

Kiddie Round-Up, CDC Parent Handbook

Updated March 2022



KRU-Home Away From Home Loving Care; Where success matters.

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Dear Parents,

Welcome to Kiddie Round-Up Childcare Center! We look forward to providing a safe vibrant environment filled with learning opportunities, fun and excitement for your child. Getting to know your child/children will be an important first step in creating an atmosphere that is both friendly and secure. You are encouraged to visit the center, or we welcome you to attend all school functions and, when possible, even some field trips.

You have chosen an early childhood development program licensed by the state of Texas. Kiddie Round-Up, CDC was established to provide high quality childcare services for infants, toddlers, preschool, Kinder Readiness, and after school care. KRU is dedicated to nurturing not only the intellectual, but the emotional needs of every child enrolled. KRU continues to play an important part in preserving its neighborhood through the creation of services for people of all ages, especially our children.

Please refer to this handbook, as it may answer your questions about our philosophy, goals, and policies.

If you have any questions, comments or concerns regarding your child, his/her class, or the center, please feel free to contact me anytime.

We are looking forward to a fun and exciting year with your child.

Sincerely

Beth Davila

Owner/Director

Philosophy Statement

We believe each child is unique. Early childhood is a remarkable and critical stage of life. Our mission as educators is to provide a safe and developmentally appropriate enrichment program, where the intellectual needs of the whole child are met.

Children learn best by exploring their environment, making discoveries, asking questions, and forming hypotheses about the world around them. We will encourage them to be active and curious about the world around them.

We believe that each child deserves an environment free of any sense of discrimination or inequity. We will do our best to be sensitive and responsive to children's interests, needs and individual competencies. We will make every effort to maximize a child's development and learning by providing multiple opportunities to discover and create in a safe learning environment.

Our role as Childcare Professionals is to assist children to independently learn, think, and discover on their own, while providing a nurturing environment. KRU strives to create an emotionally responsive setting where children learn respect for their individual and cultural similarities as well as the differences that exist with others.

The most important aspect of our role in the lives of children and their families is to give each individual child the opportunity to succeed, and to provide a sense of well-being when left in our care. Our goal is to honor each child's family and find ways to work together as partners for the good of each child. KRU believes that serving children is indistinguishably linked with serving children's families.

Our Mission

The mission at Kiddie Round-Up is to provide a safe and developmentally appropriate year-round enrichment program, where the intellectual needs of the whole child are met.

Goals and Objectives

It is our goal to serve each child and family with the highest quality of caregiving and opportunities for parent involvement.

For the children:

- To nurture each child to develop their individual, unique capabilities to their fullest potential.
- To promote social, emotional, cognitive, and physical development.
- To encourage each individual child to work at his/her pace in a structured learning environment.

For Parents/Guardians/and Community:

- To work as partners in the education of your child/children, and to give families the opportunity to participate in your child's school activities.

- To promote dialogue with teaching staff and administrators.
- To support the center in decisions concerning your child.
- To work together with staff on community improvement and advocacy projects.
- To be able to access resources available in the community.

What Kiddie Round-Up, CDC provide?

- Safe and loving professional environment.
- 2 nutritionally balanced meals and 1 snack served daily.
- Pre-Kinder readiness skills to prepare children for kindergarten. Please see Curriculum Goals insert.
- Pamphlets on continuous education and updated resources for parents.
- Monthly newsletters sharing helpful information and special activities.
- Website with parent portal www.kiddieroundupcdc.com
- Infants and Toddlers get a “daily report” on their daily schedule in ProCare Connect app.
- Loving teachers with experience and desire to learn and grow in Early Childhood field.

Ages Served

The CDC serves children from 6wks to 12 yrs. Children are assigned groups based on chronological age and developmental level. Class Groups include:

- Infants (6wks-12mo)
- Pre-toddler (12mo-18mo)
- Toddlers (18mo-24mo)
- Two's (24mo-36mo)
- Early Preschool (36mo-4yrs)
- Pre-K (4yr-5yr not attending school)
- Part-Day Pre-k (4yr-5yr attending school)
- School-Age (5yrs attending school-12yrs)

Non-Discrimination and Diversity Policy

As an equal opportunity provider, Kiddie Round-Up, CDC does not discriminate against children, parents, coworkers, for any reason. Applications for enrollment are considered without regard to race, religion, color, gender, culture, disability, or any other basis prohibited by law.

