may come back to the Center on Wednesday, if their temperature was normal on Tuesday

Fever over 99 degrees with a stiff neck or back. Children may return only with a doctor's written permission.

Diarrhea (watery, bad-smelling stools more than once in succession). Children may return when normal function returns.

Vomiting (two or more episodes in the last 24 hours). Children may return when they can retain a light meal.

Persistent hacking or congested cough with sore throat (very red or blistered throat). Children may return with doctor's written permission.

Green nasal discharge (indicated a respiratory infection which requires treatment). Children may return with doctor's written permission.

Persistent pain in abdomen.

Head lice. Children may return after treatment and removal of all nits.

Infectious skin or eye conditions (such as ringworm, impetigo, or pink eye). Children may return 24 hours after treatment with an antibiotic has begun.

Medications 746.501(4)

We will administer medication ONLY if you have signed a dispensing medication form explaining the medicine, dosage, and times to be administered.

Exception: Texas DFPS Rule § 746.3803 (d) of Minimum Standards for Child-Care Centers: Parent Authorization is not required if you administer medication to a child in a medical emergency to prevent the death or serious bodily injury of the child, provided that you administer the medication as prescribed, directed, or intended.

The parent must provide diaper Ointment, Sun Screen, and Bug Repellent labeled with the child's name on the container in order for the Center to administer the product.

Immunizations for children 746.501(9)

Immunizations are required of all children attending child care in the state of Texas. You must show proof of the appropriate immunizations BEFORE your child can attend the Center. We must have a written plan of action signed by your child's physician if the immunizations are not meeting the Texas Minimum State Vaccine Requirements for Child-Care Facilities.

Exception:

Exceptions for immunization requirements must meet criteria specified by the Texas Department of State Health Services rules in 25 TAC § 97.62 (relating to Exclusions from Compliance). You must contact the local health department to find out what you must provide to us in lieu of the immunization record.

All children must have a Health Statement signed by their physician and submitted within the first thirty days of enrollment. Every child four (4) years of age or older must have a vision and hearing screening signed by their physician to be in care. TB testing is not required by the county for children to attend Child Care.

Employee Immunizations 746.501 (27)

Immunizations are not just for children. Childcare center employees have a unique opportunity to protect children at their place of employment and lessen the spread of vaccine preventable diseases by getting immunized. Vaccine preventable diseases (VPDs) are conditions which are preventable through vaccines available to protect against specific diseases. A list

of VPD scan be found at www.cdc.gov/vaccines.

Kids Academy employees are encouraged to receive vaccines for VPDs listed by the Center for Disease Control and Prevention; however, vaccines are not required for employees.

Emergency Preparedness 746.501 (23)

In the event of an emergency, operating procedures are in place to ensure the safety of children.

Evacuation Plans:

- In some circumstances, parents will be called to pick up their children.
- In the event of an emergency, all employees are responsible for moving children to the designated safe area or alternate shelter. Employees are required to guide children who can walk, carry children younger than 24 months of age and who have limited mobility, or who otherwise may need assistance in an emergency
- Children will be cared for by the staff and given books/toys to keep busy and calm. Food is also available if in new location for a long period of time.
- Upon departure and arrival, the director will have a list of all children that must be accounted for. Together, the director and the caregivers will verify that all children are present.
- The director is responsible for calling the local authorities needed such as: Fire department, ambulance, local police or sheriff, poison control, health department, parents, and DFPS child care licensing.
- The director is responsible for securing children's emergency numbers, emergency medical authorizations, and attendance sheets during an emergency.
- All parents will personally be called by the director to be notified of the evacuation or lock down and the procedure of the safest time to pick up.

Emergency Drills

Emergency fire drills are held monthly, and severe weather drills are held every three months to ensure children are accustomed to emergency evacuation and relocation procedures.

Weather Closures

Administrative staff may close the center due to an emergency situation, including but not limited to, severe weather conditions. We are committed to the safety of our children, parents, and employees.

Clothing and Personal Belongings

Children are not allowed to bring personal belongings such as toys or make up from home. The center is not allowed and will not be responsible for any items brought from home, including jewelry.

Please mark all personal items for easy identification, such as coats, sweaters, gloves, blankets, etc.

When potty training, please provide a minimum of 5 changes of clothing. Please do not have your child wear clothing that is hard to get on and off.

Please dress your child in comfortable clothing and shoes that are compatible with both indoor and outdoor activities.

*We will not replace lost articles.

Discipline and Guidance Policy

At Kid's Academy, your child will develop self-discipline and constructive self-management of conflicts through positive guidance. Encouragement and praise will be used to reinforce good behavior. Negative behavior will be corrected with the following steps:

- Redirection from the current situation
- Time out within the classroom
- Time out away from other students and classroom
- Parent notification with discussion in regard to a positive plan of action
- Removal of enrollment from the child care facility

We will make every effort possible to ensure that negative behavior is handled and does not become a hindrance to the classroom. Classroom teachers will be instructed to provide positive feedback for good behavior.

Suspension and Expulsion

Kid's Academy has the right to suspend or expel any student for various reasons including the following:

- A student's family is behind on payments and not able to work out a payment plan.

- A student has had multiple behavioral warnings and the next steps would be suspension or expulsion. Each child's situation would be evaluated on an individual basis.
 - o Behaviors that are cause for exclusion would include:
 - Physical aggression toward another student or staff member
 - Excessive biting
 - Destructiveness to the classroom or building on a continuous basis
 - o We will do our best to work with the child and family to communicate the needs and expectations of Kid's Academy. Each child will be evaluated individually and within their own age and development.

Tax Statement

A statement will be provided before January 31 of each year for those who plan to expense childcare when filing taxes with the IRS. Please make arrangements to pick up these forms; they will not be mailed.

Meals

Meals are only served for children in our care between the ages of 12 months to school age. Morning and afternoon snack will be served to all children who are in attendance at the time of service. Morning snack service starts about 8:30am, lunch starts about 11:00am and afternoon snack starts about 2:30pm. Infants will be fed as per their individual schedules. All other children who are in the routine of receiving standard meals, will be fed within the allotted time for their classroom. Parents may bring their child a lunch or snacks if they do not want what is provided on the menu for that day.

A WRITTEN NOTICE OF ANY FOOD ALLERGIES MUST BE PROVIDED AT THE TIME OF ENROLLMENT, OR AS SOON AS DISCOVERED THERE AFTER.

License and Regulations

Kids Academy is licensed by the state of Texas as a child daycare center with the capacity of 93 children, 6 weeks to 12 years of age. Learning programs are based on developmentally appropriate practices.

You are entitled to see the following information. You may ask the Director or Assistant to show you the most recent copy of:

- ❖ Minimum standards for this child daycare center; these are also available on the web at www.dfps.state.tx.us or your local licensing office.
- ❖ The child daycare center's operational policies and procedures (handbook)

Keeping Children Safe

Reporting Abuse or Neglect: Texas Law requires caregivers to report suspected child abuse or neglect to the Texas DPRS or law enforcement. Call 1-800-252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith. These are also available on the web at www.dfps.state.tx.us or your local licensing office at 979-776-7498.

The center's director or teacher will notify the department of protective services and/or the local law enforcement officials, when it appears that a child is being seriously neglected or abused.

The Texas Family Code state, failure to report: (A) A person commits an offense if the person has cause to believe that a child's physical or mental health or welfare has been or may be further adversely affected by abuse or neglect and knowingly fails to report it, in accordance with section 34.02 of the code, (B) An offense under this section is a "Class B" misdemeanor.

Preventing and Responding to Abuse and Neglect in Children

Employees are required to obtain a minimum of 24 clock hours of training each year relevant to the age of the children for whom the caregiver provides care. At least one clock hour of annual training must focus on prevention, recognition, and reporting of child abuse and neglect, in accordance with Texas Department of Family and Protective Services, Rule 746.1309 of Minimum Standards for Child Care Centers.