Staff Qualifications

Kiddie Round-Up, CDC staff play a critical role in executing the children’s curriculum successfully. Every effort is made to hire only the most qualified people to help your child reach full potential. Each person employed at Kiddie Round-Up, CDC is in good health and physically able to care for children. They are free from infectious or contagious disease and have no evidence of tuberculosis.

All center staff are qualified according to the Texas Department of Family and Protective Services minimum standards for Childcare Centers. Each staff member is required to participate in at least 30 clock hours of training per year. At least one staff member per classroom has a certificate showing satisfactory completion of First Aid and CPR training.

A criminal background check, and FBI fingerprinting is required of all employees. All job applicants are considered without regard to race color, religion, sex lifestyle preferences, national origin and or martial or veteran status. The presence of non-job-related medical condition or handicap, or any other legally protected status.

Enrollment and Registration Requirements

For your child's health and safety, and to comply with state requirements, all enrollment forms and pre-registration tasks must be completed prior to your child's attendance at Kiddie Round-Up, CDC. These forms/tasks include but are not limited to:

- The parent/guardian along with child shall have a personal tour of center.
- Complete admission packet
- Current shot record and health statement/physical exam
- Authorization emergency medical form
- Discipline and guidance form/Gang free form
- Receive parent handbook/sign a receipt of policy and procedures.
- Complete food program registration
- Pay \$95 per child or \$165 per family Non-refundable registration fee.
- Pay first week tuition.

A slot will not be held until all the above requirements have been met. Each parent will be given 48 hours' notice of any changes. REGISTRATION FEES ARE NON-REFUNDABLE AND NON TRANSERABLE

Attendance

At Kiddie Round-Up, CDC we strongly encourage children to attend school daily. When children attend daily, they will get the full benefits and development needed when participating in the daily curriculum and activities that are planned. Children are expected to arrive at the center no later than 9:30am. Children will not be accepted after 9:30am unless previous arrangements have been made or unless there were at an appointment. Please see the meal and food service practice section for scheduled mealtimes. If your child is not at the center for scheduled mealtimes, please make sure that your child has eaten prior to dropping them off.

Hours of Operation, Holidays, and Staff Development Days

Kiddie Round-Up, CDC is open from 6:30am-5:30pm. The center is open year-round and closed on the following holiday/staff development days. All holidays that fall on Saturday will be

observed on the Friday before. All holidays that fall on Sunday will be observed the following Monday.

- New Year's Day (January)
- Good Friday (March or April)
- Thursday before Battle of Flowers/Fiesta San Jacinto (Staff Development ½ day) (April)
- Battle of Flowers/Fiesta San Jacinto (whichever one JISD observes for that year.)
- Memorial Day (May)
- Independence Day (July 3rd and 4th or July 4th and 5th)
- Labor Day (September)
- Columbus Day (October)
- Thanksgiving Day and day after (November)
- Christmas Eve and Christmas Day
- 2 Staff Development Days (1st one in April ½ day on Thursday prior to Battle of Flowers/Fiesta San Jacinto, second one Full-Day Columbus Day in October)

Weather Related Closures

Our facility will follow the Judson Independent School District for any closures due to inclement weather. Listen to local radio or television stations for school closures.

Tuition

All tuition fees are final. If your child is absent for any reason, the tuition rate is the same. One week vacation will be given each year. In order to receive your weeks' vacation, your account must be current. Medical or Grievance leave must be approved by administration only.

Please see attached tuition price for all current rates. All rates are subject to yearly review and change. If there is a tuition rate increase, parents will be given 30 days' notice.

Additional Fees

Registration fees are non-refundable. CCS refunds will only be given if instructed to do so by CCS. Regular tuition refunds will only be given if 2 weeks' notice of withdrawal is given or if there is a clerical or accounting error. All accounts are billed weekly on Monday and CCS monthly on the 1st. \$25 dollars will be added to delinquent accounts on the 3rd after billing. Habitual late payments will result in termination of services. There will be a \$25 return check or credit card transaction fee.

Late Fees for children not signed out by 5:30pm

Late fees are \$1 per minute per child not to exceed \$60 per family. After 6:00pm an additional \$25 administrative fee will be added. Any child not picked up or any parent contact by parent/guardian by 7:00pm will be called into Converse Police Department.

Proper arrangements must be made with the director if you fall into category. All adults picking up must be authorized and present proper identification. No Exceptions.

Transfers or Parent Guardian Withdrawals

A 2-week notice is required for withdrawal from Kiddie Round-Up, CDC. If the responsible party fails to pay any debt owed to center, they will be reported to a collection agency. If a responsible party is turned over to a collection agency, late payments will continue to accrue until debt is paid in full.

Curriculum Goals

Kiddie Round-Up utilizes “TeachingStrategies GOLD” curriculum into our daily activities. “TeachingStrategies GOLD” is designed to help in the development of skills essential to the continued growth and success of each child.

Our staff ensures that the curriculum is implemented into daily lesson planning for each age group, focusing on age-appropriate activities that foster the development of daily living skills.

“TeachingStrategies GOLD” focuses its curriculum on the following:

- To develop the physical health of each child
- To foster positive self-esteem within each child
- To support the development of crucial social skills
- To stimulate each child’s cognitive development, language development, and emergent literacy skills.

Nutrition/ Meals

Kiddie Round-Up, CDC will provide nutritional meals which include Breakfast, Lunch, P.M. Snack. Breakfast begins at 7:15am-9:00am, Lunch at 10:45am-11:45am and snacks at 2:30pm-3:30pm. During school time School Age children’s snack is from 3:15pm-3:45pm

- Kiddie Round-Up, CDC is on a state approved CACFP (Child and Adult Care Food Program)
- Our meals are prepared in a kitchen that is inspected by Texas Health Department
- Liquids and food hotter than 110 degrees F are kept out of children’s reach. Outside foods are not allowed into the center. If the student has a restricted diet or for religious purposes all which must be approved by the Director, then an exception may be done for that need. All meals served are nutritionally balanced per TDFPS & CACFP guidelines. Only 100% fruit juices are served, with Whole or 1% milk. Children are encouraged to taste a variety of food but never forced to eat. Kiddie Round-Up, CDC asks that if a special diet is necessary, the parent must submit written documentation by his/her physician which will be placed on file and submitted to the teacher and posted in the

child's room and given to the cook to ensure it is adhered to. Kiddie Round-Up, CDC does not discriminate against race, age, national origin, gender, creed, or religious beliefs. Kiddie Round-Up, CDC does not use any meals as a reward or punishment. Menus are posted in each building, as well as sent out weekly through our ProCare Connect app.

During special occasions food that is brought into our program must be commercially prepared.

Food Allergies

Please advise Kiddie Round-Up, CDC staff of any known food allergies that your child has. Please provide our office with instructions in identifying symptoms and responding as directed by your physician in writing.

Kiddie Round-Up, CDC staff is trained on handling food allergies. At Kiddie Round-Up, CDC we take every precaution to ensure a safe environment to protect the children.

Infant Formula/Baby Food

The program supports breastfeeding by accepting, storing and serving expressed human milk for feedings. Our program provides a place for parents to breastfeed that is comfortable and private. This area is in the Infant Room.

- Only formula that is in factory sealed containers (e.g., ready-to-feed powder or concentrated formulas) will be provided to infants.
- Factory sealed baby food will be served or puréed fresh food from our daily menu.
- Solid foods and fruit juice will not be served to infants younger than 6 months of age unless recommended by the child's health care provider
- The program does not feed cow's milk to infants younger than 12 months, and it serves whole milk to children 12 months – 36 months, and 1% to children ages 3 to 12 years old.
- Upon request a compilation of breastfeeding education and support resources in the community will be provided.

School Age Children

Healthy snacks (as listed by Texas Department of Agriculture) are available for school aged children as students arrive. Water is always provided.

Illnesses

A child who is sick will not be admitted to the center. Should a child become ill at the center, their teacher will take their temperature, if necessary, then inform the director or designated person in charge. We will then contact the parent/ guardian so that the ill child may be picked up. While waiting for the parent to arrive, the child will stay in his/her classroom and their teacher will try to make them feel comfortable as best she can until you arrive. The child may be made to lie on their mat away from the other children in the group.