Resources are available at <http://www.dfps.state.tx.us/Training/Reporting/resources.asp> for employees and parents on increasing awareness and prevention of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect.

Kids Academy will work with community organizations to provide guidance and contact information for parents/caregiver on preventing and reporting abuse and neglect.

Gang-Free Zone

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

Infant Safe Sleep

To provide the safest care for your infant we must follow a "safe sleep" routine and ensure all families understand our policies. Infants under 12 months of age are at risk for Sudden Infant Death Syndrome (SIDS) and Sudden Unexpected Infant Death Syndrome (SUIDS). Sudden Infant Death Syndrome (SIDS), the sudden and unexplained death of an infant, is the major cause of death in babies between 1 and 4 months old. After 30 years of research, scientists still cannot find a cause for SIDS; however, research has found the risk of SIDS may be reduced by placing a healthy infant on his or her back to sleep. If the infant was born with a birth defect, often spits up after eating, or has a breathing, lung, or heart problem, a doctor or nurse may recommend a different sleep position to use.

To help avoid this from happening Kid's Academy must follow the following standards set in place by the Department of Family and Protective

Services.

- Infants are not allowed to sleep in a restrictive device. If an infant falls asleep in a restrictive device, the infant must be removed from the device and placed in a crib as soon as possible. Infants may sleep in a restrictive device if you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that the child sleeping in a restrictive device is medically necessary.
 - o Helpful Information:
 - Infants sleeping in restrictive devices are at risk for strangulation, injury, and positional asphyxiation. Documentation from a health care professional is required for an infant to sleep in a device other than a CPSC approved crib.
 - Infants arriving at the center asleep in a car seat must be removed from the car seat and placed in a crib. You must not place the car seat in the crib with a sleeping infant. If applicable, a copy of the Sleep Exception Form should be kept in the infant's classroom for easy review by caregivers and licensing staff.
- Except for a tight-fitting sheet, the crib must be bare for an infant younger than 12 months of age. No blankets, pillows, stuffed animals etc allowed in a crib with a sleeping infant.
- You may not lay a swaddled infant down to sleep or rest on any surface at any time unless you have a completed Sleep Exception Form that includes a signed statement from a healthcare professional stating that swaddling the child for sleeping purposes is medically necessary.
- Infants must not have their heads, faces, or cribs covered by items such as blankets, linens, or clothing at any time.
- Infants not yet able to turn over on their own must be placed in a face-up sleeping position in the infant's own crib, unless you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that a different sleeping position for the child is medically necessary.
- Providing “tummy time” several times each day is important because it prepares infants for the time when they will be able to slide on their bellies and crawl. The caregiver needs to stay near and closely supervise the infant during tummy time.

Things to bring for your child:

Infants (1 & 2):

- Change of clothes
- Diapers
- Wipes
- Diaper ointment (if needed)
- Pacifier
- Formula/Breastmilk
- 3-4 Bottles (must be taken home daily to be cleaned and sanitized)
- Food (once baby is old enough)
- Sippy (once baby is old enough to begin practicing)

Infant 3 & Toddlers:

- Change of clothes
- Shoes (must be worn)
- Diapers
- Wipes
- Diaper ointment (if needed)
- Small blanket and/or pillow for naptime
- Sippy for water
- Bottles/Sippy for milk (you must bring milk if you still want your child to have it throughout day)
- Food provided by daycare

Potty Training Toddlers:

- A minimum of 5 changes of clothes
 - o Undies
 - o Shirts and pants

2-year-olds/PreK

- Change of Clothes
- Small blanket for naptime
- Water bottle/sippy cup

- ❖ Change of clothes is a must. When we send clothes home, please replace them the following day.
- ❖ You will receive a school supply list if you are enrolled in Toddlers, 2-year-olds, PreK Prep, & PreK.