Children who have had a communicable disease must bring a signed release from the doctor before being readmitted to the center or meet readmission criteria as defined on the

COMMUNICABLE DISEASE CHART FOR SCHOOLS AND CHILD CARE CENTERS, available from the office. State law requires that children with a temperature of 100.4 degrees or higher stay home. If your child has the symptoms listed below, they will be sent home:

- Vomiting more than once.
- Diarrhea (3x in a morning or afternoon period)
- Persistent bronchial infections
- Asthma/having difficulty breathing.
- Fever 100.4 or higher
- Lethargic or unable to participate in normal activities.

Any child sent home due to an above illness, contagious illness or any illness that may be unsafe for the children or staff at the center may not return to daycare for 24-48 hours. Per the TDFPS, a child must be well enough to participate in all daily activities and are not required more than the center can provide to be admitted each day. Children must be kept at home if not well enough to play outdoors or to participate in daily activities.

Procedures for Dispensing Medication

Any child requiring medication less than twice a day must be given at home. If a child is required to take medication more than twice a day or at a center period of the day must provide a doctor's documentation and fill out a medication form. However, certified staff will administer medication such as inhaler medications the parent/guardians statement authorizing the center staff to administer medication must be signed by the parent/guardian.

- Child's name
- Date
- Name of Medication
- Amount of Medication
- How often it is given.
- Length of time to be given

All medication must be in the original container, labeled with the child's name, date, direction, and physician's name (If prescribed medication). The certified staff will administer the medication as stated on the label direction only. If the medication is required to take twice a day, parent will be responsible for giving the medication to the child at home, unless there is a designated time prescribed by the physician during the time the child is in care. All expired medication must be taken from the center by the parent, or it will be properly disposed of.

Over the counter medication must be in the original container labeled with the child's name. The directions for administering must match child's age and weight or have a written consent from your physician with clear dosage. Medications will be stored in locked cabinets or containers in refrigerators.

NEVER place any medications in backpacks or diaper bags. An older child or sibling could have access to it and accidentally take it.

Injures and Emergency Procedures

Our staff makes every effort to ensure the safety of your child. Unfortunately, minor accidents may occur. We realize that you will want to know of your child's injuries or illnesses that occur. To keep you informed, you will receive an incident/ accident report for each occurrence. In the event of a serious accidental injury, CPR and/or the appropriate First Aid will be administered until help arrives. 911 will be contacted immediately for assistance. We will make every attempt to contact you for instructions. If we are unable to contact you, we will call the person you have indicated on the enrollment form to make medical emergencies decisions about your child. Please keep these phone numbers updated on all enrollment forms. Your signed emergency medical release will assist us in making appropriate medical decisions for your child.

Immunizations

All children enrolled at Kiddie Round-Up CDC must meet immunization requirements as specified by the State of Texas and Licensing Minimum Standards as listed in standard 746.623. Immunization exemptions or exceptions must meet Licensing Minimum Standards as listed in standard 746.615,

- (a) A child may be exempt from immunization requirements for a medical reason or reason of conscience, including a religious belief. To claim an exemption, the person applying for the child's admission must meet criteria specified by the Department of State Health Services (DSHS) rule at 25 TAC 97.62 (relating to Exclusions from Compliance).
- (b) For some diseases, a child who previously had a disease and is accordingly naturally immune from it may qualify for an exemption to the immunization requirements for the disease. To claim this exemption, the person applying for the child's admission must meet the criteria specified in by DSHS rule at 25 TAC 97.65 (relating to Exemptions to Immunization Requirements).
- (c) Helpful Information:
You can find more information regarding the Department of State Health Services' exemptions at <http://www.dshs.state.tx.us/immunize/default.shtm>, click on "School Requirements", click on "Main Page", and to the right of the page click on "Exclusions from Immunizations Requirements".

Open Door Policy

Kiddie Round-Up CDC has an "Open Door" Policy. We want you, the parent/guardian, to be involved in your child's education and we encourage you to participate in class activities at any time. We want to hear from you about your suggestions or recommendations to help improve our program that are oriented towards a positive outcome for the children. Frequent communications between parents and teachers are encouraged. An open line of communications is very important when or where your child is concerned. Please feel free to quickly visit at any time or call to see how your child is doing. If we do not answer the phone immediately, it is because we are attending to our children here, however you are encouraged to leave a message, which will be returned as soon as possible.

Family Participation

All parents entering the Kiddie Round-Up CDC program are required to attend a parent orientation and center tour. At this time the center philosophy, policies, and other highlights of the program will be discussed. We encourage parents to keep the child/ children's information always updated, as we will be reaching out frequently with updates or amendments to our program. Please feel free to visit the office at any time to make the necessary changes to your child's information. Changes can be made through the parent app; ProCare Connect or changes can be sent to the email Kiddieroundup004@yahoo.com and will be corrected by office personal. Please be sure to continually check the bulletin boards located outside your child/children's classrooms, as we will be posting important parent involvement information. KRU strongly encourages all parents/guardians to participate in every aspect of our program.

Ongoing communication between home and the center is very important, we encourage our families to communicate with teachers regularly. We offer written/electronic information daily in our infant and toddler classroom. All other classrooms post information outside their classrooms or in our parent app; ProCare Connect. Email is an effective way for families and teachers to communicate and exchange information. Our email address is kiddieroundup004@yahoo.com. You may also send parent communications through our parent app; ProCare Connect.

To discuss any issue at length, please schedule a mutually convenient time for a face-to-face meeting, phone conference, or zoom meeting.

Drop off/Pick up and Release of Children Procedures:

Upon arrival each day, parents are required to walk their child/children to their classrooms and to notify a staff member of their departure in the afternoon. Do not allow your child to leave the classroom ahead of you, please explain that it is for their own safety that they stay with you.

When picking up and dropping off your child/children, it is policy of the center and licensing requirement that an adult (18 years or older) signs their child/children in or out with an accurate time and an initial or signature to accompany to verify child's attendance. This form is used for emergency and fire drill purposes. Only adults 18 years or older can drop off and pick up a child or children.

Children will only be released to a parent or designated adult 18 years or older, by the parent in writing. Persons authorized to pick up the child/children must provide a valid driver's license or a valid identification card at the time of drop off and release. A child will not be released into the custody of an unauthorized adult, unless consent forms have been signed by the parents/guardians.

Minimum Standard 746.4101: You may not legally prevent the child from being picked up by a parent or person designated by the parent, however, you may address this issue at enrollment by asking parents what they would like for you to do if you do not feel comfortable releasing the child to one of the parents and signing an agreement to this effect.

Minimum Standard 746.4103: (b) Your policies must include a reasonable means to record the identity of the individual, such as a copy of a valid photo identification, an instant photograph of the individual, or recording the driver's license number and car tag numbers. You must retain this information in the child's records for at least three months.

Non-Custodial Parents

Non-Custodial Parents must call and make an appointment to visit the daycare. The custodial parent must provide the legal documentation and state in writing the terms of the visit and allowable times. The above policy also applies to phone calls and zoom meetings. It is at the discretion of the custodial parent to share this information with the other parent/guardian.

If any problems should occur with the non-custodial parents, he/she will be barred from the premises. Charges will be filed if necessary to ensure the safety and well-being of each child at Kiddie Round-Up CDC. All custodial issues must be resolved outside of the center.

Problems between the custodial and non-custodial parents that cause a threat to children or staff at Kiddie Round-Up CDC will be an immediate cause for termination.

Emergency Contact Information

Upon admission, an emergency contact log will be provided in the application packet and is required to be filled out in its entirety, a copy will be given to your child/children's teacher. All authorized individuals must provide proper identification for the release of a child. It may be an immediate parent, sibling over 18 years old, a guardian, or friend. The safety of your child/children is our top priority.

Absences

Kiddie Round-Up CDC has a drop-off time of no later than 9:30 a.m. as stated previously. If your child is going to be late due to a doctor's appointment, family emergency, or an arrangement made prior, we ask that you notify the office via phone or through our parent communications app; ProCare Connect at least 45 minutes prior to our cut-off time.

For our school-age children, we ask that you notify the office of any absences or different transportation arrangements made before 2 p.m., to allow us time to notify the bus driver.

Threatening Incidents

If the center's safety is threatened, all staff are trained to keep the children safe and secure. Parents will be notified immediately and kept up to date of the situation. If there is a reason for the children to be moved to a safer location, all staff will assist in transporting children to a safe and secure designated spot, please see the attached form on page...

Behavioral Expectations

Kiddie Round-Up CDC believes that all children differ in attitudes and behavioral patterns. All staff are trained to work diligently and are guided towards a successful interaction process. We at

the center strive to build a comfortable and educational setting, with special emphasis on behavior and socialism. We recognize that occasionally, behavior issues occur, so we have outlined some rules and guidelines which are crucial to the structure of our center, and the guidance of the child/children attending. Teachers will use a repertoire of teaching strategies such as guidance strategies, appropriate behavioral strategies, and strategies below.

Our teachers will manage individual classrooms by first:

- Modeling and reinforcing appropriate behavior
- Shadowing and closely supervising the child
- Set age-appropriate guidelines
- Redirect and challenging the student to be responsible for his or her actions
- Use positive reinforcement verse negative reinforcement continued support

Discipline and Guidance

Standard 746.2803. What methods of discipline and guidance may a caregiver use? Subchapter L, Discipline and Guidance:

Discipline must be:

- Individualized and consistent for each child.
- Appropriate to the child's level of understanding.
- Directed toward teaching the child acceptable behavior and self-control.
- A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:

(A)Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.

(B)Reminding a child of behavior expectations daily by using clear, positive statements.

(C)Redirecting behavior using positive statements.

(D)Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

Helpful Information

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. The goal is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and re-directing their behavior helps them to develop internal control of their actions and encourages acceptable behavior.

Standard 746.2805. What types of discipline and guidance or punishment are prohibited? Subchapter L, Discipline and Guidance

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, or biting a child
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet
- Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with §746.2803(4)(D) of this subchapter (relating to What methods of discipline and guidance may a caregiver use?)
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device.

Helpful Information

Child development research supports that physical punishment such as pinching, shaking, or hitting children teaches them that hitting or hurting others is an acceptable way to control unwanted behavior or get what they want. Children will also mimic adults who demonstrate loud or violent behavior. Rapping, thumping, popping, yanking, and flicking a child are all examples of corporal punishment. Regarding paragraph (9), you must never withhold active play from a child who misbehaves (i.e., keeping a child indoors with another caregiver while the rest of the children go outside or making a child sit out of active play in the afternoon for a behavior that occurred in the morning). However, if a child is exhibiting poor behavior during active play, you may separate the child from the group, as described in §746.2803(4)(D), to allow the child to settle down before resuming cooperative play or activities.

Guidelines for Persistent Inappropriate Behavior

Ignoring

Certain behaviors are patterns developed by the child to receive a certain result, usually, it is a negative response directed towards attaining the desired reaction. Usually, the behavior will be ignored, unless it is a safety issue to the child involved.

Shadowing/Redirection

Kiddie Round-Up CDC offers alternative to children engaged in undesirable behavior by offering a different toy or suggesting a different activity. This attempts to gently guide the child through an uneasy transition. During this transition the teacher models appropriate behavior and closely works with the child to learn positive choices.

Verbal Interaction

The teacher gently explains to the child the inappropriate behavior and shows him/her the appropriate way to manage the situation. For example, a teacher might say “hitting is never okay, and instead of hitting John, you should tell him no and walk away and tell an adult.” The teacher will explain the consequences by removing the toy, object, or removing the child from a certain play area. Assistance in conflict resolution between children will be given when necessary. Choices, I-Messages, contingencies, and logical and practical consequences will be used during teacher and child interactions as well.

Take a Break

The child is separated from the group to allow him /her a moment to relax and calm down, away from peer influence. The process is outlined below:

- The child is assisted to an area where he/she can be supervised at all times. The child will have access to toys, activities, and materials while taking a break.
- If the Take a Break method occurs two or more times in one day, parents will be notified when the child is picked up at the end of the day. The teacher will have a brief discussion with the parent/guardian regarding their child’s behavior. The teacher will also document the behavior and parent communications at the time.
- The child may return to the group as soon as the negative behavior stops or is reduced. The Take a Break method will not be used for children under the age of 18 months; instead, we will utilize the shadowing or redirection technique. If the Take a Break method is not working effectively, the parent/guardian will be notified for a conference with the Director. During the meeting the Director, teacher, and parent/guardian will develop a plan to address the behavioral problem. A trial behavior period will be given. The teacher will continue to document behavior patterns and results of behavior plan and share these with parents/guardians.

A two-week trial period will be given if a child who continues to misbehave. If at any time during the two-week period, the arrangement has not proven workable, then the parent or provider will have the right to terminate, with a 24-hour notice.

Termination of Services

It is not our policy to terminate a child/child from our program. However, in extreme cases Kiddie Round-Up CDC may terminate a child’s enrollment for the following reasons:

- If we determine that we are unable to meet the needs of the child, we will work with families through various efforts to offer suggestions for other arrangements.
- Physical and/or verbal abuse of staff or other children by a parent or child.
- A parent or child not observing the policies of the center outlined in the Kiddie Round-Up, CDC parent handbook and/or parental agreement.
- Extreme situations of nonpayment or late payments.

Parent-Teacher Conference

One of our goals is to provide parents/ guardians with undivided attention when discussing their child/children, in doing so, we suggest setting up a scheduled time to allow an in-depth conference. Please talk to the Director or inform the teacher to request a time to meet. This courtesy enables us to arrange for appropriate staffing during our discussion and allows us to have focused attention.

Children's learning and development are crucially linked to their families. At least twice a year parents are invited to attend a formal parent-teacher conference and may schedule a conference anytime during the year when the teacher or parent determines it necessary. Parent-Teacher conferences are scheduled to promote optimal learning and development, giving parents an opportunity to visit with their child's teacher and learn more about their child's growth and development. Formal teacher conferences are scheduled in October (mid-term) and May (towards the end of the school year). You may request a phone conference or a zoom meeting if you are unable to attend a formal conference.

It is important to inform the Director and teacher of any significant changes in your child's life. Events such as a move, loss of a family member, or change in the family structure can significantly affect your child. We can work together to help ease the stress of any life event and work together as a team to help create security and support. In making our childcare program a positive experience for each child/family, we encourage you as parents/guardians to be our partners in the education of our children.

Field Trips

Field Trips are learning experiences for all children; however, we limit them to age 4 years of age and older. Parents will be required to sign a permission slip for a child/child to participate. No child will be allowed to attend a field trip without a permission slip. All fees will be separate from your tuition fees and parents will be notified 48 hours in advance, through verbal and written communication. A notice will be posted 48-72 hours in advance, as well as, sent through our parent communication app; ProCare Connect for all field trips.

Transitional Plans

When your child is ready to make the move to a new classroom, we will do all we can to make this transition a smooth and successful one. We will contact you when we feel your child is ready to move classrooms. The move will always be a collaborative decision between the parent/guardian, teachers, and administrative staff. We recognize that transitions can be a challenge therefore we will take into consideration each child's temperament and adjust our transition time accordingly. For any questions or concerns about transitions, you can reach out through the parent communications app; ProCare Connect to discuss it further with a teacher or administrative staff.

Clothing Guidelines

At our childcare center your child/children will have many opportunities to experience a variety of activities. We recommend sending your child/children in clothing that is washable and will allow your child/children to participate comfortably in all activities from playground fun to messy art projects. If your child is potty training, please dress him/her in clothes they can manage on their own such as pants with elastic waistbands and stretch material. Belts and overalls will not be allowed for children during the potty-training process. Because children need regular outdoor physical activity, we ask that you provide your child with proper clothing for the different weather conditions. Shoes must be comfortable for active play and must cover your child's toe for proper protection and safety. Child's daily footwear should be tennis shoes.

Outdoor/ Physical Activity

Outdoor Activity

Outdoor play is an integral part of the child's daily schedule. All children will be taken to the outdoor playground unless it is a weather alert day as announced online, in the news or on the radio. Only when a child's doctor has written permission to keep him/her indoors will a child be kept from going outdoors. All outdoor time will be no less than 30 minutes in the morning and afternoon time. All children can play in the shade. Parents can provide skin protection with UVB and UVA protection of SPF 15 or higher that is applied to exposed skin (only with written permission to do so). When public health authorities recommend use of insect repellents due to high risk of insect-borne disease, only repellents containing DEET are used, and these are applied only on children over 2 months of age. Staff apply insect repellent no more than once a day with written parental permission.

Physical Activity

Kiddie Round-Up CDC will follow the Texas Rising Star requirements for physical activity.

- For Infants: Infants have supervised tummy time daily (3-5 min and which gradually increases) at least 2-3 times per day for short periods or as tolerated
- For Toddlers-Two Year Olds: Children are required to have a total of at least 60-90 minutes of physical activity scheduled every 8-hour day (45-60 minutes total per 4-hour day). At least 30 min of this activity is free play and at least 30 minutes is structured / caregiver led.
- For Three Year Olds- School-Age: Children are required to have a total of at least 90-120 minutes of physical activity scheduled every 8-hour day (45-60 minutes total per 4-hour day). At least 30 min of this activity is free play and at least 30 minutes is structured/caregiver- led. Implementation of the daily schedule consistently reflects a balance of indoor/ outdoor activities.

Screen Time Policy

Standard 746.2207 May I use a screen time activity with a child? Subchapter F, Developmental Activities and Activity Plan

- You may not use a screen time activity for a child under the age of two years.
- You may use a screen time activity to supplement, but not to replace, an activity for a child who is two years old or older that is described in §746.2507 of this chapter (relating to What activities must I provide for a toddler?); §746.2607 of this chapter (relating to What activities must I provide for a pre-kindergarten-age child?); and §746.2707 of this chapter (relating to What activities must I provide for a school-age child?).
- A school-age child may use screen time without restriction for homework.
- If you use a screen time activity for a child at the center, you must ensure that the activity:
 - (1) Is related to the planned activities that meet educational goals?
 - (2) Is age-appropriate?
 - (3) Does not exceed one hour per day?
 - (4) Is not used during mealtimes, snack times, naptimes, or rest times?
 - (5) Does not include advertising or violence?
 - (6) Is turned off when not in use?

The American Academy of Pediatrics (AAP) recommends, for children two years and older, limiting children's total media time to not more than one or two hours of quality programming per 24-hour period. For children under the age of two, no media time is recommended since during the first two years of life a child's brain and body is going through critical periods of growth and development. It is important that very young children have positive social interactions with their parents and caregivers instead of through media time that takes away from these vital interactions. Studies have shown a relationship between television viewing and an increased risk for obesity in children.

Minimum Standards

You have the right to review a copy of the Minimum Standards for Child Care Licensing and the most recent inspection reports. All inspections are available for review and are in binders located in the front entrance of the center.

Contacting the local Licensing and Family Protective Services

- 3635 S.E. Military Dr., San Antonio TX 782237. (210)-337-3399
- P.O. Box 23990 MC 278-5, San Antonio TX 78223. (210)-337-3399
- FPS website: www.txchildcaresearch.org
- Child Abuse Hotline: 1-800-252-5400
-

Location of Emergency Numbers

Wall in front of reception area.

Kiddie Round-Up CDC is located at:

9145 FM 1516 N

Converse, TX 78109

(210)-945-8391

Gang Free Zone

As a result of the House Bill 2086, that passed during the 81st legislative session, chapter 42 of the Human Resource Code that includes Section 42.064, Kiddie Round-Up CDC is required to provide information about Gang-Free Zones. This information can be found on the Parent Resource Bulletin located in the front entrance of the center. You can also find it on page... of our parent handbook.

Attestation

My signature verifies that I have read and received a copy of this Parent Handbook and agree to follow the outlined policies. Should I not follow the policies outlined, I understand that my services may be terminated.

Parent/Guardian Signature

Date

Tuition Rates

- Registration Fee: -Single Child: \$125 - Family- \$200
- Yearly Supply Fee: \$75

Full Time Tuition Rates:

- Infants (6 weeks to 16 months) \$250 weekly
- Toddlers (17 months to 23 months) \$230 weekly
- Two's (24 months to 36 months) \$225 weekly
- Preschool Three's (Non-Potty Trained) \$200 weekly
- Preschool Three's (Potty Trained) \$195 weekly.
- Pre-Kindergarten Four/Five's \$185 weekly
- Afterschool Care
 - Three's \$180
 - Four/Five's \$130
 - School Age (kinder-5th) \$118
- Summer Camp \$195 (Full Time) or \$120 (3-Day Part Time)

Part Time/Blended Tuition Rates:

- 3 Full Days (6 weeks – 24 months) \$175
- 3 Full Days (25 months – 5 years old) \$140
- 2 Full Days (36 months – 5 years old) \$110
- Part Day PRE-SCHOOL (Monday-Friday 8am-11am) \$85 weekly (JISD School Calendar)
- Part Day PRE-SCHOOL (Monday-Friday 8am-2pm) \$135 weekly (JISD School Calendar)

School Age (Early Release/ Student Holidays):

- Drop-In (Enrolled) Afterschool Daily \$45
- Drop-In (Enrolled) Afterschool Weekly (Thanksgiving/Christmas/Spring Break) \$190

Discounts:

- Military: Waived Registration Fee & 5% tuition discount
- Siblings: - Second Child 10% - Third Child 15%